



# METASTARS: Guide for Applicants

OPEN CALL FOR INNOVATION SERVICES

TERMS AND CONDITIONS

VERSION 1.0  
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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

# 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 must aim at reaching one or more of the objectives, focusing on at least one leading objective:

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.

3. **Adopt processes and technologies** to reinforce transformation into a greener and more digital economy. The aim is to adopt processes and technologies that improve the Aeronautics, Space, Defence and ICT ecosystem value chains' efficiency in the use of resources, open markets for green technologies and services and uptake of digital solutions.
4. **Train to foster up- and reskilling** of the workforce whilst attracting talents in the Aeronautics, Space, Defence and ICT ecosystem.
5. **Go international** to facilitate the SMEs' internationalisation with Canada and Japan business markets in the Aeronautics, Space, Defence and ICT ecosystem.

## 1.2 Partners

	<b>AEROSPACE VALLEY (AV)</b> FRANCE	<a href="https://www.aerospac-e-valley.com">https://www.aerospac-e-valley.com</a>
	<b>ATHINA-EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA)</b> GREECE	<a href="https://corallia.org">https://corallia.org</a>
	<b>FUNDACIÓN CORPORACIÓN TECNOLÓGICA DE ANDALUCÍA (CTA)</b> SPAIN	<a href="https://www.corporaciontecnologica.com">https://www.corporaciontecnologica.com</a>
	<b>AVIATION VALLEY (SDL)</b> POLAND	<a href="http://www.dolinalotnicza.pl">www.dolinalotnicza.pl</a>

## 1.3 METASTARS contact points

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



Anne-Lise STEPHAN | Aerospace Valley | 3 Rue Tarfaya CS 64403, 31400, Toulouse, France | Tel. +33 (0)5 61 14 80 30 | E-mail: [METASTARS-EU@aerospace-valley.com](mailto:METASTARS-EU@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>	<b>META</b> cluster 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.dolinalotnicza.pl/metastars">http://www.dolinalotnicza.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>
		 @METASTARS22_25
		 <a href="http://www.linkedin.com/company/metastars">www.linkedin.com/company/metastars</a>

## 2 METASTARS Innovation Support Mechanism

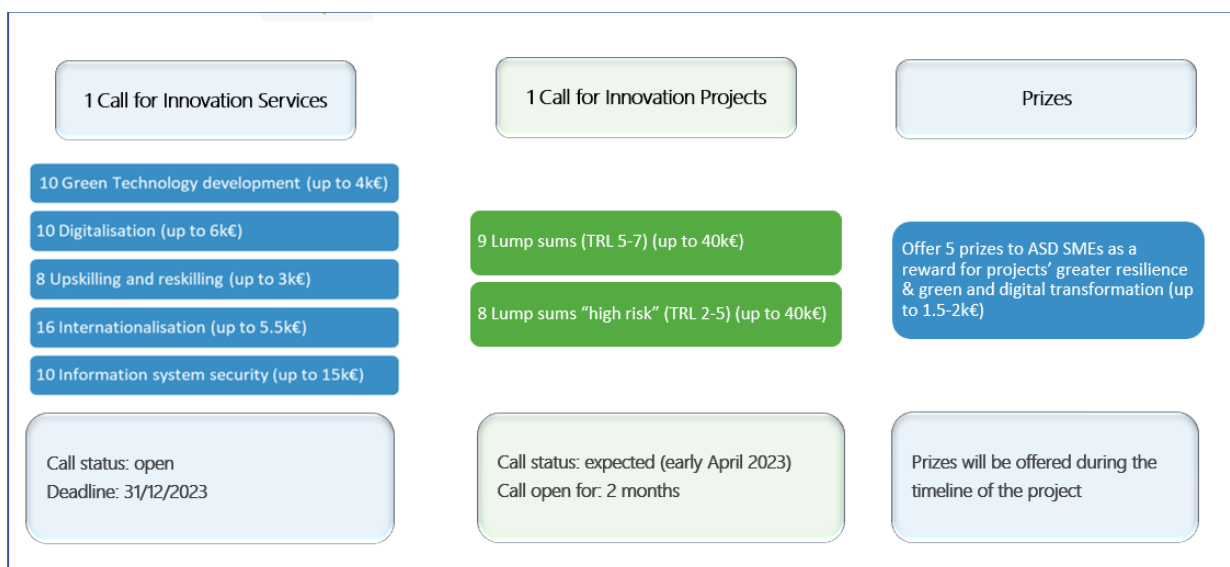
METASTARS project is built upon the necessity to accompany the European Industrial Strategy, which aim is to allow companies to be more resilient, more sustainable and globally competitive. Indeed, in 2021, industry remains the most important contributor to the European economy and wealth, consistently 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 offers to:

1. 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.
2. Strengthen and sustain the current European ASD network by involving new stakeholders acting in cross-sectorial domains.
3. 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 Services** (lump sums) is 362.000€. Additionally, a Call for **Innovation Projects** (lump sums) will follow, directly benefiting innovative SMEs with a budget of 680.000€ (up to 40.000€ per SME). Finally, a total amount of 8.000€ for 5 **prizes** will be provided to SMEs as a reward for 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 the **Innovations Services**. Regarding Innovation Projects, a dedicated Guide for Applicants will be published.



## 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](#));

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



### 3 METASTARS Innovation Support Mechanism

#### 3.1 Innovation Services offered

The types of Innovation Services offered by the METASTARS project are presented below.

Innovation Service	Scope/ Indicative supported activities
<b>Green Technology development</b>	External services to support SMEs willing to develop green solutions, processes or internal activities: processes, manufacturing as well as internally (communication, internal processes, etc.)
<b>Digitalisation</b>	External services to support SMEs willing to digitalise activities and/ or processes: processes, manufacturing as well as internally (communication, internal processes, etc.)
<b>Upskilling and Reskilling</b>	External services/ costs to boost the SMEs' skills' development. Training could be focused either technical and/ or soft skills. It is mandatory that the training benefits more than one person working for the company.
<b>Internationalisation for Japan</b>	External services/ costs to: -support the attendance to a conference/ event in Japan to develop business. The FSTP can support travel, accommodation and fees; AND/ OR -receive the support of a consultancy company to design an internationalisation strategy or reach new clients/ partners to Japan.
<b>Internationalisation for Canada</b>	External services/ costs to: -support the attendance to a conference/ event in Canada to develop business. The FSTP can support travel, accommodation and fees; AND/ OR -receive the support of a consultancy company to design an internationalisation strategy or reach new clients/ partners to Canada.
<b>Information system security</b>	External services to provide the SME with support to adapt against cyber-attack.

#### 3.2 Financial support

Applications will be evaluated on a first come first served basis, i.e., applications will be evaluated in the order in which they are received. Applicants are entitled to apply and benefit from more than one type of METASTARS financial support, reaching a total maximum funding of €60.000 per SME. The Applicant SMEs will be allowed to be granted **max. 2 Innovation Services** (applying one time for up to 2 services) and **1 Innovation Project** (up to 40.000€), for a maximum of 60.000€.

Successful proposals shall receive the requested financial contribution in the form of a lump sum. During the submission procedure, the SME 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 service has been implemented as agreed in the form of a final 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 service type must be respected.

Only costs generated during the lifetime of the project can be eligible<sup>2</sup>. Costs described in the submitted budget must be determined in accordance with the usual accounting and management principles and practices of the beneficiary.

*In the case of the provided services, costs may be eligible as from the date of submission (the activity **must** take place after the submission of the application date) of the application if duly justified, and provided that all other conditions for cost eligibility are met. Submission of an application does not constitute an entitlement for funding.*

The financial support is provided under the following conditions.

Financial Support for Services	Maximum financial support per Service	Maximum duration for Service implementation (months)	Estimated No of Services to be granted
Green Technology development	€4.000	4	10
Digitalisation	€6.000	4	10
Upskilling & reskilling	€3.000	4	8
Internationalisation for Japan	€5.500	10	8
Internationalisation for Canada	€5.500	10	8
Information system security	€15.000	10	10

<sup>2</sup> Period of costs' eligibility is from the Grant Agreement signature date until the end of the project.

Proposals will be evaluated on a first-come first-served basis and will be granted until budget for the respective service type is exhausted, while budget transfers will be possible between service categories if one category cannot be used in full.

**Note:** Each SME may benefit from financial support up to 60.000€ in total, considering all three (3) types of financial support offered by the METASTARS project: Call for Innovation Services, Call for Innovation Projects and Prizes.

### 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	Applicants must be an SME and declare their SME status in accordance with the SME definition of the European Union as part of the application via <a href="#">this link</a> .
2	Applicants must be an SMEs from the Aeronautics, Space, Defence and ICT sectors wishing to submit proposals related to Aerospace & Defence.
3	Applicants must fall under the territorial scope of METASTARS (Annex 2).
4	Applications should 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	Only one (1) Annex can be submitted, including diagrams, charts, and Letter(s) of Interest. It must be a PDF and can be up to 5 A4 pages long and no larger than 10MB in size. The font must be legible at 100% zoom.

Only applications by single applicants are allowed.

#### 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-services/apply) (<https://www.f6s.com/metastars-call-for-innovation-services/apply>). Only proposals submitted through the F6S call management tool

stated above within the **deadline (December 31<sup>st</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.

The METASTARS Open Call for Innovation Services is launched **on March 1<sup>st</sup>, 2023**, and will be open until **December 31<sup>st</sup>, 2023, @ 17.00 CET**. The consortium reserves the right to close the call earlier in case all the budget is used.

## 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.
- Expenditures incurred before the Grant Agreement signature date, or after the project duration period are ineligible for remuneration. *In the case of the provided services, costs may be eligible as from the date of submission (the activity **must** take place after the submission of the application date) of the application if duly justified, and provided that all other conditions for cost eligibility are met. Submission of an application does not constitute an entitlement for funding.*
- 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 \(ECA\)](#) (according to the Article 25 - CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS EXTENSION OF FINDINGS of the METASTARS Grant Agreement) 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 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 must keep the records and other supporting documentation until the end of these procedures.
- The SME 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:

- 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 first option, the Grant Agreement can be sent by e-mail while in the second option, the Grant Agreement must be sent by post. In all cases mentioned above, a signature indicates acceptance of the agreement.

## 4.2 Which are the payment terms per service?

Payments will be made in one or two instalments: in case of pre-financing, payment will be made within 30 days from the signature of the Grant Agreement and final instalment will be made within 30 days from the acceptance of all Grant Agreement deliverables and the report. Payment conditions are summarised in the following table.

Innovation Service	Payment scheme
<b>Green Technology development</b>	1 instalment: 100% within 30 days from the acceptance of the report
<b>Digitalisation</b>	1 instalment: 100% within 30 days from the acceptance of the report
<b>Upskilling and Reskilling</b>	1 instalment: 100% within 30 days from the acceptance of the report
<b>Internationalisation</b>	1 instalment: 100% within 30 days from the acceptance of the report
<b>Information system security</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 the 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.
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. If no agreement is reached, a third evaluator will be involved.

### 5.1 Criteria

The evaluation of applications is 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 service in line with the METASTARS' specific objectives? (10 points)	2	5	10
	Is the service relevant for the Aeronautics, Space, Defence and ICT sectors (10 points)	2	5	10
	Is the service innovative for the applicant? (10 points)	2	5	10
<b>Impact (40 points)</b>	How will the service contribute to achieving METASTARS specific objectives (20 points)	4	5	20
	How will the service help the SME improve its status (economic, environmental, social)? (20 points)	4	5	20
<b>Implementation (30 points)</b>	Achievability of the service based on the core business, experience and competences of the SME (15 points)	3	5	15
	Achievability of the service taking into account the financial support requested (15 points)	3	5	15

## 5.2 Scoring mechanism

Evaluation scores will be awarded based on the criteria mentioned in the section above. The maximum 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 70% of the maximum score per criterion (21, 28 and 21 respectively). The overall threshold, applying to the sum of the three individual scores will be 80 points. Proposals where in one of the three individual criteria score below 70% or the overall score is below 80% will not be recommended for funding. Proposals with a 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 services. The total score in all services is comprised by adding the scores of the three criteria and will be maximum 100 points.

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 service applications will be assessed by the Evaluation Review Panel consisting of representatives of the METASTARS partners (2 reviewers per application).

The evaluation of the proposal will be done on a first-come first-served basis (i.e., proposals will be evaluated in the order in which they are received) while the evaluation period shall take maximum 15 working days, starting from the date of the submission of each proposal. 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.

In case of proposals with equal overall scores, the prevailing one is the proposal with the higher score in the criterion of “Impact”, then “Excellence” and then “Implementation” in this order.

## 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

During the services’ implementation, the METASTARS partners will contact the beneficiary SME to arrange for an online review meeting to evaluate the service’s progress and validate the work and expenses for the implementation period according to the respective service types.



Maximum 1 (one) month after the end of the implementation of the service, as it will be defined in the Grant Agreement, the METASTARS beneficiary shall provide a report along with supporting documentation to ensure that the service has been implemented as agreed. The purpose of the above is to evaluate:

- The degree of fulfilment of the service 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.

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

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 services scheme, even if advised of the possibility of such damages.

## 12 ANNEX 1: SME contact points

FRANCE		
Aerospace Valley	Anne-Lise STEPHAN	<a href="mailto:METASTARS-EU@aerospace-valley.com">METASTARS-EU@aerospace-valley.com</a>
GREECE		
Corallia	Christina GAROUFALIA	<a href="mailto:metastars@corallia.org">metastars@corallia.org</a>
POLAND		
Aviation Valley (SDL)	Adrian HUTA	<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 Services

Innovation services: Green Technology development	
<b>Call dates</b>	Launch: 01/03/2023 Deadline: 31/12/2023@17.00 CET
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €4.000 per SME
<b>Project duration</b>	up to 4 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting)
<b>Indicative supported activities</b>	External services to support SMEs willing to develop green solutions, processes or internal activities: processes, manufacturing as well as internally (communication, internal processes, etc.).
<b>Payment scheme</b>	1 instalment: 100% within 30 days from the acceptance of the report and supporting documentation according to the Grant Agreement

## Innovation services: Digitalisation

<b>Call dates</b>	Launch: 01/03/2023 Deadline: 31/12/2023@17.00 CET
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €6.000 per SME
<b>Project duration</b>	up to 4 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting)
<b>Indicative supported activities</b>	External services to support SMEs willing to digitalise activities and/ or processes: processes, manufacturing as well as internally (communication, internal processes, etc.).
<b>Payment scheme</b>	1 instalment: 100% within 30 days from the acceptance of the report and supporting documentation according to the Grant Agreement

## Innovation services: Upskilling and Reskilling

<b>Call dates</b>	Launch: 01/03/2023 Deadline: 31/12/2023@17.00 CET
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €3.000 per SME
<b>Project duration</b>	up to 4 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting)
<b>Indicative supported activities</b>	External services/ costs to boost the SMEs' skills' development. Training could be focused either technical and/ or soft skills. It is mandatory that the training benefits more than one person working for the company.
<b>Payment scheme</b>	1 instalment: 100% within 30 days from the acceptance of the report and supporting documentation according to the Grant Agreement

## Innovation services: Internationalisation for Canada

<b>Call dates</b>	Launch: 01/03/2023 Deadline: 31/12/2023@17.00 CET
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €5.500 per SME
<b>Project duration</b>	up to 10 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting), travels and subsistence, entrance fees to international fairs.
<b>Indicative supported activities</b>	External services/ costs to: -support the attendance to a conference/ event in Canada to develop business. The FSTP can support travel, accommodation and fees; AND/ OR -receive the support of a consultancy company to design an internationalisation strategy or reach new clients/ partners to Canada.
<b>Payment scheme</b>	1 instalment: 100% within 30 days from the acceptance of the report and supporting documentation according to the Grant Agreement



## Innovation services: Internationalisation for Japan

<b>Call dates</b>	<p>Launch: 01/03/2023</p> <p>Deadline: 31/12/2023@17.00 CET</p>
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €5.500 per SME
<b>Project duration</b>	up to 10 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting), travels and subsistence, entrance fees to international fairs.
<b>Indicative supported activities</b>	<p>External services/ costs to:</p> <ul style="list-style-type: none"> <li>-support the attendance to a conference/ event in Japan to develop business. The FSTP can support travel, accommodation and fees;</li> </ul> <p>AND/ OR</p> <ul style="list-style-type: none"> <li>-receive the support of a consultancy company to design an internationalisation strategy or reach new clients/ partners to Japan.</li> </ul>
<b>Payment scheme</b>	1 instalment: 100% within 30 days from the acceptance of the report and supporting documentation according to the Grant Agreement

## Innovation services: Information system security

<b>Call dates</b>	<p>Launch: 01/03/2023</p> <p>Deadline: 31/12/2023@17.00 CET</p>
<b>Financial contribution (grant in the form of a lump sum)</b>	up to €15.000 per SME
<b>Project duration</b>	up to 10 months (the final month of implementation being September 2024 irrespectively of the first implementation month)
<b>Eligible expenses</b>	External services (subcontracting).
<b>Indicative supported activities</b>	External services to provide the SME with support to adapt against cyber-attack, diagnostics and adaptation measures.
<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> <p>During the project implementation, METASTARS will review the activities launch and progress.</p>