



Open call for Dissemination 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



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 825003. This report reflects only the author's view. The European Commission is not responsible for any use that may be made of the information it contains.

Table of Content

Table of Content	2
1. About DIH-HERO	3
2. General Description Dissemination Voucher (DV) call	3
2.1 Purpose of DV call	3
2.2 Who can apply?	3
2.3 Activities qualifying for financial support in the form of DVs	4
2.4. Validity of dissemination vouchers awarded	5
2.5 Gender balance	5
2.6 Conflict of interest	5
3. The application process	6
3.1 Proposal preparation	6
3.1.1 Proposal language	6
3.1.2 Proposal content	6
3.2 Proposal submission	6
3.3 Proposal evaluation and selection	7
4. Contracting	7
5. Eligible costs and general payment terms	7
Eligible cost categories	8
6. Reporting	8
7. Possibility for participation in the different DIH-HERO open calls	8
8. Support to applicants	9
Appendix 1: DIH-HERO Dissemination voucher call proposal template example (the submission template in the DIH-HERO portal may slightly differ)	10
Appendix 2: Example of Declaration of honour	10
Appendix 3: Example of Declaration of informed consent for data processing	11

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 Dissemination Voucher (DV) call

2.1 Purpose of DV call

By providing SMEs with Dissemination Vouchers for creating dissemination material and footage, financial barriers that hinder creating professional dissemination material are reduced and dissemination is stimulated. Dissemination Vouchers (DVs) can be used by **SMEs or slightly larger companies** for creating professional dissemination material (videos, pictures, footage and descriptions etc.). In turn, higher visibility of the innovative solutions developed in healthcare robotics can be created, **generating further dissemination material about robots and use cases that can be utilized to promote the added values and benefits of robotic solutions and their deployment in the healthcare sector.** For the Dissemination Voucher Call, the first submitted proposals that are considered eligible will be funded until the budget that has been allocated to this Dissemination Voucher Call is exhausted. The DIH-HERO Consortium estimates that the DIH-HERO contribution of €5000 would allow these outcomes to be addressed appropriately. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.

Please note that the **submission deadline** for this call is the **22nd of November 2023**, however due to the fact that the dissemination vouchers will be awarded according to the **"first-come-first-served" principle**, it may be the case that all dissemination vouchers have already been awarded before the call deadline. After awarding, all material needs to be finished and delivered to DIH-HERO within two months or by the 10th of December 2023, whichever comes first.

2.2 Who can apply?

Only legal entities being SMEs or slightly larger companies and operating in the healthcare robotics sector within the EU and its associated countries / EEA 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

Furthermore, the term “slightly larger companies” can be defined as follows: “To count as a “slightly larger company”, your organization must be engaged in an economic activity and must have:

- fewer than 500 employees

and

- an annual turnover of no more than €100 million.

Whether you count as an SME or slightly larger company 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/smeg.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 DVs

The only activity that can obtain financial support for third parties (FSTP) during the Dissemination Voucher Open Call of the DIH-HERO innovation action appears to be creating dissemination material along the following lines:

- (i) Professional dissemination material such as e.g. videos and footage of healthcare robot(s) (created or sold by the entity applying for the voucher), that shows/explains the healthcare robot and the healthcare use case in a 30 sec version and a longer version (max 5 min) (can contain an interview/talking by people but approximately half of the video should have the robot visible in action).
- (ii) Description of the healthcare robot(s) that can also be disseminated via the DIH-HERO knowledge base, picture(s) of the robot and links to other relevant public material. The following must be addressed:
 - a. General description in about half a page
 - b. 1 or more clear pictures
 - c. URL to website having more information
 - d. Current development status
 - e. Type of robot
 - f. Healthcare use case(s)
 - g. First year of development
 - h. Approvals obtained
 - i. Other domains of operation if applicable
- (iii) It is possible to re-use existing material, but the creation of new material or reworking of material can only happen after awarding the voucher. The voucher cannot be used to fund activities that have been performed before the awarding.

Please note that the number of DVs that can be obtained is limited to one voucher per entity per call. All material produced under the DV will be used by DIH-HERO for dissemination purposes (e.g. on the website, within the knowledge base, etc.)

2.4. Validity of dissemination vouchers awarded

The dissemination vouchers provided to eligible applicants are valid for the activities as described under section 2.3 of this document. All activities have to take place within an execution period of less than two months after the entity has been awarded with a dissemination voucher. All material must be delivered two months or less after awarding, **however by the 10th of December 2023 at the latest**. The eligible costs incurred within the predefined execution period will be refunded according to the EU criteria after the action has been performed, up until the maximum grant amount awarded has been reached. The reimbursement requests of the costs incurred have to be submitted via the DIH-HERO portal until the **10th of December 2023 at the latest**.

2.5 Gender balance

All awarded third parties 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. Therefore, applicants cannot include DIH-HERO core partners in their consortia. In addition, DIH-HERO core partners must not have any shares, legal link or any other kind of other involvement in the applying organizations.

3. The application process



3.1 Proposal preparation

3.1.1 Proposal language

Any proposal for the dissemination voucher open 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, SME self-assessment, official registration number, place of registration, VAT number, name of managing director, address, company website as well as main contact information.
- Full title of the DV Project
- Short abstract (Approx. 8-10 lines) purpose, aim and short explanation of the dissemination material produced for the innovative robotic solution for deployment in healthcare.
- 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 the healthcare robot(s) and innovations considered to be disseminated (max. 1200 characters) and TRL.
- Targeted application domain; Target groups (max. 1000 characters);
- Description of the idea(s) for dissemination material (max. 3000 characters); Description of the projected impact (max. 1000 characters)
- Expected project duration.
- Statement on the publishing DV key data and abstract (both given in the online form) DV Estimated budget to be uploaded in pdf format.
- Signed Declaration of Honour saved in .pdf format.
- Signed Consent Form for data processing and storage saved in .pdf format.
- Questions for statistical purposes (given in the online form)

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 dissemination 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.*

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 proposal eligibility for dissemination voucher

To be eligible for funding under the dissemination voucher call:

- a. The applicant must be a legal entity being an SME or slightly larger company from EU (incl. associated countries) / EEA country.
- b. The applicant must operate in the field of healthcare robotics.
- c. The proposal must clearly state the purpose of the dissemination voucher in regard to the innovative robotics solution the dissemination material is produced for.
- d. The proposal must fit to the call text.
- e. A third party may not receive more than 300k FSTP for the entire action duration of DIH-HERO.
- f. The proposal must be written in English language.
- g. The proposal must be submitted via the DIH-HERO portal before the deadline.
- h. There must not be any conflicts of interests.

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

4. Contracting

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

5. Eligible costs and general payment terms

The eligible costs incurred within the predefined execution period in connection with the activities qualifying for financial support in the form of dissemination vouchers as described in section 2.3 of this guide, will be refunded according to the EU criteria after the action has been performed, up until the maximum grant amount awarded has been reached. The reimbursement requests of the costs incurred have to be submitted via the DIH-HERO portal until the **10th of December 2023 at the latest**.

Eligible cost categories

Costs incurred in the following cost categories will be regarded as being eligible for reimbursement according to EC guidelines:

- Direct personnel costs
- Direct costs of subcontracting (15% of the total estimated budget)
 - whereas,
 - subcontracting has to be necessary to implement the action.
 - subcontracting may cover only a limited part of the action.
 - awarding of subcontracts must be done ensuring the best value for money or, if appropriate, the lowest price principle.
 - any conflict of interests must be avoided.
- Other services and goods
 - Direct travel and subsistence cost
 - Other goods and services
- Indirect costs (25% of direct personnel costs and other direct costs)

For the Dissemination Voucher Call, the first submitted proposals that are considered eligible will be funded according to the first-come, first-served principle until the budget that has been allocated to this Dissemination Voucher Call is exhausted. The DIH-HERO Consortium estimates that the DIH-HERO contribution of €5000 would allow these outcomes to be addressed appropriately. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.

6. Reporting

At the beginning of the Dissemination Voucher Period a DIH-HERO Innovation Coach will be assigned to each Dissemination Voucher Party awarded. In addition, deliverables will be requested (such as e.g. a story board) and will have to be submitted within the first weeks of the DV period.

Besides handing in all receipts and proof of payment concerning the activities that have been undertaken with the awarded dissemination voucher, all awarded SMEs or slightly larger companies will in addition be asked to submit all dissemination material that has been produced, as described in section 2.3, two months or less (according to the predefined execution period) after awarding, **however by the 10th of December 2023 at the latest.**

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. Travel Vouchers, COVID-19 Emergency or COVID-19 Response and Deployment, 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 dissemination 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 open call for dissemination 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: dihealthcare@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 Dissemination voucher call proposal template example
(the submission template in the DIH-HERO portal may slightly differ)**



**Open call for Dissemination vouchers under the DIH-HERO
innovation action
Dissemination 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

1 2 3 4 5 6 7

To be eligible for taking part in the Dissemination Voucher Open Call within the DIH-HERO project all of the following criteria must be fulfilled:

- a. Third parties receiving financial support must be a legal entity, being an SME or a slightly larger company from EU (and its associated countries)/EEA countries.
- b. The applicant should operate in the field of healthcare robotics.
- c. The proposal must clearly state the purpose of the dissemination voucher in regard to the innovative robotics solution the dissemination material is produced for.
- d. The proposal must fit to the call text;
- e. A third party may not receive more than 300k FSTP for the entire action duration;
- f. The Proposal must be written in English and submitted via the DIH-HERO portal before the deadline;
- g. There must be no conflicts of interests with the DIH-HERO consortium partners.

For further information and requirements please see [DV Applicant Guide](#).

If you are sure to fulfil all the criteria given above, please continue with the next section.

NEXT

[Save and Continue Later](#)

1 2 3 4 5 6 7

REQUIRED INFORMATION

The following information will be required in the submission form:

1. Administrative Data: Basic contact data of the DV project party (e.g. full name of legal entity, type of company, SME self-assessment, company registration number, place of registration, VAT no., name of managing director, address, company website, as well as the name, telephone number and email address of the main contact person of the SME or slightly larger company);
2. Key Data of the DV Project: (e.g. full title of the DV project; brief description (short abstract of approx. 8 -10 lines) incl. purpose, aim and short explanation of the dissemination material produced for the innovative robotic solution for deployment in healthcare; Brief description of the company's main activities in regard to healthcare robotics (max. 3000 characters); Brief description of the healthcare robot(s) and innovations considered to be disseminated (max.1200 characters); TRL; Targeted application domain; Target groups (max. 1000 characters); Description of the ideas for dissemination material (max. 3000 characters); Description of the projected impact (max. 1000 characters) expected project duration; Statement on the publishing DV key data and abstract (both given in the online form)
3. DV Estimated budget to be uploaded in pdf format
4. Signed Declaration of Honour saved in pdf format;
5. Signed Declaration of informed Consent for Data Processing saved in pdf format;
6. Questions for statistical purposes (given in the online form)

[PREVIOUS](#)

[NEXT](#)

[Save and Continue Later](#)

1 2 3 4 5 6 7

1. COMPANY INFORMATION

Please provide the general information about your company.

Fields marked with a () are required.*

Full name of legal entity*

Type of company*

Please state the legal form of the entity.

SME or slightly larger company*

- ☐ We confirm that we fulfill all criteria qualifying as a SME according to the EC definition.
- ☐ We confirm that we fulfill all criteria qualifying as a slightly larger company according to the EC definition.

Results of SME Self-assessment questionnaire*

No file chosen *Accepted file types: pdf, Max. file size: 200 MB.*

Please upload the result page of the SME self-assessment questionnaire here as pdf, even if you do not qualify as SME.

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*

VAT number*

Name of Managing Director*

PIC code (optional)

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 PERSON

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

An account will be created using the provided email address.

Are you already registered at DIH-HERO?

☐ Yes

☐ No

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](#)

[Save and Continue Later](#)

1 2 3 4 5 6 7

2. KEY DATA OF THE DV PROJECT

Please provide the general information about the DV Project here.

Fields marked with a () are required.*

Full title of the DV project*

DV project abstract*

0 of 1000 max characters

Please give a short description of your DV project including purpose, aim and a short explanation of the dissemination material that should be produced for the particular new, innovative and enhanced robotic solutions to accelerate the deployment of Healthcare robotics. Approximately 8-10 lines.

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

0 of 3000 max characters

Please describe the company's current main activities and focus areas the company is working in. (Max. 3000 characters)



Brief description of the healthcare robot(s) innovations considered to be disseminated*

0 of 1200 max characters

Please describe the healthcare robot(s) innovations considered to be disseminated. (max. 1200 characters)

Starting TRL*

0 of 1000 max characters

Please give the TRL the innovation has at the start of the DV project and explain briefly why you consider your innovation to be at the current TRL.

Major healthcare robotics application domain targeted by the DV project*

- ☐ Diagnostic Robotics
- ☐ Interventional Robotics
- ☐ Rehabilitation Robotics
- ☐ Robotics supporting patients
- ☐ Robotics supporting healthcare professionals

Please choose the major healthcare robotics application domain targeted by the DV project.

Target groups the dissemination material is produced for*

0 of 1000 max characters

Please explain the target groups the dissemination material is intended to be produced for as well as the projected market needs to be addressed. (max. 1000 characters)



Description of idea(s) for the dissemination material to be produced within the DV period and planned activities.*

0 of 3000 max characters

Please describe the idea(s) for the dissemination material that will be produced within the DV period (e.g. footage, videos, interviews, descriptions, pictures etc.) as well as the approach and activities that will be undertaken towards producing the material. (max. 3000 characters)

Description of the projected impact*

0 of 1000 max characters

Please describe the projected impact of the dissemination material produced.

Expected duration of the DV project*

The activities start after the entity has been awarded with a dissemination voucher. The duration of the DV project must be 2 months or less, starting after awarding. All material must be delivered by the 10th of December 2023 at the latest.

Statement on publishing the key data of the DV project*

☐ The DV key data can be published after awarding of the DV financial support.

Statement on publishing the DV project abstract*

☐ The DV project abstract can be published after the awarding.

PREVIOUS

NEXT

Save and Continue Later

1 2 3 4 **5** 6 7

4. DV PROJECT PROPOSAL

Please upload your DV budget estimation as well as the accompanying declarations here.

Fields marked with a () are required.*

Budget estimation*

No file chosen

Max. file size: 200 MB.

Please find the template for the [budget estimation](#) here.

Signed declaration of honour*

No file chosen

Accepted file types: pdf, Max. file size: 200 MB.

Please upload the [declaration of honour](#) as pdf file here.

Signed declaration of informed consent for data processing (of all the parties combined in one document)*

No file chosen

Accepted file types: pdf, Max. file size: 200 MB.

Please upload the [declaration of informed consent for data processing](#) as pdf file here.

PREVIOUS

NEXT

Save and Continue Later

1 2 3 4 5 **6** 7

5. QUESTIONS FOR STATISTICAL PURPOSES

Have you already been awarded a grant under one of the previous DIH-HERO open calls?*

☐ Yes

☐ No

How did you get aware of the current DV call?*

☐ EC Funding and tender portal

☐ DIH-HERO website

☐ DIH-HERO social media (e.g. LinkedIn)

☐ DIH-HERO newsletter

☐ DIH-HERO flyer

☐ Online search

☐ Word of mouth

☐ Other - please specify

PREVIOUS

NEXT

Save and Continue Later

1 2 3 4 5 6 7

Privacy statement*

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

PREVIOUS

SUBMIT

Save and Continue Later



Appendix 2: Example of Declaration of honour

Declaration of honour

By submitting a dissemination 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 dissemination 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 dissemination 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:

.

- 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 dissemination 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 dissemination voucher call will be processed in compliance with the Regulation (EU) 2016/679 General Data Protection Regulation.

Name entity representative

Date

Signature