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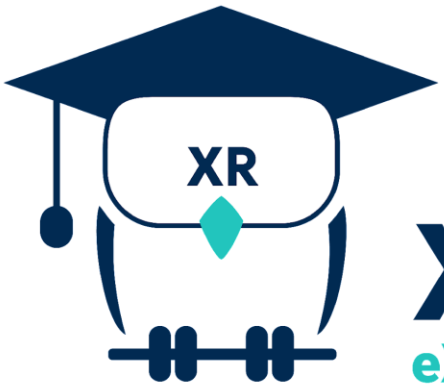

XR4ED
eXtended Reality for EDucation

D5.1
Proposals' templates and evaluation results - 1

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List of acronyms

Acronym	Description
XR4ED	Extended Reality for Education
SME	Small and medium-sized enterprises
XR	Extended Reality
TRL	Technology Readiness Level
ESR	Evaluation Summary Report

Executive summary

Report **D5.1 Proposals' templates and evaluation results 1** is the first half of deliverables focused on the Remote Evaluation and Awarding Stage. The first part focuses on the description of the remote evaluation and awarding stage process; whereas the second part highlights the main results of this stage supported by a descriptive analysis.

The Remote Evaluation and Awarding Stage is the third stage of the overall process, being preceded by the Launch Stage and followed by the Incubation Stage. At this stage, a thorough process is executed by XR4ED consortium to ensure the best ranked proposals aligned with the project goals and aims are selected and invited to be part of the Incubation stage.

During this stage, several steps are foreseen, such as eligibility check, remote evaluation (conducted by both independent and internal reviewers), consensus meetings (if necessary), and applications ranking. Upon the announcement of results, selected applications will be invited and initiate the final steps until the signature of the contract with the consortium representatives.

The Remote Evaluation and Awarding Stage starts on 04 July 2024 and has an estimated duration of two months (05 September 2024).

The Remote Evaluation and Awarding Stage was designed to ensure **transparency** to the overall process, that each application is treated with **fairness** and that **no conflicts of interest** interfere with it, and **confidentiality** to all applicants.

1 Introduction

The report **D5.1 Proposals' templates and evaluation results 1** is the first of two deliverables on the Remote Evaluation and Awarding Stage, as part of task *5.1 Tendering preparation, Evaluation process and selection of appropriate FSTP projects*, within *WP5 Tendering, Mini-Pilots and User Experience*.

Report number one describes the remote evaluation and awarding stage process, whereas the second report (**D5.1 Proposals' templates and evaluation results 2**) will focus on the results of these activities supported by a descriptive analysis.

The Remote Evaluation and Awarding Stage corresponds to the third stage of the overall process, which is preceded by the Launch Stage and is followed by the Incubation Stage. During this stage, XR4ED consortium will execute a thorough process to ensure the best ranked proposals aligned with the project goals and aims are selected and invited to be part of the Incubation stage.

An eligibility check will address whether applications followed instructions defined in Guidelines for Applicants (see Annex B. Guidelines for Applicants). The remote evaluation, conducted by both independent and internal reviewers, will score each application against the scoring criteria. Consensus meetings will guarantee that there is consensus related to the final score among reviewers, and no application will benefit or be penalized by negative/positive review from one reviewer. Finally, all applications will be ranked according to their scores and challenge areas where they are competing.

Starting on 04 July 2024, the Remote Evaluation and Awarding Stage will have a duration of around two months until 05 September 2024.

The report divides into the following chapters:

- **Chapter 1. Introduction** presents the main aim of the report.
- **Chapter 2. Overview of XR4ED Open Calls** provides a brief overview of XR4ED Calls,
- **Chapter 3. Remote evaluation and awarding stage** further detail the process from the beginning of the remote evaluation to the contracting process.
- **Chapter 4. Conclusion** highlights the main consideration of the report.

2 Overview of XR4ED Open Calls

XR4ED Open Calls, cascade funding opportunities promoted by XR4ED project, aims to catalyze innovation and excellence in XR (extended reality) technologies for education while providing financial and technical support to start-ups, SMEs, and industry players.

With two tracks aiming to fund innovative XR-based solutions towards the education sector, each one has its particular objective and goal, as follows:

- **Call for Developers** is to enrich the XR4ED platform and targets the development of new solutions and additional components into the XR4ED platform.
- **Call for Pilots** is to run end-user pilots and targets the deployment and customisation of the XR4ED solutions and to demonstrate the adoption of XR technologies in an educational environment.

Both tracks share the same six thematic areas, which need to be selected and addressed by applications (table 1).

Table 1. *Themes and main objectives of each challenge area within XR4ED Open Calls.*

Theme	Main objective
Virtual field trips	Creation of XR educational solutions simulating virtual field trips for students.
Content creation applications	Developing XR educational solutions that facilitate content creation and exploration for teachers and students, primarily in higher education.
Awareness of climate change and biodiversity challenges	Supporting projects that aim to create XR educational tools focused on raising awareness about climate change and biodiversity challenge.
Training of young professionals	Developing XR tools that support the training of young professionals in different areas (e.g. healthcare, manufacturing).
Distance and blended learning	Developing XR educational solutions for distance and blended learning scenarios, with a focus on vulnerable or underserved groups.
Accessibility and inclusion	Creating XR applications designed to cater to the educational needs of vulnerable and underserved groups

A total of EUR 4.6 million are available to support 20 projects (10 per track). Each selected project is entitled to up to EUR 230,000 in a lump-sum grant mechanism to execute their plan over the course of 12 months (starting in October 2024[1]).

The full documentation pack can be consulted in annexes.

2.1 Main eligibility criteria

XR4ED Open Calls are accessible for applications from single or as consortium of up to 3 legal entities from the list of participating countries in Horizon Europe[2].

Only start-ups, small and medium-sized enterprises (SME)[3], and mid-caps[4] can apply to the track Call for Developers, whereas the track Call for Pilots welcomes application from consortia led by start-ups and small and medium-sized enterprises.

Start-ups, SMEs, and mid-caps working on XR technologies, universities working on XR research and innovation focused on digital learning solutions, VET and non-profit organizations representing and/ or working with the target groups *(e.g. vulnerable/ underserved groups, teachers, students, primary/ high schools)* are invited to participate and submit their applications under XR4ED cascade funding.

All applications must be submitted in English divided into two mandatory parts: **administrative section** and **proposal description template** (see Annex D. Technical Proposal Template).

Multiple submissions from different research centres belonging to the same entity is foreseen, however only one application will be funded.

All applications must be submitted before the deadline on **03 July 2024 at 17:00 CEST**.

2.2 Submission system

The F6S platform was used as the submission system to receive applications within XR4ED Open Calls. Applicants were able to access the application form via XR4ED website (https://xr4ed.eu/open-calls/) or by searching current opportunities within F6S opportunities.

Applicants were required to prior register themselves at F6S community (www.f6s.com) to submit their applications.

[1] Dates are indicative and may change if any modifications in the project's schedule occur.

[2] The UK is not eligible to participate as they have joined the Horizon Europe programme as an Associated country in January 2024. The XR4ED project and FSTP funds are prior to the UK and EU agreement.

[3] A SME is considered as such if it complies with the European Commission's Recommendation 2003/361/EC.

[4] A Mid-Cap is an enterprise that is not an SME and that has up to 3,000 employees, considering the staff headcount is calculated according with Articles 3 to 6 of the Annex to Commission Recommendation 2003/361/EC

2.3 Indicative Timelines

XR4ED Open Calls were launched on 01 May 2024 and will run until 03 July 2024 at 17:00 CEST (Brussels time). Figure 1 depicts XR4ED timeline starting with the Launch Stage until the beginning of the Incubation Stage:

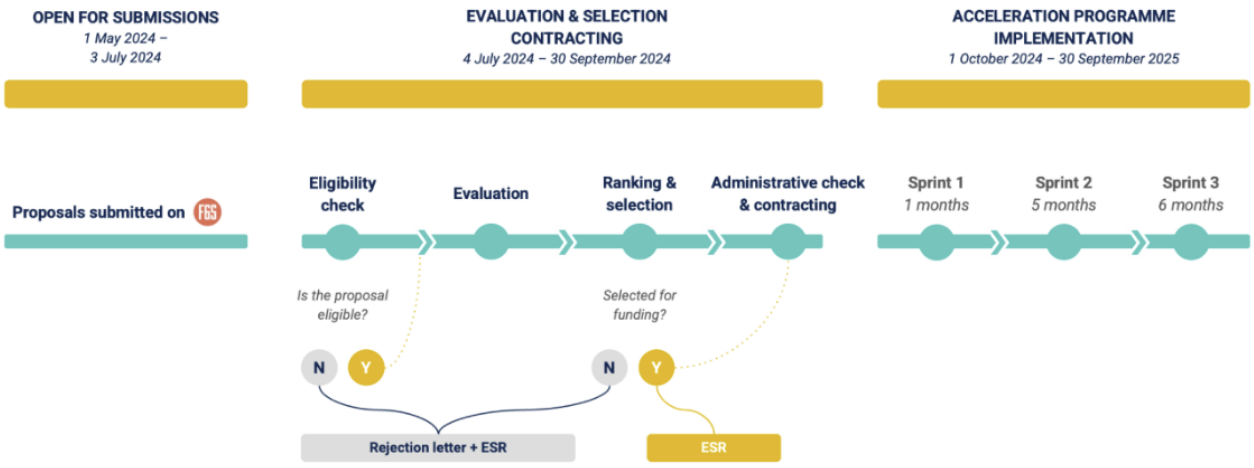


Figure 1: *Timeline for XR4ED Open Calls*

2.4 Promotion campaign

The promotion campaign of XR4ED Open Calls encompasses different activities that allow proper dissemination of the funding opportunities across potential applicants. In straight collaboration with WP6 - Dissemination and Communication, the following channels were established:

- Official webpage on XR4ED website: https://xr4ed.eu/open-calls/
- Official application form at F6S platform per trach:
  - Call for Developers: https://www.f6s.com/xr4ed-call-for-developers
  - Call for Pilots: https://www.f6s.com/xr4ed-call-for-pilots
- Funding opportunity at the Funding & Tenders Portal as the official site of the European Commission here.
- Organization of two webinars:
  - Info webinar #1 on 31 May 2024 at 10 am CEST
  - Q&A webinar #2 on 14 June 2024 at 10 am CEST
- Consortium websites.

3 Remote evaluation and awarding stage

The Remote Evaluation and Awarding Stage begins on the day after the Launch stage closes, assuming a pivotal role for the overall success of XR4ED Open Calls, since the 20 selected projects will be selected, invited, funded and supported based on the results obtained at this stage. The overall process was led by F6S with support from consortium members.

Following the best practices and recommendations that European Commission, the overall process is depicted below (figure 2):

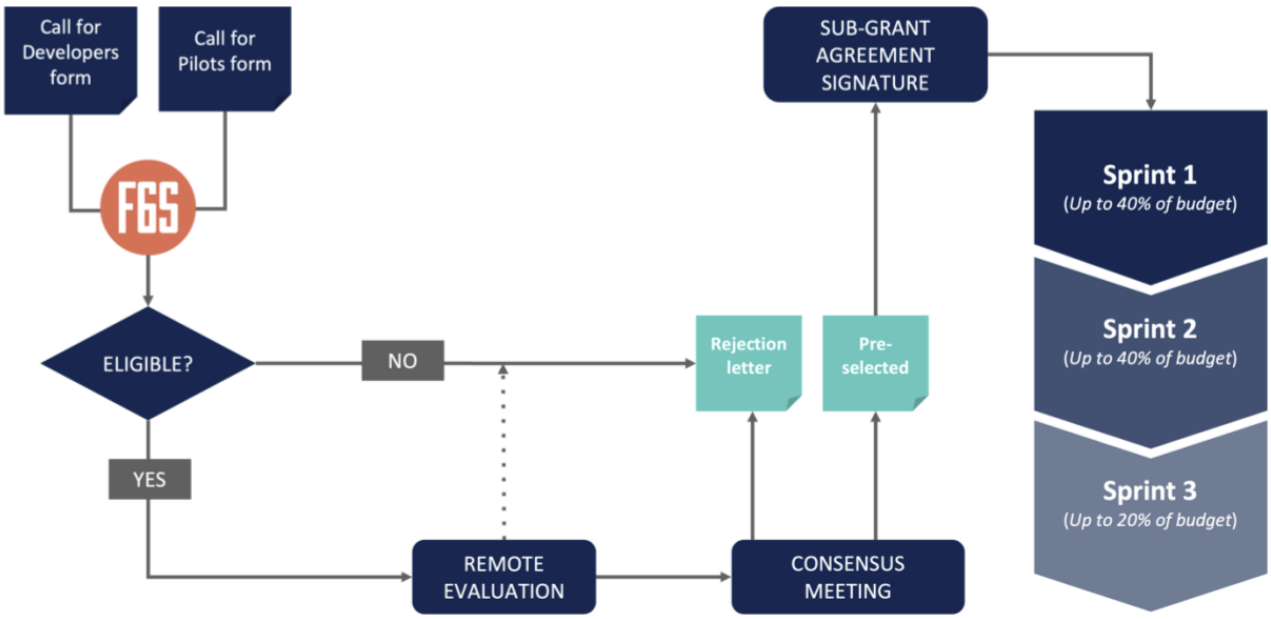


Figure 2: *Remote evaluation process within XR4ED Open Calls.*

This stage is foreseen to last from 04 July 2024 to 05 September 2024, splitted in the following phases (figure 3):

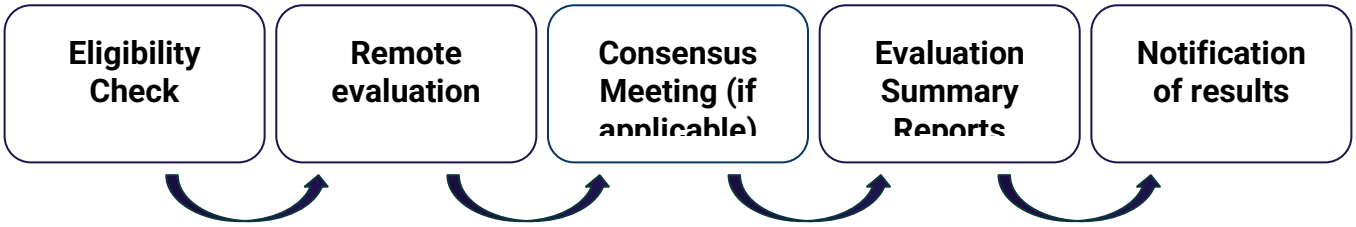


Figure 3: *Phases of the Remote Evaluation Process within XR4ED Open Calls.*

The different steps are highlighted next splitted in two main processes: Remote Evaluation process and Awarding Process

3.1 Remote Evaluation Process

3.1.1 Reception of applications and initial list of applicants

The list of applications submitted within the deadline and received via the F6S submission system (section 2.2) was exported from the F6S platform as an xls file.

3.1.2 Eligibility check

An initial eligibility check was conducted by consortium members to all applications received under the two tracks. The following eligibility criteria will be checked, according the Guidelines for Applicants(see Annex B. Guidelines for Applicants):

- Submissions have been made only through the F6S platform and by the defined deadline.
- The proposing entities are legal entities established in an eligible country and eligible for funding under Horizon Europe rules.
- The proposing consortia meets the consortium formation requirements.
- The proposal, including the F6S application form and all requested and mandatory information and documents, is fully completed (this includes a full technical proposal with all sections completed).
- Current and targeted TRL (Technology Readiness Level) as defined in the F6S application form (only applies to the Call for Developers).
- Within the budget and defined budget rules, as provided in Annex 2.1 of the Guidelines for Applicants.
- The proposal is written in the English Language.

Applications marked as ineligible will not advance to the next phase of the remote evaluation process and they will immediately receive a rejection letter with justification.

3.1.3 Remote evaluation

Table 2 showcases how the eligible applications will be reviewed against the criteria defined in the Guidelines for Applicants (see Annex A).

Table 2: *Criteria under evaluation in the two tracks of the XR4ED Open Calls.*

Criterion	Specific criteria evaluated
1. Innovation *Weighting:* *Call for Developers: 30%* *Call for Pilots: 20%*	**General** ● Alignment of the proposal with the XR4ED project, specific track, and challenge area being addressed. ● Project objectives (general and specific), following the SMART criteria. ● Challenges that the proposed project will solve. ● Ethical or legal issues associated with the proposed project. **Specific to the Call for Developers** ● Description of the proposed solution and how it is novel or not yet widely deployed. ● Starting and target TRL, and respective rationale. **Specific to the Call for Pilots** ● Description of the proposed pilot and how it is novel or not yet widely deployed.
2. Impact *Weighting:* *Call for Developers: 30%* *Call for Pilots: 30%*	**General** ● Overall impact of the project and socio-economic benefits for the XR industry. ● Contribution to the XR4ED platform and the XR4ED technological and business objectives (see here). ● Quality and effectiveness of the proposed promotion and dissemination activities, and exploitation measures. **Specific to the Call for Developers** ● Contribution to the applicants business strategy and quality of the plan for the commercialisation of the solution. **Specific to the Call for Pilots** ● Description of how the XR methods developed and used can support learning processes.
3. Replicability *Weighting:* *Call for Developers: 20%* *Call for Pilots: 30%*	**General** ● Quality of the materials and other support mechanisms to ensure the replicability and uptake of the solution in other contexts. **Specific to the Call for Developers**

Criterion	Specific criteria evaluated
	• Replicability of the XR-based digital learning solutions to other areas beyond the challenge area addressed. **Specific to the Call for Pilots** • Replicability of the solution and educational programme in other contexts (different countries, age groups, schooling levels) beyond those covered in the pilot.
4. Implementation and capacity *Weighting:* *Call for Developers: 20%* *Call for Pilots: 20%*	**General** • Quality and logic of the work plan, including proposed activities and outputs. • Quality, relevance and achievability of proposed milestones and KPIs (XR4ED specific and project defined) • Description of risks that might affect the work plan. • Quality of the project team and capacity to deliver the project; specific roles of the partners (in the case of a consortium); quality of the gender balance. • Rationale of the project costs and other resources.

A pool of experts designated by the XR4ED consortium will assist the project.

3.1.4 Reviewers

Each application will have three reviewers assigned to it, two independent experts and one internal expert from XR4ED consortium.

Independent reviewers were selected during a publicly open process, Call for Experts, where worldwide experts in the XR field were invited to submit their Expression of Interest to cooperate in the remote evaluation process of XR4ED Open Calls. Each Expression of Interest was thoroughly evaluated by XR4ED members to guarantee the highest standard of the overall process, and top-ranked experts were invited to evaluate proposals.

To ensure a fair and confidential process for all applications, invited independent reviewers will sign a contract with the XR4ED representative containing a declaration of confidentiality and of no conflict of interest.

3.1.5 Scores & pre-selected list

Each reviewer will evaluate the applications considering the scoring system established in the Guidelines for Applicants (table 3).

Table 3: *Scoring system applied within XR4ED Open Calls.*

Score	Rationale
1 - Poor	The proposal addresses the criterion in an inadequate manner or there are significant weaknesses.
2 - Fair	The proposal addresses the criterion broadly, but there are still several weaknesses.
3 - Good	The proposal addresses the criterion well, but improvements are necessary.
4 - Very Good	The proposal addresses the criterion very well, but some improvements are still possible.
5 - Excellent	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Each criterion will be scored between 1 and 5, and half point scores will not be given. The final score (including for each criterion) is calculated based on the average of the scores provided by the evaluators. Therefore, final scores may be a decimal. The threshold for each criterion is three (3), therefore any criterion with a score less than three will disqualify the proposal.

Each evaluator will record their individual assessment of each proposal using an Individual Evaluation Report (ISR).

3.1.6 Consensus Meeting

The cases where significant discrepancies were identified among the three individual reviews will be invited by the Open Call Manager to a Consensus Meeting. The goal is to establish an agreement in the final scores per criterion among the reviewers involved in the evaluation process.

3.1.7 Evaluation Summary Reports

A single Evaluation Summary Report (ESR) will be prepared by the Rapporteur, representing opinions and scores on which the evaluators agree.

3.2 Awarding process

3.2.1 Ranking of application and selection

Based on the scores obtained during the remote evaluation, applications will be ranked in a single list per track. Highest ranked applications per track and taking into consideration the distribution per challenge area will be invited to the awarding stage. Cases where same position is observed, priority will be given to applications with the highest scored in specific criteria, as follows:

- First: Criterion 2 - Impact (both tracks)
- Second: Criterion 1 - Innovation (Call for Developers) | Criterion 3 - Replicability (Call for Pilots)
- Third: Criterion 3 - Replicability (Call for Developers) | Criterion 1 - Innovation (Call for Pilots)
- Fourth: Criterion 4 - Implementation and capacity (both tracks)

If there are still proposals with the same position, priority will be given to those with a share of women and men in the consortium that is closer to 50/50, following European guidelines on gender equality.

Ten proposals will be selected for each track (final ranked list), and at least the minimum number of proposals per challenge (assuming they have met the threshold). A reserve list of three applications will be kept in case selected applications do not meet requirements or accept XR4ED invitation.

3.2.2 Announcement of results and invitation

Invitation/ rejection letters alongside Evaluation Summary Report will be sent to the main contact email addresses (coordinator contact) by email (opencalls@cyens.org.cy).

The XR4ED project will announce the notification of results in its digital channels together with preliminary data about the cascade funding numbers to guarantee transparency to the overall process.

3.2.3 Contracting process

Selected applications that accept the XR4ED consortium invitation will initiate the contracting phase were an administrative and financial check (and potentially into technical or ethical/security negotiations) based on evaluators' comments.

4 Conclusion

D5.1 Proposals' templates and evaluation results 1 report is the first of two deliverables on the Remote Evaluation and Awarding Stage and details the remote evaluation and awarding stage process. Starting on 04 July 2024, the Remote Evaluation and Awarding Stage is planned to have a duration of two months until 05 September 2024.

As part of the Cascade Funding task, the Remote Evaluation and Awarding Stage is the third stage of the overall process, being preceded by the Launch Stage and followed by the Incubation Stage.

During this stage, several steps are foreseen, such as eligibility check, remote evaluation (conducted by both independent and internal reviewers), consensus meetings (if necessary), and applications ranking. Upon the announcement of results, selected applications will be invited and initiate the final steps until the signature of the contract with the consortium representatives.

Results on this process will be disclosed during the second half of the two reports under this stage after the process has been completed ***(D5.2 Proposals' templates and evaluation results 2)*.**

In sum, the Remote Evaluation and Awarding Stage was built to guarantee to all applicants that the process is **transparent**, each application receives the same **fair** treatment and that there are **no conflicts of interest** during the whole process either by the assigned reviewers or with consortium members, and the information provided as part of applications stays and is handle with maximum of **confidentiality**.

Annex A: Open Call Overview

Introduction

The main objective of the XR4ED project is to bring together the education technology ("EdTech") and extended reality ("XR") communities to establish an European reference platform on learning and training with XR that will provide a central access point to existing solutions and contribute to a leading position for Europe in cutting-edge technologies for education.

Within the framework of XR4Ed, the project will run a financial programme of €4.6 Million to fund and support the industry and educational entities through two open calls - **Call for Developers** and **Call for Pilots** - each funding 10 projects with a 12-month duration.

Participants of the financial programme will be selected through two open calls that will launch in May 2024. Depending on the open call through which the beneficiary is funded, the programme will provide its beneficiaries with tailored workshops, mentoring and other services to enable them to grow and scale their solutions, as well as support to deliver and expand their pilot activities.

XR4Ed overview

The European EdTech sector plays an important role in driving forward digital transformation in Europe covering all education and training sectors. Yet, the sector is heavily fragmented across the European Union with many small players and few companies playing a global role. However, the European XR industry has evolved and maintained a leading role globally in software and content production. The use of XR could expand the range of activities through which students can gain hands-on experience, enabling them to go beyond abstract knowledge and supporting skills-based teaching and learning.

Developing XR applications for education requires specialised knowledge and strong XR development skills, demanding a process that takes a lot of effort, time, and money. Therefore, there is a pressing need for bringing together the EdTech and the XR communities and resources, with the goal of overcoming fragmentation issues and encouraging the acceleration of innovation for personalised, innovative, efficient, and inclusive learning using XR.

XR4ED will pursue its implementation through a set of objectives organised into three main categories. Further details can be found on the XR4ED website.

Scientific & Innovation

- **Enhance XR technologies for education**: Enhance existing XR technologies (TRL4-5) and take them to a TRL7 to enable developers to create innovative XR applications for teaching, learning, and training purposes.

Technology

- **Implement an innovative sustainable on-demand education platform, by mobilising the EdTech and XR EU communities**: Design, create and maintain the XR4ED platform as a central access point to existing XR solutions and contribute to a leading position for Europe in cutting-edge technologies for education while ensuring the European value of privacy, ethics, and inclusiveness.
- **Formulating privacy and ethics standards for the XR EU community**: Establish a Working Group addressing ethics on privacy, ethics, and inclusiveness of XR EdTech, to create guidelines and submit them to an Ethics Observatory common space.

Business

- **Boosting the use of the XR4ED platform by reaching out to potential user groups**: XR4ED is intended to be used by stakeholders in education, training, and learning (teachers, students, parents and school administration, members of the EU EdTech and XR community).
- **Delivering a pan-European multi-sided platform for education, training, and learning, validated through tendering and a set of representative long-lasting demonstrations**: Cascade funding will be employed through a tending process to support the development of new solutions and pilots in six main areas.
- **Delivering a sustainable ecosystem of collaborating organisations in diverse domains, fully utilising the XR4ED platform and renovating XR in education-related sectors**: XR4ED success will be tightly connected to various user groups through an intensive incubation program, which is essential for the expansion of multiplication of the platform value, to guarantee new products and learning services.

Funding programme and open call objectives

For its two open calls, XR4ED is looking for start-ups and SMEs that are providers of XR technologies for education; and start-ups, SMEs and educational institutions (schools, high schools, universities and VET institutions) that are providers of digital learning solutions and contents. Specific conditions apply; please check Annex 1 for details.

The general objective of the open calls is to fund projects that take advantage of the XR4ED solutions, validate them, and further contribute to enriching the XR4ED platform.

Two types of activities are foreseen, which translate into the project's two parallel open calls:

- **Open Call for Developers** [objective is to enrich the XR4ED platform] - targets the development of new solutions and additional components into the XR4ED platform.

- **Open Call for Pilots** [objective is to run end-user pilots] - targets the deployment and customisation of the XR4ED solutions and to demonstrate the adoption of XR technologies in an educational environment.

The entities participating in either of the open calls are required to contribute to create awareness around the XR4ED project results, while the project will take advantage of the open calls to build its community and to establish a critical mass of participants in the project ecosystem.

Open call areas

The two open calls, with different objectives, share the same six thematic areas.

A maximum number of proposals per area is defined. Also, specific objectives, requirements and KPIs are associated with each thematic area. Details are provided in Annex 2.1. Applicants must describe how they will address these objectives, requirements, and KPIs within the framework of their projects.

As part of the development of their project, applicants will be required to use the XR4ED platform and its functionalities. Further information on the use of such XR4ED technologies is provided in Annex 2.1.

Funding scheme

The XR4Ed Open Call has a total of €4.6 Million to fund and support the industry and educational entities through two open calls - **Call for Developers** and **Call for Pilots**. 10 projects will be selected for each open call.

Selected beneficiaries will receive up to €230,000 to implement their projects. The funds are disbursed based on quality of results and all projects will be evaluated against their results described through mandatory reporting.

All payments to the third parties will be made in three lump sums:

- 30% after delivery of the detailed project implementation (M1)

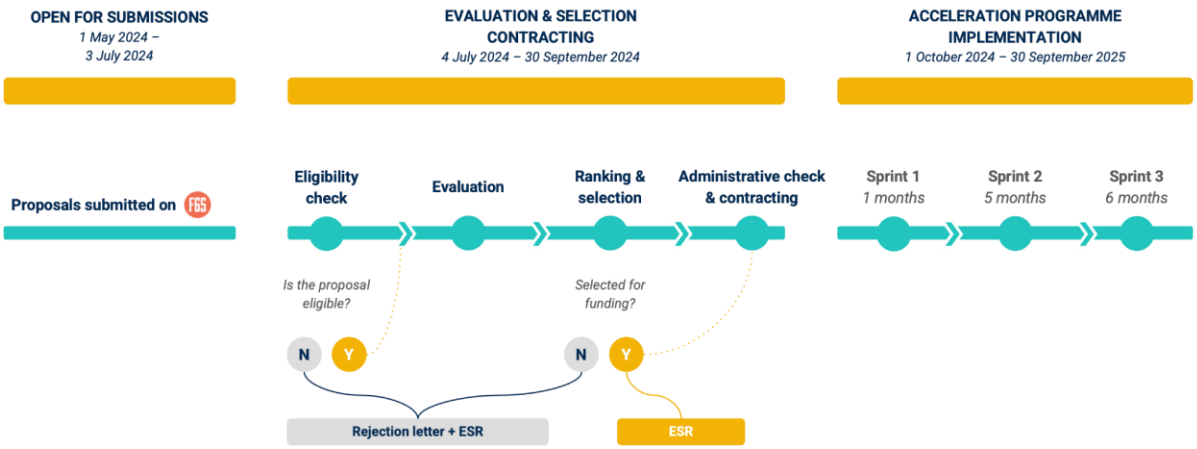
- 40% after delivery of the intermediate report (M6)
- 30% after delivery of the final report (M12)

Open call timeline

The XR4ED - Open Call opens on 1 May 2024 and closes on 3 July 2024 at 17:00 CET (Brussels time). Proposals must be submitted via the F6S Platform at:

- **Call for Developers** track: https://www.f6s.com/xr4ed-call-for-developers/
- **Call for Pilots** track: https://www.f6s.com/xr4ed-call-for-pilots

After submission, XR4ED will carry out the evaluation and selection process following the figure below. Proposals not fitting the eligibility criteria will be notified. The top 10 proposals for each track will be notified to enter the contract preparation and signature phase and access the Funding Programme.



Additional information

All the information on the XR4ED project and open call is available on:

- The project website, where all official documents are published.
- The online Q&A and discussion forum on the F6S Platform, which contains the latest information on the application process.
- XR4ED social media channels: Twitter, LinkedIn, Facebook, and YouTube.
- The Guide for Applicants documents where the rules and procedures of the programme are described (available for download at https://xr4ed.eu/open-calls/).

Annex B. Guidelines for Applicants

1 Introduction and call objectives

This document provides the relevant information regarding the XR4ED - Open Call, which consists of the **Call for Developers** and **Call for Pilots** tracks.

The overall aim of the open call is to fund projects that take advantage of the XR4ED solutions, validate them, and further contribute to enriching the XR4ED platform. Additional general objectives include:

- Provide financial and technical support to digital start-ups, SMEs, and industry active in the XR sector to further advance early prototypes of XR educational solutions (TRL4) to a market ready product (TRL6).
- Populate the XR4ED platform with pilots focusing on educational material, therefore demonstrating its potential.
- Demonstrate the usefulness of the XR4ED platform as an XR technology development platform.

The specific objectives of the two tracks are:

- **Call for Developers**: Provide digital learning solutions to enrich the XR4ED platform, using XR technologies, including both hardware and software. Applicants applying to this track must choose one of the six challenge areas and provide a solution for it.
- **Call for Pilots**: Develop a market-ready educational product addressing one of the six challenge areas. The product prototype must undergo mini-pilots testing, in collaboration with educational actors. All developed solutions will be based on open standards and will be published on the European solution catalogue.

The Open Call targets start-ups and SMEs that are providers of XR technologies for education; and start-ups, SMEs and educational institutions (schools, high schools, universities and VET institutions) that are providers of digital learning solutions and contents. Specific conditions for participation of these organisations apply and are detailed below.

2 General information

2.1 Terms and Definitions

This section describes the relevant terms that are used in the open call documentation. Unless otherwise stated, the definition of a term is the one stated in this section.

2.1.1 Persons, entities, and committees

The following terms and definitions are related to persons, entities, and committees.

Term	Definition
Consortium	Group of legal entities that are cumulatively responsible for implementing the XR4ED project as defined in the Grant Agreement number 101093159.
Applicant	Individual or organisation that intends to submit or has submitted a proposal to the funding programme.
Beneficiary	An individual or organisation that has submitted a proposal to the funding programme that has been accepted for funding and has signed or is in the process of signing a sub-grant agreement.
External evaluator	An expert that has been invited by XR4ED to become an external evaluator and assist in the evaluation of the proposals submitted to the funding programme. Experts cannot have conflicts of interest and are bound by their own confidentiality agreement.

2.1.2 Funding programme

The following terms and definitions are related to the funding programme.

Term	Definition
XR4ED funding programme	Programme under which the present open call is run. It is defined by the documents and templates provided by the XR4ED consortium as defined in section 4.1. The funding programme considers two parts: (1) Open call for proposals, evaluation, contract preparation and signing; (2) implementation of the projects by selected beneficiaries.
Proposal phase	Period when applicants can submit proposals to the open call. Each open call has a fixed deadline that is automatically enforced.

Term	Definition
Evaluation phase	Period when the consortium evaluates and ranks the applications. At the end of the phase, all proposals are notified of the results of the evaluation.
Contract preparation phase	Period when the selected proposals and the consortium complete the administrative procedures to sign the sub-grant agreement and prepare administrative documents.
Implementation phase	Successive period of 12 months when the work is performed by the beneficiary. At the end of each stage, the project is subject to a formal evaluation made by an internal evaluation team to assess if the project is meeting its objectives.

2.2 Means of submission

The XR4ED pages on the F6S platform will be the entry point for the submission of all proposals to the XR4ED open calls.

- Call for Developers - apply here.
- Call for Pilots - apply here.

Any proposal submitted through other channels will be automatically rejected.

Any documentation that is required and requested by the XR4ED consortium should be submitted via a dedicated channel that will be indicated by the consortium during the execution of the sub-granted projects.

2.3 Language

English is the official language for the XR4ED open calls. Submissions done in any language other than English will not be eligible or evaluated.

English is the only official language during the whole implementation of the XR4ED programme. This means that any requested submission of documentation and deliverables will be done in English to be eligible.

2.4 Documentation formats

Any documentation requested in any of the phases of the open call and projects' implementation must be submitted electronically in PDF format without restrictions for printing. For Annex 2, formatting guidelines must be respected as defined in the document.

2.5 Data protection

To process and evaluate applications, XR4ED consortium will need to collect personal and industrial data. F6S Network Ireland Limited, will act as Data Controller for data submitted through the F6S platform for these purposes. Please see the privacy policy here. A Data Protection Officer (DPO) has been appointed by F6S to ensure compliance with data protection regulations, such as the General Data Protection Regulation (GDPR), and that personal data is collected, processed, and stored in a secure manner.

The F6S platform's system design and operational procedures ensure that data is managed in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure compliance. Please refer here to review the F6S platform's privacy policy and data security policy.

Apart from the F6S platform, data will also be stored in the F6S Google Drive, and in the project repository on SharePoint managed by the project coordinator CYENS.

Please note that the XR4ED consortium must retain generated data until five years after the balance of the XR4ED project is paid or longer if there are ongoing procedures (such as audits, investigations or litigation). In this case, the data must be kept until the end.

2.6 Origin of the funds

Selected applicants will sign a dedicated sub-grant funding agreement (see Annex 6) with the XR4ED consortium. The funds attached to the sub-grant funding agreement come directly from the funds of the European project XR4ED and therefore remain property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in XR4ED via the European Commission GA no. 101093159.

As detailed in Annex 3, the relation between the sub-grantees and the EC through the XR4ED project carries a set of obligations to the sub-grantees. It is the task of the sub-grantees to respect them and of the XR4ED consortium partners to inform about them.

3 Participation and eligibility criteria

XR4ED invites entities to submit proposals to develop projects that will take advantage of the XR4ED solutions, validate them, and further contribute to enriching the XR4ED platform. The following eligibility criteria, related to the applicants, funding, and proposals apply.

- Submissions will ONLY be accepted through the F6S platform and respective page dedicated to the XR4ED – Open Call.
- Fit within the target applicant as indicated in section 3.1.1.
- Are legally based in an eligible country as indicated in section 3.1.1.
- Have provided their application and all requested documents only in the English language.
- Have provided the proposal description using the XR4ED – Open Call Proposal Description Template (Annex 2.1) and followed all mandatory guidelines.

3.1 Applicants' and consortium eligibility

All applying entities and consortia members must meet the requirements described in this section to be eligible for the XR4ED – Open Call.

3.1.1 Types of applicants

The call will fund projects developed by single entities or a consortium of 2-3 entities, led by a Coordinator. Natural persons applying alone are not eligible.

Note: In the Call for Developers, only start-ups, SMEs and Mid-Caps are eligible to participate (alone or as a consortium of 2-3 entities). In the Call for Pilots, a consortium is required (and must be led by a start-up/ SME).

The following types of entities (legally established) may apply as part of a consortium:

- **Start-ups, SMEs**[5] and **Mid-Caps**[6] that are providers of XR technologies for education or providers of digital learning solutions.
- **Universities**, working on XR research and innovation focused on digital learning solutions.
- **Vocational and educational training (VET) organisations**, working in the areas addressed by the Open Call, and capable of working on programmes and pilots aligned with the challenge areas.

[5] 1 A SME is considered as such if it complies with the European Commission's Recommendation 2003/361/EC.
[6] A Mid-Cap is an enterprise that is not an SME and that has up to 3,000 employees, considering the staff headcount is calculated according with Articles 3 to 6 of the Annex to Commission Recommendation 2003/361/EC

- **Non-for-profit organisations** representing and/ or working with the target groups (e.g. vulnerable/ underserved groups, teachers, students, primary/ high schools) required for the open call challenge areas (as defined in Annex 1.1).

Note: Universities, VET organisations, and non-for-profit entities can only apply as part of a consortium and not individually.

3.1.2 Consortia Requirements

For the Call for Pilots, when applying as a consortium (mandatory condition), the following rules apply:

- The consortium must be led by a start-up/ SME (who will act as the consortium Coordinator).
- A 2nd and 3rd partner (if applicable) must be an SME (including start-ups), mid cap, university, VET, or non-for-profit organisation, showing capacity to contribute to the development of the XR-based digital learning solution and mobilisation of the required education actors to carry out the pilot activities.
- The specific roles of each partner must be described in the technical proposal.

Note: All entities, including those participating in a consortium, must be registered with a verifiable VAT (which will be requested as part of the individual Declaration of Honour). Unincorporated startups are not eligible, even if the Coordinating entity on a given application is registered.

3.1.3 Eligible countries

All entities, including those participating in a consortium, must be established in any of the following countries to be eligible to participate in the XR4ED – Open Call:

- The Member States (MS) of the European Union (EU), including their outermost regions.
- Overseas Countries and Territories (OCTs) linked to Member States.
- Horizon Europe associated countries (those that have signed an agreement with the EU as identified in the HE Programme Guide) according to the updated list published by the EC.
- In general, the XR4ED – Open Call follows the rules applied by the EC for the R&D Programme Horizon Europe in terms of geographical coverage, eligibility, and exclusions, which take precedence.

***Note**: the UK is not eligible to participate as they have joined the Horizon Europe programme as an Associated country in January 2024. The XR4ED project and FSTP funds are prior to the UK and EU agreement.*

3.1.4 Conflict of interest

Applications will not be accepted from entities who are partners (beneficiaries) or affiliated entities/ linked-third parties in the XR4ED consortium or who are formally linked in any way to them. Any entity with a previous formal and legal connection to an XR4ED beneficiary (e.g., spin-off), will not be accepted, unless a minimum of 3 years (as of 1 January 2024) has passed since the termination of the link.

Applicants must not have any current and/or potential conflict of interest with the XR4ED – Open Call selection process and during the whole programme. Applicants must formally and immediately notify the XR4ED Coordinator of any situation constituting or likely to lead to a conflict of interests and take all the necessary steps to rectify this situation.

All cases of conflict of interest will be assessed case by case. Applicants must take all measures to prevent any situation where the impartial and objective evaluation and implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

If a conflict of interest is discovered and confirmed at the time of the evaluation process, the proposal will be considered as non-eligible and will not be evaluated.

3.1.5 Number of proposal submissions

The XR4ED – Open Call is a competitive funding programme. An SME – participating alone or as part of a consortium – can only participate in one proposal to this open call.

Exceptionally, universities can participate in more than one proposal. However, only one proposal will be funded per entity, regardless of the track and challenge.

3.2 Financial eligibility

The following financial conditions apply for proposals to be eligible:

- The total budget per project may not exceed €230.000. The total amount requested (not exceeding €230.000) must represent 100% of the total project costs, and cover personnel costs, other direct costs, and indirect costs (25%). Subcontracting is not eligible in this open call.
- All proposals must provide justifications for the planned costs and resources of the project following the guidelines and calculation rules provided in Annex 2.1 – Technical proposal.
- For equipment costs:
    - Call for Pilots: only depreciation costs are accepted and must be justified.
    - Call for Developers: equipment costs are not accepted as costs.

For approved projects, the funds will be disbursed in lump sums and pending the successful delivery and evaluation of reports.

3.3 Other conditions

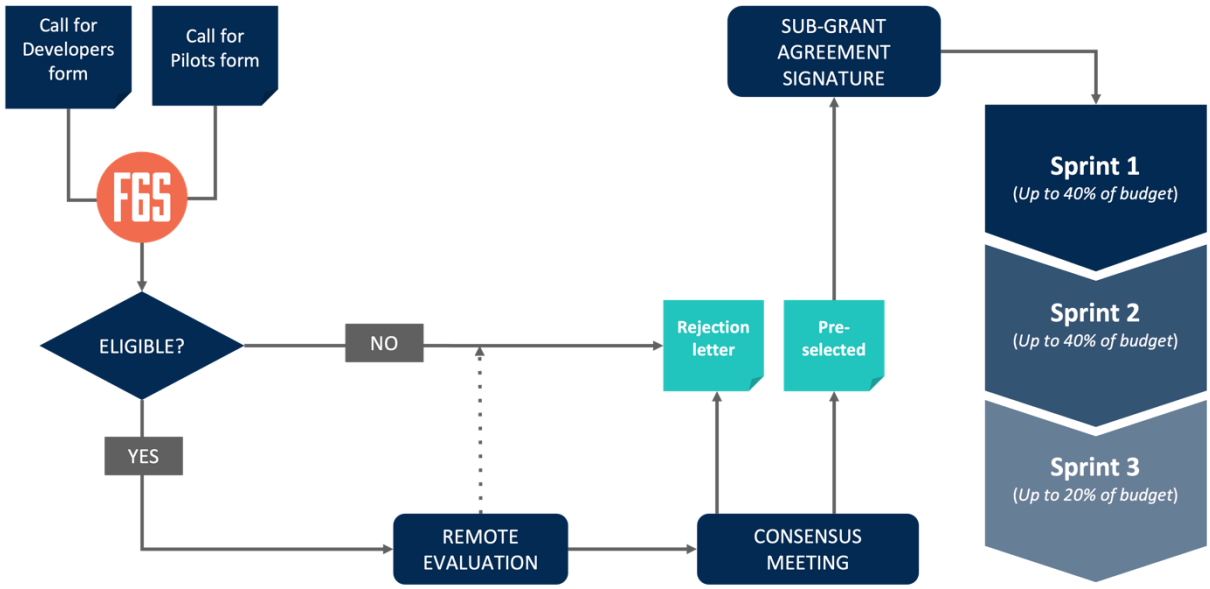
Each applicant must confirm:

- The proposed project is based on original research/ ideas and, going forward, any foreseen developments are not limited by third party rights, or are clearly stated if they are limited.
- The project is based on work that has not been developed and offered as a commercial product or solution.
- It is not under liquidation or is not an enterprise under difficulty according to the European Commission Regulation No 651/2014, art. 2.18.
- The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures.
- The organisations should not have convictions for fraudulent behaviour, other financial irregularities, and unethical or illegal business practices.
- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national and EU authority.

Note: Third parties receiving financial support from XR4ED through the open call will not become part of the XR4ED Grant Agreement. The XR4ED Grant Agreement will not need to be amended to include the selected beneficiaries.

4 Open call submission, selection, and contracting

Proposals submitted to the XR4ED – Open Call are submitted in a single stage and evaluated in multiple steps, as presented in the figure below.



4.1 Proposal preparation and submission process

The submission of proposals to the XR4ED - Open Call must follow the steps listed in this section.

The open call launches on **1 May 2024**. The deadline for submission of proposals is **3 July 2024**, 17:00 CEST (Brussels time).

4.1.1 Applicants' registration

Those interested in submitting a proposal to the XR4ED – Open Call must be registered on the F6S platform: https://www.f6s.com. The F6S platform will be the central interface for managing the proposals during the open call.

4.1.2 Proposal preparation and submission

Applicants must consider the following when preparing their proposal:

- Applicants must apply online and answer all mandatory questions (with no exception) at:
  - XR4ED - Call for Developers
  - XR4ED - Call for Pilots
- Any submission provided by any means other than F6S will not be accepted.
- The information and documentation to be provided/ submitted are:
  - **Application form**: includes the administrative questions to be completed directly on the F6S platform at the respective call page (above).
  - Selection of the **challenge** the proposal addresses (on the application form and technical proposal template). Please note that the open call will fund a maximum number of proposals per each challenge.
  - **Annex 2.1 - Technical Proposal**, submitted as a PDF only. This describes the project and is structured into multiple mandatory sections. *Note: The technical annex provides guidance on document formatting and the required items to be addressed.*
  - Information addressing general questions for statistical purposes.
  - Tick boxes for the applicants to confirm that they have read and agree with the conditions defined in this Guidelines for Applicants and the open call.
  - Applicants are recommended to become familiar with Annex 3 - Sub-grant agreement; Annex 4 – Declaration of Honour (applicable to all entities); Annex 5 – Consortium Declaration of Honour; and Annex 6 – SME Declaration (applicable to entities that are SMEs). These documents will be requested from the applicant if they are selected for funding and are mandatory to finalise the contract and enter the funding programme.
  - **It is strongly recommended that applicants submit their proposal well before the deadline**. If the applicant discovers an error in the proposal, and if the call deadline has not passed, the applicant may request the XR4ED team to re-submit the proposal (for this purpose please contact support@f6s.com). However, XR4ED does not guarantee that a resubmission will be feasible in due time in case the request for resubmission is not received by the XR4ED team at least 48 hours before the open call deadline.
  - The open call deadline will not be extended unless a major problem with the F6S platform makes the system unavailable. In case an extension is provided, all applicants will be notified.

- The failure to submit a proposal on time, for any reason, including network delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

4.1.3 Selection of the open call and challenge area

The XR4ED – Open Call welcomes proposals that address one of two sub-calls (tracks) and six challenge areas, as shown in the figure below. There are specific requirements to be addressed in the application form and Annex 2.1 - Technical proposal depending on the track and challenge selected. Please refer to Annex 1.1 - OC Technical specifications for the requirements.

XR4ED has defined a minimum number of proposals that will be funded per challenge area, as defined in Annex 1.1 - OC Technical specifications, as long as these are above the defined evaluation threshold.

In the case there are challenge areas without proposals that guarantees this distribution, primacy will be given to the proposals with the highest score. Challenge areas will alternately be allocated additional proposals until each track has been allocated the targeted 10 proposals.

For challenge areas where more than one proposal will be funded (i.e. virtual field trips applications (3), training of young professionals (2), and accessibility and inclusion (2)), a balanced geographical coverage will also be prioritised, based on the country of the coordinator.

4.1.4 Proposal TRL requirements

The XR4ED – Open Call focuses on the development of projects that take advantage of the XR4ED solutions, validate them, and further contribute to enriching the XR4ED platform. With that in mind, and with the objective enabling solutions to be ready for the market, the open call will accept proposed solutions currently at a minimum TRL 4 and capable of scaling up to a minimum of TRL 6-7. The applicant must justify the start and end TRL in their proposal.

4.2 Proposal evaluation and selection

The evaluation of proposals is carried out by the XR4ED consortium with the support of independent external experts (Evaluation Panel). The XR4ED consortium ensures that the process is fair and in line with the principles outlined in the European Commission's rules on proposal submission and evaluation.

4.2.1 Step 1: Eligibility verification

An initial eligibility verification will be carried out to discard non-eligible proposals. Proposals must meet **ALL the following eligibility criteria**, which will check the following:

- Submissions have been made ONLY through the F6S platform and by the defined deadline.
- The proposing entities are legal entities established in an eligible country and eligible for funding under Horizon Europe rules.
- The proposing consortia meets the consortium formation requirements.
- The proposal, including the F6S application form and all requested and mandatory information and documents, are fully completed (this includes a full technical proposal with all sections completed).
- Current and targeted TRL as defined in the F6S application form (only applies to the Call for Developers).
- Within the budget and defined budget rules, as provided in Annex 2.1.
- The proposal is written in the English Language.

A proposal is only considered eligible if its content corresponds to the objectives of the XR4ED – Open Call, including the specific eligibility conditions defined in the relevant sections of these Guidelines for Applicants. The eligibility check enables the creation of a shortlist of proposals to be evaluated in the next step of the evaluation process. Proposals marked as non-eligible will receive a rejection letter with a justification.

4.2.2 Step 2: External remote evaluation

Eligible proposals will advance to the external evaluation phase, which will be done remotely by expert evaluators.

The evaluators will be selected from a pool of experts established through a call for expressions of interest. The call will invite experts to provide their expertise in the domains addressed by the open call, as well as experience in evaluations. Expert profiles will be evaluated, and a pool of evaluators will be established. The top-ranked experts will be invited to evaluate proposals.

Evaluators are required to be independent, impartial, and objective. All evaluators will sign a contract, which includes a declaration of confidentiality and the absence of conflicts of interest. Any known conflict

of interest will be immediately communicated to the XR4ED team. Evaluators will also be bound by strict confidentiality throughout the full evaluation process.

Two external evaluators will evaluate each proposal and will be distributed considering their domains of expertise and, whenever possible, country of origin.

The proposals will be scored based on the criteria in the table below. *Note that depending on the track, each criterion has a different weighting.*

Criterion	Specific criteria evaluated
1. Innovation *Weighting:* *Call for Developers: 30%* *Call for Pilots: 20%*	**General** ● Alignment of the proposal with the XR4ED project, specific track, and challenge area being addressed. ● Project objectives (general and specific), following the SMART criteria. ● Challenges that the proposed project will solve. ● Ethical or legal issues associated with the proposed project. **Specific to the Call for Developers** ● Description of the proposed solution and how it is novel or not yet widely deployed. ● Starting and target TRL, and respective rationale. **Specific to the Call for Pilots** ● Description of the proposed pilot and how it is novel or not yet widely deployed.
2. Impact *Weighting:* *Call for Developers: 30%* *Call for Pilots: 30%*	**General** ● Overall impact of the project and socio-economic benefits for the XR industry. ● Contribution to the XR4ED platform and the XR4ED technological and business objectives (see here). ● Quality and effectiveness of the proposed promotion and dissemination activities, and exploitation measures. **Specific to the Call for Developers** ● Contribution to the applicants business strategy and quality of the plan for the commercialisation of the solution. **Specific to the Call for Pilots** ● Description of how the XR methods developed and used can support learning processes.
3. Replicability *Weighting:*	**General** ● Quality of the materials and other support mechanisms to ensure the replicability and uptake of the solution in other

Criterion	Specific criteria evaluated
Call for Developers: 20% *Call for Pilots: 30%*	contexts. **Specific to the Call for Developers** ● Replicability of the XR-based digital learning solutions to other areas beyond the challenge area addressed. **Specific to the Call for Pilots** ● Replicability of the solution and educational programme in other contexts (different countries, age groups, schooling levels) beyond those covered in the pilot.
4. Implementation and capacity *Weighting:* *Call for Developers: 20%* *Call for Pilots: 20%*	**General** ● Quality and logic of the work plan, including proposed activities and outputs. ● Quality, relevance and achievability of proposed milestones and KPIs (XR4ED specific and project defined) ● Description of risks that might affect the work plan. ● Quality of the project team and capacity to deliver the project; specific roles of the partners (in the case of a consortium); quality of the gender balance. ● Rationale of the project costs and other resources.

For each criterion under examination, score values represent the rationale detailed in the table below.

Score	Rationale
1 - Poor	The proposal addresses the criterion in an inadequate manner or there are significant weaknesses.
2 - Fair	The proposal addresses the criterion broadly, but there are still several weaknesses.
3 - Good	The proposal addresses the criterion well, but improvements are necessary.
4 - Very Good	The proposal addresses the criterion very well, but some improvements are still possible.
5 - Excellent	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Each criterion will be scored between 1 and 5. Half point scores are not given. The final score (including for each criterion) is calculated based on the average of the scores provided by the evaluators. Therefore, final scores may be a decimal. The threshold for each criterion is three (3), therefore any criterion with a score less than three will disqualify the proposal.

Each evaluator will record their individual assessment of each proposal using an Individual Evaluation Report (ISR). A single Evaluation Summary Report (ESR) will be prepared by the Evaluation Panel, representing opinions and scores on which the evaluators agree.

4.2.3 Step 3: Ranking of proposals and selection

After the external remote evaluation process, all proposals will be ranked in a single list (according to the respective track). The primary rule for ranking proposals will be their overall score, based on the average scores of the evaluators. In the case there are proposals in the same position, priority will be given to the proposals with the highest score in specific criteria, considering the following order:

1. Criterion 2 - Impact (*both tracks*)
2. Criterion 1 - Innovation (Call for Developers) | Criterion 3 - Replicability (Call for Pilots)
3. Criterion 3 - Replicability (Call for Developers) | Criterion 1 - Innovation (Call for Pilots)
4. Criterion 4 - Implementation and capacity (*both tracks*)

After applying these tie-break rules, if there are still proposals in the same position, priority will be given to those with a share of women and men in the consortium that is closer to 50/50, following European guidelines on gender equality.

The ranking of proposals will also respect the conditions regarding the distribution per challenge area and a balanced geographical coverage, as defined in section 4.1.3.

Ten proposals will be selected for each track, and at least the minimum number of proposals per challenge (assuming they have met the threshold).

All applicants at all stages of the evaluation will be informed about the result of their evaluation along with an evaluation report.

4.2.4 Redress process

Within three (3) working days of receiving either (1) a rejection letter informing the proposal as non-eligible or (2) an ESR of non-acceptance, an applicant may submit a request for redress if they believe the results of the eligibility checks have not been correctly applied, or if they feel that there has been a shortcoming in the way their proposal has been evaluated.

In such a case, an internal review committee from XR4ED will examine the applicant's request for a redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants. Requests for redress must:

- Only be related to the evaluation process or eligibility checks.
- Clearly describe the complaint (in English).
- Sent by the entity's legal representative that has also submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated.

Please note:

- This procedure is concerned only with the general evaluation and/or eligibility checking process. The committee will not question the scientific or technical judgement of the evaluators provided through the evaluation report.
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund the proposal or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria.
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.
- All requests for redress will be treated in confidence and must be sent to the XR4ED team at: opencalls@cyens.org.cy.

5 Administrative check and contracting

After concluding the evaluation phase, representatives of the selected proposals will be invited to the contracting phase.

Contract preparation will run through an administrative and financial check (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case-by-case basis, a phone call or teleconference may be required with a selected project to clarify specific questions.

The objective of the contract preparation is to fulfil the legal requirements between the XR4ED consortium and the sub-grantees of the open call. The items covered are presented in the table below.

It should be emphasised that each participating entity should provide at contract preparation time a valid VAT. Failure to provide a valid VAT number will automatically result in exclusion from the contract preparation.

Requirement	Description
Proof of Legal Existence	Company register, official journal or other official document per country showing the name of the organisation, the legal address and registration number and a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
Specific to SMEs	Proof of the SME condition is required: ● If the applicant has been fully validated as an SME on the Beneficiary Register of the EC Participant Portal, the PIC number must be provided. ● Provision of the signed (with a valid e-signature) SME declaration (Annex 6): in the event the beneficiary declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organisations is required. A Status Information Form may be requested, which includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. ● Supporting documents. In cases where either the number of employees or the ownership is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.
Declaration of Honour	One document per entity of the consortium, signed by the legal representative of the entity.
Consortium Declaration of Honour	One document for the consortium, signed by the legal representative of each entity of the consortium.
Bank Account information	The account where funds will be transferred will be indicated via a form signed by the entity, individuals, and the bank owners. The holder of the account will be the entity/ individual. Provided using Annex 7.
Sub-grant agreement	Signed between the XR4ED consortium, represented by its coordinator (CYENS) and the beneficiary. The sub-grant agreement will also include the comments (if any) of the proposal's ESR to the work plan.

Note: the contract as provided to the sub-grantee is final and may not be changed, including the addition or removal of any articles or other content.

All documentation that requires a signature (e.g., Declaration of Honour, SME Declaration (if applicable), Bank Account, and sub-grant agreement must be signed using a valid electronic digital signature.

The request of the above listed documentation will be sent to the project representatives, including deadlines by which information and documentation should be sent. In general, the negotiation should be concluded within 2 weeks. An additional period may be provided by the XR4ED coordinator in case of a relevant reasoning. In case negotiations have not been concluded within the above period, the proposal is automatically rejected and the next proposal in the reserve list is invited to initiate the contract preparation.

At the end of the contract preparation and negotiation phase, the sub-grant agreement (Annex 3) will be signed between the XR4ED consortium represented by its coordinator (CYENS) and the Lead Beneficiary.

Further guidance on the use of qualified signatures

XR4ED will only use and accept digital and qualified electronic signatures in all documents included in the proposal and in the subsequent sub-grant agreements. A qualified electronic signature is an advanced electronic signature which is additionally created by a qualified signature creation device (QSCD); and is based on a qualified certificate for electronic signatures. Applicants may use any Digital Signature Services that support qualified digital signatures. Scanned wet signatures (hand-written signatures) are not considered eligible.

The European Commission proposes a demo of DSS (Digital Signature Services), a tool that enables the signature of documents. More information about qualified digital signatures is available here.

6 Incubation and funding programme overview

After the finalisation and signing of the sub-grant agreement, the awarded sub-granted projects will move into the incubation and funding programme. This includes three main phases and stretches along the three stages and 12 months of the programme.

Phase	Activities & requirements
Phase 1 - Launch & bootcamp	**Activities** ● Participation in a 1-day kick-start bootcamp. ● Delivery of interactive workshops and fast-paced mentoring to enable the teams to refine and adapt their XR projects into scalable businesses/ programmes. **Requirements** ● Delivery of a detailed project implementation report associated with 1st payment (40%).
Phase 2 - Acceleration	**Activities** ● Participation in a design-led process to discuss principles such as ideation and prototyping. Mentors and growth coaches will collaborate with the teams to help them grow their projects in a user-centric way while maintaining business focus. Specific activities include: ○ Discovery workshops ○ Mentoring ○ Growth coaching to increase acceleration ○ Webinars **Requirements** ● Delivery of a progress report to unlock 2nd payment (40%). ● Participation in internal progress evaluation.
Phase 3 - DemoDay bootcamp	**Activities** ● Participation in a 1-day bootcamp where projects pitch their solution to a judging committee; one project per track will receive an award. ● Mentoring on investing in the XR business area. **Requirements** ● Delivery of a final report to unlock 3rd (final) payment (20%).

7 Additional considerations

The selected entities are indirectly beneficiaries of EC funding. Therefore, selected entities are responsible for the appropriate use of the funding and must comply with obligations under Horizon Europe specific requirements as described in Horizon Europe.

Specific details and guidelines related to all aspects of the responsibilities of the beneficiaries are provided in the sub-grant agreement.

7.1 Responsibilities of the beneficiaries

7.1.1 Conflict of interest

Beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the sub-project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interest').

They must formally notify the XR4ED Coordinator without delay of any situation constituting or likely to lead to a conflict of interest and immediately take all the necessary steps to rectify this situation. The XR4ED Coordinator will verify if the measures taken are appropriate and may require additional measures to be taken by a specific deadline.

If a sub-granted project consortium member breaches any of its obligations, the sub-grant agreement may be automatically terminated. Moreover, costs may be rejected.

7.1.2 Checks and reviews

The EC may, at any time during the implementation of the sub-project and up to five years after the end of the sub-project, arrange for a check and review to be carried out, by external auditors, or by the EC services themselves, including the European Anti-Fraud office (OLAF). The procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC.

There will be no financial checks, reviews, or audits to check costs, since beneficiaries have no obligation to document the costs incurred for the action. Checks, reviews, and audits will focus on the technical implementation of the action.

7.1.3 Promoting the action and giving visibility to the EU funding

The beneficiary must promote the sub-project, the XR4ED project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC.

7.2 Intellectual property rights

The results and Intellectual Property Rights developed during the sub-granted project implementation will be the exclusive property of the corresponding partner/consortium. The applicants are advised to include IPR issues and results dissemination generated from the project teams through XR4ED funding in their internal Consortium Agreement.

While the XR4ED project will support its beneficiaries in creating conditions for their solution to reach the market and have a commercial potential, it is also expected that the beneficiaries contribute with open results. Therefore, while the results and IPR remain the property of the beneficiaries, these should make available in open source all or parts of the code/ algorithms behind the solution.

Furthermore, all sub-granted projects will be required to make fully available and open access to at least three datasets generated during and as part of their project, respecting the FAIR principles.

7.3 Confidentiality and Data Protection

During the implementation of XR4Ed open call activities and for five years after the end of the programme activities, the beneficiary(ies) must keep confidential any data, documents, or other material (in any form) that is identified as confidential at sub-contract signature ('confidential information').

If a selected applicant requests, the EC and the XR4ED Consortium may agree to keep such information confidential for an additional period beyond the initial five years. This will be explicitly stated in the sub-grant agreement.

If the information has been identified as confidential during the XR4ED programme or only orally, it will be considered to be confidential only if this is accepted by the XR4ED coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the sub-grant agreement.

The selected beneficiary(ies) may disclose confidential information to the XR4ED Consortium and to the selected reviewers, who will be bounded by a specific non-disclosure agreement.

The final list of the awarded projects and beneficiaries will be made public, including the name of the projects, abstract, legal name of the entity, type of entity, country of origin, and projects' results, duration, and budget.

8 Contact information

The XR4ED consortium will provide information to the applicants primarily via https://www.f6s.com/xr4ed/about, so that all information (questions and answers) will be accessible to all potential applicants.

No binding information will be provided via any other means (e.g., telephone or email).

- More info about XR4ED at: https://xr4ed.eu/
- More information about XR4ED: https://xr4ed.eu/open-calls/
- Apply via:
    - **Call for Developers**: https://www.f6s.com/xr4ed-call-for-developers/
    - **Call for Pilots**: https://www.f6s.com/xr4ed-call-for-pilots
- Online Q&A and discussion forum:
    - **Call for Developers**: https://www.f6s.com/xr4ed-call-for-developers/discuss
    - **Call for Pilots**: https://www.f6s.com/xr4ed-call-for-pilots/discuss
- F6S support team (for platform issues during the application): support@f6s.com
- Other support: opencalls@cyens.org.cy

Annex C. Technical Annex

1 Introduction

The purpose of this Technical Annex is to provide applicants with an overview of the main technologies provided by XR4ED in the framework of the Call for Developers and Call for Pilots.

It further provides specific requirements in terms of results to be achieved and KPIs for the Call for Pilots, which must be included in all proposals being submitted to this specific call.

2 XR4ED Platform

The purpose of utilizing the XR4ED platform is to facilitate the creation of innovative digital learning solutions. The platform acts as a central hub where developers can address specific challenges related to XR technologies in education.

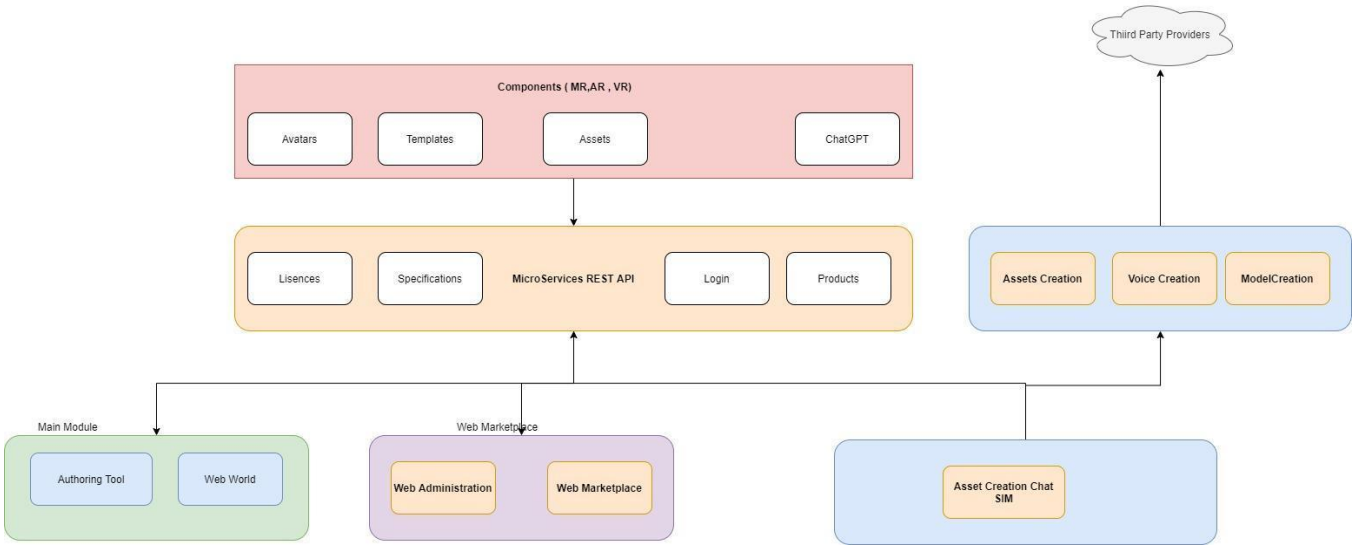
Developers align their solutions with the current state-of-the-art in XR for educational purposes, by choosing challenges identified by the XR4ED consortium. The emphasis on compliance with Open Standards, including WebXR and OpenXR, ensures that the created solutions are interoperable and can seamlessly integrate with the XR4ED ecosystem. WebXR is a standard that enables the creation of immersive and interactive experiences directly within web browsers. By adhering to WebXR, developers ensure that their XR educational solutions can be seamlessly accessed and experienced across a wide range of devices without the need for additional plugins or installations. This approach enhances accessibility and usability, aligning with the inclusive goals of XR4ED. OpenXR, on the other hand, is an open standard that facilitates the development of applications that can run on various XR devices, regardless of the hardware's specificities. Choosing OpenXR as a compliance requirement ensures that the XR4ED platform can support a diverse array of XR technologies and devices, promoting interoperability and reducing fragmentation in the XR ecosystem.

Developers participating in the Call for Developers are encouraged to leverage these standards to create XR educational tools that seamlessly integrate with the XR4ED platform and contribute to the overall advancement of XR technologies in education.

This approach not only fosters a standardized environment for XR educational tools but also encourages the development of diverse and impactful solutions. The XR4ED platform serves as the testing ground for these solutions, allowing developers to showcase the practical utility and effectiveness of their creations. The overarching goal is to enrich the XR4ED ecosystem, contributing to its growth and demonstrating the societal benefits of incorporating XR technologies into education.

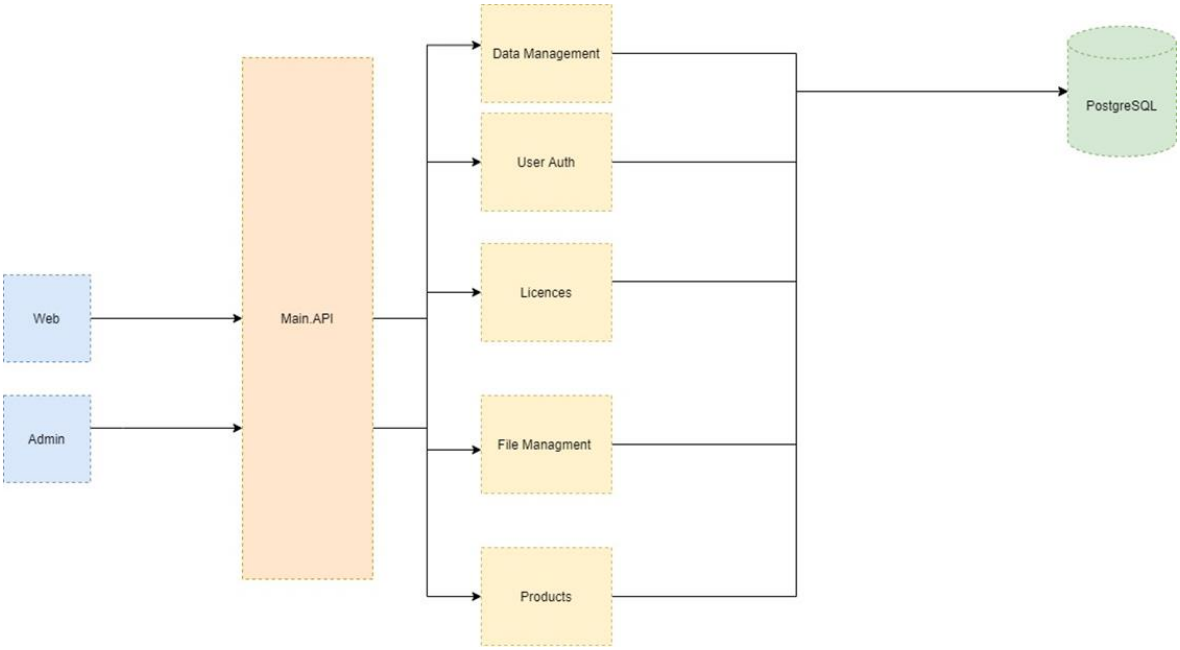
2.1 Diagram for XR4ED platform and components.

Our platform's architecture is designed to support an immersive and interactive virtual environment, leveraging the capabilities of Mixed Reality (MR), Augmented Reality (AR), and Virtual Reality (VR). At the heart of this system is a robust set of microservices orchestrated by the central MicroServices REST API. This API layer acts as the nerve center, facilitating communication and operational synergy between various domain-specific microservices.



Components Layer: This topmost layer is comprised of various modules like Avatars, Templates, Assets, and an integration with generative networks. Each component is dedicated to enhancing the user experience by providing customizable elements, templates for ease of content creation, reusable assets, and intelligent conversational capabilities.

Microservices Layer: The overall architecture of this layer is based on Microservices. Each microservice focuses on executing one specific aspect of the application's functionality. These services communicate with each other using lightweight mechanisms, typically HTTP REST APIs. REST (Representational State Transfer) APIs provide a flexible and intuitive way for microservices to exchange data and commands, adhering to standard HTTP methods like GET, POST, PUT, and DELETE. This setup not only enhances scalability by allowing each component to be scaled independently but also improves resilience and facilitates faster development cycles by isolating services.



The diagram above describes how the microservices communicates with a central Main API gateway. Different Clients, such as web and admin panels, interact with the system through the Main API gateway, which acts as a single-entry point. This gateway then routes requests to the appropriate microservice. Currently we have the following microservices:

- Data Management: This service handles operations related to data handling and processing.
- User Auth (Authentication): Responsible for user authentication, ensuring that only authorized users can access the system.
- Licences: Manages software licensing, which could include issuing, renewing, and validating licenses.
- File Management: Takes care of file storage, retrieval, and other file-related operations.
- Products: Deals with product-related functionalities, which might include catalog management, pricing, and inventory.

All these microservices are interconnected and can possibly communicate with each other through synchronous RESTful calls or asynchronous messaging patterns. They all connect to a PostgreSQL database, which indicates a centralized data storage approach, although each service may interact with its own schema within the database.

Main Module: This foundational module encompasses tools such as the Authoring Tool which are central to content creation and interaction within the web-based virtual world.

Web Marketplace: It includes the Web Administration and Web Marketplace, which form the administrative and commercial front-end for marketplace operations within the platform.

Third-Party Providers: Our architecture extends its capability by integrating with third-party providers, offering specialized services like asset creation, voice synthesis, and 3D modeling. This integration is essential for providing a rich repository of content and resources that can be utilized within our virtual environment.

Asset Creation: Positioned to enhance the asset creation process, this service/module integrates AI functionalities, to streamline collaboration and communication during the asset development phase.

In summary, the architecture diagram illustrates a layered, service-oriented approach, focusing on modularity, extensibility, and integration with cutting-edge technologies. This enables us to offer a comprehensive and versatile platform for creating, managing, and experiencing virtual content and environments.

Authoring tool is designed to be a one stop solution for creating VR experiences. The tool is designed to empower educators with little to no programming expertise to create immersive educational content. This tool streamlines the development process through user-friendly graphical interfaces, allowing educators to focus more on pedagogy rather than the complexities of virtual reality development. The tool facilitates the integration of 3D content from the marketplace, making it simpler for educators to populate their virtual classrooms with relevant educational materials. The Authoring tool also comes with a no-code logic editor that can easily allow functionalities over specific 3D objects or an entire environments. The functionalities included in the system are shown in the table below.

	Name	Description
Flow		
	If	branch if condition is met
	Task	Maintain a list of tasks and branch accordingly
	Complete Task	Mark a task as complete
	Compare values	compare 2 values and branch depending on the condition
	foreach	loop over a range of values or a list of items
Mathematical		
	x + y	
	(x,y) + (x,y)	
	(x,y,z) + (x,y,z)	
	x * y	
	x * (x,y)	
	x * (x,y,z)	

	f(x)	rad sin, rad cos, rad tan, rad asin, rad acos, rad atan, deg sin, deg cos, deg tan, deg asin, deg acos, deg atan, deg to rad, rad to deg, log10, ln, PI, Abs, ln,* PI, Abs
	f(x,y)	log(base,x), dot((x,y,z), (x,y,z)), (x,y,z) X (x,y,z)
	Compose Text	format a text to create a message or to display in a popup window
Object		
	Move Object	
	Rotate Object around itself	
	Rotate Object around Axis	
	Show / Hide	toggle visibility of the object
	Spawn	create an object (from assets)
	Destroy	permanently remove an object from the location
	Display Popup	display a message to user (optional OK, Cancel, Yes, No buttons)
Reaction		
	OnMouseOver	respond to mouse hover and click over an object
	OnButtonClick	respond to mouseclick (screen mode) or touch (VR mode) on a clickable object
	OnGrabObject	attach object to mouse cursor (screen mode) or hand/controller (VR mode)
	OnReleaseObject	detach object from mouse cursor (screen mode) or hand/controller (VR mode)
	OnEnterLocation	called when a new location was loaded
	OnExitLocation	called before a location is unloaded
Media		
	Play / Stop	play a sound, video, or timeline
	Show	show / replace an image or texture with another image or texture, PowerPoint, etc.
	SetColor	set a color of an image or texture including transparency
	SetMaterial	set (exchange) a material against another material of an object
Multi User		
	Create Session	create a connection to the backend for all (approved or invited) users
	Mute User / Mute all	take control of the audio channel
Location		
	Load Location	Loads the user to a specific location in the VR environment.
User		
	Authenticate	Login logic
Miscellaneous		

	Send Message to host	GET, POST, PATCH a message to a REST API (with optional authentication)

The **VR viewer** is the application needed by the participant to enter and experience the VR environment created. It functions as the execution environment for immersive content, providing a seamless transition from creation to deployment. Users, such as students and educators, can access these worlds on various devices, including Windows PCs, Apple PCs, and VR headsets. It offers different viewing modes tailored to user preferences and technical capabilities, including VR Mode, 3rd-person, and 1st-person views. VR Mode is particularly engaging, allowing for an immersive experience whenever a VR headset is connected. The tool is designed to handle networked environments, supporting both single and multi-user sessions. This feature is essential for collaborative educational activities, enabling students to learn and interact within the same virtual space, regardless of their physical location. This feature requires a stable network connection.

2.2 Specification for creating component

Developing components for the XR4ED platform requires a set of general specifications designed to ensure compatibility, scalability, accessibility, user-friendly design, and data security. These specifications form the foundational requirements that guide the creation of components across various challenge areas, ensuring they meet the high standards necessary for educational applications.

2.2.1 Compatibility

- *Cross-Platform Support:* Components must function seamlessly across different devices and operating systems, including Windows, macOS, Android, iOS, and various XR hardware like VR headsets and AR glasses.
- *Integration Capabilities:* Ensure components can easily integrate with existing educational software and platforms, as well as future XR technologies, through well-documented APIs and standardized data exchange formats.
- *Hardware Utilization:* Designed to optimize performance across a range of hardware specifications, ensuring high-quality experiences even on lower-end devices.

2.2.2 Scalability

- *Adaptive Performance*: Components should dynamically adjust to resource availability, ensuring smooth operation regardless of the number of simultaneous users or the complexity of the XR content.
- *Modular Architecture:* Adopt a modular design approach that allows for the easy addition of new features or content without significant rework or impact on existing functionality.
- *Load Management:* Implement efficient data loading and streaming techniques to minimize latency and enhance the responsiveness of XR experiences, particularly important for high-traffic educational environments.

2.2.3 Accessibility

- *Standards Compliance:* Follow established web and software accessibility standards, such as the Web Content Accessibility Guidelines (WCAG), to make components usable for people with disabilities.
- *Diverse Learning Needs:* Incorporate features that cater to various learning preferences and needs, including audio descriptions, captioning, sign language integration, and alternative text for visual elements.
- *Interface Customization:* Enable users to customize the user interface (UI) to their preferences, including font size, contrast ratios, and navigation aids, to enhance usability for all users.

2.2.4 User-Friendly Design

- *Intuitive Navigation:* Design interfaces that are easy to navigate, with clear instructions and feedback, reducing the cognitive load and learning curve for new users.
- *Engagement and Interactivity:* Incorporate interactive elements and gamification techniques to engage users actively, making learning experiences more effective and enjoyable.
- *Consistent User Experience:* Maintain consistency in UI design across different components, ensuring a cohesive look and feel that users can quickly become familiar with.

2.2.5 Security and Privacy

- *Data Protection:* Implement robust encryption and security measures to protect sensitive user data, including personal information and learning progress.
- *Compliance with Regulations:* Ensure all components comply with relevant privacy laws and regulations, such as the General Data Protection Regulation (GDPR) in Europe, especially concerning data collection, storage, and sharing practices.
- *User Consent and Transparency:* Provide clear, accessible information on data usage policies, and obtain explicit user consent for data collection and processing activities, offering users control over their own data.

2.3 Specification for deploying a component

Deploying components within the XR4ED platform is essential for ensuring that the developed components integrate seamlessly, perform optimally, and fulfill their educational purposes effectively. The specifications for deploying these components are as follows, highlighting the key practices and methodologies.

2.3.1 Environment Setup: Compatibility Assurance and Staging Environments

Ensuring compatibility with the underlying technologies and frameworks of the XR4ED platform is paramount. This compatibility spans several dimensions:

- *Software Dependencies:* Components must be developed with a clear understanding of the libraries, frameworks, and other software dependencies currently employed by the XR4ED platform. This involves using compatible versions of these dependencies to prevent conflicts that could arise from mismatched versions. For example, if the XR4ED platform uses a specific version of Unity or Unreal Engine for XR development, components developed should adhere to the same versions to ensure compatibility.
- *Programming Languages Versions:* The component should be developed using programming languages versions that are supported by the XR4ED platform. This compatibility is crucial not only for the initial integration but also for the long-term maintenance and scalability of the component. For instance, if the platform primarily uses Python 3.8, developing components in the same Python version would eliminate potential issues related to language version discrepancies.
- *Architectural Guidelines:* Adhering to the platform's architectural guidelines is essential for maintaining a coherent system architecture. This includes following design patterns, coding standards, and other best practices defined by the XR4ED platform. The developers ensure that their components can be easily integrated, understood, and maintained by other developers working within the platform.

The implementation of a staging environment that mirrors the production environment as closely as possible plays a crucial role in the deployment process.

- *Realistic Testing:* Staging environments offer a testing ground that replicates the production environment's conditions without affecting the live system. This similarity allows for realistic testing scenarios, ensuring that components behave as expected when deployed to production.
- *Issue Identification:* Developers can identify and address issues that might not be evident in a development environment through the test of components in a staging environment. This includes testing the component under similar load conditions, network configurations, and interactions with other platform components as would be expected in production. For example, a component might work well in a development environment with limited data but could encounter performance issues in a staging environment that more accurately reflects the volume of data and user interactions in production.
- *Stakeholder Review:* Staging environments also provide an opportunity for stakeholders, including project managers, QA testers, and end-users, to review and provide feedback on new components before they go live. This feedback can be invaluable in identifying usability issues, bugs, or other concerns that could impact the user experience.
- *Smooth Transition to Production:* Finally, the use of staging environments facilitates a smoother transition to production. Developers can make any necessary adjustments and optimizations to ensure that the deployment process is as seamless as possible, minimizing downtime and reducing the risk of deployment-related issues through the design of a pre-deployment phase that closely mirrors the production environment.

2.3.2 Version Control: Change Tracking and Release Management

Change Tracking involves the utilization of version control systems, such as Git, which serve as the backbone for tracking modifications made to the component codebase over time. This system provides a detailed history of changes, including what has changed, by whom, and when. Such meticulous tracking is invaluable for developers, as it not only allows for the efficient collaboration among team members, working on different parts of the component or even in different time zones, but also offers a quick reference to pinpoint when and how new bugs or issues were introduced into the system. Change tracking facilitates the identification of problematic changes and streamlines the process of reverting to previous versions if necessary, ensuring stability and reliability.

Release Management, on the other hand, focuses on the structured release of new versions of the component. By adopting a clear versioning scheme, typically formatted as major.minor.patch (e.g., 1.0.1), developers can convey the nature and impact of changes made in each release. More specifically:

- Major versions indicate significant changes that may introduce backward-incompatible functionalities, signaling to users that they may need to make considerable adjustments.
- Minor versions denote the addition of new features or significant enhancements that are backward-compatible, suggesting improvements or expansions in functionality that don't disrupt existing operations.
- Patch versions are reserved for bug fixes and minor improvements that address issues without altering the component's core functionalities, ensuring the component remains stable and secure.

Such a versioning scheme is crucial for clear communication with users regarding the scope and impact of each update, facilitating easier management of updates and dependencies. Users can make informed decisions about when to update based on the nature of the release, balancing the need for new features or fixes with the effort required to integrate these changes into their existing systems.

2.3.3 Continuous Integration (CI) and Continuous Deployment (CD): Automation and Quality Gates.

The automation of CI/CD pipelines is a transformative practice that significantly impacts the development process. CI/CD pipelines minimize human intervention, thereby drastically reducing the potential for manual errors that can lead to bugs or system downtime through the automation of the building, testing, and deployment phases. This automation ensures that every code commit triggers a series of predefined actions, including code compilation, unit tests, integration tests, and potentially automatic deployment to staging or production environments. This not only ensures a high degree of consistency in testing environments but also allows for the rapid incorporation of changes into the living environment. As a result, features and fixes can be delivered more quickly to users, enhancing the responsiveness of the platform to emerging needs or identified issues. Incorporating quality gates within the CI/CD pipeline represents a strategic checkpoint approach to quality assurance. These gates are predefined points in the pipeline where the component must meet specific quality criteria before progressing to the next stage of the deployment process. This includes passing unit tests, integration tests, code quality assessments, security vulnerability scans, and performance benchmarks, among others. If a component fails to meet any of these criteria, the pipeline halts, preventing the propagation

of potentially flawed or suboptimal code into further stages or into the production environment. This ensures that only components that have met a comprehensive set of quality standards are eligible for deployment. Quality gates not only safeguard the stability and security of the platform but also reinforce a culture of quality and accountability among developers. Integrating automation and quality gates into the CI/CD pipeline embodies a proactive approach to software development and deployment on the XR4ED platform. This strategy accelerates the pace of innovation while maintaining a steadfast commitment to quality and reliability. Thus, XR4ED platform is equipped to offer an ever-improving educational experience, leveraging the latest advancements in XR technology to enrich and expand the horizons of learners and educators alike.

2.3.4 Documentation and Usage Guidelines

Providing detailed, clear, and accessible documentation for a component encompasses a thorough explanation of its functionality, setup procedures, configuration options, and guidelines on integration with other parts of the XR4ED platform. Such documentation serves as the first point of reference for developers and educators, enabling them to understand the component's capabilities and how it can be leveraged within the educational ecosystem. Well-structured documentation that is easy to navigate ensures that users can quickly find the information they need, reducing the learning curve and potential integration hurdles. Beyond the basic documentation, offering a wealth of support materials such as examples, step-by-step tutorials, and delineated best practices significantly enhances the user experience. These materials can illustrate common use cases, provide inspiration for how the component can be used in educational settings, and offer guidance on optimizing the component's integration and performance. By sharing real-world applications and tips, developers and educators can more easily understand the potential of the component and how it can be adapted to meet their specific needs, thus encouraging innovation and creative use of XR technologies in education.

2.3.5 Compliance and Security Checks

Conducting regular security audits and compliance checks is non-negotiable. These audits ensure that the component not only adheres to the latest security standards and practices but also remains compliant with data protection laws relevant to the regions and audiences it serves. Regular audits help identify vulnerabilities or compliance gaps early, allowing for timely remediation and ensuring the continuous protection of user data and privacy. This practice is crucial in maintaining user trust and safeguarding the platform against potential security breaches or legal challenges.

The principle of Privacy by Design advocates for the integration of privacy and data protection considerations from the earliest stages of the development process. By embedding these considerations into the component design, development workflows, and architectural decisions, developers can ensure that user data is protected by default. This approach involves minimizing data collection to what is strictly necessary, ensuring transparency about data use, and implementing robust data protection measures. Adopting Privacy by Design not only ensures compliance with stringent data protection laws but also

builds a foundation of trust with users, affirming the platform's commitment to responsibly managing and safeguarding personal information.

2.4 Specification for testing a component

2.4.1 Unit Testing

This involves writing tests that cover all critical paths and functionalities, ensuring that each function, method, or class operates correctly under various conditions. Comprehensive coverage through unit testing lays the foundation for reliability, facilitating early detection of bugs and issues. Integrating unit tests into the CI/CD pipeline ensures that they are run automatically with every code change. This practice allows for the immediate identification of any adverse effects caused by recent modifications, enabling rapid response and correction. Continuous execution of unit tests as part of the development process reinforces code quality and reliability.

2.4.2 Integration Testing

Integration testing focuses on the component's ability to work seamlessly with other platform components and external services. By verifying data flows and functionality at integration points, developers can ensure that the component interacts correctly within the broader platform ecosystem, maintaining data integrity and operational consistency. Using real-world scenarios to test integration ensures that the component behaves as expected when deployed in the full platform context. This form of testing evaluates the component's performance under typical use cases, highlighting any discrepancies or issues that may not be evident in isolated testing environments.

2.4.3 Performance Testing

Simulating various levels of user load helps identify how the component performs under stress, pinpointing potential bottlenecks or performance degradation points. Understanding these limits is crucial for ensuring that the component can handle peak usage scenarios without significant loss of functionality or user experience. The insights gained from performance testing are invaluable for optimizing resource usage. They guide developers in refining the component to ensure it can scale efficiently and maintain performance, even under heavy loads, thereby enhancing the overall stability and responsiveness of the platform.

2.4.4 Accessibility and Usability Testing

Testing the component against recognized accessibility standards ensures it is accessible to all users, including those with disabilities. This testing, supported by both automated tools and user feedback, helps identify and rectify accessibility barriers, making the platform more inclusive. Conducting usability testing sessions with a diverse group of users provides actionable feedback on the user interface and

experience. This feedback is crucial for driving improvements that enhance intuitiveness and engagement, ensuring that the component meets the users' needs effectively.

2.4.5 Security Testing

Automated tools for scanning common vulnerabilities, combined with manual penetration testing, uncover complex security issues. This comprehensive approach ensures that the component is fortified against potential security threats. Promptly addressing identified security vulnerabilities is vital for maintaining the component's security posture. Timely remediation of these issues safeguards the platform against evolving threats, preserving user trust and data integrity.

2.4.6 Educational Efficacy Testing

Evaluating the component's impact on learning outcomes through controlled studies or pilot programs provides insights into its effectiveness as an educational tool. Collecting data on user engagement, knowledge retention, and overall satisfaction helps gauge the component's contribution to educational goals. Feedback from educational efficacy testing is critical for refining the component. It guides targeted improvements, enhancing the component's educational value and ensuring it effectively supports learning objectives.

2.5 Code inspection phase

The objectives of this phase are:

A. Error Detection: Early identification and rectification of errors, including syntax errors, logical errors, and deviations from the specifications.
B. Standard Compliance: Ensure the code adheres to predefined coding standards and guidelines, promoting consistency across the codebase.
C. Code Quality Improvement: Evaluate the code for readability, maintainability, and scalability, making improvements where necessary.
D. Knowledge Sharing: Facilitate the sharing of knowledge among team members, particularly beneficial in team environments where understanding each component's functionality is crucial.

The code inspection process is a meticulous examination designed to enhance code quality and ensure it meets both functional and non-functional requirements. This process begins with the Preparation phase, where inspectors familiarize themselves with the code objectives and related documents. During the Overview Meeting, the code author presents the code segment, outlining its purpose and areas of concern. Individual Review follows, with inspectors independently assessing the code for errors, standards adherence, and areas for improvement. The Inspection Meeting is a collaborative discussion where findings are debated, and resolutions are proposed. Afterward, the Rework phase sees the original coder making necessary corrections based on the meeting's outcomes. Finally, a Follow-Up review ensures all changes have been implemented correctly, and no new issues have arisen.

Adopting best practices in the code inspection process can significantly enhance its effectiveness. Utilizing Checklists that target common errors relevant to the project's technology stack and domain can streamline inspections, making them more focused and efficient. It's crucial to Limit the Inspection Scope to manageable segments to prevent inspector fatigue and ensure thoroughness. Including team members with Diverse Expertise in inspections can help uncover a wide range of potential issues, from security flaws to usability concerns. Leveraging Tool Support, such as static code analysis tools, can automate part of the process, identifying common problems and enforcing coding standards. Moreover, fostering a Positive Culture around code inspection, where feedback is seen as an opportunity for improvement rather than criticism, encourages a more collaborative and productive inspection process.

2.6 Project management and Code release

Project management is the backbone of the development process, ensuring that the team's efforts are aligned with the project's objectives, timelines, and quality expectations. It involves a series of strategic actions including scope definition, where the boundaries and goals of the project are clearly outlined to set the direction for the development team. Effective scheduling is crucial, marking the timeline for different phases like design, development, testing, and deployment, ensuring that the project progresses smoothly and meets its deadlines. Resource management is another pillar of project management, focusing on the optimal allocation of team members, tools, and technologies to various tasks, balancing the workload to maintain high productivity and prevent burnout. Quality assurance practices are embedded throughout the development cycle, from code reviews to rigorous testing phases, upholding the software's integrity and adherence to established standards. Additionally, proactive risk management identifies potential threats to the project's success, allowing for the formulation of strategies to mitigate these risks before they impact the project's outcomes. The code release process marks the transition from development to deployment, a critical juncture where the software is made available to end-users. This process starts with a code freeze, halting new code submissions to focus on stabilizing the current build for release. Extensive testing and quality assurance efforts ensure the software is devoid of critical bugs and meets all requirements, followed by a staging deployment that simulates the production environment for final testing. Release planning is pivotal, often scheduling the launch during off-peak hours to minimize user impact and preparing rollback strategies should issues arise during deployment. The deployment step is meticulously executed, possibly utilizing techniques like canary releases or blue-green deployment to incrementally introduce the new software, minimizing risks. Post-release, the system undergoes close monitoring to swiftly address any unexpected issues, ensuring stability and user satisfaction. Integrating robust project management with a detailed code release process ensures not only the technical excellence of the software but also its timely delivery and alignment with user expectations. This dual focus facilitates a smooth development journey, from conceptualization to deployment, crucial for the success of projects within the innovative and dynamic realm of the XR4ED platform.

3 Conditions and requirements

The following conditions and requirements must be considered when preparing a proposal. Specific requirements must be included in the proposal (Annex 2.1). The absence of one or more of the requirements will be reflected in the evaluation of the proposal.

Call	Challenge area	Number of proposals to be funded
Call for Developers / Call for Pilots	Virtual field trips applications	3
	Content creation applications	1
	Awareness of climate change and biodiversity challenges	1
	Training of young professionals	2
	Distance and blended learning	1
	Accessibility and inclusion	2

3.1 Call for Developers - Specific requirements

Regardless of the challenge area addressed, all solutions developed within the framework of the Call for Developers must:

- Use the XR4ED platform (considering the guidance provided in Section 2 above)
- Demonstrate its value and usefulness
- Test and evaluate its functionalities

Additionally, specific objectives and requirements apply to the challenge area selected, detailed in the table below. The proposal, as described using Annex 2.1, must explain how each requirement will be addressed.

Challenge area	Objectives and requirements
Virtual field trips applications	**Objective**: Develop software/ application that takes students on virtual field trips with the aim to: 1. Test and demonstrate the usefulness of the XR4ED platform and increase the learning outcome of a class using virtual reality. 2. Provide access to teachers, students, parents, and school

Challenge area	Objectives and requirements
	administration to trips that are impossible or difficult to visit in real life. 3. Allow students with different educational needs to reach the same learning level, by providing different types of education. (Speech, view, read, ...). 4. Give full control to teachers over the environment and what the users are seeing or doing and provide reports on how the users are performing.
Content creation applications	**Objective**: Develop a tool(s) for content creation and exploration, for teachers and students of higher education. The application must enable content creation and exploration, with the aim to: 1. Facilitate the process of content creation and make it more entertaining. 2. Increase the content creation and exploration knowledge of the user. 3. Increase the content creation and exploration skills and creativity of the user. 4. Publish their solution on the European XR4ED solutions catalogue 5. Focus on the following indicative subjects: STEM Education, History, Arts.
Awareness of climate change and biodiversity challenges	**Objective**: Develop a tool/ application for awareness of climate change and biodiversity challenges with the aim to: 1. Increase awareness of climate change and biodiversity challenges. 2. Educate on the actions that can be taken to minimise this effect. 3. Encourage users to take actions.
Training of young professionals	**Objective**: Develop a tool/ system for the training of young professionals with the aim to: 1. Facilitate the training of young professionals in areas like healthcare, manufacturing, and more. 2. Increase the skills of young professionals 3. Provide reports about their performance.
Distance and blended learning	**Objective**: Develop a tool for distance and blended learning with the aim to: 1. Focus on learning solutions for specific vulnerable or

Challenge area	Objectives and requirements
	underserved groups. 2. Make the application accessible to all and inclusive-by-design. 3. Facilitate the education of vulnerable and underserved groups. 4. Increase their education level of the user.
Accessibility and inclusion	**Objective**: It is essential to increase accessibility and the inclusion of the vulnerable or underserved groups in educational contexts. Thus, XR tools specifically designed for vulnerable or underserved groups should be implemented, making education more accessible and all-inclusive. Specifically: 1. Facilitate the education of vulnerable and underserved groups. 2. Increase their education level.

3.2 Call for Pilots - Specific requirements

Regardless of the challenge area addressed, all solutions developed within the framework of the Call for Pilots must:

- Use the XR4ED platform (considering the guidance provided in Section 2 above)
- Demonstrate its value and usefulness
- Test and evaluate its functionalities.

Specific KPIs that the projects applying to the Call for Pilots must include and target are:

- Net Promoter Score (NPS): increase by (at least) 20%.
- Stakeholder Satisfaction: score of at least 70%
- Activity completion rate: increase by (at least) 20%

Additionally, specific objectives and requirements, as well as specific KPIs and participants to be included in the pilots, apply to the challenge area selected, as detailed in the table below. The proposal, as described using Annex 2.1, must explain how each requirement, KPI and targeted participants will be addressed/ measured.

Furthermore, given the nature of participants that are to be included, particularly minors, the applicants must ensure data protection (including compliance with the GDPR) and relevant ethical concerns. Specific requirements regarding participation of minors include:

- Minors under the age of 16 will be considered unable to consent to their participation in the pilot.
- Consent must be granted by a parent or legal guardian that must provide their written consent on the minor's behalf.

- This does not apply to cases of counties who have a lower age of consent to date processing (e.g. Austria).
- To prove the parent or legal guardian's consent, the minor will have to provide (via e-mail or agreed platform):
    - The parent or legal guardian's passport or ID copy.
    - A consent or authorization letter signed by the parent or legal guardian.

Note: the values for the specific KPIs refer to a minimum that must be met.

Challenge area	Objectives and requirements	Specific KPIs and participants to include
Virtual field trips applications	The following **feedback** must be collected: **From students**: ● Overall experience and feelings throughout the use of the software. ● Answer questions related to the field, to ensure the learning outcomes. **From teachers**: ● User-friendliness and set up of the application. ● Control over the software and over what the students see and do in the environment. ● Ability to capture and direct the attention of the students and pinpoint them to the important parts of the environment, to deliver the important parts of the class. ● Any additional feedback.	The following KPIs must be measured: ● Students overall rating on the quality of the lectures: increase by 30%. ● Knowledge retention: increase by 50%. ● Student engagement: increase by 50%. The following types of participants are eligible: ● Primary schools ● High schools ● Universities ● Teachers

Challenge area	Objectives and requirements	Specific KPIs and participants to include
Content creation applications	The following **information and feedback** must be collected/ validated: ● Content creation application to prove its ease of use in a real-environment ● Quality of the content creation and exploitation in relation to the traditional approach ● Users need to explain their experience and provide feedback on the quality of the platform.	The following KPIs must be measured: ● Students overall rating on the quality of content creation process: increase by 70%. ● Content creation process time: decrease by 40%. ● Student engagement. increase by 50%. ● Student completion rate: increase by 30%.
		The following types of participants are eligible: ● High schools ● Universities ● Teachers
Awareness of climate change and biodiversity challenges	**Objectives**: Education stakeholders of all levels will use the software, and the users will be asked to fill surveys before and after the usage of the software to capture the gained knowledge. Pilots should be designed to test the following: ● Increase of awareness for climate changes and biodiversity challenges.	The following KPIs must be measured: ● Students overall rating of the quality of the course: increase by 30% ● Student engagement: increase by 50%. ● Student understanding of the topic(s): increase by 30%. ● Student's completion rate: increase by 30%.

Challenge area	Objectives and requirements	Specific KPIs and participants to include
	• Increase of understanding for an urgent change, • The experience of users over the system. • The understanding of the actions necessary that everyone can change to modify/ improve the situation.	The following types of participants are eligible: • Primary schools • High schools • Universities • Teachers
Training of young professionals	**Objectives**: Users will use the system for training, to provide feedback on the following: • Effects and performance of the software in real-environment. • Explain their experience and feelings throughout the usage of the application, • Evaluate the quality of training.	The following KPIs must be measured: • Time to proficiency: decrease by 10%. • Transfer of knowledge to skill: increase by 20%. • Knowledge and skill retention: increase by 50%. • Trainee engagement: increase by 50%.
		The following types of participants are eligible: • Universities
Distance and blended learning	**Objectives**: through this mini pilot, validate the following: • The effects and performance of the software in a real-environment • The quality of education.	The following KPIs must be measured: • Students overall rating on the quality of learning: increase by 30% • Student engagement: increase by 50%. • Student completion rate: increase by 30%.

Challenge area	Objectives and requirements	Specific KPIs and participants to include
		The following types of participants are eligible: ● Primary schools ● High schools ● Universities ● Teachers
Accessibility and inclusion	**Objectives**: Through this mini pilot, validate the following: ● The effect and performance of the accessibility and inclusion tool in a real-environment. ● Experience of the user ● The quality of education achieved.	The following KPIs must be measured: ● Student's engagement: increase by 50%. ● Vulnerable student's completion rate: increase by 30%.
		The following types of participants are eligible: ● Vulnerable/ underserved groups ● Primary schools ● High schools ● Universities ● Teachers

Annex D. Technical Proposal Template

PROPOSAL TEMPLATE - INSTRUCTIONS

Read carefully before preparing your proposal:

Please delete this page and the previous cover pages before submitting the proposal. Your proposal should start with the PROPOSAL COVER PAGE (next page). Delete the guidance/ information text in yellow in each section and any template footnotes.

You must use this template to prepare your proposal and respect the structure. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 4 of this template each correspond to an evaluation criterion (see Annex 1).

Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

Please complete the Proposal cover page thoroughly.

The page limit for the proposal (Sections 1-4) is 10 pages (this limit excludes the Proposal cover page, Summary of the project, and Ethics and Security sections). Consider the limits indicated below the title of each section (in yellow) as guidance to keep within the total page limit. Tables are allowed but must be included within this page limit. The minimum font size allowed is 10 points (in Arial, current font) (Note: tables can use font size 9). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1 pt line spacing. Black must be used as the font colour to facilitate readability. You can remove the Guidance text under the heading of each section/ criteria.

The proposal must be uploaded in .PDF format. Failure to do so may result in exclusion. If you attempt to upload a proposal longer than the specified limit, pages beyond the limit will not be taken into consideration by the experts and could result in parts of the proposal not being evaluated.

Please delete this page and the previous cover pages before submitting the proposal. Your proposal should start with the PROPOSAL COVER PAGE (next page). Delete the guidance/ information text in yellow in each section and any template footnotes.

PROPOSAL COVER PAGE

PROPOSAL INFORMATION	
Project acronym	Write here as provided in F6S form
Project title	Write here as provided in F6S form
Selected open call track	☐ Call for Developers ☐ Call for Pilots
Selected open call challenge	☐ Virtual field trips ☐ Content creation and exploration ☐ Awareness of climate change and biodiversity challenges ☐ Training of young professionals and upskilling ☐ Distance and blended learning ☐ Inclusiveness and accessibility

APPLICANT INFORMATION (*Full legal names*)		COUNTRY
Lead beneficiary		
Beneficiary 2		
Beneficiary 3		

SUMMARY OF THE PROJECT

NOTE: MAXIMUM OF 1 PAGE

Provide a full public summary of the project that can be published if the project is funded. Please provide info on the challenge your proposal is addressing, the main objectives, key activities and expected results. You can then remove this text. Page not covered by the page limit.

1 INNOVATION

NOTE: Suggested maximum of 2-3 pages.

Guidance text: *Describe the concept and innovation of your project, and how it is associated with the XR4ED project. You **must** also specifically describe:*

- *ALL PROPOSALS:*
  - *Alignment of the proposal with the XR4ED project, specific track, and challenge area being addressed.*
  - *Project objectives (general and specific), following the SMART criteria.*
  - *Challenges that the proposed project will solve.*
  - *Ethical or legal issues associated with the proposed project.*
- *Additionally, specific to the **Call for Developers:***
  - *Description of the proposed solution and how it is novel or not yet widely deployed.*
  - *Starting and target TRL, and respective rationale.*
- *Additionally, specific to the **Call for Pilots**:*
  - *Description of the proposed pilot and how it is novel or not yet widely deployed.*

2 IMPACT

NOTE: Suggested maximum of 2-3 pages.

Guidance text: *Describe the overall impact of your project, which **must** specifically address:*

- *ALL PROPOSALS:*
  - *Overall impact of the project and socio-economic benefits for the XR industry.*
  - *Contribution to the XR4ED platform and the XR4ED technological and business objectives (see here).*
  - *Quality and effectiveness of the proposed promotion and dissemination activities, and exploitation measures.*
  - *Ethical or legal issues associated with the proposed project.*
- *Additionally, specific to the **Call for Developers:***
  - *Contribution to the applicants business strategy and quality of the plan for the commercialisation of the solution.*
- *Additionally, specific to the **Call for Pilots**:*
  - *Description of how the XR methods developed and used can support learning processes.*

3 REPLICABILITY

NOTE: Suggested maximum of 2 pages.

Guidance text: *Describe the replicability your project, which **must** specifically address:*

- *ALL PROPOSALS:*
  - *Quality of the materials and other support mechanisms to ensure the replicability and uptake of the solution in other contexts.*
- *Additionally, specific to the **Call for Developers:***
  - *Replicability of the XR-based digital learning solutions to other areas beyond the challenge area addressed.*
- *Additionally, specific to the **Call for Pilots**:*
  - *Replicability of the solution and educational programme in other contexts (different countries, age groups, schooling levels) beyond those covered in the pilot.*

4 IMPLEMENTATION AND CAPACITY

NOTE: Suggested maximum of 2 pages.

Guidance text: *Describe the work plan and the team will implement the project, which **must** specifically address:*

- *ALL PROPOSALS:*
  - *Quality and logic of the work plan, including proposed activities and outputs.*
  - *Quality, relevance and achievability of proposed milestones and KPIs (XR4ED specific and project defined)*
  - *Description of risks that might affect the work plan.*
  - *Quality of the project team and capacity to deliver the project; specific roles of the partners (in the case of a consortium); quality of the gender balance.*
  - *Rationale of the project costs and other resources.*

Suggested table for description of activities

Activity name	Description	Planned outputs	Planned duration
Activity 1			
Activity 2			
Activity *x*			

NOTE: Add lines (for activities) as required

Suggested table for description of KPIs

KPI number and name	Description	Value(s)	Timing
KPI 1 – Title			
KPI 2 – Title			
KPI *x* – Title			

NOTE: Add lines (for KPIs) as required

Suggested table for description of consortia team

Name of Person (M/F/O) *(Entity short name)*	**Role in the project and areas of expertise**
Person name 1 (M/F/O) *(Entity short name)*	
Person name 2 (M/F/O) *(Entity short name)*	
Person name *X* (M/F/O) *(Entity short name)*	

M (Male), F (Female), O (Other)

Suggested table for distribution of PMs for team

Name of Person	**Person Months**	**Name of Person**	**Person Months**
Person name 1		Person name 1	
Person name 2		Person name 2	
Person name *X*		Person name *X*	
TOTAL PMs	**Insert value here**		

Suggested table for description project costs

Cost category	**Total**	**Description**
[A] Direct personnel costs		
[B] Travel costs		
[C] Equipment costs		
[D] Other direct costs		
[E] Indirect costs[7]		
TOTAL PROJECT COSTS[8]	**Insert value here**	

[7] Must be calculated as (A+B+C+D)*0.25.

[8] TOTAL costs of the Project must not exceed €230.000

5 ETHICS & SECURITY

NOTE: PLEASE FILL OUT THE ETHICS/ SECURITY CHECKLIST ON THE FOLLOWING PAGE (PROVIDE A YES/NO FOR EACH ITEM).

This section is NOT covered by the 12-page limit.

5.1 Ethics

If you have entered any ethics issues in the Ethics/ Security checklist, you must:

- Submit an ethics self-assessment, which:
  - Provides a rationale for the option made.
  - Describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out.
  - Explains in detail how you intend to address the issues in the ethical issues table, as regards:
    - Research objectives (e.g., study of vulnerable populations, dual use, etc.).
    - Research methodology (e.g., clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.).
    - The potential impact of the research (e.g., dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
- Provide the documents that you need under national law (if you already have them), e.g.:
  - An ethics committee opinion.
  - The document notifying activities raising ethical issues or authorising such activities.

⚠ *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

⚠ *If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.*

5.2 Security

Please indicate if your project will involve:

- Activities or results raising security issues: [YES/NO]
- 'EU-classified information' as background or results: [YES/NO]
- Any potential "dual use" of results: [YES/NO]

Ethics/ Security Checklist

	YES / NO
Informed consent	
Does the proposal involve children?	
Does the proposal involve patients or persons not able to give consent?	
Does the proposal involve adult healthy volunteers?	
Does the proposal involve Human Genetic Material?	
Does the proposal involve Human biological samples?	
Does the proposal involve Human data collection?	
Research on human embryo/foetus	
Does the proposal involve Human Embryos?	
Does the proposal involve Human Foetal Tissue / Cells?	
Does the proposal involve Human Embryonic Stem Cells?	
Privacy	
Does the proposal involve processing of genetic information or personal data (e.g., health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)	
Does the proposal involve tracking the location or observation of people?	
Research on animals	
Does the proposal involve research on animals?	
Are those animals transgenic small laboratory animals?	
Are those animals transgenic farm animals?	
Are those animals cloned farm animals?	
Are those animals nonhuman primates?	
Research involving developing countries	
Use of local resources (genetic, animal, plant etc)	
Benefit to local community (capacity building i.e., access to healthcare, education etc)	
Dual use	
Research having direct military application	
Research having the potential for terrorist abuse	
ICT implants	
Does the proposal involve clinical trials of ICT implants?	

I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	

Annex E. Model Sub-Grant Agreement Template

Contracting parties

This **Sub-Grant Agreement** (the '**Contract**') has been executed on this day _____ of _____ 2024, between the following parties:

On the one part,

CYENS - Centre of Excellence (CYENS CoE), established in Dimarcheio Lefkosias, Plateia Eleftherias, 1500, Nicosia, Cyprus, VAT number CY10379132T, represented for the purposes the of signing the Contract by Yiorgos Chrydanthou, General Manager of CYENS Centre of Excellence

Hereinafter referred to as the "**Coordinator**",

And, on the other part,

_____ [Organisation name/ individual name] established in _____, [Full official address], VAT number _____, represented for the purposes of signing the Contract by _____ [Name of legal representative], acting as the "**Lead Beneficiary**" of the _____ [Project Acronoym] project, and signing the Contract on behalf of the _____ [Project Acronym] consortium, role which has been agreed in their Consortium Declaration of Honour;

_____ [Organisation name/ individual name] established in _____, [Full official address], VAT number _____, represented for the purposes of signing the Contract by _____ [Name of legal representative], acting as a partner of the _____ [Project Acronoym] project,

Hereinafter referred to as the "**Beneficiaries**" and each a "**Beneficiary**".

Hereinafter, all parties above are collectively referred to as the "**Contracting Parties**" and each a "**Contracting Party**".

The Contracting Parties **HAVE AGREED** to the following terms and conditions including those in the Annexes hereto, which form an integral part of this Contract and are binding on the Contracting Parties.

General Provisions

The European Commission (hereinafter referred as the "**EC**") and the Coordinator, as partner and representative of the XR4ED consortium (the "**XR4ED Consortium**"), have signed the Grant Agreement ("**GA**") no. 101093159 for the implementation of the XR4ED project – "eXtended Reality for Education" – within the framework of the European Union's Horizon Europe research and innovation programme, HORIZON-CL4-2022-HUMAN-01-19.

The XR4ED project is implemented by the Coordinator, as coordinator of the XR4ED project, in collaboration with the other XR4ED partners. The XR4ED Consortium partners have entered into a written agreement detailing their respective rights and obligations towards each other for carrying out the XR4ED project and exploiting the results thereof (the "**Consortium Agreement**" or "**CA**" as appropriate).

XR4ED will run a financial programme of €4.6 Million to fund and support the industry and educational entities through two open calls - Call for Developers and Call for Pilots - each funding 10 projects with a 12-month duration.

The Beneficiaries have been selected for funding under one of the XR4ED open calls based on the positive evaluation of internal and external experts.

This Contract aims at defining the framework of rights and obligations of the Contracting Parties with respect to the Beneficiaries' participation in the XR4ED open calls.

The funding to be received by the Beneficiaries is property of the EC. The Coordinator is the holder and manager of the funds.

Article 1 - Entry into force and termination of the Contract

1.1. Entry into force

This Contract will enter into force on the day it is signed by the last Contracting Party (the "**Commencement Date**"). The Coordinator will sign this Contract only after all the following documents have been received by the Coordinator from the Beneficiaries:

- The original signed Consortium Declaration of Honour (*if applicable*).
- The original signed Declarations of Honour (*in the case of a consortium, one for each consortium partner, as provided in Annex 4*).
- SMEs Declaration form (*one for each partner SME, as provided in Annex 6*).
- Bank Account Information form (*as provided in Annex 7*).

The Beneficiaries are solely responsible for the accuracy of all data provided.

1.2. Contract duration and termination

This Contract shall commence on the Commencement Date and shall be for a period of 12 (twelve) months (the "**Term**") during which the Beneficiaries shall fulfil all their obligations under the Contract. Expiration or earlier termination of the Contract shall be without prejudice to the obligations under the Contract, which, pursuant to the provisions thereof, shall continue to be in full force and effect.

The Coordinator will be entitled, in accordance with and subject to the provisions of Article 3 - Breach of Contractual obligations, to terminate this Contract, with immediate effect, by written notice to the Beneficiaries, in the event where the Beneficiaries do not fulfil any of their obligations under the Contract.

Article 2 - Obligations and responsibilities of the Beneficiary

The Beneficiaries shall take every necessary precaution to avoid any risk of conflict of interest relating with economic interests, political or national affinities, personal or any other interests likely to influence the impartial and objective performance of this project. In case any of the Beneficiaries are involved in a conflict of interest or in a risk of a conflict of interest, such Beneficiary must notify in writing the Coordinator without any delay and immediately take all the necessary steps to rectify this situation.

Furthermore, the Beneficiary must provide the documentation and declarations referred to in Article 1.1.

The Beneficiary must keep for a period of 5 (five) years from the expiration or earlier termination of the Contract records and other supporting documentation, which evidence the proper implementation of its tasks and obligations under the Contract.

The Beneficiaries must comply with all their obligations and responsibilities as set out in detail in Annex 1 - Guidelines for Applicants, particularly – but not limited to – those included in Section 5 and Section 6 thereof.

Article 3 - Breach of contractual obligations

In the event of a breach by any of the Beneficiaries of any of their contractual obligations, representations or warranties under this Contract, which has not been remedied in accordance with the provisions of this Article 3 herein below, the Coordinator, in coordination with the XR4ED Consortium, shall have the right to terminate the Contract, with immediate effect, by written notice to the Beneficiaries, even if such non-fulfilment is due to a Force Majeure.

In the event of a breach by any Beneficiary as aforesaid, the Coordinator shall have the right not to proceed with effecting any of the outstanding payments, as provided under the Contract, to the Beneficiaries.

The Coordinator shall further have the right to claim for a refund of any already paid funds to the Beneficiaries or not to proceed with payment thereof, both in case of breach by any of the Beneficiaries of the Contract, which has not been remedied as per the provisions of this Article 3 herein below, and/or

in case the work of the Beneficiaries and/or the costs and/or expenses associated therewith are not approved by the EC.

In case of a breach of the Contract by any of the Beneficiaries, the Coordinator will give written notice requiring that such breach be remedied within 30 (thirty) calendar days from the date of such notice. In case the Beneficiaries fail to remedy the breach within the timeframe referred to herein above, the Coordinator may terminate the Contract with immediate effect and notify the Beneficiaries accordingly in writing.

Article 4 – Financial contribution and financial provisions

4.1 Distribution of the financial contribution

The maximum financial contribution to be granted to the Beneficiaries shall not exceed the amount of €230,000.00 Euro) and shall be calculated and distributed in accordance with the provisions set in Article 4.2 and Annex 1 - Guidelines for Applicants (the "**Financial Contribution**"). The Financial Contribution to be paid will always be subject to:

a. Delivery of results aligned with the implementation programme and respective reports:

b. the Coordinator providing prior notice to each Beneficiary of the date and amount to be transferred to its bank account the information of which (refer to Annex 7 - Bank account information form) shall have been provided by all Beneficiaries to the Coordinator as per the provisions of Article 1.1 herein above.

Payments to the Beneficiaries will be made by the Coordinator. In particular:

a. The Coordinator reserves the right to withhold the payments in case any of the Beneficiaries does not fulfil any of its obligations and tasks as per Annex 1 - Guidelines for Applicants;
b. Banking and transaction costs in respect of any payments made to the Beneficiaries will be covered by the Beneficiaries;
c. Payments will be released, without prejudice to the provisions of Article 8 herein below, no later than 30 (thirty) calendar days following the written notification by the Coordinator to the Beneficiaries confirming that the work and deliverables associated to a particular stage have been approved as per the provisions of Article 4.2 and subject to the Coordinator being in receipt of a relevant invoice from the respective Beneficiary covering such amount and satisfying the conditions referred to under Article 4.2 herein below. Any circumstance delaying payments will be made known to the Beneficiaries; and
d. The Beneficiaries are responsible for complying with any tax and statutory obligations that may derive from this Contract.

4.2 Payments schedule

The payment of the Financial Contribution by the Coordinator to the Beneficiaries shall be take place as follows:

a. 1st Payment (40%): After contract signature and associated with delivery of report R1 - Detailed project implementation plan [received at the end of M1 of the project].
b. 2nd Payment (40%): Associated with delivery of report R2 - Progress report: paid 6 (six) months from the Commencement Date subject to completion of the work of the specific stages referred to under Annex 1 – Guidelines for Applicants and evaluation and approval thereof as against the KPIs, based on the report submitted to the XR4ED team and respective review.
c. 3rd Payment (20%): Associated with delivery of report R3 – Final report: paid after the delivery of all the remaining work and/o deliverables of the project by the Beneficiaries to the Coordinator and evaluation and approval thereof as against the KPIs, based on the report submitted to the XR4ED team and respective review.

Table 1

Phase/ stage	Schedule	Requirements

The Beneficiaries must submit to the XR4ED Consortium the required reports corresponding to each phase/stage of the project by the date indicated in Table 1 (Requirements) accompanied by a filled out Financial Identification Form (the "**FIF**") and/or Payment Request Form (the "**PRF**"). A review will be held with the Beneficiaries by the last calendar day of the last month of the respective stage. The objective of the review is to allow the Beneficiaries to present their work (as reported in the respective report) and provide answers to questions from the mentors/coaches and XR4ED Consortium.

Payments will be disbursed pending the approval by the XR4ED Consortium of the respective report and the FIF and/or the PRF, and successful achievement of milestones and KPIs defined in the sub-granted project work plan.

The payments will be made by the Coordinator to the Lead Beneficiary, representing the Beneficiaries, subject to the receipt of an invoice including the following information:

a. The relevant reference:
    - XR4ED – Grant Agreement no. 101093159
    - XR4ED – Open Call
b. The milestone stages to which the payment relates

c. Lead Beneficiary information (e.g., sub-project acronym and beneficiary name).

All payments will be made in Euros.

If the XR4ED Consortium considers that the quality of work demonstrated and/or reported as regards any of the milestone stages does not correspond to what has been agreed (including and in addition to the KPIs), the Coordinator may agree to a resubmission of a deliverable and respective reassessment. If significant improvements are not delivered after the reassessment and the Beneficiaries are therefore considered to be in breach of the Contract, the Coordinator, in coordination with the XR4ED Consortium, shall have the right to terminate the Contract as outlined in Article 3 – Breach of contractual obligations.

Article 5 - Liability

5.1 Liability of the Beneficiary

The Beneficiaries shall fully and exclusively bear the risks in connection with the fulfilment of their tasks and obligations under this Contract. Except in case of Force Majeure (Article 8), the Beneficiaries must compensate the Coordinator, the XR4ED Consortium and the EC for any damage they sustain, arising from the Beneficiaries' failure to comply with this Contract.

Neither the Coordinator, the XR4ED consortium or the EC can be held liable for any damage caused to the Beneficiaries or to third parties because of implementing this Contract, including for any damage caused as a result of gross negligence.

The Beneficiaries shall bear sole responsibility for ensuring that their acts within the framework of this Contract do not infringe third parties' rights. There is no joint liability between the Contracting Parties. The Beneficiaries shall indemnify the Coordinator, any XR4ED Consortium partner and/or the EC and keep them harmless from and against all repayments and/or loss and/or liability and/or costs and/or charges and/or claims and/or damages that the Coordinator, any XR4ED Consortium partner and/or the EC would incur and/or have incurred or suffered as a result of any breach of the Beneficiaries of the Contract and/or of any act or omission of the Beneficiaries. In addition, should the EC have a right of recovery against the XR4ED Consortium regarding any or all the financial support granted under this Contract, the Beneficiaries shall repay the sums in question under the terms and on the dates specified by the Coordinator in writing.

5.2 Exclusions of liability

To the fullest extent permitted under applicable law, in no event shall the Coordinator and/or other XR4ED Consortium partners be liable to the Beneficiaries for any loss or damage caused by the Coordinator and/or the XR4ED Consortium partners, their employees, agents and/or subcontractors, in connection with this Contract including, but not limited to, any of the following, howsoever caused or arising, and even if the Coordinator and/or any other XR4ED Consortium partner were informed or were aware of the possibility of such arising:

- Loss of profits, revenue, income, interest, savings, shelf-space, production, and business.
- Opportunities, lost contracts, goodwill, and anticipated earnings or savings.
- Loss of and/or damage to reputation or to data.
- Costs of recall of products.
- Any type of indirect, incidental, punitive, special, or consequential loss or damage.

In respect of any information or materials from the XR4ED Consortium made available to the Beneficiaries under this Contract, to the fullest extent permitted under applicable law, no warranty or representation of any kind is made, given, or implied as to the sufficiency, error-free performance, or fitness for purpose, nor as to the absence of any infringement of any proprietary rights of third parties. Therefore, in particular, but without limitation or prejudice to the foregoing:

a. The Beneficiaries shall in all cases be entirely and solely liable for the use of such information and materials, and the consequences of such use, and
b. Neither the Coordinator, the EC nor any of the XR4ED Consortium partners shall be liable vis-à-vis the Beneficiaries as regards any infringement of proprietary rights of a third party, resulting from a Beneficiary's use of the information and material.

The exclusions and limitations stated in this Article and any other article of this Contract that has as its object or effect the exclusion or limitation of liability, shall not apply in respect of any fraud, death, injury to natural persons or damage to real or immovable property; or otherwise in so far as mandatory applicable law overrides such exclusions and limitations.

Article 6 - Confidentiality

6.1 Principles

The terms of this Article shall apply to all information of any nature or form, as is disclosed between the Contracting Parties in connection with the sub-granted project, and identified in writing as confidential.

6.2 Obligations

"**Confidential information**" is:

a. any and/or all information, in whatever form or mode of communication, which is disclosed by a Contracting Party (for the purposes of this Article the "**Disclosing Party**") to the other Contracting Party (for the purposes of this Article the "**Recipient**") in connection with the implementation of the Contract and/or the XR4ED – Open Call, which has been explicitly marked as "confidential" at the time of disclosure, and

b. any and/or all information that has been disclosed orally, has been identified as "confidential" at the time of disclosure and has been confirmed and designated in writing within 15 (fifteen) calendar days from oral disclosure (at the latest) as "confidential" information by the Disclosing Party.

The Recipient hereby agrees and accepts, in addition and without prejudice to any additional commitments on nondisclosure towards the EC, for the Term and for a period of 5 (five) years from the expiration or earlier termination of the Contract:

- Not to use Confidential Information other than for the intended purpose for which it was disclosed.
- Not to disclose Confidential Information without the prior written consent by the Disclosing Party.
- To ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis.
- To return to the Disclosing Party, or destroy, on demand, all Confidential Information that has been disclosed to the Recipient, including all copies and to delete all information stored in a machine-readable form to the extent practically possible. The Recipient may keep a copy to the extent it is required to keep, archive, or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations provided that the Recipient complies with the confidentiality obligations herein contained with respect to such copy for as long as the copy is retained.

The Recipient shall be responsible for the fulfilment of the above obligations on the part of their employees or third parties involved in the implementation of the Contract and/or the XR4ED – Open Call and shall ensure that they remain so obliged, as far as legally possible, during and after the end hereof and/or after the termination of the contractual relationship with the employee or third party. The Recipient shall apply the same degree of care regarding the Confidential Information as with its own confidential and/or proprietary information, but in no case, less than reasonable care. Each Contracting Party shall promptly advise the other Contracting Party in writing of any unauthorised disclosure, misappropriation, or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation, or misuse.

6.3 Exceptions to the obligation of confidentiality

The confidentiality obligations outlined in Article 6.2 shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- The Confidential Information has become or becomes publicly available by means other than a breach of the Recipient's confidentiality obligations;

- The Disclosing Party informed the Recipient that the Confidential Information is no longer confidential;
- The Confidential Information is communicated to the Recipient by a third party without any obligation of confidentiality who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidentiality to the Disclosing Party;
- The disclosure or communication of the Confidential Information is foreseen by provisions of the GA;
- The Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party;
- The Confidential Information was already known to the Recipient prior to disclosure; and/or
- Disclosure of the Confidential Information follows mandatory applicable laws or regulations or with a court or administrative order.

6.4 Authorised disclosure(s)

If any Contracting Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information to comply with applicable laws or regulations or with a court or administrative order, it will, to the extent it is lawfully able to do so under the laws and legislation applicable to said Contracting Party, prior to any such disclosure:

- Notify the Disclosing Party in writing, and
- Comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

Irrespective of the provisions of this Article 6, the Coordinator's disclosure of Confidential Information to the EC and/or the other XR4ED Consortium partners shall be governed exclusively by the terms of the GA and/or the CA.

Accordingly, nothing in this Contract shall prevent the Coordinator from complying with its obligations, including its reporting obligations towards the EC and the other XR4ED Consortium partners, and any such disclosures shall be subject to the terms of the GA or CA.

Likewise, the Beneficiaries agree and acknowledge that the EC shall be entitled to disclose Confidential Information to its staff, other EU institutions and bodies or third parties, if:

- The EC deems it necessary, in order to implement the GA or safeguard the EU's financial interests; and/or

- The recipients of the information are bound by an obligation of confidentiality.

Article 7 - Intellectual property rights

The Beneficiaries acknowledge that all technologies, infrastructure and similar of the XR4ED Consortium partners are proprietary and owned by the respective partner or applicable third party.

Nothing in this Contract shall transfer to the Beneficiaries (or other partners it represents) any licence or other rights for the use of the tools, modules and similar, that are property of an XR4ED Consortium partner, unless a specific agreement is made.

Any results developed during the sub-granted project shall be exclusively the property of the Beneficiaries. This does not exclude the possibility for specific agreements to be made between the Beneficiaries and one or more of the partners of XR4ED Consortium providing otherwise.

However, Beneficiaries are required to contribute with open results and open access to such. Therefore, while the results and intellectual property rights remain the property of the Beneficiaries, all and/or parts of the code/algorithms behind the solution and/or results must be made available in open source.

Article 8 - Force Majeure

"Force Majeure" means any unforeseeable exceptional situation or event beyond the Contracting Parties' control, which prevents any of them from fulfilling any of their obligations under the Contract, which was not attributable to error or negligence on their part, and which proves to be inevitable despite exercising reasonable care.

Any default of a service, defect in equipment and/or material or delays in making such available, unless arising directly from a relevant case of Force Majeure, including, without limitation, labour disputes, strikes and/or financial difficulties, cannot be invoked as Force Majeure.

The Contracting Parties shall take the necessary measures to limit any damage due to Force Majeure. They shall do their best to resume the implementation of the action as soon as possible.

No Contracting Party shall be in breach of its obligations and tasks if such a breach is caused by Force Majeure. A Contracting Party will notify the other Contracting Party in writing of any Force Majeure as soon as possible. In case the Beneficiaries are not able to overcome the consequences of Force Majeure within 30 (thirty) calendar days after such notification, the XR4ED Coordinator will decide how to proceed, including if necessary, with the termination of the Contract.

Article 9 - Information and communication

9.1 Information and communication towards the EC

The Beneficiaries shall, throughout the Term, take appropriate measures to engage with the public about the sub-granted project and to highlight the financial support of the EC and the XR4ED project.

Unless the EC requests otherwise, any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment, and major results must:

- Specify that the sub-granted project has received funding from the EC through the XR4ED project;
- Display the European emblem along with the XR4ED Project logo. When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes does not imply any right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the Beneficiaries are exempt from the obligation to obtain prior permission from the EC to use the emblem; and
- Specify that it reflects only the author's views and that the EC and the XR4ED Consortium is not liable for any use that may be made of the information contained therein. The following text should be used:

  "The [project acronym] project has indirectly received funding from the European Union's Horizon Europe research and innovation action programme, via the XR4ED – Open Call issued and executed under the XR4ED project (Grant Agreement no. 101093159)."

The Coordinator, the XR4ED Consortium, and/or the EC shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- The name of the Beneficiaries;
- Contact address of the Beneficiaries;
- The general purpose of the sub-granted project (publishable summary, etc.);
- The amount of the financial contribution of the EC foreseen for the sub-granted project. After the final payment, the amount and rate of the financial contribution of the EC accepted by the EC;
- The estimated amount and rate of the Financial Contribution of the EC foreseen for the Beneficiaries in the table of the estimated breakdown of budget;
- The geographic location(s) of the activities carried out;
- The list of dissemination activities and/or of patent (applications) relating to foreground;

- The publishable reports submitted (technical reports are excluded, since they are confidential); and
- Any picture or any audio-visual or web material provided to the EC in the framework of the sub-granted project.

The Beneficiaries shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the Coordinator, the XR4ED Consortium partners, or EC does not infringe any rights of third parties.

Upon a duly supported request by the Coordinator on behalf of the Beneficiaries, the EC may agree to forego such publicity if disclosure of the information indicated above would risk compromising the Beneficiary's security, academic or commercial interests.

Article 10 – Checks and reviews

The EC may, at any time during the implementation of the sub-project and up to 5 (five) years after the end of the sub-project, arrange for a check and review to be carried out, by external auditors, or by the EC services themselves, including the European Anti-Fraud office (OLAF). The procedure shall be deemed to be initiated on the date of receipt of the relevant review request letter sent by the EC.

There will be no financial checks, reviews, or audits to check costs, except such financial checks arising under applicable law, since the Beneficiaries have no obligation to document the costs incurred for the action. Checks, reviews, and audits will focus on the technical implementation of the action.

The Beneficiaries shall make available directly to the EC all information and data that may be requested by the EC or any representative authorised by it, in view of verifying that the GA is properly managed and performed in accordance with its provisions. The Beneficiaries shall keep the originals or, in exceptional cases, duly authenticated copies (including electronic copies) of all documents related to the Contract for up to 5 (five) years from the expiration or earlier termination of the Contract. These shall be made available to the EC when requested during any check under the Contract.

To carry out these checks, the Beneficiaries shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the Beneficiaries' offices, to its computer data, and to all the information needed to carry out those checks. They shall ensure that the information is readily available on the spot during an audit and, if so requested, that data be handed over in an appropriate and accessible form.

Based on the findings made during the check, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the Beneficiary concerned, which may make observations thereon within 1 (one) month of receiving it. The EC may decide not to take into account observations

conveyed or documents sent after that deadline. The final report shall be sent to the Beneficiary concerned within 2 (two) months of expiry of the aforesaid deadline.

Based on the conclusions of the check, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the EC to protect the European Communities' financial interests against fraud and other irregularities.

Article 11 – Data protection

The Contracting Parties have the obligation to abide by the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data as well as any relevant thereto applicable law (the "**GDPR**").

Each Contracting Party shall be considered a separate and independent data controller, as defined in the GDPR, by every other Contracting Party. The processing of personal data shall be carried out lawfully, fairly and in a transparent manner, collected for specific purposes and proportional, relevant, and limited to what is necessary in relation to the purposes for which it is processed. Where it might be designated by a relevant supervisory authority or through agreement between Contracting Parties that the Coordinator and any other XR4ED Consortium partners are appointed as data processors, parties shall enter into appropriate data processing agreements as required by the GDPR.

The Beneficiaries acknowledge that the Coordinator and any other XR4ED Consortium partners, if appointed as data processors, are not responsible for the Beneficiaries' compliance with any data protection or privacy law applicable to the Beneficiaries. Each of the Contracting Parties, in their respective roles as data controllers, will be responsible for their own compliance with any data protection or privacy law applicable to them as data controller.

Article 12 - Obligations imposed by the Grant Agreement to the Beneficiary

The sub-granted project and Beneficiaries receive funding from the EC for carrying out the sub-granted project. Under the GA or the CA, certain of the obligations must be imposed on the Beneficiaries. Those obligations are reflected in this Contract. The specific obligations that the Beneficiaries must comply

with are described in the Annotated Model Grant Agreement ("AGA") for Horizon Europe. Some of these articles are included in this Contract and are fully applicable to the Beneficiary.

Article 13 - Miscellaneous

Should any provision of this Contract be or become invalid, illegal, or unenforceable, it shall not affect the validity of the remaining provisions of this Contract. In such a case, the Contracting Parties shall be entitled to request that a valid, legal, enforceable, and practicable replacement provision be negotiated which fulfils the purpose of the original provision.

The Beneficiaries shall not be entitled to act or to make legally binding declarations on behalf of the Coordinator or any other XR4ED Consortium partner, and nothing in this Contract shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Contracting Parties or between the Beneficiaries and any XR4ED Consortium partner.

No rights or obligations of the Beneficiaries arising from this Contract may be assigned or transferred, in whole or in part, and no obligations of the Beneficiaries may be sub-contracted, without the Coordinator's prior formal written approval; and such approval shall not exempt the Beneficiaries from any of its obligations hereunder.

Although (with exception to the Coordinator) the XR4ED Consortium partners and their affiliated entities are not Contracting Parties to this Contract, they are intended by the Contracting Parties to be third party beneficiaries under this Contract and accordingly shall be entitled to enforce the terms of this Contract against the Beneficiaries and (without limitation) shall be entitled to the benefit of, and to enforce any exclusion of limitation of liability of the XR4ED Consortium partners contained in this Contract and any indemnity in favour of the XR4ED Consortium partners contained in this Contract.

Amendments and modifications to the text of this Contract require a separate written agreement to be signed between all Contracting Parties. Although this Contract refers to the provisions of the CA and GA, the Beneficiaries are not parties to the CA or GA but only bound towards the Coordinator by the CA and GA provisions as referred or reproduced in this Contract.

This Contract is drawn up in the English language which shall also be the language of all documents, notices, meetings, and processes relative thereto.

The Contract may be executed in any number of counterparts and all of such counterparts taken together shall be deemed to constitute one and the same instrument.

Article 14 - Applicable Law

This Contract shall be construed in accordance with and governed by the laws of Belgium.

Article 15 - Settlement of disputes

If the Contracting Parties are unable to resolve a dispute amicably, such dispute will be finally settled under the Rules of Arbitration of the International Chamber of Commerce ("**ICC**") by three (3) arbitrators in Brussels.

Each of the Contracting Parties to the dispute shall appoint one (1) arbitrator and the two (2) arbitrators so appointed shall elect the presiding arbitrator, all of whom shall be qualified under the laws governing the Contract. Should a party to the dispute that ought to appoint an arbitrator fail to do so within 14 (fourteen) days of the delivery of the written notice to do so from the other party to the dispute or should the appointed arbitrators fail to reach an agreement on the presiding arbitrator within 14 (fourteen) days after their appointment, such arbitrator shall be appointed in accordance with the ICC Rules of Arbitration upon request of any of the parties to the dispute. The seat of arbitration shall be Brussels.

The Contracting Parties agree that the language of the arbitration, including oral hearings, written evidence, and correspondence shall be English.

A duly rendered arbitration award shall be final and binding on the Contracting Parties to the dispute. Each Contracting Party to the arbitration conducted in accordance with this Article shall bear its own expenses incurred in connection with such arbitration, including fees of its legal counsels. All other costs and expenses shall be apportioned between the Contracting Parties to the arbitration in accordance with the decision of the arbitrators.

Nothing in this Contract shall limit the Contracting Parties right to seek injunctive relief or to enforce an arbitration award in any applicable competent court of law.

Article 16 – No double funding

By signing this Contract, the Beneficiaries declare to be aware of the fundamental principle underpinning the rules for public expenditure in the EU, namely that no costs for the same activity shall be funded twice from the EU budget, as defined in the Article 111 of Council Regulation (EC, Euratom) No. 1605/2002 of 25 June 2002 on the Financial Regulation, and confirms that all the work performed under the XR4ED project (Grant Agreement no. 101086105) will be done exclusively in the scope of this programme, and thus not be supported or funded by any other European Commission programme.

Article 17 - Notices

Each notice or other communication under this Contract shall be in writing and shall be sent to the following addresses or e-mails or such new addresses or e-mails as may from time to time be supplied hereunder by any Contracting Party and shall be deemed to have been given and received:

a. at the time it is delivered in person with acknowledged receipt if sent by personal service; or

b. if sent by e-mail, at the opening of business on the day following the date of sending, if sent after 5pm Cyprus time and of the date of sending if sent before 5 pm Cyprus time; or
c. in the case of registered air mail letter or letter sent by international courier, three (3) Business Days, after the date of posting or delivery to the international courier, where "**Business Day**" means a day other than a Saturday, Sunday, bank holiday or public holiday in the Republic of Cyprus:

The contact details of the Coordinator for notices and communication under this Contract are:

Name of contact person	
Organisation name	
Role in the organisation	
Address	
E-mail	
Telephone/ mobile phone	

The contact details of the Beneficiary for notices and communication under this Contract are:

Name of contact person	
Organisation name	
Role in the organisation	
Address	
E-mail	
Telephone/ mobile phone	

AS WITNESS:

The Contracting Parties have caused this Contract to be duly signed by the Contracting Parties' authorised representatives in 2 (two) copies on the date at the start of the Contract:

For **CYENS - Centre of Excellence**	For ***[insert name]***

(Coordinator) **Mr. Yiorgos Chrysanthou** Position *Signature* Done in on 10/2024	(Lead Beneficiary) **[*Full Name*]** Position in organisation *Signature* Done in on 10/2024

ANNEXES to the sub-grant agreement

- Annex 1: Guidelines for Applicants
- Annex 2.1: Technical Proposal
- Annex 4: Declaration of Honour
- Annex 5: Consortium Declaration of Honour
- Annex 6: SME Declaration (if applicable)
- Annex 7: Bank Account Information

Annex F. Declaration of Honour

Applicant Declaration of Honour

Project title: _____

Project acronym: _____

On behalf of _____ [Company/ organisation name] established in _____, [Official address], VAT number _____, represented for the purposes of signing and submitting the proposal and this Declaration of Honour by _____ [Name of legal representative].

By signing this Declaration of Honour, I declare that:

1. I have the power of legally binding the above-mentioned organisation to this proposal.
2. Neither the above-mentioned entity nor any linked entity or any individual member of the proposal team has submitted any other proposal under the XR4ED - Open Call. In case the above-mentioned entity or any individual member of the team has submitted more than one proposal to this open call, all associated proposals will be automatically excluded from the evaluation process.
3. I and the above entity that I legally represent are fully aware and duly accept all XR4ED - Open Call rules and conditions as expressed in the respective open call documents and Annexes and will respect any evaluation decision and proposal selection.
4. The information included in the Annex 6: SME Declaration document is true and legally binding (applicable to SMEs).
5. All provided information in this declaration is true and legally binding.
6. I give the consent and permission to the XR4ED - Open Call coordinator to use the attached information to contact me for any issue associated with the associated proposal.

Declaration of Honour on Exclusion Criteria and Absence of Conflict of Interest

By signing this Declaration of Honour, I declare that all provided information below is true and legally binding both for me and for the entity that I legally represent:

1. I declare that the mentioned entity is not in one of the following situations:
    a. Is bankrupt or being wound up, is having its affairs administered by the courts, has entered an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
    b. It or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata.
    c. Has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations.
    d. Is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed, to be proved by the deliverance of official documents issued by the local authorities, according to the local applicable rules.
    e. It or persons having powers of representation, decision making or control over it have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests.
    f. Is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
2. I declare that the natural persons with power of representation, decision-making or control over the above-mentioned entity are not in the situations referred to in (a) to (f) above.
3. I declare that:
    a. Neither I or any other person I know from the entity is subject to an XR4ED project conflict of interest.

b. Neither I or any other person I know from the entity participates, controls, submits, or is associated in any way with more than one proposal to the XR4ED - Open Call.
c. I have not made false declarations in supplying the information required by participation in the open calls of the XR4ED project or does not fail to supply this information.
d. I am not in one of the situations of exclusion, referred to in the above-mentioned points 1 (a) to (f).
e. I am aware and fully accept all XR4ED conditions and rules as expressed in the all XR4ED - Open Call documents.

4. I certify that the entity that I represent:
   a. Is committed to participate in the above-mentioned project.
   b. Has stable and sufficient sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any counterpart funding necessary.
   c. Has or will have the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

Representative and organisation information:

Title (Mr., Ms., Dr.)	
Name	
Surname	
Position in the organisation	
Full address	
Country	
E-mail address	
Telephone/ mobile phone	

Representative's full name	**Signature and stamp** (*if applicable*)
Done at (place) _____, on the ____ (day) ____ (month) ____ (year)	

Annex G. Consortium Declaration of Honour

Consortium Declaration of Honour

Project title: _____

Project acronym: _____

BETWEEN

_____ [Organisation name] established in _____, [Official address], VAT number _____, acting as the consortium leader and represented for the purposes of signing the Consortium Declaration of Honour by _____ [Name of legal representative];

AND

_____ [Organisation name] established in _____, [Official address], VAT number _____, represented for the purposes of signing the Consortium Declaration of Honour by _____ [Name of legal representative];

AND [remove block below if only two entities participate in the consortium]

_____ [Organisation name] established in _____, [Official address], VAT number _____, represented for the purposes of signing the Consortium Declaration of Honour by _____ [Name of legal representative];

It is hereby agreed that:

1. All information provided is true and legally binding.
    - Partner _____ [*Consortium leader name*] is acting on behalf the following partner(s) as the consortium leader:
        - Partner 2: _____ [*Organisation name*]

          [remove block below – Partner 3 – and this text if only two entities participate in the consortium]

        - Partner 3: _____ [Organisation name]
2. The consortium entities have agreed on their roles and budget shares.
3. The consortium leader is solely responsible for distributing the budget shares to the other consortium partners in accordance with this Consortium Declaration of Honour.
4. The XR4ED consortium bears no responsibility in case a partner of this project consortium violates the mutual agreement set in this Consortium Declaration of Honour.
5. The XR4ED consortium bears no responsibility in the case of dispute among consortium partners regarding intellectual property rights.
6. By signing this Consortium Declaration of Honour, all consortium partners declare that they are not members of any other consortium in the XR4ED - Open Call. In case any entity, consortium leader or partner, participates in more than one consortium, both consortia will be excluded.
7. By signing and submitting this Consortium Declaration of Honour, the consortium partners accept all the rules explained in Annex 1: XR4ED Guidelines for Applicants.
8. All partners declare not being in one of the following situations:
    a. Is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
    b. It or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata.
    c. It has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations.
    d. It is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
    e. It or persons having powers of representation, decision making or control over it have been the subject of a judgement which has the force of res judicata for fraud, corruption,

involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests.

f. Is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

9. Each partner declares that:
    a. It is not subject to a conflict of interest.
    b. Has not made false declarations in supplying the information required as a condition of participation in the XR4ED - Open Call or does not fail to supply this information.
    c. It is not in one of the situations of exclusion, referred to in the above-mentioned points a) to f).
    d. Is aware and fully accepts all XR4ED conditions and rules as expressed in all XR4ED - Open Call open call documents.
10. Each partner certifies that:
    a. It is committed to participate in the above mentioned project.
    b. Has stable and sufficient sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any counterpart funding necessary.
    c. Has or will have the necessary resources as and when needed to carry out its involvement in the above- mentioned project

Consortium Leader (Lead Beneficiary):

Organisation full name	
Organisation short name	
Full address	
Country	
Title (Mr., Ms., Dr.)	
Name of legal representative	
Surname	
Position in the organisation	
Project budget share	_____ EUR

Representative's full name	**Signature and stamp** (*if applicable*)
Done at (place) _____, on the ____ (day) _____ (month) _____ (year)	

Consortium partner no. 2:

Organisation full name	
Organisation short name	
Full address	
Country	
Title (Mr., Ms., Dr.)	
Name of legal representative	
Surname	
Position in the organisation	
Project budget share	_____ EUR

Representative's full name	**Signature and stamp** (*if applicable*)
Done at (place) _____, on the ____ (day) _____ (month) _____ (year)	

Consortium partner no. 3 (if applicable):

Organisation full name	
Organisation short name	
Full address	
Country	
Title (Mr., Ms., Dr.)	
Name of legal representative	
Surname	
Position in the organisation	
Project budget share	_____ EUR

Representative's full name	**Signature and stamp** (*if applicable*)
Done at (place) _____, on the ____ (day) _____ (month) _____ (year)	

Annex H. SME Declaration Form

Declaration on Information on SME Qualification

Specific identification of the applicant enterprise:

Name or Business Name	
Address (or Registered office)	
Registration/ VAT number	
Names and titles of principal directors	

Type of enterprise (see explanatory note)
Select below to indicate which case(s) applies to the applicant enterprise:

☐ Autonomous enterprise	In this case the data filled in the box below result from the accounts of the applicant enterprise only. Fill in the declaration only, without annex.
☐ Partner enterprise ☐ Linked enterprise	Fill in and attach the annex (and any additional sheets), then complete the declaration by copying the results of the calculations into the box below.

Data used to determine the category of enterprise
Calculated according to Article 6 of the Annex to the Commission Recommendation 2003/361/EC on the SME definition.

Reference period (*)		
Headcount (AWU)	Annual turnover (**)	Balance sheet total (**)

(*) All data must be related to the last approved accounting period and calculated on an annual basis. In the case of newly established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made over the financial year.
(**) EUR 1 000.

Important:
Compared to the previous accounting period, there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized, or big enterprise).

☐ No

☐ Yes (*in this case fill in and attach a declaration regarding the previous accounting period*).

Signature

Name and position of the signatory, being authorised to represent the enterprise:

_____

I declare on my honour the accuracy of this declaration and of any annexes thereto.

Done at: _____ (place) on _____ (day) _____ (month) _____ (year)

Signature: _____

Explanatory Note on the Types of Enterprises Considered for Calculating the Headcount and the Financial Amounts

I. TYPES OF ENTERPRISES

The definition of an SME[9] distinguishes three types of enterprise, according to their relationship with other enterprises in terms of holdings of capital or voting rights or the right to exercise a dominant influence[10].

Type 1: Autonomous Enterprise

This is by far the most common type of enterprise. It applies to all enterprises which are not one of the two other types of enterprise (partner or linked). An applicant enterprise is autonomous if it:

- Does not have a holding of 25%[11] or more in any other enterprise,
- And is not 25%[3] or more owned by any enterprise or public body or jointly by several linked enterprises or public bodies, apart from some exceptions[12],
- And does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus not a linked enterprise[13].

Type 2: Partner Enterprise

This type represents the situation of enterprises which establish major financial partnerships with other enterprises, without the one exercising effective direct or indirect control over the other. Partners are enterprises which are not autonomous, but which are not linked to one another.

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[9] Henceforth, the term "Definition" refers to the Annex to Commission Recommendation 2003/361/EC on the definition of SMEs.

[10] Definition, Article 3

[11] In terms of the share of the capital or voting rights, whichever is higher is applied. To this percentage should be added the holding in that same enterprise of each enterprise that is linked to the holding company (Definition, Article 3 paragraph 2)

[12] An enterprise may continue being considered as autonomous when this 25% threshold is reached or exceeded, if that percentage is held by the following categories of investors (provided that those are not linked with the applicant enterprise):

a) public investment corporations, venture capital companies, individuals or groups of individuals with a regular venture capital investment activity who invest equity capital in unquoted businesses ("business angels"), provided the total investment of those business angels in the same enterprise is less than EUR 1 250 000,
b) universities or non-profit research centres,
c) institutional investors, including regional development funds,
d) autonomous local authorities with an annual budget of less than EUR 10 million and less than 5000 inhabitants.

(Definition, Article 3 paragraph 2, second sub-paragraph)

[13] - If the registered office of the enterprise is situated in a Member State which has provided for an exception to the requirement to draw up such accounts pursuant to the Seventh Council Directive 83/349/EEC of 13 June 1983, the enterprise should nevertheless check specifically whether it does not meet one or other of the conditions laid down in Article 3 paragraph 3 of the Definition.

- There are also some very rare cases in which an enterprise may be considered linked to another enterprise through a person or a group of natural persons acting jointly (Definition, Article 3 paragraph 3).

- Conversely, there are very few cases of enterprises drawing up consolidated accounts voluntarily, without being required to do so under the Seventh Directive. In that case, the enterprise is not necessarily linked and can consider itself only a partner.

To determine whether the enterprise is linked or not, in each of the three situations it should be checked whether or not the enterprise meets one or other of the conditions laid down in Article 3 paragraph 3 of the Definition, where applicable through a natural person or group of natural persons acting jointly.

The applicant enterprise is a partner of another enterprise if:

- It has a holding or voting rights equal to or greater than 25% in the other enterprise, or the other enterprise has a holding or voting rights equal to or greater than 25% in the applicant enterprise.
- The enterprises are not linked enterprises within the meaning defined below, which means, among other things, that the voting rights of one in the other do not exceed 50%.
- And the applicant enterprise does not draw up consolidated accounts which include the other enterprise by consolidation and is not included by consolidation in the accounts of the other enterprise or of an enterprise linked to it[5].

Type 3: Linked Enterprise

This type corresponds to the economic situation of enterprises which form a group through the direct or indirect control of most of the voting rights (including through agreements or, in certain cases, through natural persons as shareholders), or through the ability to exercise a dominant influence on an enterprise. Such cases are thus less frequent than the two preceding types.

To avoid difficulties of interpretation for enterprises, the EC has defined this type of enterprise by taking over – wherever they are suitable for the purposes of the Definition – the conditions set out in Article 1 of Council Directive 83/349/EEC on consolidated accounts[14], which has been applied for many years.

An enterprise thus generally knows immediately that it is linked, since it is already required under that Directive to draw up consolidated accounts or is included by consolidation in the accounts of an enterprise which is required to draw up such consolidated accounts.

The only two cases, which are however not very frequent, in which an enterprise can be considered linked although it is not already required to draw up consolidated accounts, are described in the first two indents of endnote 5 of this explanatory note. In those cases, the enterprise should check whether it meets one or other of the conditions set out in Article 3 paragraph 3 of the Definition.

II. THE HEADCOUNT AND THE ANNUAL WORK UNITS[15]

The headcount of an enterprise corresponds to the number of annual work units (AWU).

Who is included in the headcount?

- The employees of the applicant enterprise
- persons working for the enterprise being subordinate to it and considered to be employees under national law
- owner-managers

[14] Seventh Council Directive 83/349/EEC of 13 June 1983, based on Article 54(3)(g) of the Treaty and concerning consolidated accounts (OJ L 193 of 18.7.1983, p. 1), as last amended by Directive 2001/65/EC of the European Parliament and of the Council (OJ L 283 of 27.10.2001, p. 28).

[15] Definition, Article 5.

- partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract are not considered in the headcount.

How is the headcount calculated?

One AWU corresponds to one person who worked full-time in the enterprise in question or on its behalf during the entire reference year. The headcount is expressed in AWUs.

The work of persons, who did not work the entire year, or who worked part-time - regardless of its duration - and seasonal work is counted as fractions of AWU.

The duration of maternity or parental leaves is not counted.

Annex to the Declaration Calculation for the Partner or Linked Type of Enterprise

Annexes to be enclosed if necessary

- **Annex A** if the applicant enterprise has at least one partner enterprise (and any additional sheets)
- **Annex B** if the applicant enterprise has at least one linked enterprise (and any additional sheets)

Calculation for the partner or linked type of enterprise[16] (see explanatory note)

Reference period[17]:

	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
1. Data[9] of the applicant enterprise or consolidated accounts (copy data from box B(1) in annex B[18])			
2. Proportionally aggregated data[9] of all partner enterprises (if any) (copy data from box A in annex A)			
3. Added up data[9] of all linked enterprises (if any) – if not included by consolidation in line 1 (copy data from box B(2) in annex B)			
Total			

(*) EUR 1 000.

NOTE: The data entered in the "Total" row of the above table should be entered in the box "Data used to determine the category of enterprise" in the declaration.

[16] Definition, Article 6 paragraphs 2 and 3

[17] All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year (Definition, Article 4).

[18] The data of the enterprise, including the headcount, are determined on the basis of the accounts and other data of the enterprise or, where they exist, the consolidated accounts of the enterprise, or the consolidated accounts in which the enterprise is included through consolidation.

ANNEX A

Partner enterprises

For each enterprise for which a 'partnership sheet' has been completed (one sheet for each partner enterprise of the applicant enterprise and for any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise), the data in the 'partnership box' in question should be entered in the summary table below:

BOX A

Partner enterprise *(name / identification)*	**Headcount (AWU)**	**Annual turnover (*)**	**Balance sheet total (*)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

(*) EUR 1 000.

(attach sheets or expand the present table, if necessary)

Reminder:

This data is the result of a proportional calculation done on the 'partnership sheet' for each direct or indirect partner enterprise.

The data entered in the "Total" row of the above table should be entered in line 2 (regarding partner enterprises) of the table in the Annex to the declaration.

Partnership Sheet

Specific identification of the applicant enterprise

Name or Business Name	
Address (or Registered office)	
Registration/ VAT number[19]	
Names and titles of principal directors[20]	

Raw data regarding that partner enterprise

Reference period

	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Raw data			

(*) EUR 1 000.

Reminder: These raw data are derived from the accounts and other data of the partner enterprise, consolidated if they exist. To those are added 100% of the data of enterprises which are linked to this partner enterprise, unless the accounts data of those linked enterprises are already included through consolidation in the accounts of the partner enterprise[21]. If necessary, add "linkage sheets" for the enterprises which are not yet included through consolidation.

Proportional calculation

a) Precisely indicate the holding[22] of the enterprise drawing up the declaration (or of the linked enterprise via which the relation to the partner enterprise is established) in the partner enterprise to which this sheet relates:

Also indicate the holding of the partner enterprise to which this sheet relates in the enterprise drawing up the declaration (or in the linked enterprise):

[19] To be determined by the Member State according to its needs

[20] Chairman (CEO), Director-General or equivalent.

[21] Definition, Article 6 paragraph 3, first sub-paragraph

[22] In terms of the share of the capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise (Definition, Article 3 paragraph 2 first sub-paragraph).

b) The higher of these two holding percentages should be applied to the raw data entered in the previous box. The results of this proportional calculation should be given in the following table:

'Partnership box'

Percentage:	**Headcount (AWU)**	**Annual turnover (*)**	**Balance sheet total (*)**
Proportional results			

(*) EUR 1 000.

These data should be entered in Box A in Annex A.

ANNEX B

Linked Enterprises

DETERMINE THE CASE APPLICABLE TO THE APPLICANT ENTERPRISE:

☐ **Case 1**: The applicant enterprise draws up consolidated accounts or is included by consolidation in the consolidated accounts of another enterprise. (Box B(1))

☐ **Case 2**: The applicant enterprise or one or more of the linked enterprises do not establish consolidated accounts or are not included in the consolidated accounts. (Box B(2)).

Please note: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation[23].

CALCULATION METHODS FOR EACH CASE:

In case 1: The consolidated accounts serve as the basis for the calculation. Fill in Box B(1) below.

Box B(1)

	Headcount (*)	Annual turnover (**)	Balance sheet total (**)
Total			

(*) Where in the consolidated accounts no headcount data appears, the calculation of it is done by adding the data from the enterprises to which the enterprise in question is linked.

(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 1 of the table in the Annex to the declaration.

[23] Definition, Article 6 paragraph 3, second sub-paragraph

Identification of the enterprises included through consolidation			
Linked enterprise (name / identification)	**Address (of registered office)**	**Registration / VAT number (*)**	**Names and titles of the principal director(s) (**)**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

(*) To be determined by the Member State according to its needs
(**) Chairman (CEO), Director-General or equivalent.

Important: Partner enterprises of such a linked enterprise, which are not yet included through consolidation, are treated like direct partners of the applicant enterprise. Their data and a 'partnership sheet' should therefore be added in Annex A.

In case 2: For each linked enterprise (including links via other linked enterprises), complete a "linkage sheet" and simply add together the accounts of all the linked enterprises by filling in Box B(2) below.

Box B(2)

Enterprise No.:	**Headcount (AWU)**	**Annual turnover (**)**	**Balance sheet total (**)**
1. (*)			
2. (*)			
3. (*)			
Total			

(*) attach one "linkage sheet" per enterprise
(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 3 (regarding linked enterprises) of the table in the Annex to the declaration.

Linkage Sheet

(only for linked enterprises not included by consolidation in Box B)

1. Precise identification of the applicant enterprise

Name or Business Name	
Address (or Registered office)	
Registration/ VAT number[24]	
Names and titles of principal directors[25]	

2. Data on enterprise

Reference period

	Headcount (AWU)	**Annual turnover (*)**	**Balance sheet total (*)**
Total			

(*) EUR 1 000.

These data should be entered in Box B(2) in Annex B.

Important: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation[26].

Such partner enterprises are treated like direct partner enterprises of the applicant enterprise. Their data and a 'partnership sheet' have therefore to be added in Annex A.

[24] To be determined by the Member State according to its needs

[25] Chairman (CEO), Director-General or equivalent.

[26] If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined under Article 6 paragraph 2, the percentage rate according to that article should be applied (Definition, Article 6 paragraph 3, second sub-paragraph).

Annex I. Bank Account Information

Account Holder Information

Account Name Holder *The name or title under which the account has been opened and NOT the name of the authorised agent.*	
Holder's Address	
Postcode	
Town/City	
Country	
Contact Person *Does not need to be an authorised agent.*	
Telephone/ Mobile phone	

Bank Account Information

Bank Name	
Branch Address	
Postcode	
Town/City	
Country	
IBAN number / Account number *Format example: ES76 2077 0024 0031 0257 5766*	
SWIFT code *8 to 11 characters*	

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE	DATE + SIGNATURE OF ACCOUNT HOLDER (**MANDATORY**)

The bank stamp + signature of the bank representative can be replaced with the attachment of a recent bank statement (less than 2 months).	