



## MedPhab Application Guidelines for Open calls

MedPhab, the first European pilot line for photonics-based medical devices funded under Horizon 2020, is organising an open Call for Demo Cases for the external companies developing medical products to validate MedPhab's open access business model and services. The objective of the Open Call is to provide technology development services for the companies that are adopting advanced photonics technologies in the medical diagnostics solutions. As the technology development services are pioneering in nature, we provide subsidized financial support to up to 20 business cases (an average of 6 cases per cut-off). This document contains basic information needed to guide you in preparing your proposal for submission to MedPhab Open Call. It will provide you with the structure and the criteria to be evaluated.

*Please notice that the proposal submission has two stages: a pre-screening phase and a full proposal submission phase. In both stages the documents should be in English.*

### Application process

1. Go to [www.medphab.eu](http://www.medphab.eu).
2. Check out the offering and technologies of MedPhab if they fit your needs.
3. Download & read thoroughly the open call [Application Guidelines](#).
4. Complete **MedPhab in-take form** for the pre-screening process, [HERE](#) (no NDA).
5. A **MedPhab coach** will be assigned to you after the pre-screening stage is successfully passed. (NDA between you and your coach).
6. Register for the full proposal via this [LINK](#).
7. Download the [Full Proposal template](#).
8. Complete the [Full proposal template](#), save it as a PDF file (up to 10 pages), **upload it and submit it HERE**. (Generic NDA between evaluation team and client).
9. Wait for the evaluation process to be completed.
10. Sign the Joint Implementation Agreement with the MedPhab partner(s) involved in the demo-case.
11. Start the execution of your demo case.
12. Return the feedback form.

### Confidentiality

*At the pre-screening stage no NDA will be required. During the proposal writing phase an NDA will be signed between the MedPhab partner(s) involved in writing and the client. Another **generic and non-negotiable NDA only for the evaluation and feedback purposes** will be signed between the MedPhab partners with a representative in the Evaluation Team and the client before the evaluation step. After a successful evaluation of the proposal, an NDA will be signed between the executing partner(s) and the client as part of the Joint Implementation Agreement (JIA).*

## 1. Pre-screening phase

*The deadline for submitting the in-take form is 15th July 2021 for the first cut-off. After revising the feasibility of your request and if fits the scope of MedPhab, Helpdesk will contact you and assign you a MedPhab coach for supporting you with proposal writing.*





Applicant should not disclose any Intellectual Property Rights, and should fill the in-take form [HERE](#)

Find the list of [MedPhab partners](#) and their capabilities [HERE](#) and [HERE](#).

Evaluation criteria for this stage:

- Clear need of MedPhab services and technologies.
- The aim is to reach at least proof-of-concept. Higher maturity level targets possible.

### Information sharing

This form will be shared with all MedPhab partners in order to find the most suitable pilot partner for your project on confidential basis. However, if the company has reasons for not sharing the information with a specific partner (s) the company can select those partner(s) to be excluded. The company is not expected to share any IP sensitive information while filling out the in-take form.

## 2. Full Proposal submission phase

**Important:** If the in-take form in the pre-screening phase is not submitted a full proposal cannot be submitted nor evaluated.

Please register [HERE](#), download the Full proposal template, fill all sections of the document, save it as a pdf document, and submit it through the system. You can save your proposal and work on it until you decide to submit. Please note that you will no longer be able to change your proposal once you click on **Submit**. Deadline for submission is 30th Nov 2021 for the first cut-off.

In order to be eligible for this Call, your institution has to be established in one of the [eligible countries](#). By submitting a proposal to MedPhab you declare that to your knowledge there are no conflicts of interest which might affect the objectivity of your proposal's evaluation.

### 2.1. Registration required fields

Here we summarize the required fields in the registration process for full proposal submission. You must have completed the pre-screening stage.

#### 2.1.1. Company Information

Company's name

Company Registration Number (if applicable)

Date of Registration

Size (Number of employees)

Annual turnover (in millions of €)

Type of organization *SME or large company*

Description of the company: *short history, Position in the value chain: technology end-user (product designers, developers, integrators, etc.) and/or manufacturer, product portfolio, max. 200 words.*

Registered Company Address

#### 2.1.2. Applicant Contact Details

First name:

Last name:

Position in the Company:

Email Address:

Telephone Number:





Password

Password confirmation

### 2.1.3. Additional

How did you learn about MedPhab?

## 2.2. Proposal content

Find [here](#) the proposal template draft. In summary the proposal is divided in two main sections:

- General information
- Proposal subsections
  - Concept
  - Implementation
  - Impact

### 2.2.1. General information

**Proposal name:**

**Summary** (Do not disclose any Intellectual Property Rights)

Please provide a concise summary of the content and objectives of your proposed Demo Case, and the resulting Product Demonstrator / series of demonstrators including what is innovative about it, mainly replying to the following questions:

- what is the Product Demonstrator / series of demonstrators you would like to develop and which photonics-based / manufacturing technologies you plan to integrate in it / implement?
- how the Demo Case addresses the scope of the competition?
- what is the business need, technological challenge, and market opportunity to be addressed in this Demo Case?
- what are the potential benefits to your business and what is your sustainability approach in the longer term?

Is this the first time that you submit your proposal? 1<sup>st</sup> Submission / Re-submission

Which MedPhab partner has helped you with the proposal preparation?

- VTT
- Philips
- IMEC
- Jabil
- CSEM
- Joanneum Research
- III-V lab
- Screenshot
- Tyndall

Name of the lead coaching person from MedPhab Partner(s).

Have you read and understood the Application guidelines, and do you conform to the eligibility criteria described therein? YES/NO

Have you read and understood the Joint Implementation Agreement (JIA) template? YES/NO





The JIA will be the primary legal contract between the beneficiary and MedPhab. Please note that the published JIA is a preliminary version which might still undergo minor changes before the first cut-off date. The content of JIAs are negotiated case-specifically.

### 2.2.2. Concept (Alignment, needs & challenges, market opportunity and innovation)

This section should cover how this Demo Case aligns to the MedPhab call, the business needs, the technological challenge identified and your approach to innovation.

### 2.2.3. Implementation (Activities, resources and risks)

This section should include details of your company, resources, a draft outline of work activities and any risks identified. Please note, a Service Delivery Manager (SDM) will be appointed by MedPhab consortium to manage the delivery of the Demo case.

### 2.2.4. Impact (Outcomes, wider impacts and sustainability)

This section describes the key outcomes of your Demo Case and the impact that your innovative Product / series of products will have on the market. How do you propose to grow your business and increase your productivity into the long term as a result of the Demo Case?

## 3. Evaluation criteria for full proposals

The proposal will be evaluated following three main criteria as described below. Experts score each award criterion on a scale from 0 to 5 (half point scores may be given):

- 0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 – **Poor.** The criterion is inadequately addressed or there are serious inherent weaknesses.
- 2 – **Fair.** The proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 – **Good.** The proposal addresses the criterion well, but a few shortcomings are present.
- 4 – **Very good.** The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 – **Excellent.** The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for individual criteria is 3 (out of 5) and the overall threshold is 10 (out of 15). In order to be considered for support, the proposal must score above both individual and overall thresholds. Proposals exceeding the threshold points will be ranked using the following weighting ratios between different categories: 40% Concept, 10% Implementation and 50% Impact. About 700k€ of funding has been reserved for the 1<sup>st</sup> Open call round. The proposals with the highest scores in the ranking will be funded in the descending order.

