



# METASTARS: Guide for Applicants

OPEN CALL FOR INNOVATION PROJECTS

TERMS AND CONDITIONS

VERSION 1.6  
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## List of acronyms

**ASD:** Aerospace and defence

**ECA:** Court of Auditors

**ECCP:** European Cluster Collaboration Platform

**EU:** European Union

**FSTP:** Financial Support to Third Parties

**GDP:** Gross domestic product

**GDPR:** General Data Protection Regulation

**ISM:** Innovation Support Mechanism

**METASTARS:** METAcluster Support Towards a more resilient AeRospace and defence ecoSystem

**MISC:** METASTARS Innovation Support Committee

**OLAF:** European Anti-fraud Office

**SME:** Small and Medium-sized Enterprise

**SMP:** Single Market Programme

**TRL:** Technology Readiness Level

# 1 ABOUT METASTARS

METASTARS project is co-funded by the European Union and stands for “METAcluster Support Towards a more resilient AeRospace and defence ecosystem”. It is co-funded under the Single Market Programme (SMP) within the call for proposals Joint Cluster Initiatives (Euroclusters) for Europe’s recovery.

METASTARS aims to reinforce the growth of the European Aerospace and Defence (ASD) ecosystem by supporting SMEs at recovering fully from the COVID-19 pandemic crisis, at becoming more resilient to potential future shocks and at ensuring their sustainability, notably looking at international business opportunities. The success of this economic recovery will strongly depend on the capacity of the companies to accelerate their green and digital transitions and for Europe to gain in sovereignty.

METASTARS financially supports EU SMEs with the development of innovation projects and services, to answer three main objectives:

1. Accelerate the ASD industry’s contribution to the [European Green Deal](#) and world’s climate action mission, in particular to an aviation net-zero emission goal.
2. Ensure the European digital and connectivity independency and sovereignty necessary in the ASD sectors, addressing the security of the information system.
3. Diversify the business markets for traditional and innovative SMEs depending exclusively on aeronautics and space providers, and to develop closer links and relations with European stakeholders acting in other industrial sectors.

## 1.1 Specific objectives towards SMEs’ support

METASTARS project invites proposals focused on the Aerospace and Defence industry which comply with the following specific objectives. Proposals submitted must aim at reaching one or both objectives, focusing on at least one leading objective, depending on the innovation project type:

1. **Network for resilience** to improve the resilience of the EU ASD industrial ecosystems by developing value chains interlinkages in the EU Single Market. The aim is to improve the ASD value chains’ ability to cope with challenges and undergo transitions in a sustainable manner through the integration of different actors, competences and solutions.
2. **Innovate for strategic autonomy** to build capacity in the most critical inputs and critical technologies in the Aeronautics, Space, Defence and ICT ecosystem. The aim is to reduce the dependency of companies on critical inputs and critical technologies through a development of novel ideas, substitutes, innovative products or services.

## 1.2 Partners

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**AEROSPACE VALLEY (AV)**  
FRANCE

<https://www.aerospace-valley.com>

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**ATHINA-EREVNITIKO KENTRO KAINOTOMIAS  
STIS TECHNOLOGIES TIS PLIROFORIAS, TON  
EPIKOINONION KAI TIS GNOSIS (CORALLIA)**  
GREECE

<https://corallia.org>

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**FUNDACIÓN CORPORACIÓN TECNOLÓGICA  
DE ANDALUCÍA (CTA)**  
SPAIN

<https://www.corporaciontecnologica.com>

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**AVIATION VALLEY (SDL)**  
POLAND

[www.dolinalotnicza.pl](http://www.dolinalotnicza.pl)

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## 1.3 METASTARS contact points

For any enquiries regarding the METASTARS project, please contact the project Coordinator:

Maude PERIER-CAMBY | Aerospace Valley | 3 Rue Tarfaya CS 64403, 31400, Toulouse, France |  
Tel. +33 (0)5 61 14 80 30 | E-mail: [perier@aerospace-valley.com](mailto:perier@aerospace-valley.com)

For any enquiries regarding information and/ or clarification on the Innovation Support Mechanism, please contact:

Christina GAROUFALIA | ATHINA - EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) | 44, Kifissias Ave., Monumental Plaza Building C, GR-15125, Maroussi, Athens | Greece Tel. +30 210 63 00 770 | E-mail: [metastars@corallia.org](mailto:metastars@corallia.org)

For any other enquiry, please contact the METASTARS contact point [info@metastars-euroclusters.com](mailto:info@metastars-euroclusters.com). The contact persons and details of all METASTARS partners are listed in Annex 1.

## 1.4 METASTARS facts

<b>Project acronym</b>	METASTARS
<b>Project title</b>	METAcuster Support Towards a more resilient AeRospace and defence ecosystem
<b>Industrial Ecosystem Strand</b>	14-Aerospace & Defence
<b>Project Duration</b>	30 months (01.09.2022 – 28.02.25)
<b>Overall budget</b>	€1.399.857,50 €1.050.000,00 to directly benefit innovative SMEs (projects, services, prizes)
<b>web</b>	<a href="http://www.dolinalotnica.pl/metastars">http://www.dolinalotnica.pl/metastars</a>
<b>Results dissemination</b>	 <a href="https://clustercollaboration.eu/content/metastars-metacluster-support-towards-more-resilient-aerospace-and-defence">https://clustercollaboration.eu/content/metastars-metacluster-support-towards-more-resilient-aerospace-and-defence</a>
	  <p>@METASTARS22_25</p>
	  <p><a href="http://www.linkedin.com/company/metastars">www.linkedin.com/company/metastars</a></p>

## 2 METASTARS Innovation Support Mechanism

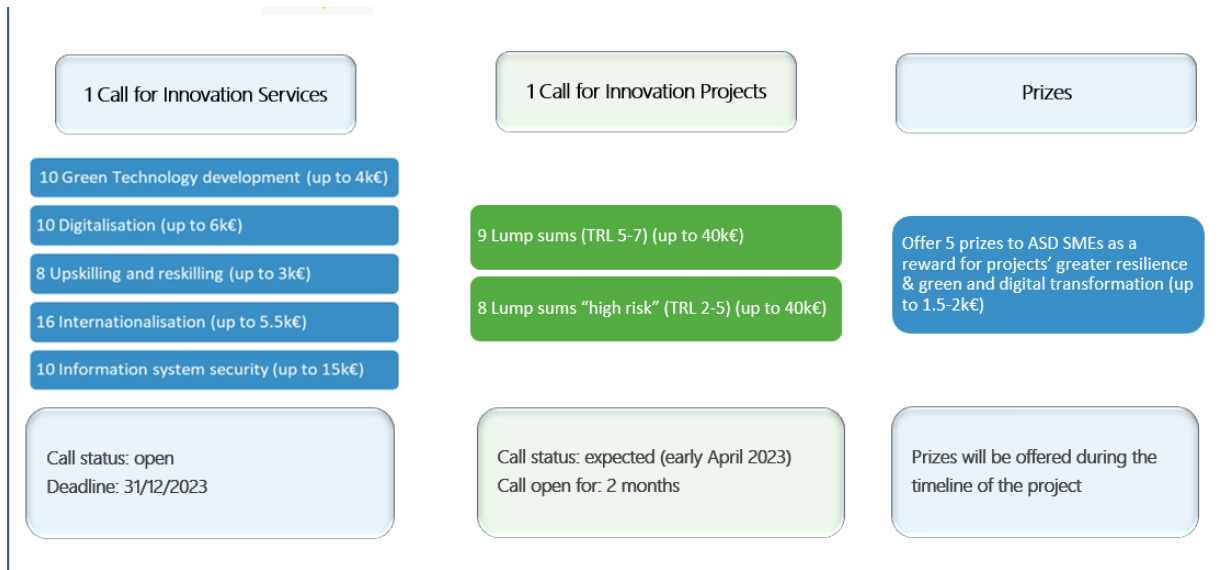
METASTARS project is built upon the necessity to accompany the European Industrial Strategy, which aim is to allow companies to be more resilient, more sustainable and globally competitive. Indeed, in 2021, industry remains the most important contributor to the European economy and wealth, consistently accounting for about 20% of the EU GDP in the last decade. The European Commission emphasizes the need to support specifically the economic growth of SMEs, which represent 99% of all enterprises in Europe.

Within its 30-month project duration, METASTARS approach is to mobilise all existing ASD networks to create a strong Alliance. In that respect, METASTARS offers to:

1. Provide support for the implementation of innovation projects at low and high technology readiness.
2. Provide a wide range of services to support innovation, to favour SMEs' resilience and green and digital transition, to increase business opportunities. These services will cover the five (5) objectives of the EUROCLUSTERS call: network, innovate, adopt processes and technologies, train and go international.
3. Strengthen and sustain the current European ASD network by involving new stakeholders acting in cross-sectorial domains.
4. Develop joint activities to enhance the ecosystem's training and skills' development.

The total METASTARS budget to directly benefit innovative SMEs in the form of **Innovation Projects** (lump sums) is 680.000€ (up to 40.000€/SME and up to 80.000€/project). Additionally, a *Call for Innovation Services* (lump sums) is already open currently benefiting innovative SMEs with a budget of 362.000€. More information on the *Call for Innovation Services* can be found [here](#). Finally, a total amount of 8.000€ for **5 prizes** will be provided to SMEs as a reward for the projects' greater resilience & green and digital transformation.

The METASTARS Innovation Support Mechanism is briefly presented below. The current document is the **Guide for Applicants for Innovations Projects**. Regarding Innovation Services, a dedicated Guide for Applicants is already published and can be found [here](#).



## 2.1 Target audience - What is the Aerospace & Defence sector?

The Aerospace and Defence ecosystem covers manufacturing companies in aeronautics, space and defence; space operators and data and service providers; research institutes. SMEs and start-ups represent an important part of the Aerospace and Defence ecosystem since they perform many niches, complex and innovative tasks in the manufacturing supply chain<sup>1</sup>.

The target audience of the METASTARS Innovation Support Mechanism are SMEs from the **Aeronautics, Space, Defence and ICT sectors** wishing to submit proposals related to Aerospace & Defence.

METASTARS project aims at leveraging interlinkages between ASD and various ecosystems, including Renewable Energy, Tourism, Electronics, Mobility, Transport & Automotive and Digital ones.

To be eligible (see also section 3.3.1 for details on eligibility conditions) for the METASTARS Innovation Support Scheme, an applicant must be an **SME** established or have a branch office in the METASTARS territorial scope described as follows:

- a. EU Member States (including overseas countries and territories (OCTs))
- b. non-EU countries:
  - listed EEA countries and countries associated to the COSME part of the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#)).

<sup>1</sup> [Commission Staff Working Document, Annual Single Market Report 2021, Brussels, May 2021](#)



### 3 METASTARS Innovation Project support

#### 3.1 Innovation Projects offered

The scope and the supported activities funded under the current Call for Innovation Projects are described below.

Innovation Projects	Scope & supported activities	Specific Objective Associated <i>(section 1.1 of the current guide)</i>
<b>Innovation Projects low-risk</b>	<p>Projects (TRL 5-7<sup>2</sup>) that reach the development of more digital or greener innovation products or services, enhancing the autonomy of the ASD value chain.</p> <p>The project should be included in at least one of the following categories:</p> <ul style="list-style-type: none"> <li>• Design and build new collaboration models.</li> <li>• Establish connections among value and supply chain actors in the form of contracts, agreements, platforms, forum, etc.</li> <li>• Feasibility studies.</li> <li>• Demonstration of a product, solution, process, service, or technology demonstrated in operational environment.</li> <li>• Innovation projects to provide new products/ services/ novel ideas that increase the resilience of the SME and/ or improve the green and digital transition of the ASD sector, up to TRL 6-7.</li> </ul>	<p>Objective 1 – Network Objective 2 - Innovate</p>

<sup>2</sup> TRL 1	basic principles observed
TRL 2	technology concept formulated
TRL 3	experimental proof of concept
TRL 4	technology validated in lab
TRL 5	technology validated in relevant environment (industrially relevant environment in the case of Key Enabling Technologies - KETs)
TRL 6	technology demonstrated in relevant environment (industrially relevant environment in the case of KETs)
TRL 7	system prototype demonstration in operational environment
TRL 8	system complete and qualified
TRL 9	actual system proven in operational environment (competitive manufacturing in the case of KETs; or in space)

Source: [https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/annexes/h2020-wp1415-annex-g-trl\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf)

<p><b>Innovation Projects high-risk</b></p>	<p>Projects (TRL 2-5) that reach the development of high-risk innovation products or services in the ASD value chain.</p> <p>The project should be included in at least one of the following categories:</p> <ul style="list-style-type: none"> <li>• Intensify collaboration in innovation activities where there is a high risk of short-term disruption or long-term vulnerability in the value chain with high potential for further diversification and substitution.</li> <li>• Demonstration of a product, solution, process, service or technology validated in relevant environment</li> <li>• Feasibility: technology feasibility analysis, markets analysis, adaptation and development of a technology, analysis of new project concept</li> <li>• Network creation of coordinated partners in quadruple helix (research, business, civil society, public bodies) with a view to generate innovation investments which address EU strategic autonomy in specific products, inputs, technologies and infrastructures.</li> <li>• Innovation projects to provide new products/ services that increase the resilience of the SME and/or improve the green and digital transition of the ADS sector, up to TRL 4-5.</li> </ul>	<p>Objective 1 – Network</p>
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### 3.2 Financial support

Applicants are entitled to apply and benefit from more than one type of METASTARS financial support, reaching a total maximum funding from METASTARS of €60.000 per SME. The applicant SMEs will be allowed to be granted **max. 1 Innovation Project** (up to 40.000€/SME & up to 80.000€/project), **2 Innovation Services**<sup>3</sup> (applying one time for up to 2 services) and a prize<sup>4</sup> for a maximum of 60.000€.

**One (1) SME** may apply for an Innovation Project and may benefit from a financial support of up to 40 000€. Consortia of more SMEs are allowed; however, they will benefit from a financial support of **up to €80.000 in total for the implementation of the project** (up to 40 000€/SME). Different innovation actors may be involved in the project for the creation of new synergies

<sup>3</sup> More information about the *METASTARS Call for Innovation Services*: <http://www.dolinalotnicza.pl/en/metastars>

<sup>4</sup> To be launched in 2024-2025.

towards innovative and sustainable products/ services, however they cannot directly benefit from an Innovation Project.

Successful proposals shall receive the requested financial contribution in the form of a lump sum. During the submission procedure, the SME(s) should declare the amount to be requested up to the amount mentioned in the table below. A lump sum is a fixed amount of money which can be used by beneficiaries for several purposes related to the achievement of the project objectives. Since the granting of a lump-sum does not foresee the delivery of a detailed financial reporting and timesheets, the use of the budget will be controlled considering the review meeting between the METASTARS consortium partners and the beneficiary. Supporting documentation will be asked to ensure that the project has been implemented as agreed in the form of a report. However, since beneficiaries will have to keep the original documents of their expenses (timesheets, invoices, contracts) in case of an audit (see section 4.1), the following rules and limitations per project type must be respected.

Only costs generated during the lifetime of the project can be eligible<sup>5</sup>. Costs described in the submitted budget must be determined in accordance with the usual accounting and management principles and practices of the beneficiary. Eligible costs are:

- *Personnel costs*: costs related to hours of the staff of the beneficiary dedicated to actual work under the project.
- *Subcontracting costs (up to 50% of the allocated grant)*: work carried out by external providers which have entered into an agreement on business conditions with the beneficiary.
- *Other direct costs*: travel and subsistence costs, further direct incurred costs can be claimed for equipment (only depreciation costs), consumables.

Financial Support for Projects	Maximum financial support	Maximum duration for Project implementation (months)	Estimated No of Projects to be granted
Innovation Projects low-risk (TRL 5-7)	up to 40.000€/SME & up to 80.000€/project	12	9
Innovation Projects high-risk (TRL 2-5)		10	8

<sup>5</sup> Period of costs' eligibility is from the Grant Agreement signature date until the end of the project.

### 3.3 Application

Proposals will be eligible and enter the evaluation phase if all the following conditions are met.

#### 3.3.1 Eligibility conditions

s/n	Eligibility criteria
1	Applicant(s) must be SME(s) and declare their SME status in accordance with the SME definition of the European Union as part of the application via this <a href="#">link</a> .
2	Applicant(s) must be SME(s) from the Aeronautics, Space, Defence, and ICT sectors wishing to submit proposals related to Aerospace & Defence.
3	Applicant(s) must fall under the territorial scope of METASTARS (Annex 2).
4	Applications must address the METASTARS specific objectives (section 1.1).
5	Applications and supporting documentation must be written in English (applications partially written in another language are not eligible) and must not exceed the maximum number of characters stated in each text box of the pre-defined template. In the case of Letters of Support/ Letter of Interest provided in national language, it is recommended that a summary of its content is provided in English.
6	Applications must be submitted <i>through the online submission tool</i> by the deadline indicated in section 3.3.2 of the present Call for Applicants.
7	Applications must not exceed maximum grant of financial contribution <sup>6</sup> , project duration and include only eligible expenses as described in Annex 3.

Only one (1) Annex can be submitted, including diagrams, charts, and Letter(s) of Interest. To facilitate the evaluation process, the applicants should upload a file in PDF format up to 10 A4 pages long and no larger than 10MB in size. It is important that the font is legible at 100% zoom.

#### 3.3.2 Where, when and how to apply

To apply for a proposal, click at the [current link](https://www.f6s.com/metastars-call-for-innovation-projects/apply) (<https://www.f6s.com/metastars-call-for-innovation-projects/apply>). Only proposals submitted through the F6S call management tool stated above within the **deadline (June 6<sup>th</sup>, 2023, @ 17.00 CET)** will be evaluated. Upon receipt of each proposal, the system will send you a confirmation of your submission. After submission, the applicant will receive an e-mail which states the date and time of the submitted proposal.

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<sup>6</sup> If the applicant SME has already been granted with METASTARS Innovation Services, the amount requested in the Innovation Project application should not exceed 60.000€ in total. In this case, the application will be rejected.

The METASTARS Open Call for Innovation Projects is launched **on April 3<sup>rd</sup>, 2023**, and will be open until **June 6<sup>th</sup>, 2023, @ 17.00 CET**.

## 4 Funding scheme

### 4.1 General payment terms and obligations of beneficiaries

- All payments will be made in Euro.
- Payments will be made to each SME, also in case of a consortium.
- Expenditures incurred before the Grant Agreement signature date, or after the project duration period are ineligible for remuneration.
- Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.

METASTARS will not be responsible for paying any costs applied for and incurred by the beneficiaries in case of non-compliance with the terms and conditions of the METASTARS Innovation Support Mechanism.

- Submission of an application does not constitute an entitlement for funding.
- The recipients of the (financial) support from METASTARS (“Beneficiaries”) must ensure that the [European Commission](#), the [European Anti-fraud Office](#) (OLAF), the [European Public Prosecutor’s Office](#) (EPPO) and the [Court of Auditors](#) (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient’s premises.

Beneficiaries’ obligations are the following:

- The SME(s) must -for a period of five years after the payment of the balance- keep records and other supporting documentation to prove the proper implementation of the action.
- They must make them available upon request or in the context of checks, reviews, audits, or investigations.
- If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Grant Agreement (including the extension of funding), the SME(s) must keep the records and other supporting documentation until the end of these procedures.
- The SME(s) must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

Grant Agreements can be signed digitally:

- With a certified electronic signature (this option refers to encrypted digital signatures such as those produced using e-signature software).
- With a signature that is manually signed by hand in the electronic document.

The Grant Agreement will be sent by e-mail and the signature indicates acceptance of the agreement.

## 4.2 Which are the payment terms per project?

Payments will be made in two (2) instalments. The pre-financing payment will be made within 30 days from the signature of the Grant Agreement and the final instalment will be made within 30 days from the acceptance of all Grant Agreement deliverables and report. Payment conditions are summarised in the following table.

Innovation Projects	Payment scheme
<p>Innovation Projects low-risk</p> <p>Innovation Projects high-risk</p>	<p>2 instalments:</p> <ul style="list-style-type: none"> <li>• pre-financing: 50% within 30 days from the signature of the Grant Agreement between METASTARS and the SME.</li> <li>• final: 50% within 30 days from the acceptance of deliverables &amp; report.</li> </ul>

## 5 Evaluation and selection process

A three-step assessment procedure will be followed safeguarding the principles of transparency and equal treatment as described below.

1. **Eligibility check** of the Application Form.
2. **Individual evaluation:** each member of the application review panel will evaluate the application form following the evaluation criteria. Applications will be ranked according to their scores.
3. **Consensus group:** in case of major deviation, the members of the evaluation review panel will communicate (email, online meeting, etc.) to evaluate collectively the application form, based on their individual evaluation, ensuring a coherent, fair and transparent evaluation.

## 5.1 Criteria

The evaluation and ranking of applications are based on a set of evaluation criteria presented in the table below following the verification of eligibility requirements (section 3.3.1). The following table presents the different aspects which will be considered for each evaluation criterion.

Evaluation criteria	Sub-criteria	Weight	Max. score	Max. weighted score
<b>Excellence (30 points)</b>	Is the project in line with the METASTARS' specific objectives? (10 points)	2	5	10
	Is the project relevant for the Aeronautics, Space, Defence, and ICT sectors? (10 points)	2	5	10
	Is the project innovative for the applicant(s) (SMEs)? (10 points)	2	5	10
<b>Impact (40 points)</b>	How will the project contribute to achieving METASTARS specific objectives? (10 points)	2	5	10
	How will the project help the SME improve its status (economic, environmental, social)? (20 points)	4	5	20
	To what extent is the project innovative for the ASD ecosystem? (10 points)	2	5	10
<b>Implementation (30 points)</b>	Achievability of the project based on the core business, experience and competences of the SME (15 points) (GANNT chart to support SME(s)' justification)	3	5	15
	Achievability of the project taking into account the financial support requested (15 points) (Budget uploaded to support SME(s)' justification)	3	5	15
<b>Specific attention</b>	Specific attention will be paid to EU-13 <sup>7</sup> countries by applying a bonus of 5% in the total score.			

## 5.2 Scoring mechanism

Evaluation scores will be awarded based on the criteria mentioned in the section above. The maximum weighted score for Criterion 1 will be 30 points, for Criterion 2 will be 40 points and for Criterion 3 will be 30 points. The threshold for each individual criterion will be 50% of the maximum weighted score per criterion (15, 20 and 15 respectively). The overall threshold,

<sup>7</sup> Member states which joined the European Union in or after 2004.

applying to the sum of the three individual weighted scores will be 70 points. **Proposals, where in one of the three individual criteria score below 50% or the overall score is below 70% of the weighted score, will not be recommended for funding.** Proposals with a weighted score above the three individual thresholds and the overall threshold will be recommended for funding (until the exhaustion of the budget).

Each question to be evaluated is rated between 1 and 5 points; no half-points are allowed (decimal points may arise while processing to the average scoring, but not as an individual evaluation grade). Each sub-criterion has a dedicated weight for the final score. Score per criterion is the sum of the individual sub-criteria weighted scores.

The same evaluation criteria and scorings apply to all types of innovation projects. The total score in all projects is comprised by adding the scores of the four criteria.

The meaning of the scores with respect to the sub-criteria are as follows:

- **1 – Poor.** The sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- **2 – Fair.** While the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- **3 – Good.** The proposal addresses the sub-criterion well, but with at least one moderate weakness.
- **4 – Very good.** The proposal addresses the sub-criterion very well, although with minor weaknesses.
- **5 – Excellent.** The proposal successfully addresses all relevant aspects of the sub-criterion in question. Any shortcomings are minor.

### 5.3 Evaluation procedure

Submitted projects' applications will be assessed by the Evaluation Review Panel consisting of representatives of the METASTARS partners (3 reviewers per application).

The assessment period shall take max. 30 days, starting from the closing date of the call and will be complete with the development of different ranking lists; one per project type.

The applicants will receive an e-mail about the outcome of the evaluation directly after the evaluation is finalised along with instructions for the next steps in the case the applicant is awarded. The successful applicants will be requested to sign a Grant Agreement with the METASTARS project coordinator within 30 days from the notification of the project approval.

The consortium established internally a tie-breaking criteria system, which will be used in case of a tie in the scores obtained by the different proposals and the funds are exhausted before all of them are funded. The tie-break criteria to be used are the following:



- higher number of women involved in the innovative project.
- higher number of employees involved in the innovative project.
- planned collaborations with researchers either employees of the company or working in collaboration with universities, research centres, RTOs, etc. for the implementation of the innovative project.

The METASTARS consortium has the right to proceed to budget transfers between projects' categories (Innovation Projects low-risk and Innovation Projects high-risk), if one category cannot be used in full.

## 6 Enquiries and complaints

For any complaints against the project selection process, these must be submitted by the applicant on behalf of the project to [info@metastars-euroclusters.com](mailto:info@metastars-euroclusters.com) within 5 calendar days after the announcement of the Open Call results. Your email should include the following information:

- Platform username and application name.
- Lead contact name and details.
- Object of your complaint.
- Information and evidence of the alleged breach.

The Review Committee, which consists of all consortium members (Aerospace Valley, Corallia, Fundación Corporación Tecnológica de Andalucía and Aviation Valley) of the METASTARS Innovation Support Committee (MISC), will examine the complaint on the basis of the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken. If the complaint is considered justified, the Review Committee will notify the evaluators to re-evaluate the project application and the related assessment part, subject to the complaint. The evaluators will then provide the Review Committee with an updated assessment. The final decision on the complaint will be communicated by the Review Committee to the applicant in writing within 20 working days from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

For technical issues concerning the submission procedure, please contact [info@metastars-euroclusters.com](mailto:info@metastars-euroclusters.com)

## 7 Monitoring and reporting process

Maximum 1 (one) month after the end of the project execution as it will be defined in the Grant Agreement, the METASTARS Beneficiaries must provide an overall performance progress report for their Project along with the respective deliverables validating the work as well as a brief financial statement with the expenses for the period according to the respective project types.

The purpose of the above is to evaluate:

- The degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s).
- The continued relevance of the objectives and breakthrough potential with respect to the scientific and industrial state of the art.
- The expected potential impact in economic, competition and social terms, and the METASTARS Beneficiary's cooperation to elaborate a dissemination of foreground plan.

METASTARS partners may request additional supporting documents, if deemed necessary, to evaluate the progress.

## 8 Confidentiality and data protection

*GDPR compliance:* The [General Data Protection Regulation](#) (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection. METASTARS consortium will process personal data in line with the regulation mentioned above.

By applying, the applicant agrees on the storage and use of its personal data for the execution of the METASTARS objectives and work plan. The METASTARS consortium commits to handling personal data confidentially except for the call results, which will contain the following information:

- Information about successful METASTARS project applications that will be made publicly available before the project implementation: applicant(s) name, awarded funding and short description of the project (as provided by the applicant in the application template).
- Information about successful METASTARS project types that will be made publicly available after the project implementation: applicant(s) name, awarded funding and updated short description of the project (as provided by the beneficiary in the Final Report).

The processing of data that METASTARS intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general

principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact [dpo@athena-innovation.gr](mailto:dpo@athena-innovation.gr)

Applications' selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

## 9 Intellectual Property Rights and Dissemination

For dissemination and use of results generated through the Innovation Support Mechanism from METASTARS, the recipients must credit the METASTARS project through proper citation and appearance of the METASTARS logo, EU emblem and the proper citation "This project has received funding from the METASTARS project that is co-funded by the European Union".

METASTARS consortium does not obtain ownership of the results produced under the Innovation Support Mechanism. 'Results' means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights. In case of a consortium, the applicants shall arrange for internal contracts regarding Intellectual Property Rights.

METASTARS consortium has the right to use non-sensitive information relating to the Innovation Support Mechanism and materials and documents received from the beneficiaries for policy, information, communication, dissemination and publicity purposes — during the Grant Agreement implementation or afterwards.

## 10 Gender equality

METASTARS seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

## 11 Disclaimers

*Purpose:* This text is explaining the METASTARS Innovation Support Mechanism for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EISMEA.

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Innovation Council and SMEs Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

*Mistakes or inconsistencies:* The METASTARS consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the METASTARS Executive Board will determine the steps to be taken, in cooperation with the applicant concerned.

*Consequential damages:* In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this projects' scheme, even if advised of the possibility of such damages.

## 12 ANNEX 1: SME contact points

FRANCE		
Aerospace Valley	Maude PERIER-CAMBY	<a href="mailto:perier@aerospace-valley.com">perier@aerospace-valley.com</a>
GREECE		
Corallia	Christina GAROUFALIA	<a href="mailto:metastars@corallia.org">metastars@corallia.org</a>
POLAND		
Aviation Valley (SDL)	Andrzej RYBKA	<a href="mailto:info@dolinalotnicza.pl">info@dolinalotnicza.pl</a>
SPAIN		
Fundacion Corporacion Tecnologica de Andalucia (CTA)	Silvia DE LOS SANTOS	<a href="mailto:silvia.santos@corporaciontecnologica.com">silvia.santos@corporaciontecnologica.com</a>
	Rafael CASTILLO BARRERO	<a href="mailto:rafael.castillo@corpportaciontecnologica.com">rafael.castillo@corpportaciontecnologica.com</a>
	Delia GIOFFRÉ	<a href="mailto:delia.gioffre@corporaciontecnologica.com">delia.gioffre@corporaciontecnologica.com</a>
		<a href="mailto:metastars.cta@corporaciontecnologica.com">metastars.cta@corporaciontecnologica.com</a>
ALL OTHER COUNTRIES		<a href="mailto:metastars@aerospace-valley.com">metastars@aerospace-valley.com</a>
METASTARS contact point		<a href="mailto:info@metastars-euroclusters.com">info@metastars-euroclusters.com</a>

## 13 ANNEX 2: METASTARS territorial scope

To be eligible for the METASTARS Innovation Support Scheme, an applicant must be an SME established or have a branch office in the METASTARS territorial scope described as follows:

- a. EU Member States (including overseas countries and territories (OCTs))
- b. non-EU countries:
  - listed EEA countries and countries associated to the COSME part of the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#));

## 14 ANNEX 3: METASTARS Innovation Projects

Innovation projects high-risk (TRL 2-5)	
<b>Call dates</b>	<p>Launch: 03/04/2023</p> <p>Deadline: 06/06/2023@17.00 CET</p>
<b>Financial contribution (grant in the form of a lump sum)</b>	up to 40.000€/SME & up to 80.000€/project
<b>Project duration</b>	up to 10 months
<b>Eligible expenses</b>	<p>Personnel costs</p> <p>Subcontracting costs (up to 50% of the allocated grant)</p> <p>Travel and subsistence costs</p> <p>Equipment (only depreciation costs)</p> <p>Consumables</p>
<b>Supported activities (the list is exhaustive)</b>	<p>Projects (TRL 2-5) that reach the development of high-risk innovation products or services in the ASD value chain.</p> <p>The project should be included in at least one of the following categories:</p> <ul style="list-style-type: none"> <li>• Intensify collaboration in innovation activities where there is a high risk of short-term disruption or long-term vulnerability in the value chain with high potential for further diversification and substitution.</li> <li>• Demonstration of a product, solution, process, service or technology validated in relevant environment</li> <li>• Feasibility: technology feasibility analysis, markets analysis, adaptation and development of a technology, analysis of new project concept</li> <li>• Network creation of coordinated partners in quadruple helix (research, business, civil society, public bodies) with a view to generate innovation investments which address EU strategic autonomy in specific products, inputs, technologies and infrastructures.</li> <li>• Innovation projects to provide new products/ services that increase the resilience of the SME and/or improve the green and digital transition of the ADS sector, up to TRL 4-5.</li> </ul>
<b>Payment scheme</b>	<p>2 instalments:</p> <ul style="list-style-type: none"> <li>• Pre-financing: 50% within 30 days from the signature of the Grant Agreement between METASTARS and the SME.</li> <li>• Final: 50% within 30 days from the acceptance of all Grant Agreement deliverables and final report.</li> </ul>

Innovation projects low-risk (TRL 5-7)	
<b>Call dates</b>	Launch: 03/04/2023 Deadline: 06/06/2023@17.00 CET
<b>Financial contribution (grant in the form of a lump sum)</b>	up to 40.000€/SME & up to 80.000€/project
<b>Project duration</b>	up to 12 months
<b>Eligible expenses</b>	Personnel costs Subcontracting costs (up to 50% of the allocated grant) Travel and subsistence costs Equipment (only depreciation costs) Consumables
<b>Supported activities (the list is exhaustive)</b>	Projects (TRL 5-7 <sup>8</sup> ) that reach the development of more digital or greener innovation products or services, enhancing the autonomy of the ASD value chain. The project should be included in at least one of the following categories: <ul style="list-style-type: none"> <li>• Design and build new collaboration models.</li> <li>• Establish connections among value and supply chain actors in the form of contracts, agreements, platforms, forum etc.</li> <li>• Feasibility studies.</li> <li>• Demonstration of a product, solution, process, service or technology demonstrated in operational environment.</li> <li>• Innovation projects to provide new products/ services/ novel ideas that increase the resilience of the SME and/or improve the green and digital transition of the ASD sector, up to TRL 6-7.</li> </ul>
<b>Payment scheme</b>	2 instalments: <ul style="list-style-type: none"> <li>• Pre-financing: 50% within 30 days from the signature of the Grant Agreement between METASTARS and the SME.</li> <li>• Final: 50% within 30 days from the acceptance of all Grant Agreement deliverables and final report.</li> </ul>

<sup>8</sup> TRL 1	basic principles observed
TRL 2	technology concept formulated
TRL 3	experimental proof of concept
TRL 4	technology validated in lab
TRL 5	technology validated in relevant environment (industrially relevant environment in the case of Key Enabling Technologies - KETs)
TRL 6	technology demonstrated in relevant environment (industrially relevant environment in the case of KETs)
TRL 7	system prototype demonstration in operational environment
TRL 8	system complete and qualified
TRL 9	actual system proven in operational environment (competitive manufacturing in the case of KETs; or in space)

Source: [https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/annexes/h2020-wp1415-annex-g-trl\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf)