

## TERMS OF REFERENCE

### BALTIC TRAM 2<sup>nd</sup> CALL FOR APPLICATIONS (2017-2018)

#### INTRODUCTION

The Baltic TRAM call for applications offers **scientific support for your business needs from top analytical research facilities in the Baltic Sea Region. What's different about this call from other such initiatives?**

✦ Baltic TRAM offers companies access to a multitude of state-of-the-art analytical research facilities spread across the Baltic Sea Region. These institutions have the technical and scientific expertise to support you in solving your research needs. If your application is selected, analytical measurements of your material samples will be performed at one of the Baltic TRAM partner research centres most suitable for your needs.

✦ Baltic TRAM has established a number of Industrial Research Centres (IReC). They will help you to prepare a mature application for analytical research support, the results of which may have impact on your business activity. Together with you, specialists at the IReC will discuss your company's specific research needs, propose how analytical challenges can potentially be investigated and, finally, look into how the results of the measurements can be translated to specific improvements. To prepare your application, you should contact an appropriate Industrial Research Centre (IReC) and/or your regional innovation agency.

✦ **The analytical support services for your application will be provided free-of-charge but will count as *de minimis* state-aid.**

The call for applications in 2017-2018 will be organised within the frame of the Baltic TRAM project and will follow the terms described below.

The Terms of Reference explain how your company can benefit from this unique opportunity.

#### TERMS OF REFERENCE

1. The second round of the Baltic TRAM call for applications runs from **November 1<sup>st</sup>, 2017 until April 30<sup>th</sup>, 2018**.
2. To be eligible to apply, your enterprise shall be based in an EU member state. No limitations regarding company size apply.
3. All applicants are invited to fill out and submit an Application Form. **Before you submit the Application Form, please make sure you have read this Terms of Reference and the model Service Contract completely.**
4. Please submit your application via [www.baltic-tram.eu](http://www.baltic-tram.eu).
5. You can submit **only one (1)** research application per company per round. If during the round, your application is rejected, you can re-submit an improved application during the same round, provided you inform the IReC of your plan to do so.

#### ⚡ Quick answers ⚡

Q: What's Baltic TRAM?

A: A 3-year international project aimed at developing a sustainable Baltic Sea Region-wide network of cooperating Analytical Research Facilities and industrial research centres designed to reach out to the business community.

#### ⚡ Quick answers ⚡

Q: What's an IReC?

A: Your point of contact during the call. More generally, your IReC acts as a broker between the business community and analytical research community.

6. Consultations are highly recommended **prior** to submitting the call. You are welcome to contact your IReC to discuss your case.
7. Once your application is selected, you will be matched to one or more Analytical Research Facilities whose research infrastructure and expertise best matches the needs of your research.
8. You will sign a Service Contract with the Analytical Research Facility and your IReC, which will address the service to be rendered, the mutual obligations of the contractual parties, including but not limited to the ownership of intellectual property rights, confidentiality during and after the service, publication of research results for publicity and educational purposes and relevant disclaimers. **Please review the model Service Contract for more details about dissemination measures and contact your IReC if you need further clarifications.** Please note that the final version of the Service Contract will be agreed between your company, the Analytical Research Facility and your IReC.
9. Cooperation between your company and the Analytical Research Facility and IREC will be divided into the following phases: ①(pre-testing/feasibility study (optional)) ②preparation of measurements ③execution of measurements ④interpretation & evaluation of measurement results ⑤data sharing with IReC
10. You will receive a report at the conclusion of the measurements. The report will contain:
  - 📁 introduction to scope of analytical research, proposed experimental approach, desired knowledge to be attained by company.
  - 📁 description of experimental set-up, instruments and techniques used. Results of feasibility study (if applicable).
  - 📁 presentation of measurement results.
  - 📁 analysis of data, discussion of results, conclusions, including recommendations for further research.
11. It is the responsibility of your company to provide the sample(s) in a timely manner and in accordance with instructions from the Analytical Research Facility. Too many unwarranted delays may result in the termination of the experiment.
12. The maximum number of samples that can be tested **depends** on the type of measurement(s) to be carried out.
13. The analytical measurements will be carried out **free-of-charge**. Because Baltic TRAM is a publicly-funded project and the measurements are specific for your company's needs, the measurements will count as *de minimis* state-aid. For more info on *de minimis* aid, be sure to go to section "*De Minimis Aid*" below.
14. Costs explicitly NOT covered by the Baltic TRAM Project (unless otherwise indicated by Analytical Research Facility) are as follows:
  - ☞ travel, accommodation, per diems of representatives of your company who visit the Analytical Research Facility (if considered necessary);
  - ☞ shipment/delivery of samples by your company to the Analytical Research Facility;
  - ☞ salaries/wages of staff or contractors assigned by your company to (additionally) support the execution of your research;
  - ☞ pre-treatment of your samples by any means.

#### Quick answers

Q: What's a feasibility study?

A: A short measurement of a few samples to see if the experiment can be successful. It basically answers the question, whether the experimentation approach and technology available can actually detect what you are interested in investigating.

## SELECTION CRITERIA

Applications the Baltic TRAM Evaluation Committee recommends for funding will meet several criteria, namely:

- ☑ Your company must be eligible to receive state aid under the *de minimis* rule. (see section below for more details);
- ☑ The application makes clear how the requested service is relevant for your company's products/ services/ growth strategy. The proposed measurement should be linked to your company's product development challenge and it must be sufficiently mature. Measurements which result in the company gaining a certification that their product meets norms or standards will **not** be recommended.
- ☑ The application should address how the results of the measurements might be used.

## SELECTION PROCESS

Applications will be evaluated on a first-come, first-serve basis. The Baltic TRAM Evaluation Committee will meet on a regular basis to process applications. The evaluation results are final, and no means of appealing them are possible.

## DE MINIMIS STATE-AID

Baltic TRAM is a publicly funded EU-project and, as such, any services rendered to companies free-of-charge qualify automatically as *de minimis* state-aid. ***De minimis aid means small amounts of public aid which companies (irrespective of size) can receive as part of an EU-funded project.*** As a company, you can receive a maximum of EUR 200,000 over a three-year period (three fiscal years). If you are a company with operations in several Member States, please note that *de minimis* support is counted per country, thus it may be possible for you to benefit from this type of support in more than one Member State.

### ⚡ Quick answers ⚡

Q: Why's *de minimis* aid important when applying to the Baltic TRAM call for applications?

A: Because we have to take into account any *de minimis* aid you may have received in the past 3 fiscal years before we can say for sure whether we can carry out research for you free-of-charge.

The legal framework which guides beneficiaries on how to apply *de minimis* aid is based on Commission Regulation (EU) No1407/2013 of 18 December 2013 on the application of Article 107 and 108 of the TFEU to *de minimis* aid. In accordance with Article 3(2) of that regulation the maximum total amount of *de minimis* aid granted per Member State to a single undertaking (i.e. a company) – as defined by Article 2(2) of that regulation – shall not exceed EUR 200,000 during the current fiscal year and the previous two fiscal years.

In the case of mergers or acquisitions, all prior *de minimis* aid granted to any of the merging undertakings shall be taken into account in determining whether any new *de minimis* aid to the new or the acquiring undertaking exceeds the relevant ceiling. If one undertaking splits into two or more separate undertakings, *de minimis* aid granted prior to the split shall be allocated to the undertaking that benefited from it, which is in principle the undertaking taking over the activities for which the *de minimis aid* was used.

If you do not know whether you have received *de minimis* aid, please contact your Industrial Research Centre or your innovation agency for assistance.

After the completion of your measurements, the Analytical Research Facility will calculate how much *de minimis* aid you have been granted, and will send this information along with the report summing up the research performed. This calculation will be based on the staff and equipment costs and any other costs associated with carrying out the investigation.

### OPEN DATA PILOT AND OTHER DISSEMINATION MEASURES

An important role of the IReC is to adequately promote successful measurements completed as part of Baltic TRAM, including non-confidential data about the measurements in an Open Data Pilot. As part of the arrangements set out in the Service Agreement, a certain part of the raw and processed data resulting from the measurements carried out will be made available to the IReC for inclusion in the Open Data Pilot.

In addition, the IReC is keenly interested in showcasing good examples of fruitful collaboration between beneficiary companies and Analytical Research Facilities, whether in the form of case studies or presentations made online or at public events. As in the case of the Open Data Pilot, the IReC will only incorporate materials the beneficiary company agrees to disclose for educational and promotional purposes. Please review the Service Agreement for more information on confidentiality and non-disclosure of data generated as part of this activity.

#### ⚡ Quick answers ⚡

Q: What's an Open Data Pilot?

A: It's an online platform which will be an entry-point for companies and research institutions which want to take advantage of the Baltic TRAM approach to research-business collaboration, during the project and beyond. The online platform will contain a variety of information regarding how to benefit from this collaboration, and will include presentations of raw and processed data from beneficiaries of the 2017 and 2018 calls for applications to showcase this collaboration. Appropriate safeguards will be put in place to ensure confidential data & information does not enter the Open Data Pilot.