



EIC Strategic Technologies for Europe Platform (STEP) Scale Up Call

Submission Guidance

Version 1.0
26 November 2024

Disclaimer

This guide aims to assist potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor EISMEA (or any person acting on their behalf) can be held responsible for the application made of this guidance document.



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	26.11.2024	Initial version	

EIC STEP call Part A submission form guidance

- The EIC STEP Scale Up call is currently using existing standard Horizon Europe forms for the application process. Given these forms terminology does not always align with an equity based terminology, this guidance document aims to clarify and facilitate the application process.
- This guidance refers to the **Part A** form on the EU Funding & Tenders Portal. In general please disregard any references in the form to **grants** as they are not relevant for the STEP equity only call.
- In addition, references to researchers and publications may be disregarded if they are not applicable to your proposal.
- Questions on ethics and security are standard for Horizon Europe and must be answered.



1 - General information (1/2)

Fill this information carefully. Pay attention to the fixed keywords as they will be used to match your proposal with experts.
The field “duration in months” should be filled to avoid the system blocking your submission, however, the duration will not be specifically assessed in the STEP call, so the time can be indicative.

1 - General information

Fields marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym

Acronym is mandatory

Proposal title

Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > * &

Duration in months

Estimated duration of the project in full months.

Fixed keyword 1

Add

Free keywords

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Abstract *

Remaining characters2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

YesNo

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Remove

1 - General information (2/2)

- All the declarations must be filled in order to be able to submit a proposal

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *	☐
3) We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project. *	☐
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions . *	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *	☐
6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity , as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct. *	☐
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821 , or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). *	☐
8) We confirm that the activities proposed do not - aim at human cloning for reproductive purposes; - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or - intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. - lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding. *	☐
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State. *	☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1				

- Please fill in the Organisation data and the Main contact.
- For the departments carrying out the proposed work section, tick on the “not applicable “ box if not relevant for your project.

Departments carrying out the proposed work

Department 1

Department name	Name of the department/institute carrying out the work.	☐ not applicable
	☐ Same as proposing organisation's address	
Street	Please enter street name and number.	
Town	Please enter the name of the town.	
Postcode	Area code.	
Country	Please select a country	



2 - Participants

- You may leave the sections below blank if not relevant
 - “researches involved in the proposal”
 - “role of participating organisation”
 - And listing of up to 5 publications

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage	Role of researcher (in the project)	Reference Identifier	Type of identifier

Role of participating organisation in the project

Project management	☐
Communication, dissemination and engagement	☐
Provision of research and technology infrastructure	☐
Co-definition of research and market needs	☐
Civil society representative	☐
Policy maker or regulator, incl. standardisation body	☐
Research performer	☐
Technology developer	☐
Testing/validation of approaches and ideas	☐
Prototyping and demonstration	☐
IPR management incl. technology transfer	☐
Public procurer of results	☐
Private buyer of results	☐
Finance provider (public or private)	☐
Education and training	☐
Contributions from the social sciences or/and the humanities	☐
Other	☐
If yes, please specify: (Maximum number of characters allowed: 50)	



2 - Participants

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)



2 - Participants

- Please note that Gender Equality Plan detailed as such in this question is not mandatory.
- **Please note that** the company will be assessed under the Implementation criterion:....

Does the team have the capability and motivation to implement the innovation proposal and bring it to the market? Is there a plan to acquire any critical competencies which are currently missing, including adequate representation of women and men?

Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

☐ Yes ☒ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas to be covered** and addressed via concrete measures and targets are:
 - o work-life balance and organisational culture;
 - o gender balance in leadership and decision-making;
 - o gender equality in recruitment and career progression;
 - o integration of the gender dimension into research and teaching content;
 - o measures against gender-based violence including sexual harassment.

3 - Budget

- In Section 3- **budget table**, there is a reference to grant amount requested. **Please insert the requested investment amount instead of the “grant amount requested”.**

3 – Budget for the proposal

Name of the Beneficiary	Country	Role	Requested grant <u>investment</u> amount

- Further information about the budget should be completed on the financial plan and consent annex (.xlm) attached to the application.
- You will be asked to be more specific about other equity elements.

Table 5 - Current financing round to which EIC Fund would contribute

Information item	Value, k€	Comment
Total financing needed		
Equity amount requested to the EIC		
Equity amount from pre-committed investors (from pre-commitment letter)		
Other financing - specify amount and origin		
Targeted round size		
Suggested post-money valuation		



4 - Ethics & security

- Please fill in the Ethis and security questionnaire and self assessment

4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	☐ Yes ☒ No	
Does this activity involve the use of human embryos?	☐ Yes ☒ No	
2. Humans		Page
Does this activity involve human participants?	☐ Yes ☒ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	☐ Yes ☒ No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	☐ Yes ☒ No	
3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	☐ Yes ☒ No	
4. Personal Data		Page
Does this activity involve processing of personal data?	☐ Yes ☒ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	☐ Yes ☒ No	
Is it planned to export personal data from the EU to non-EU countries?	☐ Yes ☒ No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	☐ Yes ☒ No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	☐ Yes ☒ No	
5. Animals		Page
Does this activity involve animals?	☐ Yes ☒ No	
6. Non-EU Countries		Page
Will some of the activities be carried out in non-EU countries?	☐ Yes ☒ No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	☐ Yes ☒ No	
It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	☐ Yes ☒ No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	☐ Yes ☒ No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	☐ Yes ☒ No	
Does this activity involve low and/or lower middle income countries , (if yes, detail the benefit-sharing actions planned in the self-assessment)	☐ Yes ☒ No	
Could the situation in the country put the individuals taking part in the activity at risk?	☐ Yes ☒ No	
7. Environment, Health and Safety		Page

5 - Other questions

- In Section 5- Other questions, select “Equity Only” - Do not select "grant only" or "blended finance“

5 - Other questions

Please select a Funding Type

Equity only

Amount of investment

8 568 160

What is the gender of the CEO?

☐ Woman

☒ Man

☐ Non Binary

☐ We don't have this position

What is the gender of the CSO?

☐ Woman

☐ Man

☐ Non Binary

☒ We don't have this position

What is the gender of the CTO?

☐ Woman

☒ Man

☐ Non Binary

☐ We don't have this position



5 - Other questions

- For the **Consent** questions, **disregard** the second question on the Seal of Excellence consent as it does not apply

Your relations with the Granting Authority and the jury or the evaluation of your proposal will **not** be affected if you do **not** consent to the sharing of information, including personal data, as indicated below. You have the right to withdraw consent at any moment by contacting the Data Controller at EISMEA-ENQUIRIES@ec.europa.eu. The withdrawal of your consent will not affect the lawfulness of the personal data processing operations that took place before the withdrawal.

☒	Consent 1: In case my proposal will be selected for support through an investment component, I give my consent for the Commission, EISMEA and the EIC Fund to share necessary information, including personal data (first and last name, phone number, and email address) with the other actors involved in the management of the action: the Alternative Investment Manager of the EIC Fund and the European Investment Bank. I understand that the EIC Fund and/or the Business Acceleration Services may also help look for additional investors and that my consent will be asked before other investors are contacted or engaged.
☒	Consent 2: I agree to share a limited set of my personal data (first and last name, phone number, and email address) with the EIC National Contact Points, Enterprise Europe Network and funding bodies that recognise and support Seal of Excellence projects, in addition to information related to the proposal (its acronym, title, abstract, and amount of requested grant and/or investment). The sharing of information, including personal data, will happen only for the purpose of Seal of Excellence which might be awarded to my proposal, assessed to meet the relevant evaluation criteria, but which will not be directly funded by the EIC.

One additional consent is requested to be filled in in the “Financial plan and consent” annex (.xlm) attached to the application.

CONSENT
I give my consent for the Commission and EISMEA to share necessary information about my company, including personal data (first and last name, phone number, and email address) as well as the application documents with the relevant InvestEU implementing partners to express my interest in complementary Venture Debt support.





For any question regarding **submission and evaluation** of your proposal, you can contact the [IT helpdesk](#) via the Funding and Tenders Portal

For enquiries related to the **validation process** of participants having a **Participant Identification Code (PIC)**, please write via the [Participant Register](#).