



## Translators. Guide for Applicants

This document serves as a guide to allow an applicant Translator to get access to all relevant information about the Expression of Interest application

- **Call identifier/ title:** DT-NMBP-07-2018 - Open Innovation Test Beds for Characterisation (IA)
- **Project full name:** Intelligent Open Test Bed for Materials Tribological Characterisation Services
- **Call closing:** 31<sup>st</sup> May 2021
- **Submission language of the application proposal:** English
- **Internet address for full call information:** [www.i-tribomat.eu/translators](http://www.i-tribomat.eu/translators)
- **E-Mail:** [translators@i-tribomat.eu](mailto:translators@i-tribomat.eu)

## INTRODUCTION

---

i-TRIBOMAT is one of the projects supported under the Open Innovation Test Beds for Characterisation call. This document contains basic information needed to guide you in preparing an application for submission to the Translators Expression of Interest. It provides guidance on the application procedures and provides the criteria on which it will be evaluated.

By submitting a proposal to the EoI, applicants declare that to their knowledge there are no conflicts of interest which might affect the objectivity of the proposal's evaluation. The list of i-TRIBOMAT partners can be found in the i-TRIBOMAT web page <https://www.i-tribomat.eu/>

## **i-TRIBOMAT Open innovation Test Bed**

i-TRIBOMAT Open innovation Test Bed will provide the world's first Open Innovation Test Bed dedicated to validating and up-scaling new materials, thereby enabling intelligent Tribological Materials Characterisation and fostering industrial innovation in the European manufacturing industry.

To facilitate the intelligent tribological materials characterisation, i-TRIBOMAT integrates the most important tribological testing facilities at EU level with user-driven IT tools to validate new materials for components. The ultimate goal of i-TRIBOMAT is to reduce costs and time-to-market, when up-scaling materials.

### ***The One-Stop Shop for Tribological Characterisation of advanced Materials***



### ***Trusted Characterisation & Qualification of Materials***

In the field of tribological characterisation of materials, customers usually describe their needs in terms of mechanical strength and life expectancy against wear and deterioration of their products in use. These requirements need to be “translated” into specifications compatible with tribology labs standard activities (tribotests, database searches, data analysis, simulations, etc.).

The final aim of the i-TRIBOMAT project is the creation of a sustainable OITB to provide materials tribological characterisation services. Therefore, before the commercial launch of the new company (the Single Entry Point, SEP) during the project, the i-TRIBOMAT service catalogue as well as the concept of the Translator are to be tested.

The innovative tribological characterisation services will be tested through i-TRIBOMAT Early Adopters that will be identified through an Open Call. Around 10 companies will be selected to validate, if the SEP mission, operations, supporting activities, business models and services designed for companies fit with their requirements and needs regarding the validation and up-scaling of conventional and new materials for mechanical components.

In addition, i-TRIBOMAT has designed the role of Translators to strengthen the commercial coverage of the partners and to bridge the gap between companies and the SEP, creating awareness and promoting i-TRIBOMAT services among industry by bringing tribology closer to companies, especially to SMEs. To this end, an Expression of Interest Call will be launched to recruit Translators.

Once the SEP is operating, the Translator Network as the representation of the SEP at the site of potential customers will be enlarged based on the lessons learnt in this proof of concept.

## **TRANSLATORS' ROLE in i-TRIBOMAT Test Bed Project**

i-TRIBOMAT project relies on the Translators proof of concept to test the value proposition defined as well as the marketing and awareness campaigns.

The Translator role will be validated in close collaboration with the Early Adopters since Translators will participate in the dissemination of the Early Adopters Open Call and will support them in the activities related to the services they require.

Translators will explain to the target group i-TRIBOMAT value proposition, which are the different services that the Test Bed offers to the companies, in order to identify potential Early Adopters and, at the end of the day, customers. Once selected, Translators will support them in the tribological services to be provided by i-TRIBOMAT partners.

If a company wants to participate as an Early Adopter and wants to be supported by a Translator, but it does not have any contact with one, the project will assign one, based on experience, knowledge, and location.

Summing up, i-TRIBOMAT Translator will:

- ✓ Disseminate the Early Adopters Open Call and i-TRIBOMAT value proposition

- ✓ Support the companies in fulfilling the Open Call application converting their requirements into specifications compatible with i-TRIBOMAT services.
- ✓ Support the companies when dealing with the SEP and the service provider
- ✓ Explain the technical results back to the customer's practical and commercial needs.

Doing so, Translators will put into practice their skills and lessons learned to support companies during the i-TRIBOMAT training sessions.

## **TRANSLATORS' INVOLVEMENT PROCEDURE**

---

For Translators' recruitment, an Expression of Interest (EoI) mechanism is to be implemented to select the best profiles. Natural persons are invited to submit an expression of interest in accordance with the rules set out in this call.

The submission period will be open from April up to the 31<sup>st</sup> of May 2021.

At least one webinar will be organised to explain the scope of the EoI call since it is considered the best channel to reach potential Translators. In addition, every event related to i-TRIBOMAT activities attended by partners will be used for communicating the EoI.

The procedure, in case of selected as i-TRIBOMAT Translator, consists of the following steps:



**Figure 1 Annex I. Application procedure**

### **Step 1. Registration on the web platform**

First, each candidate needs to register on the web platform of the i-TRIBOMAT project [www.i-tribomat.eu/translators](http://www.i-tribomat.eu/translators) be able to submit the application. In this way, the candidates can be informed if there are any changes in the process.

### **Step 2. Submission of the application**

The Translator application will be available at the i-TRIBOMAT web platform via [www.i-tribomat.eu/translators](http://www.i-tribomat.eu/translators) The applicant form is to be fulfilled online and submitted at any time while the Expression of Interest call is open.

During this period, the e-mail [translators@i-tribomat.eu](mailto:translators@i-tribomat.eu) will be the only form of communication between the people involved, being an easy way to comply with the principle of transparency afterwards.

Once submitted, the applicant will receive an e-mail acknowledging the receipt of the submission.

**Contract No. H2020 - 814494**

Interested parties will fulfil the application which collects information on the following:

- Area of expertise
- Professional experience
- Education and training
- Languages spoken
- Territorial coverage
- Potential customers they can reach.

**Step 3. Evaluation & Award**

After the closing date, the proposals will be evaluated by i-TRIBOMAT evaluators. Prior to the evaluation, evaluators will sign a non-disclosure agreement, excluding a potential conflict of interest and ensuring confidential handling of the application.

The evaluation principles, criteria and the scoring scale used are aligned with the Horizon 2020 programme and tailored to the objective of the i-TRIBOMAT project.

Criteria to be considered are:

- Criteria 1: Expertise
- Criteria 2: Territorial coverage

0	The candidature fails to address the criteria under examination or cannot be judged due to missing or incomplete information.
1	Poor - The candidature does not fulfil the criteria. Relevant lacks are identified.
2	Fair. The candidature fulfils the criteria partly. Significant lacks are identified.
3	Good. The candidature fulfils the criteria well, although some lacks are identified.
4	Very good. The candidature fulfils the criteria very well, although some minor lacks are identified.
5	Excellent The candidature successfully addresses all relevant aspects of the criteria in question.

The maximum overall score is 10. The standard threshold for individual criteria is 4, and the standard overall threshold is 8. Application failing to achieve the threshold score per individual criteria and the overall threshold will be rejected.

However, in addition to the proposal-level evaluation, a portfolio-level evaluation will be run to factor issues such as territorial coverage and gender representation. Finally, applications will be ranked according to the overall scores in a descending order.

Applicants who have passed the evaluation and provided that the partners have not identified a conflict of interest will be offered the possibility of signing the Collaboration Agreement.

An Evaluation Summary Report will be sent to applicants approximately 4 weeks from submission deadline.

Upon reception of the Evaluation Summary Report, applicants will have the possibility to submit to the i-TRIBOMAT project complaints related to decisions of application evaluation and selection, if there is an indication that there has been a shortcoming in the way a proposal has been evaluated. The complaint procedure is not meant to call into question the judgement made by the evaluators; it will look at procedural shortcomings and – in rare cases – into factual errors.

Such complaint requests should be sent by email to the same email of the application procedure within 7 working days from the date of the Evaluation Summary Report sent by i-TRIBOMAT. If a complaint is submitted after that deadline it will be rejected without further examination.

A reply will be sent to complainants no later than three weeks after the deadline for complaint requests.

#### **Step 4. Collaboration Agreement (CollA) Signature**

This agreement between the i-TRIBOMAT project and the Translator specifies the standards, the Do's and Don'ts and the respective responsibilities. In addition, it will include Translator's exclusion criteria.

This CollA needs to be signed by the applicant and returned to the i-TRIBOMAT project coordinator to enter into force.

#### **Step 5. Collaboration Agreement Implementation**

After the signing of the Collaboration Agreement (CollA), the involvement of the Translator starts with the training activities. Afterwards, the Translator must assist i-TRIBOMAT with the implementation of the Translator services by:

- explaining to companies i-TRIBOMAT value proposition and the different services that the Test Bed offers to the companies to identify potential Early Adopters and,



- providing Translators' supporting services to the beneficiary(ies) of the Early Adopters open call that i-TRIBOMAT will assign to the Translator.

This involves, in particular:

- participating in meeting(s) and workshops
- supporting companies to fulfil the application of Early Adopters
- supporting the Early Adopters in the implementation of the i-TRIBOMAT service set out in the agreement that will rule their involvement.

In any case, the Translators will develop the actions foreseen according to the collaboration agreement and the i-TRIBOMAT service catalogue. In addition, they should be in close contact with the Service Coordinator, this is the responsible person for the entire management of the service to be offered to the Early Adopter, who will monitor the Translators' activities. The precise scope of the work will be determined by i-TRIBOMAT and may include other specific tasks.

In the performance of their tasks, Translators shall demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access.

It has to be borne in mind that, customers, in this case the Early Adopters, retain full and exclusive ownership of their prior information and the intellectual property and publication rights with regard to the activities performed under this services.

Once the services have been provided, a report will be fulfilled by each Translator explaining their activities carried out.

The report will be reviewed by i-TRIBOMAT and if everything is ok, the service will be considered finished. Should any info be missing, the Translator will be asked to extend the report.

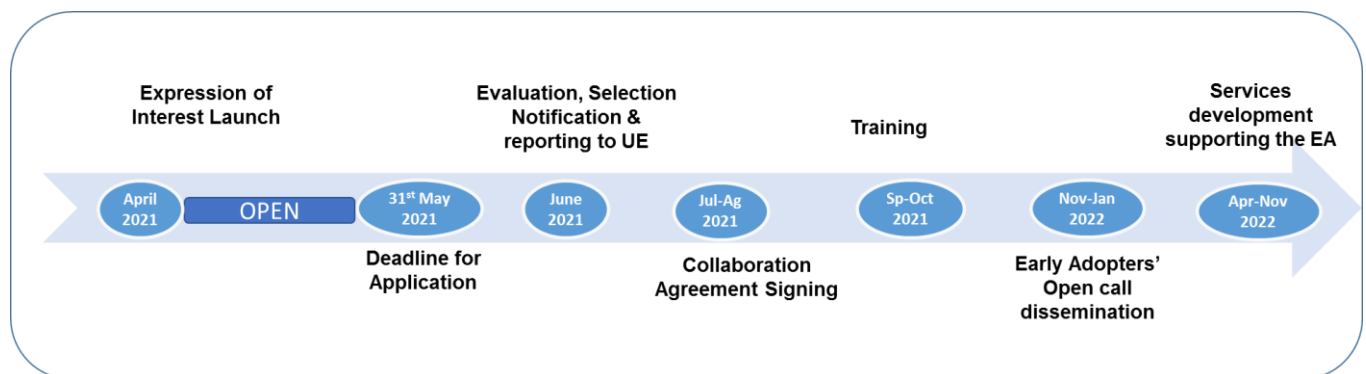
Summarizing, from the Translators' side:

- if interested in the role
  - ✓ Respond to the expression of interest call fulfilling all the sections.
- before any possible assignment to support a company, a Translator shall:
  - ✓ Sign a collaboration agreement if she/he is selected and requested.
  - ✓ Attend the training activities developed by the i-TRIBOMAT project
- once assigned, the Translator shall develop the tasks according to the i-TRIBOMAT service catalogue and other manuals the project may provide. Among others, the Translators must:
  - ✓ During the job, keep a time sheet, signed by the client/ Service Coordinator of performed activities.
  - ✓ Fulfil and submit their report with the translating activities developed for approval.
  - ✓ Follow the Reimbursement Rules to receive any fee payment

- ✓ Keep records to verify the proper implementation of the work (including reports and expenses tickets) under the Collaboration Agreement.
- ✓ Report on customer /EA contacts

## **TRANSLATORS' INVOLVEMENT TENTATIVE SCHEDULE**

Based on the steps and procedures define above, the tentative schedule for the Translators involvement is summed up in this figure.



**Figure 2 Annex I. Tentative schedule for Translators' involvement**

## **ELIGIBILITY CRITERIA**

**Translator profiles & experience.** To maximise the impact of the Translators' role, two different Translator profiles will be selected:

- Tribology experts who “translate” the meaning of the services test results for their product or material
- Business/ technological consultants who communicate the benefits of a European-wide operating OITB

For both profiles, it is required to demonstrate:

- Personal track record of at least 3 years in the activity domain
- Proven experience in at least one industrial sector
- Good language skills (written and spoken). This includes English and the territorial language for the country or region, on which the Translator is applying. The Expression of Interest shall be submitted in English.

Consultants in addition, need to demonstrate an extensive network of contacts among industrial SMEs.

**Territorial coverage.** Translators must be based in an EU country other than that of the i-TRIBOMAT partners (Austria, Finland, Sweden, Spain, Germany, and the United Kingdom). Translators must point out the countries/regions that they may cover based on their expertise. The project aim is to cover as many European countries as possible.

## **REMUNERATION**

---

Translators are considered as subcontractors according to the EU rules and the i-TRIBOMAT Grant Agreement. This means that Translators will need to send an invoice to i-TRIBOMAT, in particular to TEKNIKER, as the partner coordinating this activity, to be paid for the activities performed. Without an invoice, the Translator will not be paid in any case.

That said, the following remuneration cases for the Translators have been defined:

- Translators will be paid 500 € once the Collaboration Agreement is signed.
- Translators will be paid 250 € per application submitted to the EA open call and positively evaluated but not selected with a maximum of 750 € per Translator
- Translator will be paid 1000 € per the assignment of an early adopter to support the company and for the reporting activities.

In addition, Translators will be paid 200 € if she/he is asked by i-TRIBOMAT to attend an event with the aim for presenting the Early Adopters Open Call or any related i-TRIBOMAT activity.

## **PROTECTION OF PERSONAL DATA**

---

The processing of any expression of interest involves the recording and processing of personal data (such as name, address, and CV). For that, such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Also, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (and repealing Directive 95/46/EC) will be taken into account.

Unless indicated otherwise, any reply to this call and any personal data requested are required for the purposes related with the development of Translators' tasks and their management and will be processed solely for those purposes.

## **CONFIDENTIALITY**

---

The information obtained by Translators in the development of the i-TRIBOMAT services must be kept confidential and cannot be disclosed.

## **USE OF THE LIST RESULTING FROM THIS CALL**

---

The list resulting from this call will be used exclusively for the execution of the tasks within the fields related to the development of Translators' tasks, their management and project reporting activities.

## **EX-POST TRANSPARENCY**

---

The list of Translators (name and subject of the tasks to execute) who have signed the Collaboration Agreement (CollA) following the procedure set out in this document shall be published on the website of the i-TRIBOMAT project.

In addition, the whole selection process will be reported to the EU according to the Grant Agreement rules.