



2nd open call for Travel vouchers under the DIH-HERO innovation action

Applicant guide

Please note that this applicant guide may be used for information purposes only. The information given in this guide may be subject to changes. Proposals will have to be submitted using the online application form provided at www.dih-hero.eu



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1. About DIH-HERO

The major objective of DIH-HERO (Digital Innovation Hubs in Healthcare Robotics) is to establish a broad-based pan-European network of Digital Innovation Hubs specialized in Healthcare Robotics. The network focuses on providing services which connect business and healthcare stakeholders in developing innovative products and services for the healthcare market. It establishes channels between healthcare and technology providers that reduce barriers to adoption and create strong mutual understanding between robotics technology innovators and healthcare professionals. Each hub partner is delivering both technical and medical expertise through their pre-existing operational relationships with hospitals and healthcare facilities. This initiative unites expertise in business development, access to finance and innovation to robotics technology and healthcare expertise in a network of hubs that connects and stimulates robotics innovation in all aspects of healthcare. The network of Digital Innovation Hubs created and supported by DIH-HERO ensures that robotics innovation in healthcare is accelerated, that SME can develop global reach and that the advantages of robotics-based healthcare can be spread across Europe.

2. General Description Travel Voucher (TV) call

2.1 Purpose of TV call

By providing SMEs with travel vouchers for cross-border travelling up to a maximum amount of €4,000 per voucher, financial barriers that hinder connectivity are reduced and knowledge exchange is stimulated. [Travel Vouchers \(TVs\)](#) can be used by SMEs for visiting DIH-HERO conferences and meetings and/or for visiting cross-border core members of DIH-HERO. For the 2nd Travel Voucher Call, the first submitted proposals that are considered eligible will be funded on a reimbursable basis until the maximum budget that has been allocated to this travel voucher call is exhausted.

2.2 Who can apply?

Only legal entities being SMEs and operating in the healthcare and/ or robotics sector within the [EU and its associated countries](#) are eligible for FSTP funding. This means that only SMEs that fulfill the criteria of the general SME definition stated in article 2 of the annex to Recommendation 2003/361 EC are allowed to apply for the TVs. These criteria can be summarized as follows:

“To count as an SME, your organisation must be engaged in an economic activity and must have:

- fewer than 250 employees
and
- an annual turnover of no more than €50 million and/or a balance sheet of no more than €43 million

Whether you count as an SME may depend on how you count your workforce, turnover or balance sheet. Please note that you must take account of any relationships you have with other enterprises. Depending on the category in which your enterprise fits, you may then need to add some, or all of the data. For more details: Regulation 2003/361/EC – see "Annex" for a full definition of an SME.” (European Commission, 2019)

All applicants are expected to perform an SME check by going through the SME self-assessment questionnaire provided by the European Commission and to include the results of this questionnaire as annex to the proposal (To be uploaded in .pdf format.) The SME check can be performed as follows:

- (i) Go to http://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=0CAb9suF5RvSnlh60fETV2G3_7oQLrE2fkyf3zQoM0uS7hdkEnSt!-261302819?execution=e1s1

(ii) Follow the instructions given on this webpage. For more information please also consult the SME self-assessment user manual.

(iii) Save the result in .pdf format and include the results of the self-assessment questionnaire in the submission form.

2.3 Activities qualifying for financial support in the form of TVs

The only activity that can obtain financial support for third parties (FSTP) during the 2nd travel voucher call of the DIH-HERO innovation action appears to be **cross-border travelling** in order to:

(i) join a conference organised by DIH-HERO such as e.g. the knowledge conference on the 25th of April 2023 in Barcelona / network meeting and/or

(ii) participate in a DIH-HERO workshop during the ERF 2023 on the 14th to 16th March in Odense

(iii) visit a Digital Innovation Hub of the [DIH-HERO consortium](#) in another country to make use of its services.

Please note that the number of TVs that can be obtained is limited to one voucher per entity per call.

2.4. Validity of travel vouchers awarded

The travel vouchers provided to eligible applicants are valid for the events/activities as described under section 2.3 of this document. The travel activities have to take place after the entity has been awarded with a travel voucher. The awarded travel voucher may be used until the maximum amount of €4,000 has been reached. The reimbursement requests of the costs have to be submitted via the DIH-HERO portal until the 15th of June 2023.

2.5 Gender balance

All beneficiaries receiving financial support must take all reasonable measures to promote equal opportunities between men and women in the implementation of the action. They must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

2.6 Conflict of interest

DIH-HERO core partners cannot receive any financial support from the FSTP calls provided under the current innovation action.

3. The application process



3.1 Proposal preparation

3.1.1 Proposal language

Any proposal for the 2nd travel voucher call under the innovation action DIH-HERO will have to be prepared and submitted in English language. Proposals prepared in another language will not be taken into consideration.

3.1.2 Proposal content

Any proposal submitted should at least contain the following information (please also see Appendix 1 for more information)

- General Information about the company: Full legal entity name, type of company, official registration number, place of registration, VAT number, name of managing director, address as well as main contact information
- Brief description of the company and its main activity area(s) in regard to robotics/ healthcare (max. 3000 characters): Describe the company's current main activities and focus areas the company is working in.
- Brief description of purpose for cross-border travelling in connection with robotics in healthcare (max. 1200 characters). In case the travel voucher is used for travelling to the ERF please also give a brief description on what DIH-HERO workshop you are participating in and why
- Brief description of the impact to be reached through the use of the cross-border travel voucher, when considering the major Healthcare Robotics domains (max. 3000 characters)
- Results of the EU Self-assessment questionnaire saved in .pdf format.
- Signed Declaration of Honour saved in .pdf format.
- Signed Consent Form for data processing and storage saved in .pdf format.

3.2 Proposal submission

Eligible proposals are to be submitted via the DIH-HERO online portal <http://dih-hero.eu>. Generally, proposals submitted by any other means will not be taken into consideration. However, to ensure the unrestricted accessibility of the submission form to anyone, in exceptional cases (for impaired persons) it is also possible to download the submission form and send it to dih-healthcare@utwente.nl. Once the proposal has been submitted it cannot be edited or updated any longer. A legal entity is only allowed to submit one proposal per travel voucher call. In case more than one proposal is submitted by one entity, only one of the proposals submitted will be taken into consideration for awarding.

Shortly after proposal submission, an automatically generated acknowledgement of receipt will be sent to the applicant's email address given in the contact form. *Please note that this acknowledgement of receipt **does not imply** that the proposal has been accepted as eligible for funding.* A survey on the travel experience and result may be conducted during the course of the project among all applicants.

3.3 Proposal evaluation and selection

Following the **first come first served principle** all submitted proposals will be reviewed considering two main aspects:

- (i) The date and time of the proposal submission online. A date and time stamp as well as a proposal identification number will be generated automatically for each proposal submitted.
- (ii) A proposals eligibility for travel vouchers

To be eligible for funding under the 2nd travel voucher call:

- a. The applicant should be a legal entity being an SME from EU / EEA country;
- b. The applicant should operate in the field of healthcare and/or robotics
- c. The proposal should clearly state the purpose of the cross-border traveling (e.g. joining a conference organised by DIH-HERO such as the knowledge conference on the 25th of April 2023 in Barcelona / network meeting and/or participate in a DIH-HERO workshop during the ERF 2023 on the 14th to 16th March in Odense and/or visit a Digital Innovation Hub of the DIH-HERO consortium in another country to make use of its services) as well as the objective and expected outcome of the travel;
- d. A third party may not receive more than 300k FSTP for the entire action duration;
- e. The proposal must be written in English
- f. The proposal must be submitted via the portal before the deadline;
- g. There must not be any conflicts of interests.

The first submitted proposals that are considered eligible will be funded on a reimbursable basis until the budget that has been allocated to this travel voucher call is exhausted. An entity is only allowed to submit one proposal per travel voucher call. In case more than one proposal is submitted by one entity, only one of the proposals submitted will be taken into consideration.

The applications awarded with a travel voucher will be informed via by the DIH-HERO coordinator within 15 working days after receipt of proposal.

4. Contracting

Once an applicant has been awarded a travel voucher, a funding agreement will be signed between the awarded SME and the coordinator of the DIH-HERO innovation action, representing the DIH-HERO consortium members.

5. Eligible costs and general payment terms

Reimbursable payment will be made on the basis of receipts of eligible travel costs (according to EC guidelines) in connection with the activities qualifying for financial support in the form of travel vouchers as described in section 2.3 of this guide. All applicable receipts will have to be handed via the DIH-HERO portal. Eligible travel costs can be reimbursed up to a maximum amount of €4,000 per entity, per open call.

6. Reporting

Besides handing in all receipts concerning the travelling activities that have been undertaken with the awarded travel voucher, all awarded SMEs will in addition be asked to answer a short questionnaire during and after the defined usage period.

Examples of questions that may be asked within this questionnaire are:

- (i) Which country are you from?
- (ii) Which countries have been visited?
- (iii) Which particular event(s) has been attended?
- (iv) What activities have been performed during the travel?
- (v) What are the outcomes of the various travelling activities?

7. Possibility for participation in the different DIH-HERO open calls

SMEs and slightly larger companies also have the possibility to participate in different DIH-HERO open calls to apply for financial support. This means that if your SME has already been funded under another DIH-HERO call such as e.g. COVID-19, technology demonstrator call as well as technology transfer experiment call during the course of the DIH-HERO innovation action, it is generally possible to also apply for a travel voucher. However, the maximum possible financial support for any SME or slightly larger company is limited to €300,000. In addition, the applicant is not allowed to hand-in multiple proposals within the different Digital Innovation Hubs Projects Trinity, DIH2 and RIMA. Proposals may be cross-checked in this regard.

8. Support to applicants

For further information and questions regarding the 2nd the open call for travel vouchers under the DIH-HERO innovation action, the applicable eligibility criteria and the evaluation or in case of any technical problems concerning the submission of the proposal via the online portal, please contact the project coordinator by sending an email to: diH-healthcare@utwente

When contacting the Helpdesk, please include the following:

- a. Your username, telephone number and email address;
- b. Detailed description of the specific problem
- c. If possible, screenshots of the problem.

Appendix 1: DIH-HERO Travel voucher call proposal template example (the submission template in the DIH-HERO portal may slightly differ)



**2nd open call for Travel vouchers under the DIH-HERO
innovation action
Travel vouchers proposal template**

Please note that this proposal template may be used for information purposes only. The information given may be subject to changes. Proposals will have to be submitted using the online application form provided at www.dih-hero.eu

[Read the Call Announcement](#)

WELCOME TO THE FIRST TRAVEL VOUCHER CALL FOR HEALTHCARE ROBOTICS!

One essential aspect for the development a pan-European network of Digital Innovation Hubs (DIHs) in Healthcare Robotics is the funding for cross-border travelling to stimulate knowledge exchange within the DIH-HERO network.

1 2 3 4 5 6 7

To be eligible for receiving a cross-border travel voucher within the DIH-HERO project the following criteria will have to be fulfilled:

- a. The applicant must be a legal entity being an SME from EU / EEA country;
- b. The applicant must be working in the field of healthcare and/or robotics;
- c. The proposal must clearly state the purpose of the traveling (visit brokerage event taking place in October this year; Taking part in a conference/network event organized by DIH-HERO and or to visit DIH of the DIH-HERO consortium to make use of its services) as well as the objective and expected outcome of the travel;
- d. A third party may not receive more than 300k FSTP for the entire action duration;
- e. The proposal must be written in English;
- f. The proposal must be submitted via the portal before the deadline;
- g. There must not be any conflicts of interests.

For further information and requirements please see the Applicant Guide.

If you are sure to fulfil all the criteria given above, please press the "Next" button to proceed.

NEXT

REQUIRED INFORMATION

The following information will be required to complete the submission form:

1. General Information about the company: Full legal entity name, type of company, official registration number, place of registration, address as well as main contact information.
2. Brief description of the company and its main activity area(s) in regard to robotics/ healthcare (max. 3000 characters): Describe the company's current main activities and focus areas the company is working in.
3. Brief description of purpose for cross-border travelling in connection with robotics in healthcare (max. 1200 characters).
4. Brief description of the impact to be reached through the use of the cross-border travel voucher, when considering the major Healthcare Robotics domains (max. 3000 characters): (1. Diagnostic Robotics; 2. Interventional Robotics; 3. Rehabilitation Robotics; 4. Robotics supporting Patients; 5. Robotics supporting Healthcare professionals).
5. Results of the EU Self-assessment questionnaire saved in .pdf format.
6. Signed Declaration of Honour saved in .pdf format.
7. Signed Consent Form saved in .pdf format.

Please note that the information entered in the submission form will only be saved at the moment when the proposal is submitted. If you are leaving the submission form throughout the submission process, the information already entered will be lost.

Once the form has been submitted it cannot be edited anymore.

Only one eligible proposal submitted per organisation will be taken into consideration for funding.

If you have all information at hand please press the "Next" button to proceed with the proposal submission.

[PREVIOUS](#)[NEXT](#)

1 2 3 4 5 6 7

APPLICANT INFORMATION

Please provide the general information about your company and press the "Next" button to proceed.

Full name of legal entity*

Type of company*

Company registration number*

This is the official registration number at which your company is registered in your country (e.g. chamber of commerce).

Place of registration*

PIC code

0 of 9 max characters

This is a 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes. If you have not participated in an EU funding programme before, please move to the next question.

Address*

Street Address

ZIP / Postal Code

City

Country

Company website



MAIN CONTACT DETAILS

Please provide the contact information of the person who administers the entire process.

An account will be created using the provided email address.

Name*

First

Last

Telephone*

Email address*

We advise you to use a functional email address that is not tied to a single person.

PREVIOUS

NEXT

1 2 3 4 5 6 7

CROSS BORDER TRAVEL DESCRIPTION

Please provide detailed information on how you would use the travel vouchers.


Brief description of the company and its main activity area(s) in regard to robotics/healthcare.*



0 of 3000 max characters

Please describe the company's current main activities and focus areas the company is working in.

Brief description of purpose for cross-border travelling in connection with robotics in healthcare*



0 of 1200 max characters

(Do you plan to visit the DIH-HERO brokerage event, an DIH-HERO event or are you planning to visit a DIH (institution) of the project consortium?) Please describe.

Brief description of objective and expected outcome of cross-border travelling in connection with the robotics in healthcare domains*

0 of 3000 max characters

(1. Diagnostic Robotics; 2. Interventional Robotics; 3. Rehabilitation Robotics; 4. Robotics supporting Patients; 5. Robotics supporting Healthcare professionals)

Brief description of the impact to be reached through the use of the cross-border travel voucher, when considering the major Healthcare Robotics domains.*

0 of 3000 max characters

Please describe the impact of cross-border traveling for the following major application domains in Healthcare Robotics. (1. Diagnostic Robotics; 2. Interventional Robotics; 3. Rehabilitation Robotics; 4. Robotics supporting Patients; 5. Robotics supporting Healthcare professionals)

PREVIOUS

NEXT

1 2 3 4 **5** 6 7

FILES

Please upload the accompanying documents below.

SME Self-assessment questionnaire results*

Choose file

No file chosen

Accepted file types: pdf.

Please upload the results of the SME Self-assessment questionnaire here as PDF.

Signed Declaration of Honour*

Choose file

No file chosen

Accepted file types: pdf.

Please upload the signed Declaration of honour here, in PDF format.

Signed Consent Form*

Choose file

No file chosen

Accepted file types: pdf.

Please upload the signed Consent form here, in PDF format.

PREVIOUS

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1 2 3 4 5 **6** 7

How did you get aware of the current call?*

- ☐ EC Funding and tender portal
- ☐ DIH-HERO website
- ☐ DIH-HERO social networks (e.g. LinkedIn)
- ☐ DIH-HERO newsletter
- ☐ DIH-HERO event - please specify
- ☐ DIH-HERO flyer or handout
- ☐ Other event
- ☐ Online search
- ☐ Word of mouth (e.g. another company, innovation office,...)
- ☐ Other -please specify:

Please select the applicable statements (multiple answers possible)

I would like to receive the DIH-HERO newsletter with regular updates concerning the network's events and activities

☐ Yes

PREVIOUS

NEXT



1 2 3 4 5 6 7

Consent*

☐ I agree to the [privacy statement](#) of DIH-HERO

PREVIOUS

SUBMIT



Appendix 2: Example of Declaration of honour

Declaration of honour

By submitting a travel voucher proposal, you and your company declare and confirm the following:

- We have read, understood and will comply with the open call details and requirements.
- All information provided in the DIH-HERO travel voucher proposal submitted by our entity is correct and complete.
- The information on the organisation's legal status submitted is correct (e.g. type of legal entity, in particular with respect to the SME status).
- We are aware of the fact that we can withdraw the DIH-HERO travel voucher proposal at any time, and we will not be penalised for withdrawing.
- Our company is not in any situation, which would exclude us from receiving financial support for third parties.
- Our company is not under liquidation or in financial difficulty.
- Our company is not subject to a conflict of interest in connection with the financial support for third parties.
- We will inform the DIH-HERO consortium, without delay, of any situation considered a conflict of interest or which could raise a conflict of interest.
- We will process any personal data in compliance with the applicable EU and national law on data protection.

Name entity representative

Date

Signature

Appendix 3: Example of Declaration of informed consent for data processing

Declaration of informed consent for data processing and storage

☐ The undersigned, hereby declares and confirms the following:

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- I have read and understood the open call details and requirements.
- I am aware of the fact that the contact and company details provided in the proposal submission form will be processed by the DIH-HERO consortium for the purposes of the open call for travel voucher under the DIH-HERO innovation action.
- I am aware of the fact that the contact and company details provided will be stored by the DIH-HERO consortium for reporting purposes to the European Commission.
- I am aware of the fact the any personal data obtained in the framework of the DIH-HERO travel voucher call will be processed in compliance with the Regulation (EU) 2016/679 General Data Protection Regulation.

Name entity representative

Date

Signature