



# Guide for Applicants

For the XR4ALL open call for proposals

Opening date: 20/06/2019

Cut-off dates for proposals

31/10/2019 at 17:00 (Brussels time)

31/01/2020 at 17:00 (Brussels time)

30/04/2020 at 17:00 (Brussels time)

31/07/2020 at 17:00 (Brussels time)



*This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement N° 825545.*

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## 1 Overview

This document summarises the main characteristics of the open call for proposals under the XR4ALL project and serves as a complement to the following documents (and their annexes):

- the **“Open Call Text”**
- the **“Proposal template”**
- the **“Subgrant agreement template”**

It also provides additional information for the submission of proposals in the framework of the XR4ALL project. This document is intended to serve as a helpful guide and does not invalidate or supersede the Open Call Text and Subgrant agreement documents which take precedence over this guide for applicants and must also be taken into consideration when submitting proposals.

### 1.1 About XR4ALL

XR4ALL is a project funded by the European Union’s Horizon 2020 Research and Innovation Programme under Grant Agreement N° 825545. Its’ aim is to strengthen and accelerate the growth of the European XR/immersive technology industry by connecting startups, companies, and investors (business angels, corporates, and VCs) active in XR.

XR – often referred to as “extended reality” – includes virtual reality (VR), augmented reality (AR), mixed reality (MR), and similar means of immersion. XR is poised to revolutionize the way people communicate, interact, and share information.

After many years of research and development, XR technology has now reached a point where it is commercially viable and is becoming accessible to small businesses and individual consumers. With over \$4 billion in worldwide investments to date, the industry is promising, but further financing is key for its success in Europe.

By 2020, in Europe, the total production value of the XR industry is estimated to reach €15-34 billion, with a corresponding number of 225,000-480,000 people employed in the sector<sup>1</sup>. The European XR industry, however is challenged by fragmentation and strong external competition from faces a number of challenges: it is fragmented, relatively less known, quite fragmented, and faced with strong outside competition, especially from Asia and the USA.

XR4ALL is designed to forge a competitive, sustainable XR-tech ecosystem in Europe, with the following main objectives:

- 1) Unite the XR community to increase collaboration;
- 2) Offer access to a common development platform (the XR developers platform) to ease XR software components and applications development and sharing. This consists of a wide range of tools to support the development of XR components using a methodology inspired by DevOps. It will also house XR Solutions Catalogue where developers can find or publish software components;
- 3) Launch and manage an open call with 4 cut-off dates to increase XR innovation through funding of research teams to develop new XR solutions;
- 4) Monitor trends, visions, and technology developments to create a Strategic Research and Innovation Agenda (SRIA) for interactive technologies;
- 5) Boost the adoption of XR technologies through technology transfer and connections to investors; and
- 6) Carry out efficient dissemination activities to pave the way towards the sustainability of the project.

The XR4ALL project started on 1 December 2018 and has a duration of 30 months. The XR4ALL Consortium is composed of five partners:

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<sup>1</sup> Virtual reality and its potential for Europe, ECORYS report 2017, <http://ecorys.eu/news/europe-strong-and-competitivehub-vr-ecorys-study-finds>



Fraunhofer Institute for Telecommunications, Heinrich Hertz Institute (Germany): A research institute in the fields of mobile broadband communications, photonic networks and electronic imaging for multimedia.



Image & 3D Europe (Belgium): A Non-profit that brings together communities of professionals in the field of imaging. It also organizes the Stereopsia event.



Europe Unlimited S.A (Belgium): Provides event and online matching platforms between emerging innovative companies, investors and partners across Europe



BCOM (France): A private research foundation. Its objective is to achieve excellence in the most competitive sectors such as media coding and new immersive technologies.



LucidWeb (Belgium): A leading WebXR startup. It makes XR content widely available by helping broadcasters and agencies to distribute unique branding and storytelling experiences through the browser

Further information about XR4ALL can be found on the project website at: [www.xr4all.eu](http://www.xr4all.eu)

## 1.2 XR4ALL Open call for proposals

The H2020 Rules for Participation<sup>2</sup> states in article 23.7 that an action may involve financial support to third parties under the conditions defined in the Financial Regulation and the Rules for Application. Financial support to third parties is only possible when foreseen for a specific topic in the work programme.

XR4ALL is a project funded by the European Union's Horizon 2020 research and innovation programme under grant agreement No 825545. It resulted from the ICT-25-2018-2020 topic from the Information and Communication Technologies Work Programme 2018-2020 which foresees as an eligible activity the provision of financial support to third parties as a mean to achieve its own objectives. XR4ALL launches therefore the current open call to attract, select and provide financial support to third parties (outstanding XR research teams from organisations such as SMEs, industry, research institutions, and academia) to develop new XR solutions (plugins for games engines such as Unity, low level components based on open APIs, standards and frameworks such as SolAR, or any XR Application) using the XR developers platform and publishing their solution on the XR Solutions Catalogue.

The projects selected through the open call will undergo through a support programme organised in two phases with specific required deliverables at the end of each phase and a corresponding funding:

**1. Phase1 - concept validation (2 months):** Projects in this phase need to expand upon and validate their concept from a business and a technical perspective. The funding for this phase is €10,000 as a lump sum. Only the projects which submitted the required deliverables for this phase, on time, and were evaluated to have sufficient quality will receive funding.

Based on an evaluation at the end of the first phase, only the best rated projects will be admitted to the second phase and therefore be able to develop the proposed solution. We expect to fund up to 50 projects in phase 1 from which, up to 25 projects will be admitted to phase 2. Each of these projects will enter the first phase following selection after each one of the 4 cut-off dates.

**2. Phase 2 - Development and integration (4 months):** Projects admitted to this phase will undertake to develop a working version of the proposed solution: a tested Minimum Viable Product. Furthermore, the working version of the solution, or a limited functionality version, will be promoted on the XR Solutions Catalogue. The funding for this phase is €40,000 as a lump sum. Only the projects which submitted the required deliverables for this phase, on time, and were evaluated to have sufficient quality will receive funding.

The total funding to be sub-granted by XR4ALL is €1,500,000. This is broken down to a maximum of 50 projects in phase 1, receiving each a funding of €10,000 (€500,000 in total). Following phase 1, up to 25 projects will be

<sup>2</sup>[https://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)

admitted to phase 2 with a corresponding funding of €40,000 per project (€1m in total). The maximum amount granted per project is therefore €50,000.

The open call is structured in four cohorts or application windows. Interested parties can apply before any one of the 4 cut-off dates for the open call:

1. 31/10/2019 at 17:00 (Brussels time)
2. 31/01/2020 at 17:00 (Brussels time)
3. 30/04/2020 at 17:00 (Brussels time)
4. 31/07/2020 at 17:00 (Brussels time)

The XR4ALL open call for proposals will open on 20 June 2019. Following the close of the first application window, the second will open, and so on until the fourth and final application window closes. The basic information needed to guide potential applicants in preparing a proposal are included in the current Guide for Applicants and additional questions received by XR4ALL will be answered and made available to all potential applicants in a FAQ, both available on XR4ALL website ([www.xr4all.eu/opencall](http://www.xr4all.eu/opencall)). This gives instructions on how to structure a proposal, how to submit it, and the criteria on which it will be evaluated as well as the way the selected projects will be managed.

XR4ALL open call at a glance:

- **Maximum amount of financial support per project:** €50,000 as a lump sum
- **Financial support phases & expected duration of participation:**
  - Phase 1 - concept validation (2 months)
  - Phase 2 - Development and integration (4 months)
- **Call identifier:** XR4ALL Open call for proposals
- **Application deadline:** 4 cut-off dates: 31/10/2019; 31/01/2020; 30/04/2020 and 31/07/2020
- **Who can apply:** XR research teams from legal organisations based in one of the EU Member States (MS), one of the Overseas Countries and Territories (OCT) linked to a MS of the EU, an H2020 Associated Country (AC)<sup>3</sup> or one of the [other countries listed in the General Annex A of the Horizon 2020 Work Programme 2018-2020](#)<sup>4</sup>. This can for instance include but not limited to SMEs, industry, research institutions, academic institutions.
- **Language:** Application forms can only be completed in English. The working language for all XR4ALL support will be English.
- **Web link for further information:** [www.xr4all.eu/opencall](http://www.xr4all.eu/opencall)
- **Email address for further information:** [opencall@xr4all.eu](mailto:opencall@xr4all.eu)
- **Evaluation criteria:** Technical excellence (minimum threshold 3/5), Potential impact (minimum threshold 3/5), capacity of the team to implement the proposed project (minimum threshold 3/5)

### 1.3 About the XR Developers Platform

The XR Developers Platform aims at providing XR4ALL supported projects with the required environment and tools to develop new XR components, systems, and applications. It does this by offering the XR4ALL developers community the tools to develop, integrate, test, share, assemble and promote a plurality of XR components in order to ease and reduce the cost of development of XR applications.

#### **What does the XR Developers Platform offer?**

The XR Developers Platform will provide each XR4ALL supported project with a **private area**, including a **wide range of tools**, to ease the development of XR components and applications using a methodology inspired by **DevOps**<sup>5</sup>:

- GIT repositories for source code versioning (GitLab).

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<sup>3</sup> Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Moldova, Montenegro, North Macedonia, Norway, Serbia, Switzerland, Tunisia, Turkey, Ukraine

<sup>4</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf)

<sup>5</sup> DevOps: a set of software development practices that combines software development (Dev) and information technology operations (Ops) to shorten the systems development life cycle while delivering features, fixes, and updates frequently in close alignment with business objectives.

- Online homepage and documentation generated with a mark-up language (i.e. AsciiDoc).
- Test and continuous integration pipelines (GitLab CI).
- Artefact repositories (private and public) to store solution binaries.
- Bug tracker.
- A public forum to exchange with the XR4ALL community.

These tools will help XR4ALL solutions developers during the different steps of development (planning, coding, building, testing, integration). The methodology inspired by DevOps aims at continuously integrating new features while delivering, fixing, and updating the product. It intends to reduce the time between committing a change to a system and the change being in place into normal production, while ensuring high quality. As such the tools will allow developers to offer the community more mature components, tested on different platforms, which can rapidly evolve to meet the needs of end users.

All tools and storage will be **hosted on servers located in Europe** and administered by a European Research Institute (IRT b<>com).

In addition, the XR Developers Platform provides **a framework**, called SolAR, **dedicated to the development of computer vision solutions** addressing XR applications.

Indeed, computer vision is a key technology in XR systems, whether to (geo-)locate the XR system or to understand the real environment and the user interactions. The SolAR framework has been designed to support the assembly of vision software components developed by a wide community in order to implement vision pipelines dedicated to XR purposes. This could include, but not be limited to: localization, tracking, 3D reconstruction and scene analysis. The SolAR framework is available free of charge, under Licence Apache V2.0, and aims to encourage collaborations between computer vision actors developing XR technologies such as researchers, R&D engineers and developers.

Also, since XR technologies are not limited to computer vision, the XR Developers Platform is **open to all solutions that encourage interoperability**, whether through open-source frameworks or standards-based developments. As we are aware that commercial game engines such as Unity currently ensure the interaction between a wide range of XR software components, the tools provided by the XR developers platform will support such game engines.



Overview of the XR Developers Platform

**What kinds of solutions can be developed with the XR Developers Platform?**

The XR Developers Platform will support any third party, selected by XR4ALL, developing an XR solution that will promote the adoption of XR technologies for both professional and consumer use. The **XR Developers Platform** is not specifically **designed** to support fundamental research activities, but rather **to promote to industry the results of research and innovative activities**. This is the place to develop XR “Lego© blocks”, share them with the developer’s community on the XR Solutions Catalogue, and assemble blocks to develop XR applications.

Detailed below is a non-exhaustive list of XR solutions supported by the XR Developers Platform:

- Ready-to-use plug-ins for existing game engines widely used by the XR developer community (e.g. packages for Unity).
- Vision components and/or vision pipelines compliant with the SolAR framework.
- XR components compliant with XR standard or open API (e.g. OpenXR, WebXR, MPEG ARAF, ARML or MobAR).
- XR components developed with open frameworks.
- XR applications that can eventually integrate XR components promoted on the XR Solutions Catalogue.

**1.1 Why use the XR Developers Platform?**

The XR Developers Platform is the only DevOps platform dedicated to XR solutions. Free of charge, each XR4ALL supported project will have access to a dedicated and private development area offering not only access to a wide range of tools inspired by DevOps, but also a complete technical description about the platform as well as technical support on how to use it for the duration of the project.

Each XR4ALL supported project will be required to use the tools offered by the platform such as tests and continuous integration pipeline, documentation generation and delivery. Each project must host at a minimum its source code on the XR Developers Platform.

More information about the XR Developers Platform will be published before the implementation of the selected projects.

## 2 Eligibility, funding and timing

### 2.1 The challenge to address

The challenge to address is the development of new XR solutions (plugins for games engines such as Unity, low level components based on open APIs, standards and frameworks such as SolAR or any XR Applications) using the XR Developers Platform and publishing their solution on the XR Solutions Catalogue.

### 2.2 Eligible Applicants

XR4ALL will accept proposals from:

- XR research teams from a legal entity (a single organisation, not a consortium) which can for example be, but not limited to, an SME, a research institution, an academic institution.
- Legal entities based in one of the eligible countries as detailed in the next section.
- Legal entities not previously selected by XR4ALL (e.g. in a previous application window). The same organisation can only be funded once by XR4ALL.

Proposals submitted by an XR research team should:

- Build a solution (plugin for games engines such as Unity or similar, low level component based on open APIs or any XR Applications) related to interactive technologies (XR: virtual reality (VR), augmented reality (AR), mixed reality (MR), or similar immersive and interactive technologies);
- Make use of the XR Developers Platform made available by the XR4ALL consortium to all selected projects and offering features inspired by DevOps;
- Feed the XR Solutions Catalogue by publishing the final solution or a limited functionality version of the final solution on the XR Solutions Catalogue. The aim is to promote the developed solutions to foster their uptake by the community;
- Be submitted before one of the cut-off dates. An application process will be opened for each cut-off date, after the closure of the previous one. It is the responsibility of the applicants to submit their application on time:
  - 1st cut-off date is set to 31/10/2019 at 17:00 (Brussels time)
  - 2nd cut-off date is set to 31/01/2020 at 17:00 (Brussels time)
  - 3rd cut-off date is set to 30/04/2020 at 17:00 (Brussels time)
  - 4th and last cut-off date is set to 31/07/2020 at 17:00 (Brussels time);
- Be submitted exclusively online through our application platform (<http://www.f6s.com/xr4all>), respecting the instructions in this Guide for applicants and those in the application form and proposal template.
- Be submitted in English. Submissions in any other language will be automatically rejected

The Failure to meet any one of the above requirements will automatically disqualify the proposal

### 2.3 Eligible countries

XR teams applying for the XR4ALL open call for proposals should belong to an entity legally established in one of the Eligible countries as defined in the Horizon 2020 rules for participation<sup>6</sup>.

- **EU Member States (MS):** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

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<sup>6</sup>[http://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)

- **Overseas Countries and Territories (OCT):** Anguilla (UK), Aruba (NL), Bermuda (UK), Bonaire (NL), British Antarctic Territory (UK), British Indian Ocean Territory (UK), British Virgin Islands (UK), Cayman Islands (UK), Curaçao (NL), Falkland Islands (UK), French Polynesia (FR), French Southern - and Antarctic Territories (FR), Greenland (DK), Montserrat (UK), New Caledonia and Dependencies (FR), Pitcairn (UK), Saba (NL), Saint Barthelemy (FR), Sint Eustatius (NL), Sint Maarten (NL), South Georgia and South Sandwich Islands (UK), Saint Helena, Ascension Island, Tristan da Cunha (UK), St. Pierre and Miquelon (FR), Turks and Caicos Islands (UK), Wallis and Futuna Islands (FR).
- **H2020 Associated Countries (AC):** Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Moldova, Montenegro, North Macedonia, Norway, Serbia, Switzerland, Tunisia, Turkey, Ukraine.
- or one of the **other countries listed in the General Annex A of the Horizon 2020 Work Programme 2018-2020**<sup>7</sup> also provided in the open call documentation (**H2020 WP2018-2020 list of countries eligible for funding**).

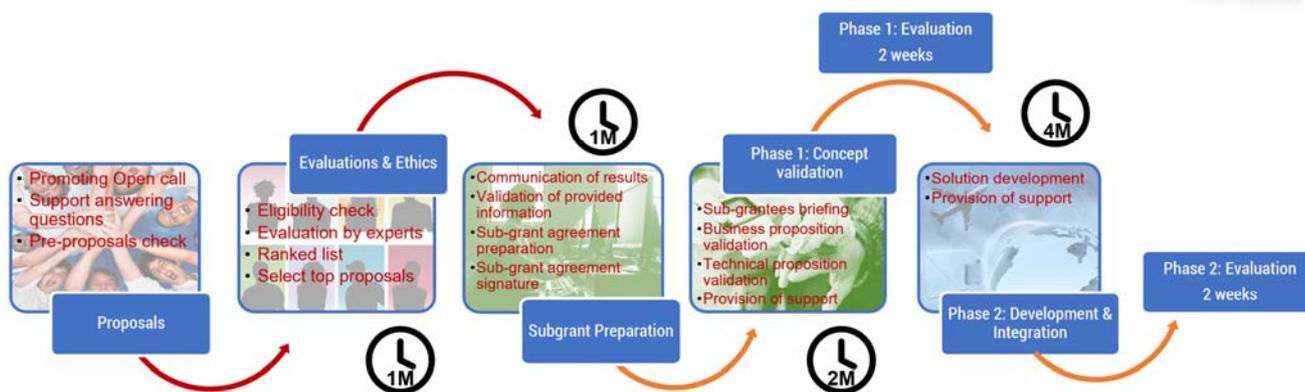
## 2.4 Schedule, Timing and number of projects to be funded

The XR4ALL process is divided into 5 main phases:

- Proposal submission
- Proposal evaluation & Ethics screening
- Subgrant Agreement preparation
- Project execution divided into:
  - o Phase 1 - Concept validation
  - o Phase 2 - Development and integration

Each of these phases is described in a separate section in this document. For clarity we provide in this section the process for a single cohort (there are four cohorts of projects, with each cohort corresponding to one of the four application windows).

### XR4ALL open call process



Overview of the process for XR4ALL open call (single cohort)

Timeline across each application window and corresponding cohorts\*:

<sup>7</sup>[http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-a-countries-rules_en.pdf)

	2019							2020								2021								
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Call open	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█					
Cut-off-1/Cohort 1							█	█	█	█	█	█	█	█	█	█	█	█	█					
Cut-off-2/Cohort 2								█	█	█	█	█	█	█	█	█	█	█	█					
Cut-off-3/Cohort 3																				█	█	█	█	█
Cut-off-4/Cohort 4																								

█	Call open	█	Phase1: Concept Validation
█	Evaluations/Ethics	█	Phase2: Development
█	Grant preparation		

\*This timeline is indicative and small deviations may occur.

## 2.5 Maximum financial contribution & funding scheme

Supported by the European Union, XR4ALL will give selected third parties access to a total financial support of €1,500,000. The financial contribution each third party could receive when the proposal is selected is maximum €50,000.

XR4ALL funding scheme consists of a lump sum<sup>8</sup> to be paid after each execution phase as follow:

- The funding for the concept validation phase is €10,000 as a lump sum. Only the projects which submitted the required deliverables for this phase on time were evaluated to have sufficient quality will receive funding will receive the corresponding funding. A total funding of € 500,000 and XR4ALL is expected to fund for the 4 cohorts up to 50 projects in this phase.
- The funding for the Development and integration phase is €40,000 as a lump sum. Only the projects which submitted the required deliverables on time and were evaluated to have sufficient quality will receive funding. A total funding of €1,000,000 and XR4ALL is expected to fund for the 4 cohorts up to 25 projects in this phase.

The payments of the lump sums corresponding to each implementation phase will be made in one instalment after the successful evaluation of the related deliverables with an exception for the last cohort where the funding for the second phase will be paid in two instalments: one instalment after the evaluation of the required deliverables and the second instalment after XR4ALL receives its final payment from the European Union.

XR4ALL has a total funding of €1.5M and expects to fund up to 50 projects in phase 1 (Concept Validation) and up to 25 projects in phase 2 (Development and integration). The funding will be split in the following way across the four cohorts selected after the four cut-off dates.

Cohort/Application deadline	Execution Phase1: concept validation	Execution Phase 2: Development and integration	Total expected budget
Cohort1: Cut-off 1 (31/10/2019)	13 projects Total funding: €130,000	7 projects Total funding: €280,000	€410,000
Cohort2: Cut-off 2 (31/01/2020)	13 projects Total funding: €130,000	6 projects Total funding: €240,000	€370,000
Cohort3: Cut-off 3 (30/04/2020)	12 projects Total funding: €120,000	6 projects Total funding: €240,000	€360,000
Cohort4: Cut-off 4 (31/07/2020)	12 projects Total funding: €120,000	6 projects Total funding: €240,000	€360,000
<b>Total expected</b>	<b>50 projects Total funding: €500,000</b>	<b>25 projects Total funding: €1,000,000</b>	<b>€1,500,000</b>

<sup>8</sup> final amount of the grant will depend on the acceptance of the deliverables at the end of the 2 implementation phases.

This split is only indicative, and the number of projects will in practice depend on:

- the quality of applications
- the quality of the deliverables submitted (by the selected projects) at the end of each execution phase.

In case the highest ranked proposals for any of the phases are deemed of inadequate quality we will not make any selection. This is obligatory in case all proposals fall below our threshold scores.

Projects are evaluated at the end of both execution phases (, and only those evaluated with sufficient quality will get the funding corresponding to the phase and only the highest ranked projects at the end of phase 1 will be admitted in phase 2 in each cohort.

Shall budget remain available for any reason at the end of a cohort (projects fail to submit their deliverables on time, or submit bad quality deliverables, or not enough projects selected in the cohort, ...), the remaining budget will be reported to the next cohorts.

The maximum financial contribution for a single project is therefore € 50,000 provided that the project reaches the second execution phase “Development and integration” and submits good quality deliverables at the end of this phase.

## 2.6 Origin of the funds

Any selected project will sign a subgrant Agreement with the XR4ALL consortium. The funds provided in the framework of XR4ALL are funds owned by the European Union, whose management has been led to the project partners in XR4ALL via the Grant Agreement Number 825545. XR4ALL is a mere holder and manager of the funds.

As it can be seen in the Subgrant agreement template, this relationship between the beneficiaries (legal entities with projects selected for funding by XR4ALL) and the XR4ALL Consortium is detailed in the Subgrant agreement template and carries a set of obligations by the beneficiaries to both the XR4ALL Consortium and to the European Commission. It is the task of the selected projects to fulfil these obligations, and for the XR4ALL consortium partners to inform about them.

## 3 Open Call & Proposals submission

This section provides information about the XR4ALL Open call rules and application process.

The eligibility criteria in sections 2.2 and 2.3 of this document must be considered when applying. The open call process will be as follows:

### 3.1 Open Call publication – useful & required documents

The open call will be published on the XR4ALL website (<http://www.xr4all.eu/opencall>) and will be complemented by the following documents:

- **Open Call text**, which provides the scope and objectives of the open call.
- **Guide for Applicants**, this document.
- A **template for Declaration on Honour**, in Microsoft Word format to fill in, sign by a legal representative and upload as PDF together with your application.
- A **template for Legal Entity Form** to fill in, sign by a legal representative and upload as PDF together with your application.
- A **Proposal Template**, a separate proposal template in Microsoft Word format to help you prepare your proposal, produce a PDF and upload it as part of your application.
- A **draft Subgrant Agreement template** showing the contractual terms linking you to the XR4ALL consortium and indirectly to the European Union.
- A **FAQs document** will be published on the XR4ALL website and updated as necessary. Please make sure you visit the above web page regularly to check if any update is available.

- **Additional supporting documents** to help applicants in the preparation of their proposal

All useful documents, including the current Guide for Applicants as well as all necessary templates to prepare and submit a proposal are publicly available on the XR4ALL web site: <http://www.xr4all.eu/opencall>.

Please download the relevant files and read them carefully before you submit your proposal. The XR4ALL Open call for proposals has 4 submission deadlines (cut-off dates): 31/10/2019 at 17:00 (Brussels time), 31/01/2020 at 17:00 (Brussels time), 30/04/2020 at 17:00 (Brussels time), and 31/07/2020 at 17:00 (Brussels time).

The submission is done via the means defined in section 3.3 of this document.

### 3.2 Questions prior to proposal submission

Any questions related to the preparation of your proposal can be sent by email to: [opencall@xr4all.eu](mailto:opencall@xr4all.eu). Please note that these questions can only be clarifications about the open call text and its annexes, or about the eligibility of a proposal. We will not in any circumstances provide advice on the content of your proposal. Furthermore, the answers provided to you that may be relevant to other proposers can be added to the FAQ published on our website.

Should you want to send us a short concept to check eligibility, please send by email to: [opencall@xr4all.eu](mailto:opencall@xr4all.eu).

All questions received at least 2 weeks before a cut-off date will be answered before the upcoming deadline. Similarly, any pre-proposals received at least 2 weeks before a cut-off date will receive an answer before the upcoming deadline.

### 3.3 Applicants Registration & proposals submission

Interested proposers should register on the XR4ALL Open call application platform (<http://www.f6s.com/xr4all>). This will be the unique entry point to apply and submit a proposal for the open call. The XR4ALL website (<http://www.xr4all.eu/opencall>) just announces the open call and provides all the necessary information and templates to prepare your proposal.

It is the responsibility of the proposers to ensure they are eligible for the open call, according to the eligibility criteria provided in sections 2.2 and 2.3 of the current document.

### 3.4 Proposal Preparation

Please pay attention to the following instructions and steps:

1. For the proposal preparation, the applicants must use the Proposal Template published on the XR4ALL website (<http://www.xr4all.eu/opencall>). Using a different template than the one supplied will result in a rejection of your proposal.
2. You should read the General instructions included in the Proposal Template before filling in your proposal. Failing to respect these instructions regarding the number of pages and the minimum formatting specifications (margins, fonts, paragraph format etc) could result in the rejection of your proposal.
3. Be concrete and concise.
4. Please examine the resources available on the XR4ALL website (<http://www.xr4all.eu/opencall>) before writing your proposal.
5. Complete the 7 sections of the proposal template. Please keep in mind that the administrative information provided in your proposal will be officially validated during the Subgrant preparation phase for all selected proposals. To this end, please:
  - a. Fill in the administrative form (section 1) using, only information that can be substantiated with official documents provided with your legal entity form.
  - b. Fill in section 2, providing a summary of your proposal and the type of XR solution you propose. The summary should not be longer than ½ page.
  - c. Fill in section 3 (technical description of your concept). It is advised to not exceed 4 pages for this section. The page limit for sections 3, 4 and 5 together is maximum 10 pages.

- d. Fill in section 4 describing the impact of your solution. It is advised to not exceed 3 pages for this section. The page limit for sections 3, 4 and 5 together is maximum 10 pages.
  - e. Fill in section 5 describing the organisation, the team and its capacity. It is advised to not exceed 3 pages for this section. The page limit for sections 3, 4 and 5 together is maximum 10 pages.
  - f. Fill in section 6 providing an indicative budget for your project, and a split of this budget during the support phases of XR4ALL. This section does not count in the page limit. The budget is only an indication of the complexity and feasibility of your solution and does not influence the maximum funding your project can receive from XR4ALL.
  - g. Fill in section 7 identifying any potential ethics and security issues. please make sure to read the Horizon 2020 Programme Guidance on how to complete your ethics self-assessment, available at [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_et\\_hics-self-assess\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_et_hics-self-assess_en.pdf) and also provided as part of the open call documentation (**Guidance on Ethics Self Assessment**). Should your proposal raise any ethical or security issues, make sure you explain how you will address these issues during the implementation of your proposed project. Please ensure you have any necessary authorization, ethics committee opinion and/or any other required documents which you will need to provide during the subgrant preparation phase.
  - h. Please note that if your proposal is selected, the proposal will become part of your Subgrant Agreement
6. Fill in the “Declaration on Honour” using the template provided as part of the open call documentation. Please note that this document will be part of the Subgrant Agreement and if selected, an original will be requested during the subgrant preparation phase. The Declaration on Honour should be signed by a legal representative (the same as the one identified in section 1 of your proposal: The Administrative form). If the documents mentioned in the Declaration on Honour are not provided at application, you will be required to provide them during the subgrant preparation phase.
  7. Fill in a Legal Entity Form using the template provided as part of the open call documentation. Please note that this document will be part of the Subgrant Agreement and if selected, an original will be requested during the subgrant preparation phase. If the documents mentioned in the Legal Entity Form are not provided together with this document at application time, you will be required to provide them during the subgrant preparation phase. The Legal Entity Form should be signed by a legal representative (same than the one identified in section 1 of your proposal: The Administrative form). Please make sure you use the right template as two templates are provided: one for private entities and one for public entities.
  8. Follow the General Instructions provided in the proposal template and instructions provided in each of the sections (highlighted in yellow). These instructions give you an indication on what type of information is expected in each section. They can be removed from the proposal before its submission.
  9. Submit your proposal as a pdf file before the deadline. Failing to meet the deadline will result in your proposal being rejected.

***It is strongly recommended to submit your proposal as soon as possible. Failure of the proposal to be submitted on time for any reason, including network communications delays, will result in automatic rejection. The time of receipt of your proposal as recorded by the submission system will be definitive.***

### **3.5 Means of submission**

The F6S platform (<http://www.f6s.com/xr4all>) will be the unique entry point for all proposals for the open call. At each cut-off date, the application process will close, and another application window will open until all four cohorts are complete.

Additional documentation, including this Guide for Applicants, templates for submission, and FAQs, will be available on the XR4ALL project web site (<http://www.xr4all.eu/opencall>).

Please check the eligibility criteria laid out in sections 2.2 and 2.3 before submitting your proposal.

### 3.6 Language

**English** is the official language for XR4ALL open call. Submissions in any other language will automatically be rejected.

### 3.7 Application composition

The submission documents are:

1. An application form to be filled in directly on the f6s platform (<http://www.f6s.com/xr4all>)
2. The proposal template (to aid the structure of the actual proposal) to be uploaded together with the Application form
3. The legal entity form, with two versions available (one for private entities and one for public entities). Please use the correct one depending on the legal form of your organisation.
4. The declaration on honour.

The proposal template, legal entity forms templates and the declaration on honour are available on the XR4ALL website. The legal entity and declaration of honour need to be completed and signed by a legal representative of the applying organisation.

Further information on the application process is available in section 3 of this document.

### 3.8 Number of proposals per applicant

Across the 4 cut-off dates, only one proposal per organisation may be selected for funding. This does not mean only one proposal can be submitted per applicant, but only the proposal that has achieved the highest ranking during the evaluation process may be selected for funding, should the criteria for selection be met.

In more details, the same organisation may submit more than one proposal but can be selected for funding only once. In case an organisation was selected after a cut-off date, the same organisation cannot be selected after any following cut-off date.

## 4 Proposal Evaluation

### 4.1 Eligibility checking

Before the evaluation, the consortium will check if the submitted proposals are eligible. For each proposal, the following will be checked:

- The proposal is submitted by a legal entity (a single organisation, not a consortium) which can for instance be but not limited to an SME, a research institution, an academic institution;
- The legal organisation should be based in one of the eligible countries as detailed in section 2.3;
- The proposal builds a solution related to related to interactive technologies (XR: virtual reality (VR), augmented reality (AR), mixed reality (MR), or similar immersive and interactive technologies);
- It will make use of the XR Developers Platform made available by the XR4ALL consortium to all selected projects;
- The proposal is submitted before the specific cut-off date. The 1st cut-off date is set to 31/10/2019 at 17:00 (Brussels time), 2nd cut-off date is set to 31/01/2020 at 17:00 (Brussels time), 3rd cut-off date is set to 30/04/2020 at 17:00 (Brussels time), 4th and last cut-off date is set to 31/07/2020 at 17:00 (Brussels time);
- The proposal was submitted online through our exclusive application platform (<http://www.f6s.com/xr4all>);
- The proposal is written and submitted in English;
- The organisation submitting the proposal has not had a proposal funded in a previous application window.

The failure to meet any one of the above criteria will deem **ineligible** and as such it will not be evaluated.

## 4.2 Evaluation process

Each eligible proposal will be evaluated by **three external and independent evaluators**. Evaluators will receive a list of proposals to be reviewed and will receive the proposals only after they confirm in writing that there is no conflict of interest with the proposals they have been allocated to review.

The evaluators will evaluate each proposal using 3 criteria, on a scale from 0 to 5:

- **Technical excellence (threshold=3/5):** The proposal's concept has clearly defined objectives and quality of the concept and usage of immersive technologies are beyond a minimum level of functional complexity
- **Impact (threshold = 3/5):** Potential impact consideration including the market impact, societal and economic value of the targeted solution and/or the added value of the solution for the XR developers community.
- **Team quality (threshold = 3/5):** Relevant experience and capacity to implement the proposed solution (Does the team have the required skills to develop the proposed solution, is there complementary competencies in the team, ...).

Each criterion will have a mark between 0 and 5. For each criterion under examination, score values will indicate the following assessments:

- **5: Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor
- **4: Good:** The proposal addresses the criterion well, although certain improvements are possible.
- **3: Fair:** While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- **2: Poor:** There are serious inherent weaknesses in relation to the criterion in question.
- **1: Very poor:** The criterion is addressed in a cursory and unsatisfactory manner.
- **0: Not addressed at all:** The criterion is not addressed at all in the proposal.

Evaluators can allocate scores on a ¼ point basis.

## 4.3 Thresholds

An average is made from the scores given by the evaluators. The average will be used to check if the proposal is above the required thresholds.

For **“Technical excellence”** criterion, the minimum threshold will be 3/5, for **“Impact”** criterion the minimum threshold will be 3/5, and for **“Team quality”** the minimum threshold will be 3/5. Any scores below the threshold for any criteria will automatically result in a proposal not being selected (irrespective of the number of proposals).

## 4.4 Evaluation Summary Reports – Ranked list

The evaluation process will be done remotely without a consensus meeting. The evaluation reports from all evaluators for the same proposal will be compiled into a consolidated report to form an **Evaluation Summary Report (ESR)** which will be sent to the applicants after being approved by XR4ALL and the evaluators.

After all ESRs have been compiled, a ranked list of proposals will be generated.

The procedure for prioritising proposals which have been awarded the same score (ex aequos) within the ranked list is described below:

- Proposals will be prioritised according to the scores they have been awarded for the criterion “Technical excellence”.
- When these scores are equal, priority will be based on the scores for the criterion “Technical excellence” and “impact”.
- When these scores are equal, any further prioritisation will be based on the criterion “Technical excellence” and “impact” and “Team quality”

The organisations with the highest ranked proposals will be invited to prepare and sign their Subgrant Agreement. A reserve list will also be compiled with the next ranked proposals in the case a selected organisation fails to sign the Subgrant Agreement for any reason.

The expected number of proposals to be selected after each cut-off date is detailed in section 2.5 of this document. This is only an indicative number and XR4ALL may decide to deviate from these numbers. If budget is left from previous cohorts, this budget can be reported to later cohorts.

As a matter of fact, in case the highest ranked proposals are deemed of inadequate quality we will not make any selection. This is obligatory in case all proposals fall below our threshold scores.

## 4.5 Ethics screening

All proposals achieving above threshold scores will undergo an ethics screening to detect if there is any potential ethical or security risks. This screening will be based on the ethics self-assessment carried out by the applicants and the wider content of the proposals.

Should any ethics issues be detected that are not appropriately addressed in the proposal, additional conditions can be imposed by the XR4ALL consortium partners during the subgrant preparation phase.

## 4.6 Communication

For each proposal, the legal representative will receive via email:

- An Evaluation Summary Report (ESR)
- A letter informing of: rejection decision, being part of the reserve list or an invitation to start the subgrant preparation phase (and instructions on the next steps to be taken)

The results are expected to be communicated within 4 to 6 weeks after the end of each cut-off date.

## 5 Subgrant preparation – Administrative duties

### 5.1 Subgrant Agreement preparation process

Immediately after the evaluation results are communicated to the applicants, the XR4ALL Consortium will launch the subgrant agreement preparation process with the legal representatives of the proposals that have been selected for negotiations and subgrant preparation. Negotiations will go via an administrative and ethics checking (and potentially into technical negotiations) based on evaluators comments. A remote meeting will be arranged for all shortlisted organisations to brief on the negotiation process. A remote meeting may be organised, on a case by case basis, with any applicant if there is the need for additional clarification.

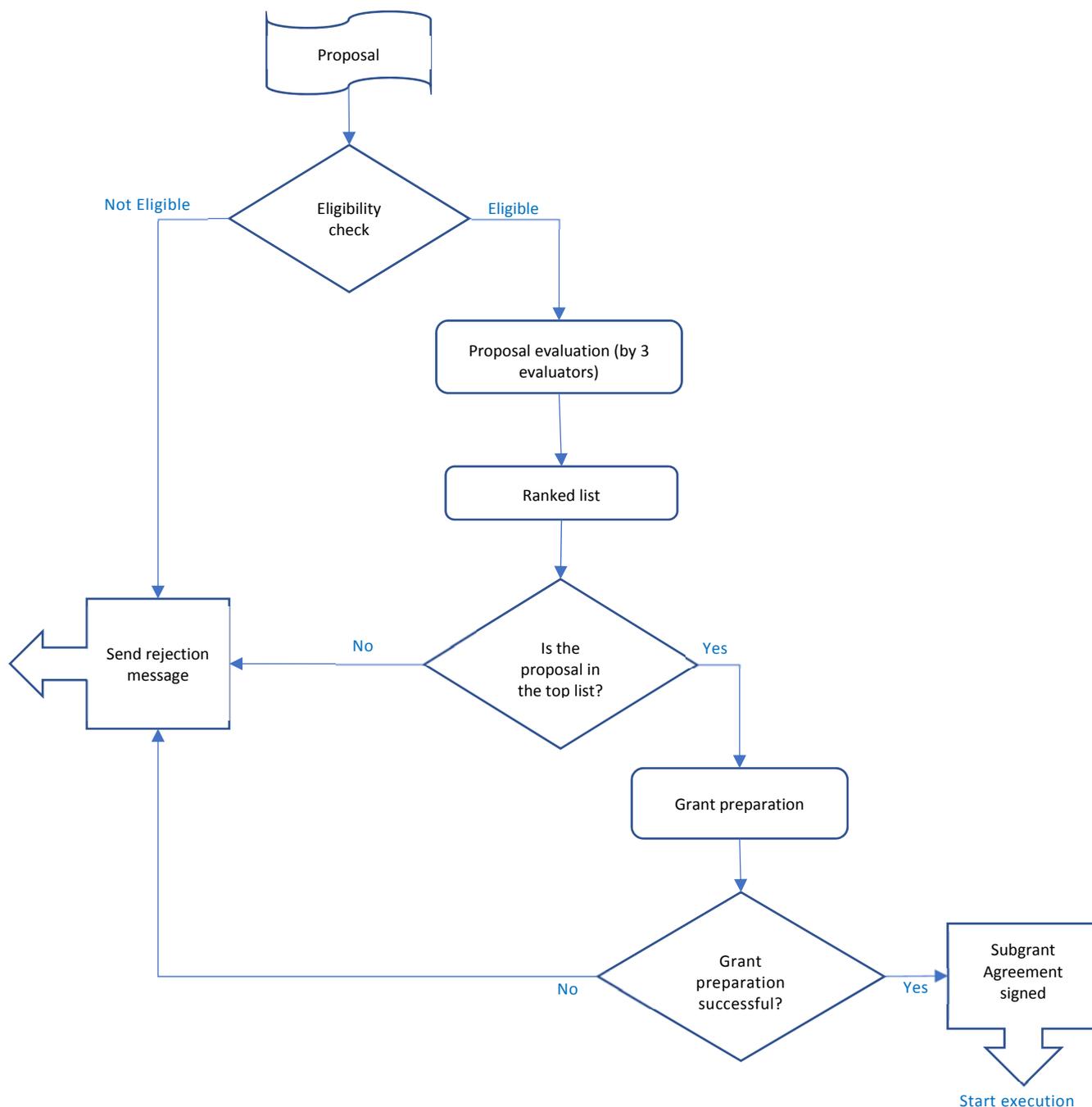
The objective of the negotiation is to fulfil the legal requirements between XR4ALL consortium and each beneficiary. The items covered will be:

- Inclusion of the comments in the ESR in the proposals.
- Validation of the legal existence of the beneficiaries:
  1. **Legal existence.** An original of the Legal Entity Form together with copies of supporting documents such as Company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent)
  2. An **original of the declaration on honour** signed by the legal representative
  3. A recent **extract from the judicial record** of the organisation, or failing this, judicial record from the members of the administrative, management or supervisory body, with power of representation (Must be the same representative that signed the Declaration of Honour)
  4. Recent certificates issued by the appropriate national competent authorities that provides **evidence covering all taxes and social security contributions** for which the beneficiary is liable, including for example, VAT, company tax (legal persons only) and social security contributions
- **Bank account information:** The account where the funds will be transferred will be indicated via a bank identification form signed by the beneficiary's legal representative. The form has to also be signed by the bank

or a recent bank statement clearly showing the account holder, the bank name, the bank account (IBAN and BIC).

- **Sign the subgrant agreements**

The following figure shows the complete proposal evaluation & negotiation procedure.



### XR4ALL proposal evaluation & negotiation procedure

**The negotiation should be completed within two weeks** from the date when the ESR are communicated to the selected beneficiary. In the case of failure in the negotiation process, one additional week may be granted to complete the negotiation process. If negotiations have not finished successfully after the extra week, XR4ALL reserves the right to stop the negotiation process and invite the next proposal in the evaluation ranked list for negotiation, or in the case where there are no more proposals above the threshold, to transfer the corresponding funds to subsequent cohorts.

After a successful negotiation, a subgrant agreement will be signed between the XR4ALL consortium and the legal representative of the selected organisation. The projects selected after the XR4ALL open call are expected to start their execution 8 to 10 weeks after the cut-off date, unless otherwise agreed between the consortium and the beneficiary. In all cases, the starting date will be clearly mentioned in the Subgrant Agreement (Article 3)

## 5.2 Obligations of the selected beneficiaries

By signing a subgrant agreement with XR4ALL and accepting to receive funds owned by the European Commission, the selected beneficiaries set a relation between them and the European Commission through XR4ALL project which carries a set of obligations to the beneficiaries with the European Commission.

Subgrant recipients must ensure that they comply with certain obligations originally detailed under the grant agreement between XR4ALL and the European Commission. These obligations are transposed in the subgrant agreements signed between XR4ALL representatives and the selected beneficiaries. The following obligations will be extended to all selected third parties:

- Avoiding conflicts of interest (see Article 35 of the subgrant agreement)
- Maintaining confidentiality (see Article 36 of the subgrant agreement)
- Promoting the action and give visibility to the EU funding (see Article 38 of the subgrant agreement)
- Liability for damages (see Article 46 of the subgrant agreement).

Selected beneficiaries must also accept the right of control of the European Commission, OLAF and the Court of Auditors and the right for the European Commission to make an evaluation of the impact of the action. In order to be able to fulfil these obligations, the contractual arrangements on the beneficiaries will be included in the subgrant agreements (including control measures and/or reducing the financial support).

## 6 Project Execution

Following the signature of the subgrant agreement, the subgrantees must implement the proposed projects as described in their proposals while respecting the conditions detailed in the subgrant agreement.

The subgrant agreement enters into force on the date of the signature by the last signatory. However, the expected start date of the project is the date stated in the subgrant agreement (Article 3) and agreed during the subgrant preparation phase.

The implementation of the project will be in two phases, each with pre-defined deliverables and milestones to be achieved at the end of each period.

### 6.1 Project execution Phase 1 - concept validation (2 months)

Projects in this phase need to expand upon and validate their concept from a business and a technical perspective.

A number of deliverables are required by the end of this phase including minimum:

- i) a **technical concept paper** (to include at a minimum the technical specifications and architecture, and the unit tests that will be run to ensure different units meet the planned design and behave as intended)
- ii) a **business concept paper** (to include at a minimum a business canvas model or equivalent that describes the rationale of how the proposed solution helps to create, deliver, and capture value, in economic, social, cultural, community or other contexts)

All projects in this phase will receive support from the XR4ALL consortium partners to help them understand what is required, including: Questions by email, online resources and documentation, webinars to provide explanations to all subgrantees about the deliverables and what is expected, the XR Developers Platform, individual talks with each subgrantee to discuss progress and provide individualized support.

All projects are required to submit their deliverables before the defined deadline. If any project fails to submit its deliverables on time, the project will not receive the funding related to the first phase and will not be admitted in the second phase.

At the end of phase 1, all projects that submit their deliverables on time will be evaluated by a panel of evaluators. The evaluation will be based on the deliverables and on a remote presentation in front of the evaluators. Should the deliverables be found of low quality, the project will be given an additional 2 weeks to improve their quality before being evaluated again.

Only projects evaluated favourably will receive the funding related to the first phase (€10,000). Based on the evaluation at the end of the first phase, a ranked list will be built and only the highest ranked projects will be admitted in the second phase and therefore be able to develop the proposed solution. We expect to fund up to 50 projects in phase 1 across the 4 cohorts, from which, up to 25 projects will be admitted in phase 2.

## 6.2 Project execution Phase 2 - Development and integration (4 months)

If admitted in this phase, the subgrantee will undertake the development and integration of their solution, tool or component as per the proposal. The expected output is a working version of the proposed solution or component: a tested Minimum Viable Product. Furthermore, the developed solution or a limited functionality version will be published on the XR Solutions Catalogue.

A number of deliverables are required at the end of this phase including:

- i) An **online demo** of the developed solution, tool or component;
- ii) A **report on the work done** and the results;
- iii) The **source code of the solution and tests available** on the private area of the XR Developers Platform dedicated to the project.;
- iv) **The final solution** (full version or limited functionality version) published on the XR Solutions Catalogue.

All projects in this phase will receive support from the XR4ALL consortium partners to help them understand what is required, including: online resources and documentation, webinars to provide explanations to all subgrantees about the XR Developers Platform or expected deliverables, individual talks with each subgrantee to discuss progress and provide individualised support.

All beneficiaries are required to have their proposed solution as well as the 2<sup>nd</sup> phase deliverables submitted before the defined deadline. If any project fails to have its solution ready or to submit its deliverables on time, the project will not receive the funding related to the second phase.

At the end of phase 2, all beneficiaries which submitted their deliverables on time will be evaluated by a panel of evaluators. The evaluation will be based on the deliverables and on an online demonstration of the solution. Should the deliverables or the developed solution be found of low quality, the project will be given an additional 2 weeks to improve their quality before being evaluated again.

Only projects evaluated favourably will receive the funding related to the second phase (€40,000).

The end date for each phase will be the same for all projects in the same cohort. This is to allow the evaluators to evaluate the deliverables and achievements and select the projects to be admitted to the next phase. The end date for each phase will be defined and communicated with the invitation for the subgrant preparation phase. As an indication, the first phase has been set to last two months (with a possible extension of two weeks to improve the deliverables if needed) and the second phase will take four months (with a possible extension of two weeks to improve the deliverables if needed).

The overall duration of the supported projects will be six months (With the possibility to extend two weeks to improve deliverables of the first phase and two weeks to improve the quality of deliverables of the second phase).

## 7 Other considerations

### 7.1 Legal Framework

This Call is launched under the project XR4ALL (Grant Agreement No. 825545) and is funded under the European Union's Horizon 2020 Research and Innovation Programme and shall be issued in accordance with Regulation (EU) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013.

Applicants must be aware that their information and documents will be used by the XR4ALL consortium, European Commission and other entities involved in processing this competition from application to selection and to providing support and funding procedures. Specifically, selected proposers must be aware that, following the H2020 guidelines, XR4ALL project partners will keep internal records including:

- A list of applications received, identifying the name and address of applicants.
- All communications with applicants before call closure and during the evaluation.
- The names and affiliations of the members of the Evaluation Committee.
- For each application, a copy of the completed forms used in the evaluation.
- A record of all incidents which occurred during the evaluation (e.g. how conflicts of interests were handled if detected during the evaluation process) and any deviation from standard procedure (e.g. if a selected proposal was not the highest scoring application, to document the objective reasons why the highest scoring one was passed over).
- Copy of requests for payment and attached documents.

Subject to the conditions established in the implementing agreements, decisions or contracts, any data, knowledge and information communicated as confidential in the framework of an action shall be kept confidential, taking due account of European Union law regarding the protection of and access to classified information.

The selected proposals shall comply with national legislation, regulations and ethical rules in the countries where the program will be carried out.

## 7.2 Privacy

Personal data shall be collected, processed and published in accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation). Please refer to Annex A for a complete Privacy Statement.

## 7.3 Available documents

All the Open Call documents and templates can be downloaded from the website <http://www.xr4all.eu/opencall>. The set contains:

- Open call announcement
- Open call Guide of applicants
- Open call Application Form Template
- Open call Declaration Honour Template
- Legal Entity Form for private and public companies
- Open call Subgrant Agreement model
- Open call Frequently Asked Questions (FAQ)
- Guidance How to complete your ethics self-assessment

## 7.4 Intellectual Property Rights

The following Intellectual Property Rights (IPR) conditions will be followed in the framework of this open call:

- The proposals submitted should be solely based on original works by the applicants and their foreseen developments are free from third party rights, or they are clearly stated.
- All IPR created by the applicants via the funding they received from XR4ALL will remain to the applicants, who will be the unique owners of the solutions created within the framework of their proposed projects.
- Once the solution for which the subgrantee has been funded is developed, the solution or a limited functionality version will be published on the XR Solutions Catalogue. The purpose of XR4ALL is to promote the developed solutions and support their uptake by the community.
- Any communication or publication by the funded applicants shall clearly indicate that their project has received funding from the European Union, the XR4ALL project and Horizon 2020 displaying the EU logo on all printed and digital material, including websites and press releases.

## 8 Annex A: Privacy statement

### 1. Introduction

This Privacy Statement explains the reason for the collection and processing of your personal data, the way we protect your personal data provided and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The evaluation of proposals presented in reply to this open call and the management of funded actions requires the processing of personal data and is therefore subject to Regulation (EU) No 2016/679 – also known as General Data Protection Regulation (GDPR).

This Privacy Statement thus concerns the processing of open call applicants and selected proposals (becoming Third Parties) personal data within the context of this open call. Applicants are the legal entities that apply for funding through the submission of proposals. Selected proposals are the successful Applicants, i.e. proposers selected to be awarded. It should be noted that in addition to receiving a subgrant, Selected proposals are also supported by the business and technical advice of one or more XR4ALL partners. Therefore, the relevant processes for this Privacy Statement do not only include the reception of Proposals under the provision of the Call, their evaluation, award or rejection, and the subsequent signature of the subgrant agreement, its management and follow-up; but also, a more direct involvement in the development of proposed solutions while their results are being produced. In all these processes, the XR4ALL Consortium is committed to protecting and respecting the privacy of Applicants, selected proposals and Third Parties and the remainder of this Privacy Statement outlines our Privacy Policy as of the date of publication of the Call.

### 2. What data do we collect and process and when?

The personal data and information relevant for this Privacy Statement is provided in your application form for the immediate purpose of allowing a full and hopefully successful evaluation of the Proposal. This includes:

- Name of the applicant/Selected winners;
- Tax (or Social Security) Identification Code or VAT Registration Number;
- Bank account reference (IBAN and BIC codes);
- Contact details (e-mail, telephone number, fax number, postal address, country of residence, internet site);
- Declaration on honour that the applicant is not in any exclusion situation referred to in articles 106 and the Financial Regulation (EU, Euratom) No. 2015/1929;
- Information about the applicant's representative: Name and Surname, Title, Position, Telephone number, Mail address, Tax (or Social Security) Identification Code, Signature;
- Information about the list of people mentioned in the Proposal as involved in the implementation of the proposed solution: educational background, professional experience including details on current and past employment, technical skills and languages, etc.

Other personal data and information, particularly concerning Third Parties, possibly including pictures and photos if provided, will be delivered by you within the deliverables related to the Action, with the purpose of receiving the payments of the subgrant, in line with the provisions of the open call.

In addition to the above, information on the progress including some personal data of the participants may be shared verbally by you with the XR4ALL partners in charge of providing advice and support during the execution of the proposed action.

### 3. Is this collection and processing necessary?

Unless we collect the above data and information, it will not be possible for us to evaluate and award the proposals received; it will not be possible to enter into a subgrant agreement with the successful Applicants; it will not be possible to effect the payments requested at the end of each phase for each successful Action; it will not be possible to support it with advice during its course. However, all partners and stakeholders involved in data collection and

processing are reminded to use the personal data and information only for the purpose for which they were transmitted and to disregard all irrelevant and excessive data received with the proposals.

#### **4. Is the data and information collected private?**

Generally speaking, no. For example, the address, city, country, telephone and fax numbers, bank account numbers as well as e-mail addresses provided in the proposal are usually the professional ones related to the legal entity submitting the application. Thus, as a general rule, private addresses or bank account numbers etc. are not processed. Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation may be received only in as much as these data appear spontaneously in the CV provided by the Applicants. Such information is however not pertinent and therefore not processed during the management of the open call or the execution of the subgrant agreement.

#### **5. Is this data and information subject to further publication?**

Generally speaking, yes. For example, a limited subset of personal data (including, if provided, pictures and photos) may be published on the XR4ALL website as well as on other portals of the European Union and/or disseminated by any other means, including the identification of the winning proposals, any personal data included in the publishable summary of the short final report of the Action, and the names and contact details of the administrative contacts of the winning proposals. However, the contents of the Action's short final report may be restricted or even denied publication, e.g. in case there are specific intellectual property rights to be protected. Further personal data (usually anonymized or treated in aggregate form) may be processed for the purpose of delivering statistical studies, impact evaluation analyses of the project, or policy recommendations based on the Open call results.

#### **6. How do we process your data?**

The data you provide in your application forms is collected through a platform managed by F6S and stored on their server located in the US. After each cut-off date, all received applications are downloaded from the server and shared with the XR4ALL partners and external independent evaluators to evaluate them.

If the proposal is successful, an XR4ALL partner will use some data to prepare and share the subgrant agreement to be signed by you. In addition, the full details of the application will be shared with the XR4ALL partners and the evaluators. At the end of each phase of the Action, we will receive the contractually required deliverables and any additional documentation, that will be stored by the XR4ALL partners and evaluated by external evaluators.

#### **7. Who has access to your data?**

As a general rule, staff of all XR4ALL partners, to the extent they have been appointed to work at the project, may receive full or partial access rights to your data and information. A limited subset of this information may be used by some Partners for external communication purposes, e.g. within presentations delivered to conferences or articles prepared for scientific journals. Staff members of EU bodies and agencies may be granted access for the execution of institutional duties, such as the verification of compliance with the law of Open call related operations. All recipients are reminded of their obligation to process the personal data provided to them only for the purposes for which they were transmitted.

#### **8. What happens to data and information provided by non-successful Applicants**

As the general principle is that personal data and information must be collected as necessary for the purposes for which they were provided, they are not retained if becoming irrelevant. However, there is a legal need to keep records of the evaluation process, therefore we will store all applications in our secure servers for a certain period of time (see next point below). Another exception to this rule may be that the XR4ALL consortium decides to monitor the underlying initiative and ask its proposers to supply some 'ad hoc' information with the purpose of publishing it on the XR4ALL website or using it in the context of studies of various scientific nature. These circumstances will be expressly described and a specific consensus to publication will be required.

## **9. For how long will we keep your data?**

Information on selected subgrantees, including personal data (in electronic and/or any other format) is retained for 10 years after the closing of the Action. Personal data related to unsuccessful proposals are kept for up to 5 years after the closure of the open call during which the data has been collected or updated. This also applies to data contained in previous outdated versions of proposals and in withdrawn proposals.

Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes, in accordance with the procedures established by the data controller. Should you provide an extract of your judicial records, it would not be kept for more than 2 years following the accomplishment of the particular procedure.

## **10. How do we protect your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on secure servers of the XR4ALL Consortium partners, the European Commission or of selected sub-contractors. Access rights and controls are enabled via authentication systems granting access to specific documents only to authorized persons.

## **11. What are your rights and how can you exercise them?**

At any point in time, any natural person or legal entity is entitled to access own personal data and information, asking for their rectification or erasure in case they are inaccurate or incomplete. One can exercise the above rights by contacting the XR4ALL project by sending an email to [opencall@xr4all.eu](mailto:opencall@xr4all.eu).

## **12. Special provisions concerning the Early Detection and Exclusion System (EDES) Database**

In some cases, information provided may lead to an entry in the Early Detection and Exclusion System (EDES) Database directly managed by the European Commission, in compliance with Regulation (EU, Euratom) 2015/1929. Information exchanged within the EDES is centralized in this database. The database contains information on economic operators that could represent a threat to the Union's financial interests, economic operators who are in one of the exclusion situations listed in Article 106 (1) and economic operators on which financial penalties are imposed as per Article 106 (13) of Regulation (EU, Euratom) 2015/1929, in the form of cases created therein. The EDES foresees the right of economic operators to be informed of the data stored in the database upon their request to the Commission. The information contained in the database will be updated, where appropriate, following a request for rectification or erasure of the data stored. For more information, please visit:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#SAP](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#SAP)

The detailed description of the processing operations relating to financial controls and external audit for Research projects are described in the notification DPO-3852 of the Directorate-General for Research and Innovation, published in the register of the European Commission Data Protection Officer (<http://ec.europa.eu/dpo-register>). The Privacy Statements of the Controllers for external audit and control

are published on the Participant Portal (see [http://ec.europa.eu/research/participants/portal/desktop/en/support/legal\\_notices.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/legal_notices.html)).

### **13. Contact information**

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the XR4ALL project by sending an email to [opencall@xr4all.eu](mailto:opencall@xr4all.eu).