Call to Action:

Digital Education Hack (DigiEduHack) SGA2020

This document covers applications for funding under SGA2020.

Call Opens: Wednesday 27 May 2020

Deadline: 1800hrs CEST, Friday 12 June 2020

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Call to Action: DigiEduHack

The purpose of this call is to identify EIT Climate-KIC partners that would like to host hackathons to solve their challenges around digital education and climate change mitigation and adaptation.

Background

DigiEduHack was initiated in 2019 by DG EAC and EIT Climate-KIC in the frame of the EIT Cross-KIC project Human Capital. The activity is funded by the Digital Education Action Plan.

The goal is to run a 24h European hackathon to discuss the challenges of digital education, envision how to solve them and develop innovative solutions.

The topic in 2020 is: *The Future of Education*. The main challenges addressed by the priorities of the Digital Education Action Plan are divided into broad categories and used as a basis for the hackathon. It will be up to the hosts to decide which category they want to focus on and, within the category chosen, address a specific challenge that will be ´hacked´ during the event.

All KICs have received funding to be allocated to the partners that are excited to host their hackathons. The funding can be used for offline and online hackathons in November 2020. EIT Climate-KIC is setting up a platform that can be chosen by the partners to host the online hackathons (more information on pricing will be shared with interested partners in the upcoming weeks).

EIT Climate-KIC would like to offer up to €4,000 funding per hackathon. Participation as a host is free of charge, hence hosts that want to join later and do not require funding, are free to do so.

Message to all Hosts

Join DigiEduHack 2020 in November

Do you want to make a difference in how we learn now and in the future? How can digital education and learning impact health? We want your organization to join the global movement #DigiEduHack, dedicated to solving the toughest digital education challenges in modern age. In 2019, we had 33 simultaneous DigiEduHack events happening in 21 countries with 1,700 participants. This year we are aiming at having 60 events all around the globe with at least 2,500 participants creating innovative solutions in digital education.

Could your organization be one of the hosts this year? Read all about the process here: https://digieduhack.com/en/about and check out the DigiEduHack Event Planning Guide: https://trello.com/c/7uNSmDAf (the guide will soon be updated for DigiEduHack 2020)

Soon the date for DigiEduHack will be announced and then you can sign up as a host on www.digieduhack.com.

The registration request applies for all hosts – whether in receipt of funding or hosting with their own resources.

The DigiEduHack process is the following:

1. Choose a challenge relevant to your organization;
2. Plan your event using our extensive DigiEduHack Event Planning Guide;
3. Promote your event - we provide marketing templates, website space for your event website and global promotion;
4. Invite your stakeholders and people that matter to you to solve the challenge, and have them sign up through the event website on www.digieduhack.com;
5. Tap into your hacker's creative minds to find solutions during a 2-day event, consisting of 24 hours of work (possibility to spread the 24 hours in the two days – to avoid working at night);
6. Choose a local winner that will take part in the final DigiEduHack Global Award contest;
7. Connect with and get peer support from amazing people working on similar challenges around the globe.

If you have further questions about arranging a DigiEduHack, please reach out to DigiEduHack Project Manager Ida Andersson (ida.m.andersson@aalto.fi).

Practicalities

Please consider the information on https://digieduhack.com/en/about as well as the additional information below when preparing your proposal:

- Brief description of the challenge – your organisation´s real life digital education challenge with relevance to climate change mitigation and adaptation. Detailed challenge description takes place over the course of several months and support is provided by the project management team.
- Budget breakdown: EIT contribution of up to maximum of €4000, with a maximum reimbursement rate of 75%.
- Brief description of the reason to choose the hackathon format for solving your challenge and indication of possibilities to implement solutions.
- Proposal submitted in Plaza, using the **Climathon Programme Form** by 12 June, 2020 / 1800hrs CEST.

PROPOSAL GUIDELINES

Part 1: Call Overview

Things to Be Aware Of

To increase your chances of being successful, please:

Engage with someone from EIT Climate-KIC, who is ready to co-create ideas with you. Please feel free to contact Lisa Janssen (lisa.janssen@climate-kic.org).

Read the eligibility and assessment criteria annexes enclosed within this document. These will be used by EIT Climate-KIC and, where relevant, external assessors to assess proposals. Note that details vary from programme to programme.

- ▪ UK Partners and Linked Third Parties, and consortiums involving UK entities are advised to read the communications issued by EIT Climate-KIC regarding eligibility and the UK's exit from the EU detailed under the Brexit section on the website.

- ▪ EIT Climate-KIC will use a portfolio approach and reserve the right to redistribute funding between areas depending on the quality of incoming applications and portfolio needs. This is to make sure that the criteria described in the call documentation is met for all projects considered to be above the quality threshold.

** <u>IMPORTANT INFORMATION FOR YOUR PROPOSAL ENTRY IN PLAZA</u> **

- ✓ **Plaza form/Programme type:** please use "EDUCATION Climathon"

- ✓ **DigiEduHack - Concept:** How a DigiEduHack could be structured can be found here.

- ✓ **Your proposal title:** Please <u>ensure</u> to preface the title of your submission with "DigiEduHack 2020: [*Your proposal title*]"

- ✓ **"Check & Save":** Please ensure all sections of the proposal form are "Check & Saved" – to do this, all relevant fields must have been completed (note: some fields have a minimum characters, with spaces, requirement) and the "Check & Save" button at the bottom of the page for each section must be clicked. When complete a **green tick** will appear at the top, on the name/button of the section.

- ✓ **Final Submit:** Please use the "Final submit" button to submit your proposal – this is not *inside* the proposal itself, but *outside* of it, in the Proposal list/Call section. NB: all tabs must be checked and saved in order to be able to submit your proposal.

- ✓ **EIT Requirements:** Please read the assessment and eligibility criteria very carefully. One such assessment criterion will be looking for how the proposed Hackathon will meet the EIT requirement for activities to ensure they are reaching EU citizens and not just specialists or narrow sectors. EIT Climate-KIC would recommend making this an explicit part of the proposed work plan and dissemination activities.

- ✓ **Plaza Support Tickets:** for technical queries and / or problems, please use the Plaza support ticket from the Plaza home page.

Call Timelines

This call for proposals covers funding applications for 2020 start dates only.

- Wednesday 27 May 2020: Call Documentation released and online application portal (Plaza) opens for proposal preparations

- 1800hrs CEST, Friday 12 June 2020: Deadline for full proposal: Proponents must submit a completed Full Proposal (in Plaza)

- 24 June 2020: Final decisions will be communicated to proponents

Proposal Submission

Proposals can be submitted at any time from the launch of the call **until 1800hrs CEST** on the day of closing as indicated in the timeline section of this document.

All applications must be submitted via Plaza, using the Final Submit button.

Please note: No extensions will be granted. Any changes to the proposal requested by the applicant after submission will not be allowed.

Part 2: Application, Assessment, and What to Expect

How to Participate

To Participate in this call, you should ensure:

- That you've read this document carefully, and started to think about what contribution your idea could make to the DigiEduHack programme;

- **You have spoken to people at EIT Climate-KIC (e.g. Lisa Janssen, lisa.janssen@climate-kic.org) about the idea you have, to see if it is worth submitting a proposal;**

- You have registered both your organisation and your individual account in our grant management system Plaza early. Registration processes can take 48 hours to approve – so don't leave it until the last minute! We encourage proponents to register in plaza as soon as possible. Please ensure you have registered more than 5 days in advance of any deadline.

If you've done all the above and wish to proceed, you should then complete your Full Proposal in Plaza by the specified deadline. The Programme Type to select in the proposal form is: **EDUCATION Climathon**. EIT Climate-KIC will not proceed with any late applications. Plaza is available via: https://plaza.climate-kic.org/SITE/PRIVATE/GO/login.aspx

Please note that we will not accept any applications outside of the system. If you experience difficulties with the system please consult the guidance within the Systems Manuals section of Plaza, if you are still unable to resolve your issue then please: for technical issues raise a support ticket in the system; and for all other queries contact your local EIT Climate-KIC team for support. **We will not accept late submissions and please note the system will be locked after the deadline**.

The information requested in Plaza is required to verify that projects are constructed and planned effectively by the organisations receiving funding and to meet our reporting obligations from EIT. Please ensure that all required information is provided. Without the availability of the relevant information the application will not be progressed. Based on experience, EIT Climate-KIC would like to **request attention to detail in the cost category descriptions** – please consult the help-notes that you will find alongside each field in the system for guidance and examples where offered.

All applications should be written in English. Exceptions can be made for supporting documents, such as letters of intent, which you may wish to attach in the 'Files' tab in Plaza. – these documents could be written in one of the official languages spoken in the country from which the application is submitted. For these to be assessed by all reviewers, you may choose to provide a short summary in English. EIT Climate-KIC reserves the right to request a translation at any time. EIT Climate-KIC also reserves the right not to pass additional information to reviewers if not provided in English or supported by a translation.

Please be aware that the system does not support images or graphics (if required please submit these as a PDF under the 'Files' tab – you will need to clearly name this document and reference it within the workplan/ work package information provided. Any tables, graphs, or images inserted into other sections of the Proposal will not be provided to independent reviewers for evaluation.

Lodging a Complaint About a Failed Submission

If you think that the submission of your proposal was not entirely successful due to a technical error on the side of EIT Climate-KIC, you may lodge a complaint through the IT Support page on Plaza, available from the 'Support' tab on the homepage. For the complaint to be admissible it must be filed within 24 hours following that of the call closure, ideally as soon as the issue arises to enable submission prior to the deadline. You will receive an automatic acknowledgement.

What else to do? You should secure a PDF version of all the parts of your proposal holding a time stamp (file attributes listing the date and time of creation and last modification) that is prior to the call deadline 08/06/2020:18:00 CEST, as well as any proof of the alleged failure (e.g. screenshots). Later in the procedure you may be requested by the team

reviewing the case to provide these items. Please note that any information regarding the proposal will be treated in a strictly confidential manner.

To consider your complaint is upheld, the audit trail (application log files and access log files of the IT systems involved) must show that there was indeed a technical problem on EIT Climate-KICs side which prevented you from submitting (or resubmitting) the proposal using Plaza.

Outcome: You will receive a notification about the outcome of the treatment of your complaint within 48 hours of all evidence being provided. If a decision cannot be reached in this timeframe, you will receive a holding reply. If your complaint is upheld, the files submitted, for which the investigation has demonstrated that technical problems on the EIT Climate-KICs side prevented (re)submitting, will be used as a reference for accepting the proposal for subsequent evaluation. In absence of such documents, the version present in Plaza will be evaluated.

Preparing a proposal

Proponents will need to detail the role of each organisation involved, budget breakdowns, key performance indicators, and several other components outlined in our detailed guidance.

When completing your full proposal application, you will need to pay attention to:

- A clear articulation of the need, problem or challenge the proposal will address.

- The geographical focus of any activities, the organisations involved in the proposal, the project start and end date, and proposed budget.

- How this idea brings something new to EIT Climate-KIC's portfolio.

- How you detail the activities that will be conducted (the workplan) to achieve the objectives of the project/activity

- The outputs of your work. EIT use the format of Outputs, Deliverables, and KPIs.

  - Outputs should be considered substantial pieces of work done to achieve the objectives – a typical formulation might see one output per work package.

  - Deliverables are supporting documentary evidence that evidence the work has taken place to the standard planned and they should always be high quality and 2 or 3 deliverables might typically underpin one major output. Suggested deliverable types can be found here.

  - KPIs are Key Performance Indicators and there are two sets of KPIs – Climate-KIC KPIs and EIT KPIs – both can be found here.

Proponents must now also identify KIC Complementary Activities at proposal stage. KCAs are KIC activities having a link with at least one KAVA at the level of outputs and results. They are not financed from the EIT contribution.

- KCAs must have a clear and described link with at least one KAVA at the level of outcomes/ results and must be funded from sources other than the EIT.

- The cost of KIC complementary activities must:

  - Be incurred by a KIC LE/ partner, their Linked Third Parties and/or third parties receiving financial support

  - Be proportionate to the cost of the KAVA and/ or to the expected impact in furthering the mission of a KIC (i.e. the relative weight of the KCA within KIC activities must be suitable and reasonable to achieve the objectives of the activity):

  - Be identifiable and verifiable.

External, independent experts may assess the quality of your application. We will then select the projects to fund, building a portfolio of projects that are high quality and clearly address the goals as described in the call documentation. Subject to meeting the quality threshold, we reserve the right to manage the portfolio to achieve the correct balance of projects and funding.

EIT Reimbursement Rate

The Maximum EIT Reimbursement Rate is applied at the project level and each project is subject to the Maximum EIT Reimbursement Rate as stated in the Eligibility section of this document. Individual Partners may seek EIT reimbursement of up to 100% within a consortium providing the maximum EIT Reimbursement Rate for the programme is not exceeded by the project overall. For multi-annual projects, a Partners' EIT Reimbursement Rate should remain the same each year. Please refer to Managing Performance, Risk, and Fairness in Implementing the EIT Grant, under the Finance and Grant Management section of the website.

An example where the Maximum EIT Reimbursement Rate of the programme is 80% is set out as follows:

The EIT Reimbursement Rate is viewed at partner level – where the project reimbursement must not exceed 80%, individual Partners can seek up to 100% EIT reimbursement (but others would need to seek lower amounts) i.e.:

- Partner A: 70% EIT Reimbursement + 30% co-funding
- Partner B: 100% EIT Reimbursement + 0% co-funding
- Partner C: 70% EIT Reimbursement + 30% co-funding

Partner	EIT Funding Request (€)	Co-funding (€)	EIT Reimbursement Rate	Co-funding
Partner A	70,000	30,000	70%	30%
Partner B	100,000	0	100%	0%
Partner C	70,000	30,000	70%	30%
TOTAL	240,000	60,000	80%	20%

Partner Status

Only EIT Climate-KIC Partner Organisations who have acceded to the Framework Partnership Agreement (FPA) with EIT are eligible to receive EIT-funding.

However, organisations who have not applied for or received partnership status are strongly encouraged to participate in/apply. Should such organisations wish to receive EIT-funding, they are welcome to apply for partnership status (which must be obtained before receiving EIT funds). Please reach out to the EIT Climate-KIC Community Desk at communitydesk@climate-kkc.org for further information.

Non-EIT Climate-KIC Partners can apply to the call but will not be eligible to receive funding until they have EIT Climate-KIC Partner status. Please note that Plaza is only accessible to EIT Climate-KIC partners. Organisations/ individuals who are not yet EIT Climate-KIC Partners but are preparing a bid will need to contact the EIT Climate-KIC Community Desk at communitydesk@climate-kkc.org before starting your application.

Your Data

In Plaza, all registrants will have to accept EIT Climate-KIC's General Terms and Conditions which also includes in particular, our Privacy Policy, Acceptable Use Policy and Cookie Policy and warrant and represent that they have the authority to agree and accept these on behalf of the named organisation. Personal data provided may be processed, including sharing with other organisations, by EIT Climate-KIC and certain sensitive data elements will be visible to other partners or potential partners of EIT Climate-KIC. The named partner organisation or potential partner of EIT Climate-KIC warrants and represents that in providing personal data in connection with the proposal, the data subjects have consented to the provision of this personal data and the processing of it by Climate-KIC in the manner indicated in accordance with our Privacy Policy, and that the partner organisation or potential partner of EIT Climate-KIC provides the personal data in accordance with applicable law.

Confidentiality

EIT Climate-KIC will treat your proposal confidentially, as well as any related information, data and documents received in accordance with our Privacy Policy or as otherwise indicated throughout the proposal form (i.e. public summary, Climate Impact Assessments). Independent expert reviewers or evaluators are also bound by an obligation of confidentiality, as our Partners completing Climate Impact Assessments as a part of the evaluation process.

Please pay attention not to attempt to discuss your proposal with persons you believe may act as an independent expert for EIT Climate-KIC.

Part 3: Review Mechanism & Decision-making

Proposal Submissions Assessment

Proposals will be assessed by EIT Climate-KIC teams and additionally, applications may be assessed by up to three independent assessors. The assessors are from both business and academia in areas relevant to our 'Transformation, In Time strategy'.

All submissions will be assessed fairly and transparently in the scope of EIT Climate-KIC's Innovation Impact Goals, eligibility, assessment criteria, and the current portfolio.

EIT Climate-KIC will manage the portfolio to achieve the correct balance of projects and funding across the Impact Goals and our drivers of change.

Conflicts of interest are mitigated through a disclosure process and follow a full recusal from the decision process in such instances. Decisions as to whether a proposal is accepted or rejected will be communicated as detailed in this document.

The applications will follow a one-stage full proposal submission scheme and be summarily assessed by EIT Climate-KIC teams via one assessment phase. Please read the Call for Proposals for full details on assessment.

EIT Reimbursement Rate will be favoured.

Annex 1: Eligibility and Assessment Criteria

This call will follow a **one-stage full proposal submission scheme** with one-phase assessment process.

Eligibility

Project Type	MAX. DURATION	MAX. EIT REQUEST Per annum	MAX.EIT REIMBURSEMENT RATE	MIN. CO-FUNDING (total project costs)	OTHER
DigiEduHack	To end 2020 only	Maximum 4k EIT Request per annum	75%	25%	NONE

Specific Application Process
- There will be a **one stage application process**, where applicants must submit a full proposal in PLAZA for the deadline otherwise it will not be considered for funding.
- Please refer to these proposal guidelines when preparing and submitting a proposal.

Timeline
- The deadline for submitting a proposal in PLAZA is **Friday 12th June, 1800hrs CEST**.
- The final outcomes and feedback will be communicated latest by 24 June 2020, via Plaza.

Assessment Criteria

Strategic Fit & Contribution to the Climate Innovation Impact Goals	• Does the proposal provide a clear narrative substantiating how and why the activity aligns with EIT Climate-KIC's *Transition, In Time* strategyand does it clearly address skill development for climate innovation?
	• Does the proposal clearly work in line with the objectives of the DigiEduHack activity?
Target groups	• Is the audience clearly defined?
	• Are there sufficient plans to ensure a diverse participation group?
	• Is there an Output specifically related to satisfying EIT's requirement for Citizen Outreach?
Communication and Dissemination	• Are there relevant and proportionate plans for communication and dissemination of the outputs and outcomes of the Hackathon?
Activity objectives	• Are the activity's objectives clearly defined and realistic to achieve?
	• Does the proposal/ expression of interest present a clear plan to meet these objectives?
Value proposition and market/user attractiveness	• Does the activity seem to be attractive for the target audience? Are hypotheses clear regarding the attractiveness of the proposal for the user/participants?
Risk/Management implications	• Clear and realistic view of risk/management implications related to the activity delivery.
Project Consortium/ Partnership	• Do the consortium partners, experts, and coaches (as applicable) have the appropriate skills and capabilities to successfully deliver the hackathon activity?
	• To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)?