



European  
Commission



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Platforms  
Initiative



Bridging the Interoperability Gap of the Internet of Things

Open Call

Guide to Completing the Online  
Application Form

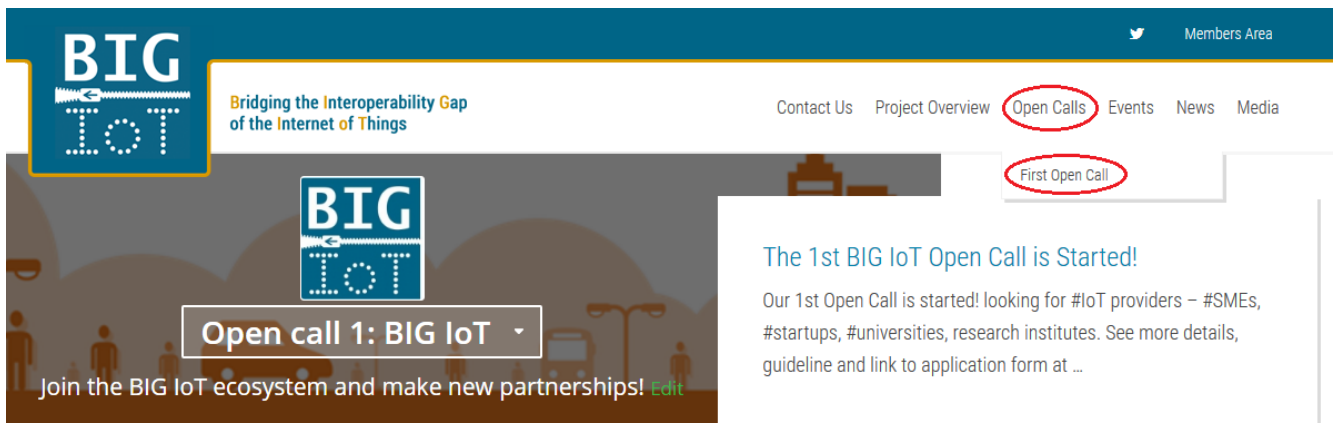


## 1 BIG IoT site walkthrough

In this section, we provide a quick walkthrough of the BIG IoT web site, so that the applicants can easily find the necessary information.

### 1.1 Finding the 1st Open Call web page

The web page hosting all the information and material for the 1<sup>st</sup> Open Call is available via the top menu of the [Big IoT website](#) by selecting the option “First Open Call” under the “Open Calls” menu option, as shown in the screenshot below.



### 1.2 Available information and material

Once you go to the “First Open Call” page, just click on “F6s portal” under the paragraph “How” as shown in the following screenshot:



#### HOW?

All applicants have to fill out the application form on the **F6S portal**. The applications are

submitted in a single stage, through the preparation of a complete proposal application written in English and prepared according to guidelines and templates provided in the [Guide for Applicants](#). The [FAQ](#) (to come) answers some of the commonly asked questions.



The section **“Important documents”** includes all the documents that are necessary for the applicants to understand the details of the call (summary and technical details), this guide for completing the application form, the eligibility and evaluation criteria, the template for the list of deliverables required in the application form, as well as a template for the Collaboration Agreement, to be signed by the BIG IoT coordinator and the accepted 3rd parties for the implementation of their proposals.

**Paragraph “When?”** includes all the dates related to this Open Call that applicants should take notice of.

**FAQ**, or “Frequently Asked Questions”, includes a number of questions and answers to clarify certain details of the Call. Please note that this section will be continuously updated with new material while the Call is still open, based also on the feedback received through the help-desk service.

Finally, the **Feasibility Check** includes a form for applicants to submit an early summary of their intended proposal to the BIG IoT consortium. The team will evaluate your summary and come back within one week from your submission, with high-level comments, mainly on the eligibility of your proposal, and what aspects you need to strengthen. This service can be used only once per proposal. All fields are required and the summary should be in pdf format, not more than two (2) pages. If the summary exceeds the 2 pages, the exceeding ones will be ignored.

Fields marked with an \* are required

First Name \*

Last Name \*

Email \*

Title of Proposal \*

File Upload \*

 Nessun file selezionato



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Note: in order to get notified for any new material or updates for this Open Call, please subscribe to our **Newsletter Service**, simply by entering your name and e-mail to the respective form, as shown below.

Please subscribe to receive news from BIG IoT project.

Fields marked with an \* are required

**First Name**

**Last Name**

**Email \***

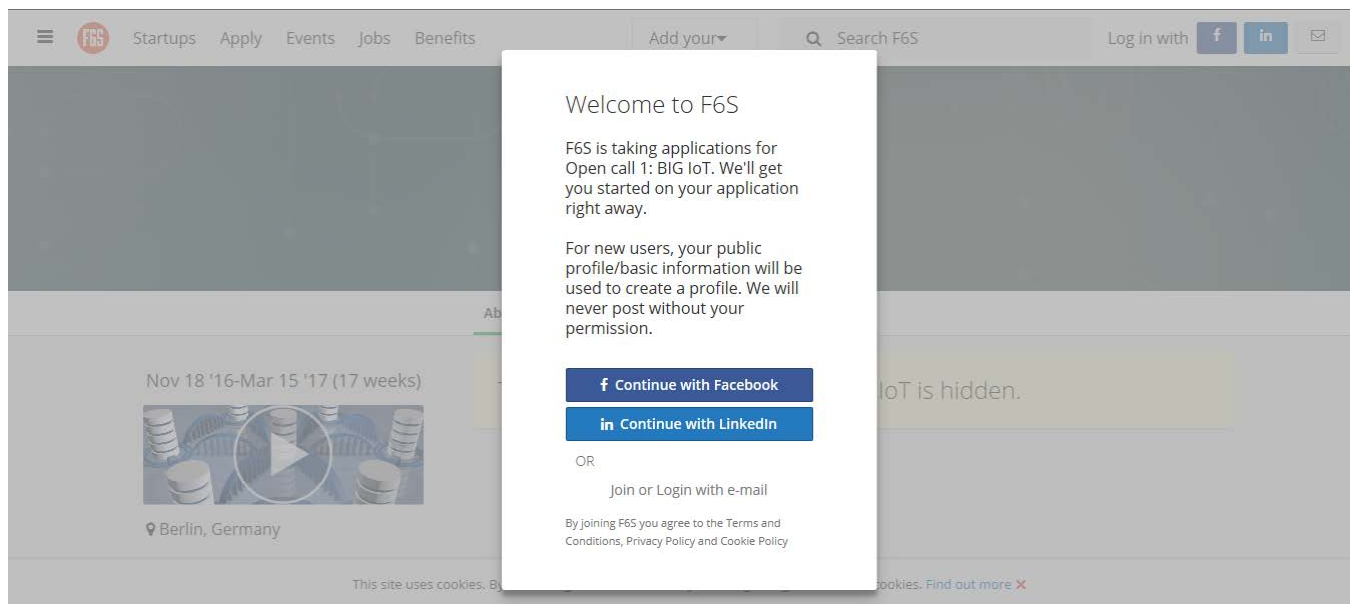
SUBMIT



## 2 F6S submission platform walkthrough

For the submission of the proposals, we have selected the [F6S platform](#), a well-established tool used by investors and accelerators to fund innovative projects. Since some of you may not be familiar with the specific platform, we provide here a short guide to help you with the submission process.

Once you click the submission button on our web site, you will be directed to the F6S web site and a welcome screen will pop up:

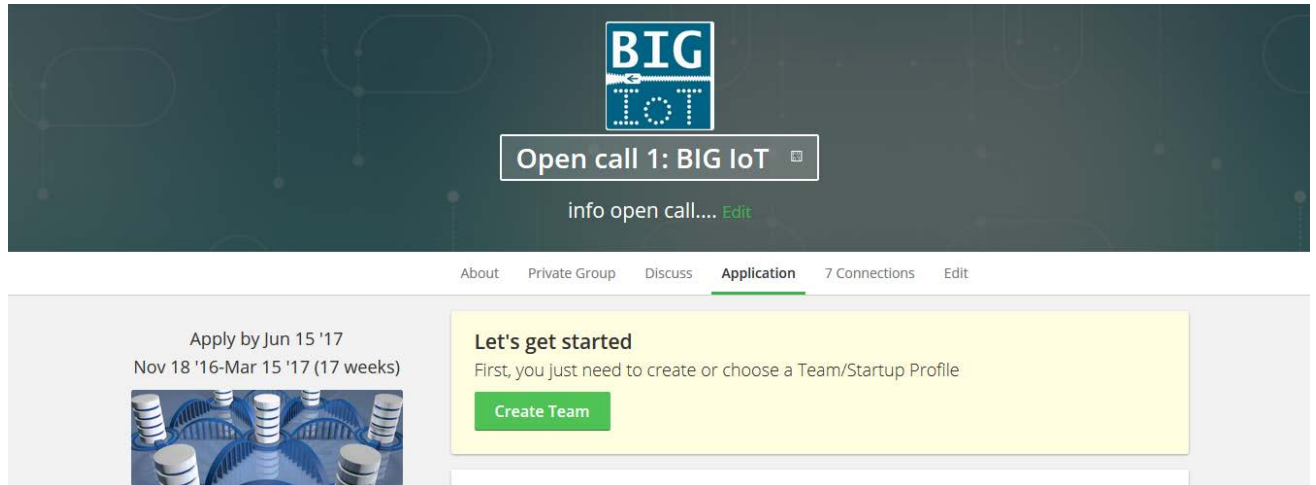


To join, you can select one of the three available options: Facebook, LinkedIn or e-mail. If you select one of the first two options, a pop-up will appear in order to grant F6S the permission to authenticate you through the selected platform. If you select to join via e-mail then you need to create a password and also fill in your first and last name.

Once you connect to F6S, the application form will open. Although you are now able to start filling-in the application form, we advise you to spend some time to **describe your team**. Note that in our first open call we allow only for single applicants, meaning single legal entities, i.e. companies, research groups, etc. However, it is highly advisable that you present us the team (or at least 2-3 key people) that will be working in the implementation of your proposal, once accepted. To do so, you need to click the "Create Team" button in the "Let's get



started” section. If it is just you, then you can click on the respective button, but we do hope that the proposal will involve more than one person getting involved.



The screenshot shows a web interface for the 'BIG IoT' open call. At the top, there is a dark blue header with the 'BIG IoT' logo and a button labeled 'Open call 1: BIG IoT'. Below the button, there is a link 'info open call...' with an 'Edit' option. The main content area has a navigation bar with 'About', 'Private Group', 'Discuss', 'Application' (highlighted), '7 Connections', and 'Edit'. Below the navigation bar, there is a section with a deadline: 'Apply by Jun 15 '17' and 'Nov 18 '16-Mar 15 '17 (17 weeks)'. To the left of this text is an image of blue water bottles. To the right, there is a yellow box titled 'Let's get started' with the text 'First, you just need to create or choose a Team/Startup Profile' and a green 'Create Team' button.

Once you click the **“Create Team”** button, you are then instructed to provide a number of details, like the Startup/Team’s name and the team members (you can add people by providing their e-mail address or their name in case they already have an F6S account; if you want you can skip adding new team members and edit the entire team afterwards as well).

Afterwards, a short form for **“Basic Information”** needs to be filled in with the details of your team/company/startup. This information will be valuable for the evaluators to judge the expertise and competencies of your team. So, the more details, the better. If you join F6S using Facebook or LinkedIn some of this information may already be available, but you can change it.



[Add Street address](#)

📍 Berlin, Germany

[Add Links](#)

Call Title: Call for BIG IoT platforms and services integration  
 Duration: April 2017- June 2017  
 Total Budget: 300,000 euro.  
 Funding per project up till 60,000€  
 Expected duration of projects: 5 months  
[more](#)

OFFERS  
**1**  
 Mentors

### ^ Basic Information

Only this part of your Application will appear on your personal or startup F6S profile. All other information you provide on this Application is private between you and Open call 1: BIG IoT

Short description of Startup \* 75

When did you start this company? \*  
 Select month ▾ Select year ▾  Are you incorporated?

What do you do in detail? \* 2500

What's different/interesting about your Startup? \* 140

How do customers use or  Desktop  Mobile/Tablet (iOS)

Apart from defining the team members, it's important that each team member logs into F6S and update his/her profile with the skills, a short bio, past experience, etc. You can access your profile page by clicking on the profile icon in the upper right corner of F6S web site, as shown in the following screenshot (marked in red cycle).



Once you finish with the details of your team, then you can continue with the Open Call application form. Note that everything that is provided in F6S is automatically saved, i.e., you can always come back later (after joining in with the same credentials) and continue filling in the application form, from the point you left it the last time. You can make as many edits or changes you like, until you submit the application. After the submission of the application, no changes are possible, apart from the ones related to the team description and your profile.

The application for is divided in 6 categories: a) Basic Info, b) IoT solution, c) Innovation and Impact, d) Implementation, e) Data Management and f) Miscellaneous. In **“Basic Info”**, we expect the indication of the category of your proposal (Platform integration/Service



Integration/ Open Data integration) the title of your proposal (along with an acronym, if possible) and a brief summary of your intended proposal.

## A. Basic Info

### 1 Open Call Identifier \*

Please select the open call categories that your application addresses.

Platform integration

Service Integration

Open Data Integration

### 2 Proposal Title \*

Please provide a simple and brief title for your proposal. Hint: you can use your IoT platform's name as the title of your proposal

### 3 Proposal summary \*

Please provide a complete and coherent description of your proposal. Note: this info may be used by Big IoT for public reports and deliverables.

3000

In “IoT Solution”, we expect some information about your IoT platform/service/open data source. More specifically, you need to provide a brief description, the business domains in which the platform is used, your customers and existing partnerships, your business vision with respect to interoperability (i.e., why interoperability is important for product) and finally a description of the technical details of your platform/service/open data source. For this last item, you need to provide a high-level technical description accompanied with a 2-page document (in pdf format) which can also include some more details along with some diagrams which may ease the understanding of your solution.







## B. IoT Solution

### 4 Description of your IoT platform/service /Open data source \*

Please provide a brief, high-level description of your IoT solution

2000

### 5 Business domain(s) \*

Please let us know in which business domain(s) your IoT solution applies to.

Smart Mobility

Other

Smart environment

### 6 Clients and partnerships \*

Please let us know who uses your solutions and in which context

1500

### 7 Business Vision \*

Please let us know what are your business goals

1500

### 8 Technical description \*

Please provide a high level technical description of your IoT solution

3000

### 9 Complementary technical description (Max file size 30MB.) \*

Please upload an additional document (up to 2 pages long) describing certain technical details of your IoT solution (architecture diagram, software and hardware technologies used). Not necessary to repeat previously stated information.

Choose a File



In **"Innovation and Impact"**, we expect you to describe what type of resources (primitive IoT resources, such as sensor readings, etc) or services (including processed sensor readings, aggregated data, etc) you can open to third-party applications through the BIG IoT architecture. Moreover, a description of the benefits you expect to gain by making your IoT platform/service /Open Data source federated with BIG IoT is required.

## C. Innovation and Impact

### 10 What resources/services will you open to the BIG IoT ecosystem? \*

Please describe what resources (sensor, actuators) or services (combination of resources) of your IoT solution you plan to make available to BIG IoT

3000

### 11 What benefits do you expect from joining the BIG IoT ecosystem? \*

Please describe how you envision that the aforementioned offerings could potentially aid your business plans

3000

In **"Implementation"**, we expect you to provide the details of your project, i.e. its duration, the number of deliverables to be generated throughout the duration of the project, as well as the requested budget (personnel and travel; total cost is the sum of these two). As for the Travel budget, please consider that you will be invited to take part to a one-day plenary meeting or technical workshop of the BIG IoT consortium in order to present your progress and discuss with BIG IoT representatives details of your project. This will happen at the beginning and at the end of your activity. Hence, make sure to allocate enough budget for these travels (consider an average cost for travelling in Europe about 600 euro per Person). Declared costs should be the final ones, including overheads, if applicable. For the deliverables, there exists a template that includes a table where all deliverables should be mentioned, i.e., their title along with their type (documentation and/or software) and their submission date (in number of months after the start of the project/Extension).





## D. Implementation

### 12 Duration of project \*

Please let us know how much time (in months; max 5) you need to implement this project

### 13 List of deliverables (Max file size 30MB.) \*

Please let us know how many reports (R) and/or versions of your software (SW) you will provide to BIG IoT and when. Please use the template provided and upload your plans. Please consider that at the midterm and at the end of your extension you have to provide the "Technical Report" including all relevant information in order to enable the scheduled payment of the grant. The Technical Report Template is available as an annex of the BIG IoT Standard Extension Contract available among the downloadable documents.

Choose a File

### 14 Budget for Implementation \*

Please let us know what budget you need to implement your proposal. Declared costs should be the final ones, including overheads, if applicable.

### 15 Travel Budget

Please consider that you will be invited to take part to a one-day plenary meeting or technical workshop of the BIG IoT consortium in order to present your progress and discuss with BIG IoT representatives details of your project. This will happen at the beginning and at the end of your activity. Hence, make sure to allocate enough budget for these travels (consider an average cost for travelling in Europe about 600 euro per Person). Declared costs should be the final ones, including overheads, if applicable.

In **“Data Management”**, we expect you to describe if and how you (plan to) deal with the collection, processing and storage of sensitive and/or private data, since this may render the interaction between BIG IoT and with your platform not feasible.





## E. Data Management

### 16 Does your IoT platform deal with sensitive and/or private end user data? \*

European Legislation foresees special protection for sensitive data of end users. More information is available here:

- Personal data and privacy issue: For more information (link: [eur-lex.europa.eu/legal-content/EN/TXT/PDF/](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/))

- Sensitive Data assessment: See Section 4 (link: [ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020-guidance\\_ethics\\_self\\_assess\\_en.pdf](https://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020-guidance_ethics_self_assess_en.pdf))

Does your solution collect / store / use such sensitive data?

- YES
- NO

### 17 If YES, then do you comply with the respective EU legislation on the processing and storage of such data?

Select One ▾

Finally, in "Miscellaneous", we would like to know how you did find out about our Open Call and agree with our privacy statement. As mentioned before, changes are possible at any time before the deadline. Once you click on the "Submit Final" button, no further changes are possible.





## D. Miscellaneous

### 18 Privacy statement and use of your Information \*

The BIG IoT consortium will use the information received within Open Calls for statistical purposes and for platform optimizations and sustainability studies. The same information can also be used in an anonymous way to create reports required by the European Commission and for general communication activities. Specific information about technical solutions will be treated as confidential and will not be disclosed for commercial and business purpose, but solely for research aims.

I have read and understood this statement and agree with its contents.

### 19 How did you find about our Open Call? Please, let us know through which channels you discovered our Open Call. You can select more than one option. \*

Please, let us know through which channels you discovered our Open Call. You can select more than one option.

BIG IoT info channel  
(online,offline, in person)

IoT-EPI info channel (online,  
offline, in person)

EU info channel (online,  
offline, in person)

F6s info channel (newsletter)

Other media (article post)

Personal network

For any further questions you might have, please do not hesitate to contact us.

*Good luck!*

