



# Symbiosis of smart objects across IoT environments

*688156 - symbloTe - H2020-ICT-2015*

## 2<sup>nd</sup> Open Call – Applicants Guide

### The symbloTe Consortium

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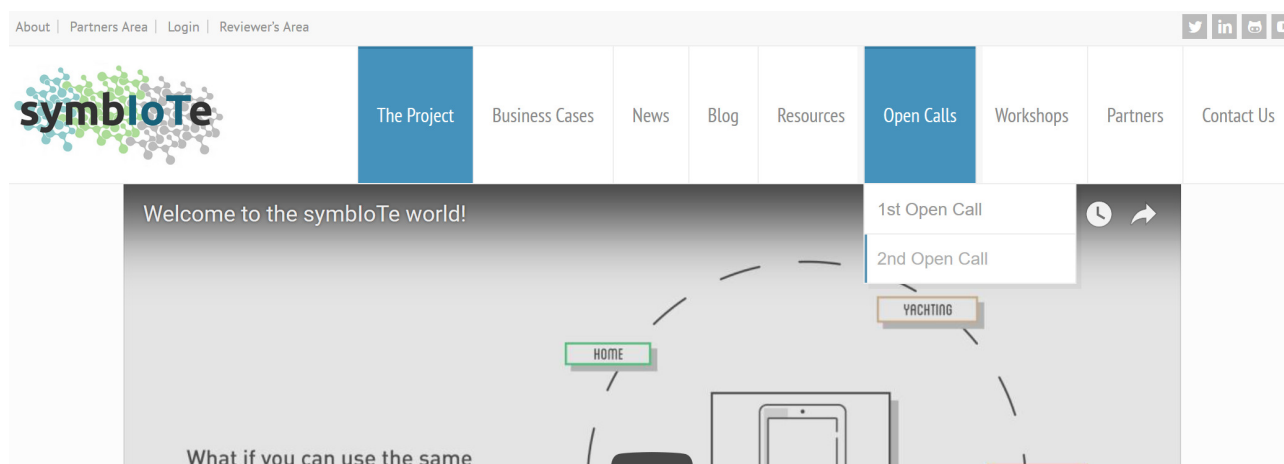
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# 1 symbloTe site walkthrough

In this section, we provide a quick walkthrough of the symbloTe web site, so that the applicants can easily find the necessary information for our 2<sup>nd</sup> Open Call.

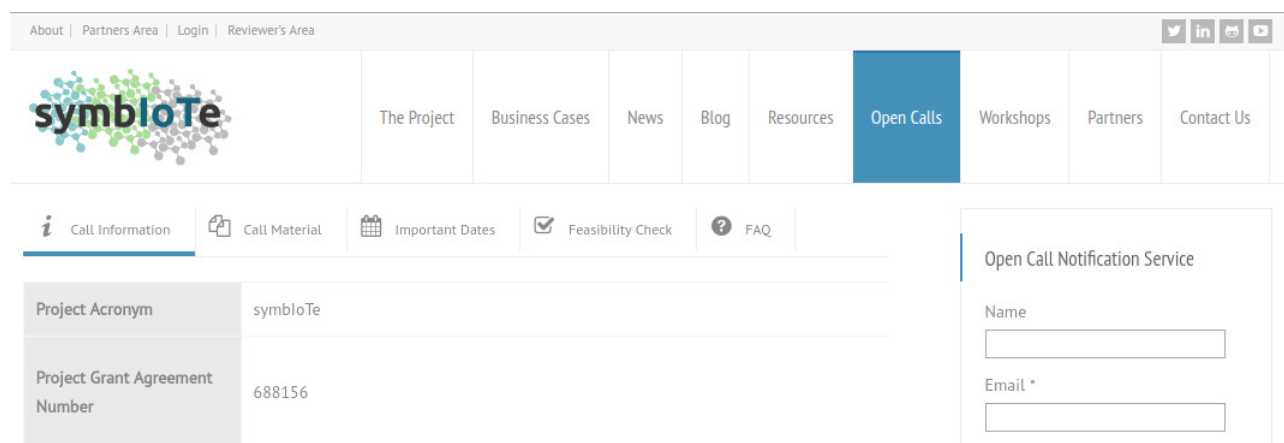
## 1.1 Finding the 2<sup>nd</sup> Open Call web page

The web page hosting all the information and material for the 2<sup>nd</sup> Open Call is available via the top menu of the [symbloTe web site](#), by selecting the option “2<sup>nd</sup> 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 “2<sup>nd</sup> Open Call” page, the following tabs are available: “Call Information”, “Call Material”, “Important Dates”, “Feasibility Check” and “FAQ”, as shown in the following screenshot.



**Call Information** includes all the basic information about the call, i.e., the submission deadline, the expected duration of the Extensions (i.e., the funded proposals) the budget dedicated for this open call and the maximum budget per Extension, as well as the type of activities envisioned and the type of applicants expected. Finally, and perhaps most importantly, it includes the links for the **help-desk service**, i.e. a simple e-mail based service where you can ask questions (that may not be covered by the “FAQ” section) on

Management or Technical issues, as well as the link to the **submission platform**, i.e. the **F6S platform**.

Help-desk	<a href="#">Management Issues</a> <a href="#">Technical Issues</a>	
Proposal Submission Platform	<a href="#">symbloTe-OC2-L1 - L2 - L3/4:</a>	<a href="#">Apply Now</a>
	<a href="#">symbloTe-OC2-Apps:</a>	<a href="#">Apply Now</a>
	<a href="#">symbloTe-OC2-Trials:</a>	<a href="#">Apply Now</a>

**Call Material** includes all the documents that are necessary for the applicants to understand the details of the call (summary and technical details), this guide for applicants, the eligibility and evaluation criteria, the template for the list of deliverables required in the application form, as well as a template for the Standard Extension Contract, to be signed by the symbloTe coordinator and the accepted Third Parties for the implementation of their Extensions. **Important Dates** include all the dates related to this Open Call that applicants should take notice of. The **Feasibility Check** includes a form for applicants to submit an early summary of their intended proposal to the symbloTe consortium. The team will evaluate your summary and come back within 10 days 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.

Your Name (required)

Your Email (required)


Title of proposal (required)

Proposal Topic (required)

☒ symbloTe-OC2-L1
 ☐ symbloTe-OC2-L2
 ☐ symbloTe-OC2-L3/4
 ☐ symbloTe-OC2-Apps
 ☐ symbloTe-OC2-Trials

Upload your proposal (required; 2 pages max; pdf expected)

No file chosen

☐ I'm not a robot
 
[Privacy](#) - [Terms](#)

Finally, the **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.

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

### Open Call Notification Service

Name

Email \*

Subscribe

### 2nd Open Call Submission Deadline

6	5	0	3	1	4	4	1
Days		Hours		Minutes		Seconds	

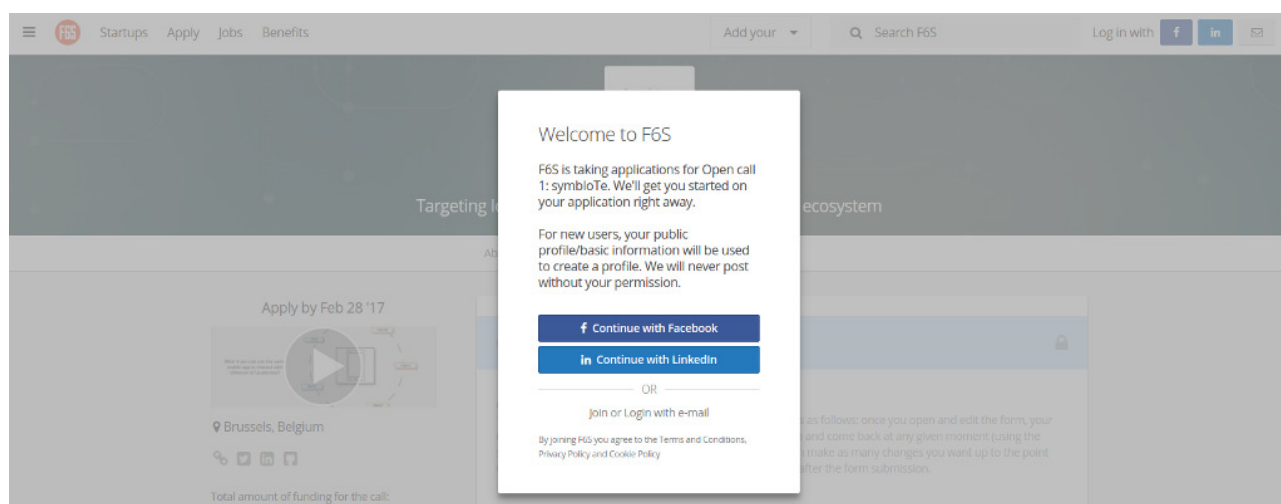
## 2 F6S submission platform walkthrough

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.

The symbloTe project has defined five (5) different topics for this 2<sup>nd</sup> Open Call, which are grouped into three (3) categories:

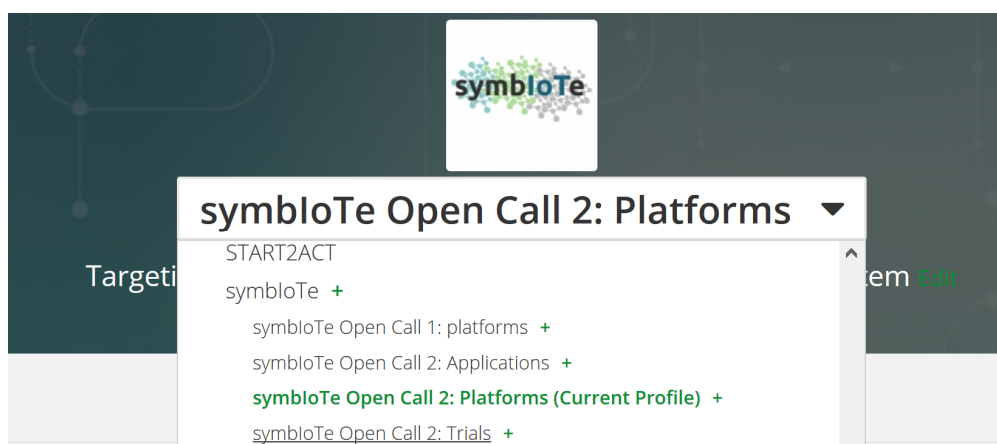
- ***symbloTe Open Call 2: Platforms***, for topics symbloTe-OC2-L1, -L2 and L/34
- ***symbloTe Open Call 2: Applications***, for topic symbloTe-OC2-Apps
- ***symbloTe Open Call 2: Trials***, for topic symbloTe-OC2-Trials

By clicking on the respective “Apply Now” button on our website, you will be redirected to the respective F6S submission page 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.

It is possible to switch between different topics through the F6S navigation, by selecting the topic of your interest in the F6S' symbloTe heading:



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 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 the 'symbloTe Open Call 2: Applications' interface. At the top, it says 'Targeting IoT application developers to join the symbloTe ecosystem'. Below this, there's a section for 'Team' with the name 'Judith & Ivana + 4' and a 'PRIVATE GROUP' label. A 'Connect by Jan 31 '18' deadline is shown. The main section is titled 'Let's get started' and instructs users to 'First, you just need to create or choose a Team/Startup Profile' with a 'Select Team' button. Below this, there's a 'Questions' section and an 'Auto-Save Functionality' note. On the left, there are fields for 'Add Street address' (Athens, Greece), 'Add Links', and 'Add more description'. At the bottom left, a progress bar shows 'FUNDS UP TO €20K' and 'TAKES 0%'.

Once you click the “**Create Team**” button, you are then instructed to provide a number of details, like the Start-up/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/start-up. 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.

**Brussels, Belgium**

Total amount of funding for the call: 120,000€  
 Topic: Call for symbloTe Level-1 compliant IoT platforms  
 Industries of Interest: Owners/providers of IoT platforms  
 Web site: <https://www.symbloTe-h2020.e>  
[more](#)

FUNDS UP TO **€40k** per team  
 TAKES **0%** equity

### 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: symbloTe.

**Short description of Startup \***  75

**What do you do in detail? \***  2500

**How do customers use or interact with your product? \***

☐ Desktop ☐ Mobile/Tablet (iOS)  
☐ Mobile/Tablet (Android) ☐ API  
☐ Server software (ie, databases) ☐ Hardware-wearable  
☐ Hardware-non-wearable

**Where are you based? \***  Type Your City

**Markets \***  Start typing...

**Links \***

Website   
 Twitter   
 Facebook   
 LinkedIn   
 Github

**Mobile Apps**

Paste the URL of your App's page in the Apple App Store

Paste the URL of your App's page in the Google Play Store

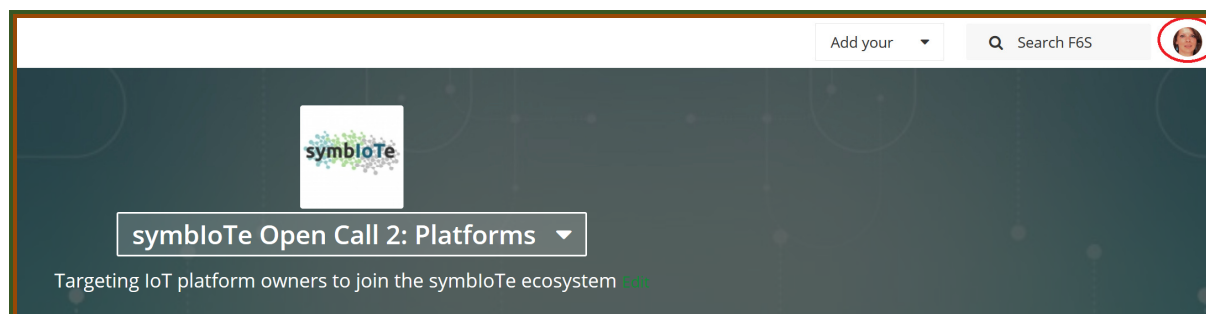
[^ Hide section](#)

### Update your Team

Co-Founders (1) Investors (0) Advisors (0) **Employees (0)**

Employee

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 it you left it the last time. You can make as

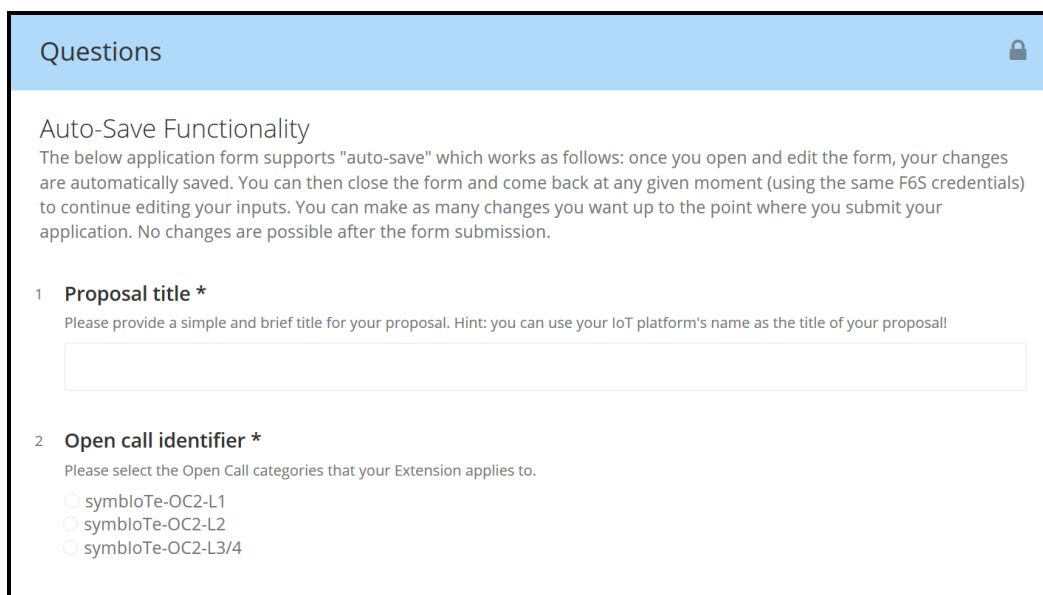
many edits or changes you like, until you submit the application. After the submission of the application, no changes are possible, apart from the ones related to the team description and your profile.

We will go briefly through the different application forms by underlining the main characteristics of each one: “Platforms”, “Applications” and “Trials”.

## symbloTe Open Call 2: Platforms

The application form dedicated to Platforms providers. First, you shall include the title of your proposal and tick the topic you aim at applying. The submission form for platforms provider is actually identical for the following topics:

- symbiote-OC2-L1
- symbiote-OC2-L2
- symbiote-OC2-L3/4



**Questions**

**Auto-Save Functionality**  
The below application form supports "auto-save" which works as follows: once you open and edit the form, your changes are automatically saved. You can then close the form and come back at any given moment (using the same F6S credentials) to continue editing your inputs. You can make as many changes you want up to the point where you submit your application. No changes are possible after the form submission.

1 **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!

2 **Open call identifier \***  
Please select the Open Call categories that your Extension applies to.

- ☐ symbloTe-OC2-L1
- ☐ symbloTe-OC2-L2
- ☐ symbloTe-OC2-L3/4

The application then 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 information related to your company/organisation, the contact details of the main responsible whom we can get in touch to, if the proposal will be positively evaluated and, very important, a brief description of the team behind the extension, including the expertise that your organisation will deploy. Finally, a brief summary of your intended proposal will be the last item of this section.



**A. Basic Info**

**3 Affiliation type \***

Please select the type of your affiliation.

☐ Start up☐ SME☐ Industry  
☐ University☐ Research Organisation☐ Other

**4 Affiliation's legal name \***

100

**5 Country \***

50

**6 Main contact's full name \***

100

**7 Main contact's position in the affiliation \***

100

**8 Main contact's e-mail address \***

200

**9 Team description \***

Please provide a brief description of your team and expertise of the people involved in the Extension.

2000

**10 Extension summary \***

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

3000

In “**IoT Solution**”, we expect some information about your IoT platform. More specifically, you need to provide a brief description, the business domains in which the platform is used, your clients 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. 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**

**11 Description of your IoT solution \***  
Please provide a brief, high-level description of your IoT solution

2000

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

☐ Smart Residence/Office
 ☐ Smart Campus
 ☐ Smart Mobility  
☐ Smart Yachting
 ☐ Smart Stadium
 ☐ Smart City  
☐ Other?

**13 Clients and partnerships \***  
Please let us know who uses your solutions and in which context.

1500

**14 Business vision \***  
Please let us know what are your business goals with respect to creating an interoperable platform

1500

**15 Technical description \***  
Please provide a high level technical description of your IoT solution

Notes:

- For symbloTe-OC2-L1 submissions: among other, please identify connection with symbloTe use cases/ trials
- For symbloTe-OC2-L2 submissions: among other, please specify which symbloTe platforms you want to federate with
- For symbloTe-OC2-L3/4 submissions: among other, please provide a description of the type of gateways and/or devices you support

3000

**16 Complementary technical description (Max file size 30MB) (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 symbloTe platform. Moreover, a description of the benefits you expect to gain by making your IoT platform symbloTe-compatible is required.

**C. Innovation and Impact**

**17 What resources/services will you open to the symbloTe ecosystem? \***  
Please describe what resources (sensor, actuators) or services (combination of resources) of your IoT solution you plan to make available to symbloTe.

3000

**18 What benefits do you expect from joining the symbloTe 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). 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). Concerning the budget, a specification of the costs' breakdown is required: please consider accurately that we expect you to join two meetings with the symbloTe consortium.

D. Implementation

19 **Duration of project \***

Please let us know how much time (in months; up to 6) you need to implement this Extension.

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

Please let us know how many reports (R) and/or versions of your software (SW) you will provide to symbloTe and when. Please use the template provided ( [www.symbloTe-h2020.eu/wp-content/uploads/2016/11/List-of-Deliverables-template.docx](http://www.symbloTe-h2020.eu/wp-content/uploads/2016/11/List-of-Deliverables-template.docx) ) and upload your plans (.pdf). 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 symbloTe Standard Extension Contract ( [www.symbloTe-h2020.eu/wp-content/uploads/2016/11/symbloTe-Standard-Extension-Contract.pdf](http://www.symbloTe-h2020.eu/wp-content/uploads/2016/11/symbloTe-Standard-Extension-Contract.pdf) ).

**CHOOSE A FILE**

21 **Budget \***

Please let us know what budget you need to implement your Extension. Budget should cover your personnel and travel costs, including any overheads, if applicable. Regarding the travel costs, please consider that you will be invited to attend two one-day meetings with the symbloTe consortium in the duration of your Extension. Hence, make sure to allocate enough budget for this (consider an average cost for travelling in Europe about 600-800 euros per person).

22 **Budget break-down \***

Please provide the break-down of the requested budget: personnel costs, travel costs, overheads (if applicable).

1000

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 symbloTe and with your platform not feasible.

**E. Data Management**

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/](http://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](http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020-guidance_ethics_self_assess_en.pdf))

**23 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/](http://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](http://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

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

NO ▼

How do you plan to modify your data management system in order to comply with EU regulation before the starting date of your project within symbloTe?

Type your answer 3000

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.

**F. Miscellaneous**

**25 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 options.

☐ symbloTe 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

**26 Privacy statement and use of your information \***

The symbloTe 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.

Recommendations ?

Ask for new Recommendations ?

Type name or email REQUEST

## symbloTe Open Call 2: Applications

The submission form for “Application” is almost similar to “Platforms” form by having an introductory section including title and topic’ selection and then 6 categories as above described: a) Basic Info, b) IoT application, c) Innovation and Impact, d) Implementation, e) Data Management and f) Miscellaneous.

The main difference in this template from the previous one, concerns the **section C “Innovation and Impact”**. In this section, we added a third question concerning the future sustainability of the app after the end of the extension and description of your plans for increasing the users’ engagement.

C. Innovation and impact

17 Which resources/services will you access from the ones offered by the symbloTe ecosystem? \*

Please describe which resources (sensor, actuators) or services (combination of resources) your IoT application needs access to. Please identify specific IoT platforms and/or Domain Enablers from the symbloTe ecosystem your application will interact with.

3000

18 What benefits do you expect from joining the symbloTe ecosystem? \*

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

3000

19 Sustainability and user engagement \*

Please describe how you plan to increase the user engagement of your app (promotion, rewarding policies, etc.) after the end of the extension, its deployability in real life scenarios and the actions you plan to realize for ensuring its sustainability.

3000

## symbloTe Open Call 2: Trials

The submission template related to Trials is very similar to the previous ones by having an introductory section including title and topic and then 6 categories as above described: a) Basic Info, b) Trial info, c) Innovation and Impact, d) Implementation, e) Data Management and f) Miscellaneous. We will describe here below the sections, which are specific of this Topic. For all the other sections, please refer to “Platform” submission template.

The **section A “Basic Info”** is similar to the main template as described in “Platforms” template but we added two different types of Applicants, which are eligible for this topic: NGOs and Municipalities/Local Authorities.

A. Basic Info

3 Affiliation's type \*

Please select the type of your affiliation

☐ NGO  
  
☐ Other?

☐ Municipalities / Local authorities

☐ SMEs / Organizations / Associations

**Section B “Trial Info”** is tailored for getting specific information on trials. Applicants must, first select the city where their end user community will be involved with our trials, then the following questions aim at describing the community and the experience of the applicants in this field.

B. Trial Info

11 **Involved city \***  
Please identify which city trials you want to get involved in

☐ Zagreb  
☐ Vienna  
☐ Porto

12 **Description of the end user community \***  
Please describe the community/communities to be involved in the trials and why you think they are the right group to address these trials. Please describe the profiles of user groups you are planning to involve, including their number, roles, general mobility patterns (preferred transportation, local/regional/international, ...). Please describe your role in relation to the community/-ies, both formal and informal.

3000

13 **End-user engagement experience \***  
Please describe your experience with end-user engagement, e.g. number of annual events/programmes, number of active participants, methodologies used, format of events, geographical scale. Please list your 3 best projects involving end-users, focusing on impact and results from end-user involvement, ideally in ICT context.

3000

14 **Complementary description (Max file size 30MB) (Max file size 30MB.) \***  
Please upload an additional document (up to 2 pages long) - your community bylaws (if existing) and/or (anonymized/empty) declaration forms your community members sign.

[CHOOSE A FILE](#)

Finally, **section C “Innovation and Impact”** is different from the previous templates because it is focused on the impact on the local communities, their engagement and the final output the trial will make available to symbloTe.

C. Innovation and impact

15 **What benefits do you expect from joining the symbloTe trials? \***  
Please describe how you envision that your involvement in the trials could potentially affect the local community you are representing or your business/development plans, and how these trials fit into the wider activities of your organization.

3000

16 **Community engagement and promotion \***  
Please describe the communication activities and promotion/rewarding actions you will put in place for increase the engagement and the growth of your community.

3000

17 **Results and feedback from the end-user community \***  
Please describe what kind of feedback from the end-user community will you provide at the end of the Trials (e.g. air quality data, user experience feedback, etc)

3000