Deliverable Title	D7.3 Submission Website - FSTP-1 Action
Deliverable Lead:	PKF ATTEST INNCOME S.L.
Related Work Package:	WP7: FINANCIAL SUPPORT TO THIRD PARTIES
Related Task(s):	T7.1 Procedure definition T7.3 FSTP-1 Action: call launch and submission process
Author(s):	María Prieto; Sandra Correas; Esperanza Marín; Diego Torricelli
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Abstract	Description of the web platform containing all the necessary information and active procedures to launch the FSTP-1 action call and perform the submission process

Versioning and Contribution History

Version	Date	Modified by	Modification reason
v.01	16/07/2018	María Prieto Sandra Correas Esperanza Marín	First draft
v.02	25/10/2018	Esperanza Marín Sandra Correas	Update regarding evaluation functionalities
v.03	05/11/2018	Diego Torricelli	Review and corrections
v.04	08/11/2018	Sandra Correas	Review. Version ready for internal review (PC, TC)
v.05	25/01/2019	Jose Luis Pons Diego Torricelli Sandra Correas	Review. Latest update. Approved for submission.

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1 Executive Summary

The submission of proposals was performed through the online platform http://opencall.eurobench2020.eu

The platform was developed by the University of München on the basis of other cascade funding projects such as ROBMOSYS, ECCHORD++ or HORSE.

In the spirit of collaboration among Cascade Funding projects, the University of München offered the platform to EUROBENCH free of charge to be used for the FSTP-1 Open Call as beta test. Therefore, previously to the launch of the call, INNCOME and CSIC spent some time testing and evaluating the platform through the creation of different calls in order test the different functionalities, as well as indicate inconsistencies and get bugs fixed.

Once this work was completed (under Task 7.1) and the platform was confirmed, as part of T7.3, a dedicated section within the EUROBENCH website was created for the FSTP-1 Open Call including all the necessary details for the submission process (summarised in the website or included in the official documents and instructions to be followed by applicants). Additionally, the call for submissions within the platform was created and linked to the website and, finally, the FSTP-1 Open Call was open according to the timeline defined in the project.

This Deliverable (D7.3 Submission Website -FSTP-1 Action) describes the developments within the EUROBENCH FSTP website and the above-mentioned web platform containing all the necessary information and active procedures implemented to launch the FSTP-1 action call and allow applicants to perform the submission within the call deadline, October 31st, as well as, afterwards external and internal experts to perform the evaluation process.

2 Description of work & main achievements

Before starting the submission process, applicants can see on the EUROBENCH website (http://eurobench2020.eu/ftsp-open-calls/fstp-1/) all the information and details necessary to make the process correctly. Specifically, a description of the call is offered in a summarized form, and the details of submission through documents and support links.

Figure 1. Information to correctly submit a proposal

As mentioned, the two drop-down lists refer to the "Call Description" and to "Submission Details".

Call Description

Participants should propose technologies and/or methods for the benchmarking of (at least one of) the following robot categories:

Lower limb exoskeletons

Lower limb prostheses

Humanoids

Each proposal should **cover one or more of the following categories:**

- **Test beds:** Platforms for conducting replicable and repeatable testing experiments, and typically composed of:
    - structures able to reproduce 'out-of-the-lab' conditions, (e.g. uneven terrains, stairs, obstacles).
    - perturbation devices able to reproduce external perturbations (e.g. pushes, unstable surfaces).
    - sensors able to record kinematic, kinetic and/or physiological variables from bipedal systems (humanoids, humans, exoskeletons and/or prostheses). Testbeds will be integrated in the two EUROBENCH Facilities.
- **Benchmarking Software:** Computational algorithms able to quantify one or more system abilities during bipedal locomotion functions (walking and/or balance). Algorithms should be accompanied by a detailed description of the experimental protocols. Applicability of the methods to a wide range of bipedal systems (e.g. be independent from size and nº DoFs) is desirable. Algorithms will be integrated in the EUROBENCH software as API components.
- **Datasets:** Kinematic and kinetic data recorded from humans and/or robots during experimental trials across a wider range of motor skills. Databases should also include physiological/interaction variables (e.g. EMG, interaction forces) when these involve humans. The datasets produced will be integrated in the EUROBENCH Database, as part of the EUROBENCH Software.

Proposals should demonstrate to go beyond the state of the art in terms of either **improved functionality or replicability** (e.g. simplicity of construction using low cost and/or off-the-shelf components).

This action will count on a total budget of **2.952.000 €**. General rules for participation:

- Each proposal can request a **maximum contribution of 300k€**.
- Each participant (i.e. PIC number) can receive a **maximum contribution of 100k€**
- Participants may submit more than one proposal. However, the sum of all requested contributions should not exceed **100k€** (e.g. 60k€ in one proposal and 40k€ in a second proposal).
- Participants can apply alone or in consortia.
- Consortia can include partners from the same country, as well as partners from different countries.
- The third party cannot request any funding for activities that are already funded by other grants (principle of no double funding).
- Countries eligible for funding are specified in the Section A of H2020 Work Programme.

Figure 2. Call description

Submission Details

Documents

- Declaration of Interest
- Guide for applicants
- Technical Template
- Grant Agreement Model – Available soon

Support

- Manual for the Open Calls submission platform
- Frequent Asked Question
- helpline service

Figure 3. Submission Details

FSTP-1 Frequent Asked Questions

1. What is the objective of the EUROBENCH project?

2. What is the difference between FSTP-1 and FSTP-2?

3. Who can apply to the Open Calls?

4. How can I prepare my proposal to apply for FSTP-1?

5. How can I submit my proposal?

6. What type of support is available for preparing the proposal?

7. When is the deadline for my application submission?

8. Can I participate in more than 1 project proposal? Can I participate to both FSTP-1 and FSTP-2?

9. Can a partner participate to FSTP-1 alone?

10. In FSTP-1, can partners belong to only one country?

11. Can I propose several types of outcomes in the same proposal, e.g. a method + a database + a test bed?

12. I am proposing only a theoretical method (e.g. a metric). Are experimental trials required?

13. I intend to develop a testbed composed of equipments that are commercially available. Is this possible?

14. IPR and Exploitation rights. How will they be managed?

15. What happen if my device or method is applicable to more scenarios?

16. Can two departments from the same university participate to different projects? If yes, how does maximum contribution apply?

17. Are there any budget limitations (total expenses of each project)?

18. What are the criteria for selecting the final beneficiaries?

19. Do selected projects receive any money in advance?

20. When do the selected projects receive the funding?

21. Should the testbeds be physically available after sub-project ending?

22. Will the Wearable Robot facility be used only by healthy subjects?

23. In the phase 2 "integration", the staff of the participants (third parties) have to move for a while during the 6 months of the project to the facility (in Italy or Spain depending of the robot), or it is not necessary? Are this costs included in the grant?

24. When applying to develop a benchmarking solution that can be used across several scenarios (OPTION 2),should the same common requirements of testbeds than in OPTION 1 be considered?

Figure 4. FAQs

As seen in the screenshots, support documents are provided, as well as a link to contact via email (helpline service). In addition, the section of Frequently Asked Questions (FAQs) is also an important help element.

Here below, submission and evaluation processes are described, and screenshots of the web platform are included.

2.1 Submission Process

To apply to EUROBENCH Open call, applicants should use the following link: http://opencall.eurobench2020.eu/all_calls to access the web platform (or go using the link APPLY NOW in the FSTP-1 site).

After selecting the only open call currently active, i.e. EUROBENCH FSTP-1 Open Call, the initial page displays a brief summary of the call. It is divided into three sections (see image below):

1. **Description Section:** This section gives a brief description of the EUROBENCH Open Call.
2. **Files Section**: The second section shows the document that participants should read before submitting a proposal (Guide for Applicants).
3. **Link Section:** Here, the "Go to Call" link takes an applicant to a login page.
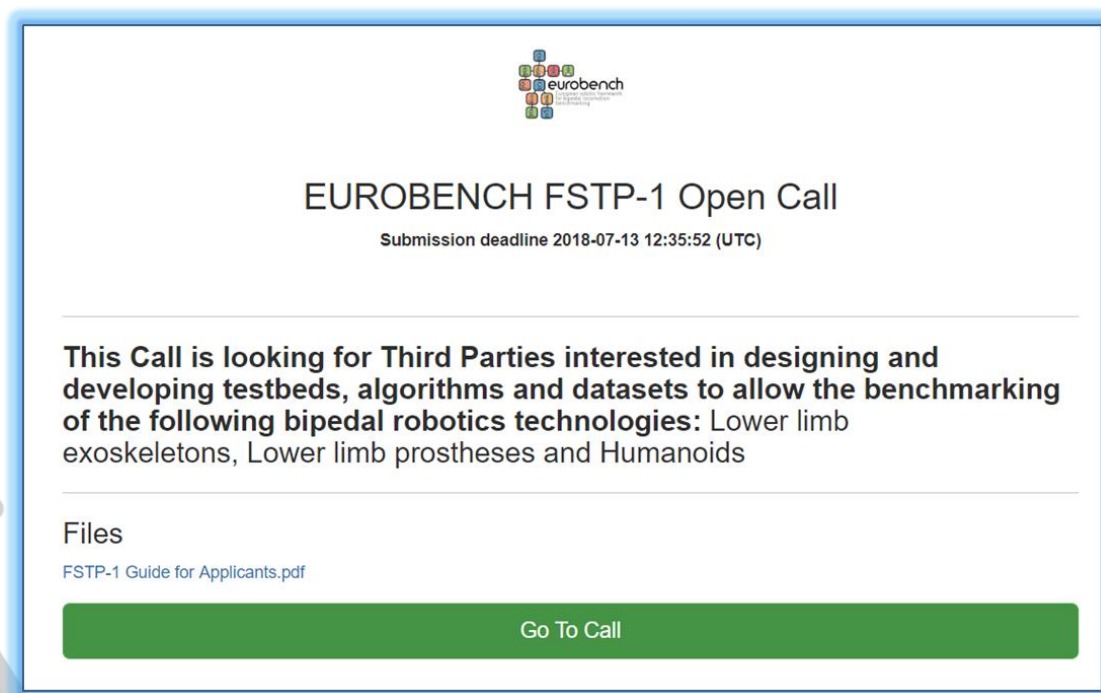
Figure 5. Initial page

Login page: New applicants must **register ("don't have an account yet?")** to create an account first. An email address and a password are needed to register into the platform.
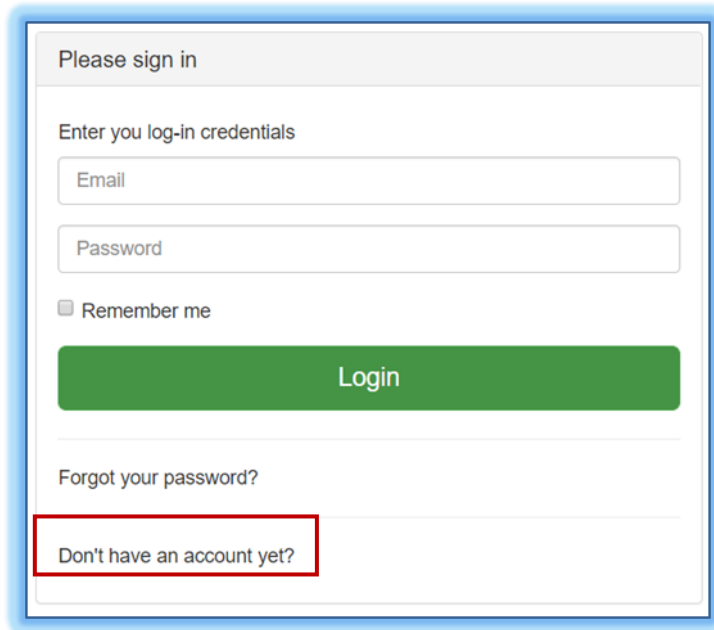
Figure 6. Login page

In this phase, applicants should complete all the required data when registering (see the following picture), since this information will be automatically included in their proposal when completing the Consortium Section and they will not be able to modify the organisation's data during the process.
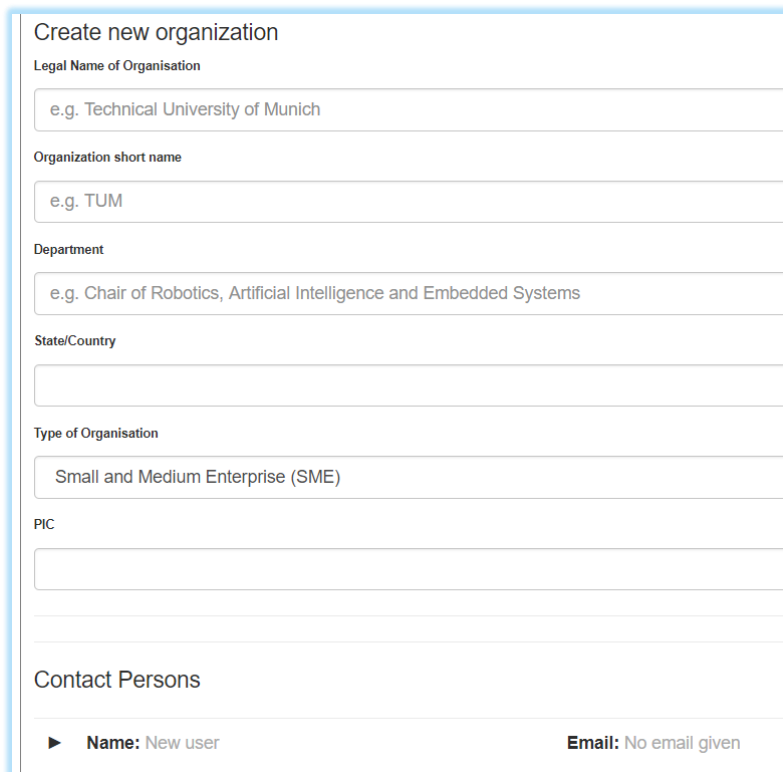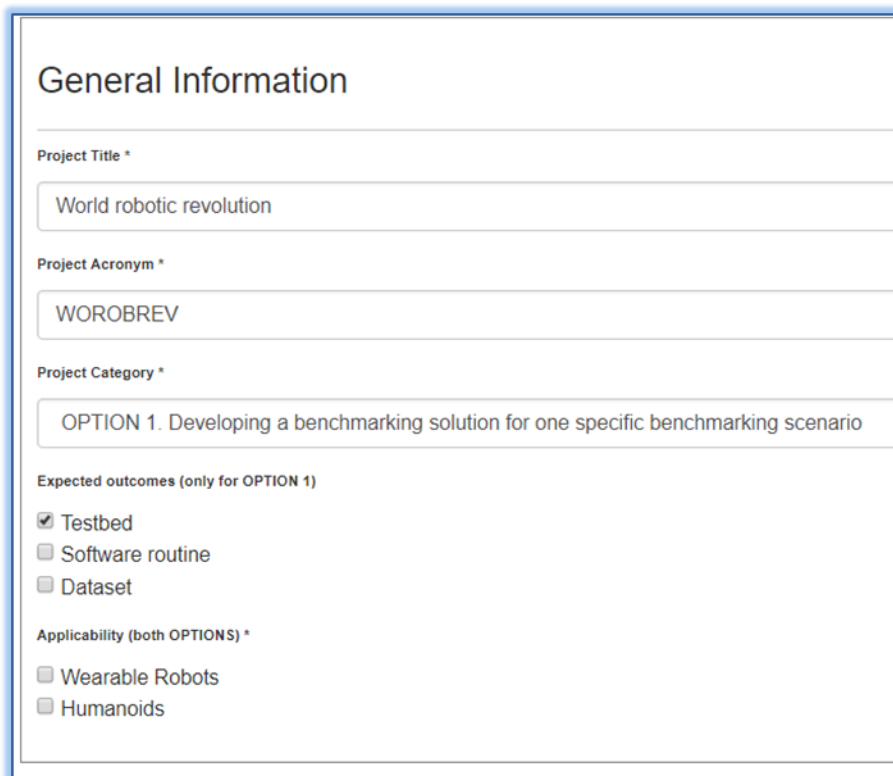
Figure 7. Registration
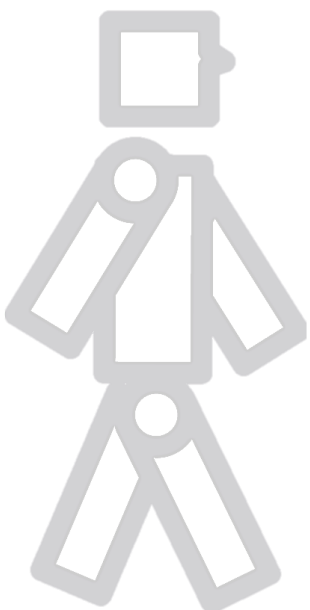
After the information has been submitted, a verification email is sent. The applicant must first find the email and follow the account activation link to complete the registration. Once registered, applicants can login with their credentials.

Proposal Submission: After a successful registration and login, an applicant is taken to the proposal submission page. Here, a proposal can be created and submitted. The page contains five sections with all fields that need to be completed.

1. **General Information Section**: In this section, applicants need to provide the full title and acronym for their proposal. They have also to select the project category, expected outcomes and applicability according to the classification in the Guide for Applicants (also available in the website http://eurobench2020.eu/ftsp-open-calls/fstp-1/). More than one option can be marked for expected outcomes and applicability.

General Information

Project Title *

World robotic revolution

Project Acronym *

WOROBREV

Project Category *

OPTION 1. Developing a benchmarking solution for one specific benchmarking scenario

Expected outcomes (only for OPTION 1)

☑ Testbed
☐ Software routine
☐ Dataset

Applicability (both OPTIONS) *
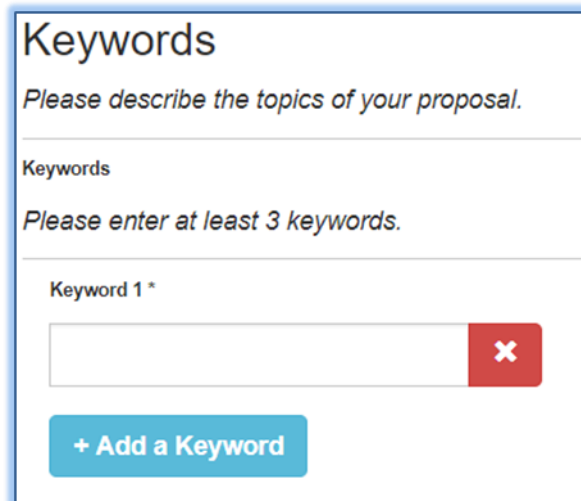
☐ Wearable Robots
☐ Humanoids

Figure 8. General information section

2. **Keywords:** Applicants need to enter at least 3 keywords which describe the topics of their proposal. A list with provided keywords will be shown: biomechanics, datasets, exoskeletons, human-machine interface, humanoids… This helps in assigning the appropriate evaluators later.

Figure 9. Keywords

3. **Contact Information Section:** Applicants must enter the contact person for the Coordinator here. The information in this section can be the same as the registered applicant.

Figure 10. Contact information section

4. **Consortium Partners Section:** Should a proposal consist of multiple consortium members, all additional partners should be listed here as well. Entering the name of the organization and clicking on "Search" the name of the organization should appear. Applicants should select the right organization and the information included during the registration phase will be automatically included in their proposal.
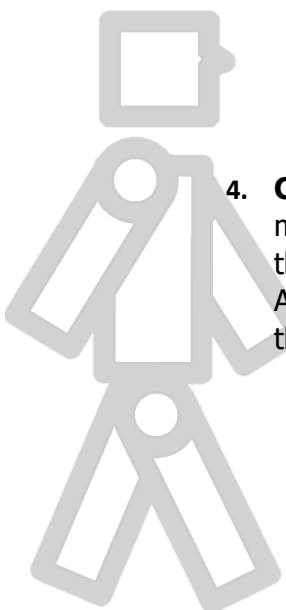
Figure 11. Consortium Partners Section

For each organisation, different contact persons (at least one) can be added. If the contact person is already registered, applicants should introduce the name and click on "Search". They should select the right Contact Person and the information included during the registration phase will be automatically included in their proposal.

Figure 12. Contact persons

If the Contact Person is not registered yet, applicants can create a new one at this stage:

Figure 13. Create new Contact Person

5. **Ethics:** Applicants need to select all the items which are not related with their proposals. If there is an item related, applicants must complete the following section to indicate where they describe ethical issues in their project description file (PDF).

The work done in this project DOES NOT involve:

☐ Human Embryonic Stem Cells (hESCs)
☐ Human participants as test subjects
☐ Human cells or tissues (other than from Human Embryos/Foetuses)
☐ Personal data collection and/or processing, or further processing of previously collected personal data ('secondary use')
☐ Animals
☐ Research procedures that may cause pain, suffering, distress or lasting harm to live non-human vertebrate animals
☐ Import or export of any material from third countries to/from the EU
☐ The use of elements that may cause harm to the environment, animals or plants
☐ Endangered fauna and/or flora /protected areas
☐ The use of elements that may cause harm to humans, including research staff
☐ Risk for the individuals taking part in the project due to the situation in their country
☐ Military applications
☐ Risk for terrorist abuse of results

If YES please indicate the page(s) where you describe it in the project description file

Figure 14. Ethics section

6. **Project Description:** In this section, applicants upload their project description file. This action is mandatory to submit the proposals. Only PDF formats are allowed (max. 15MB).

Project Description

Technical Proposal *

Select a file

Groups of allowed types
PDF Document: .pdf
PDF Document: .pdf
Max file size: 15 MB

Figure 15. Project Description

7. **Requested contribution:** In this section applicants should indicate the total requested contribution per partner of the consortium.

Figure 16. Requested contribution

Participant will have to mark a check box declaring that the proposed activities are not funded by any other grant

Once all sections are filled in, the proposal can be submitted:

Figure 17. Submission

After a successful submission, the applicant receives an email notification and sees a confirmation screen. The Back to Dashboard button takes the user to the management platforms main page, the dashboard.

Editing Process:

Applicants can submit their proposal document as many times as they wish prior to the call deadline. From the dashboard, the submitted proposals can be reached through the Proposals link:
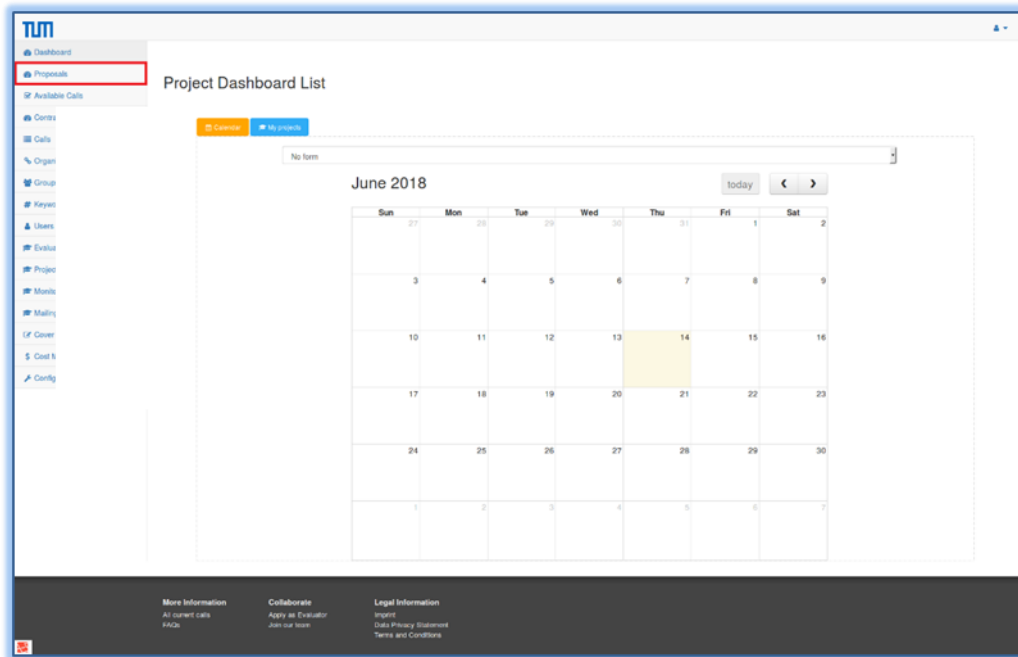
Figure 18. Proposals section

From here, the submitted proposals can be edited through the Edit link:
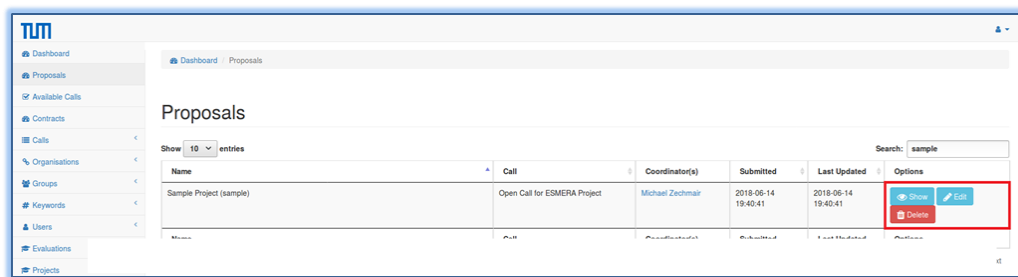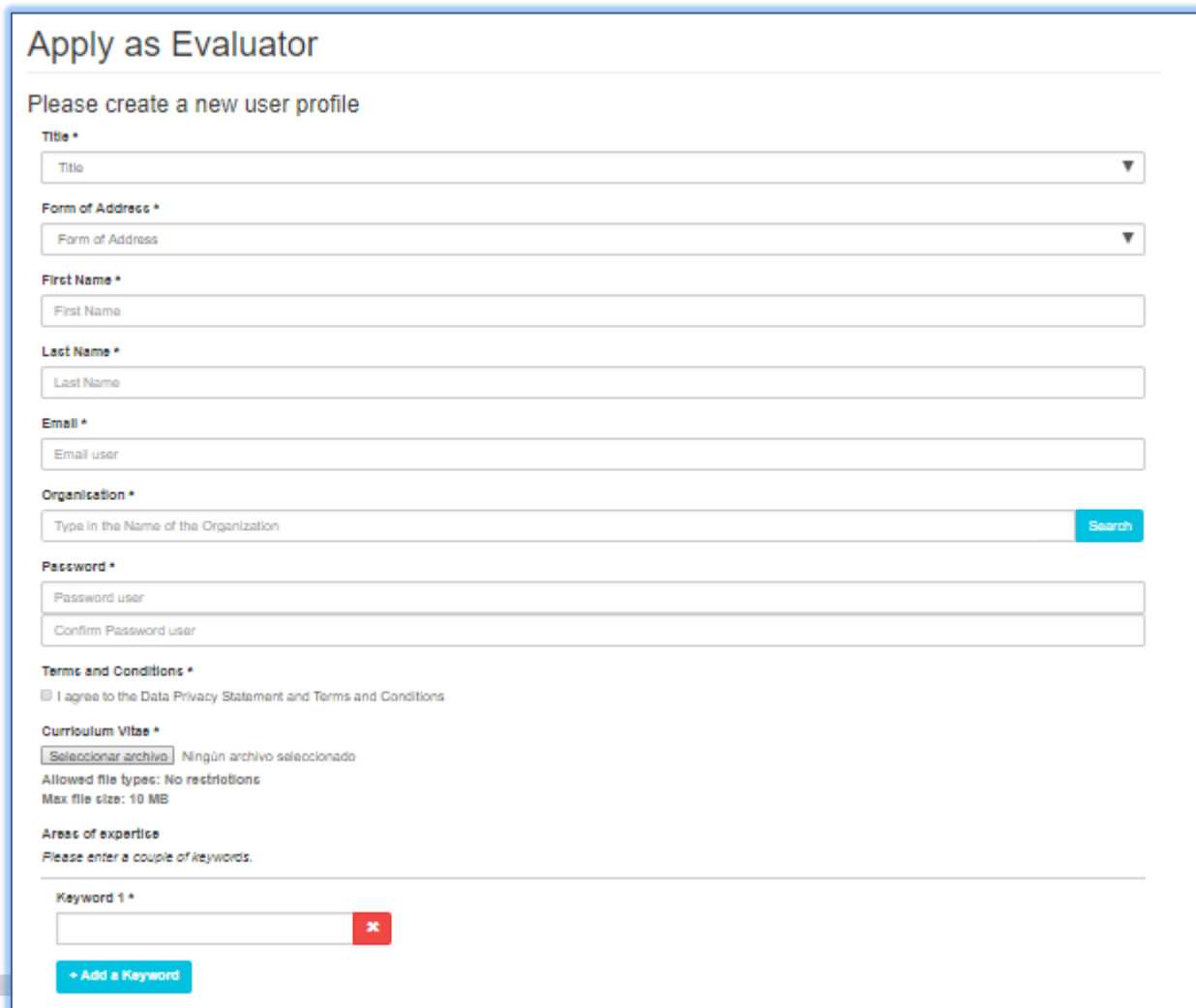
Figure 19. Options

The proposal can be edited as described above in the proposal submission section if the call is open.
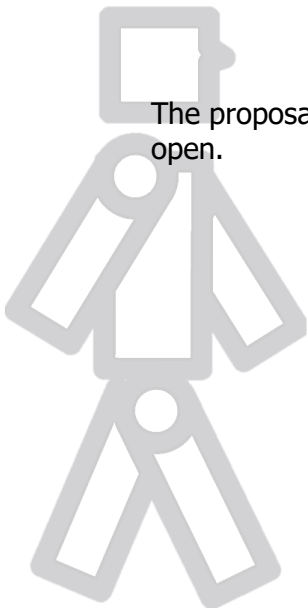
2.2 Evaluation Process

As part of the FSTP Committee, the selected reviewers have to evaluate the of all the submitted proposals that have passed the initial eligibility check. First, they should apply as Evaluator on the web platform (http://opencall.eurobench2020.eu/registration/evaluator).

Figure 20. Apply as Evaluator

Then, they will receive an email from the web platform with five attached documents: the contract, the manual for the evaluations of proposals, the list of the assigned proposals, a declaration of impartiality and confidentiality, and a questionnaire. They should sign and upload the documents to the web platform to be provided with proposals to evaluate.
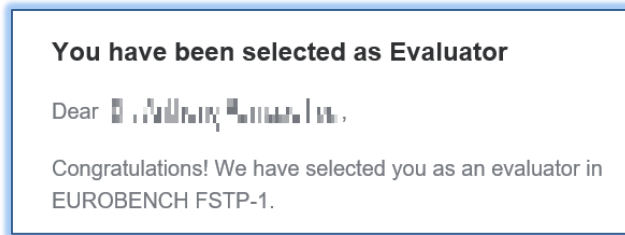
Figure 21. Email from the web platform

Then, to access the list of proposals assigned to the evaluators, they should login in into the EURBENCH Open Calls Platform: http://opencall.eurobench2020.eu/all_calls.
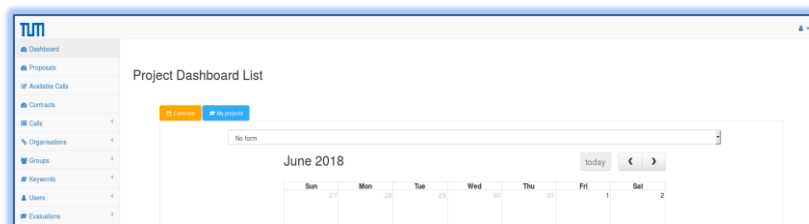

Figure 22. Project Dashboard List

On the left-side-menu, *Evaluations* section shows the *List of Evaluations*. On the next page, there is a list of the calls (in this case, only the EUROBENCH FSTP-1 is open).
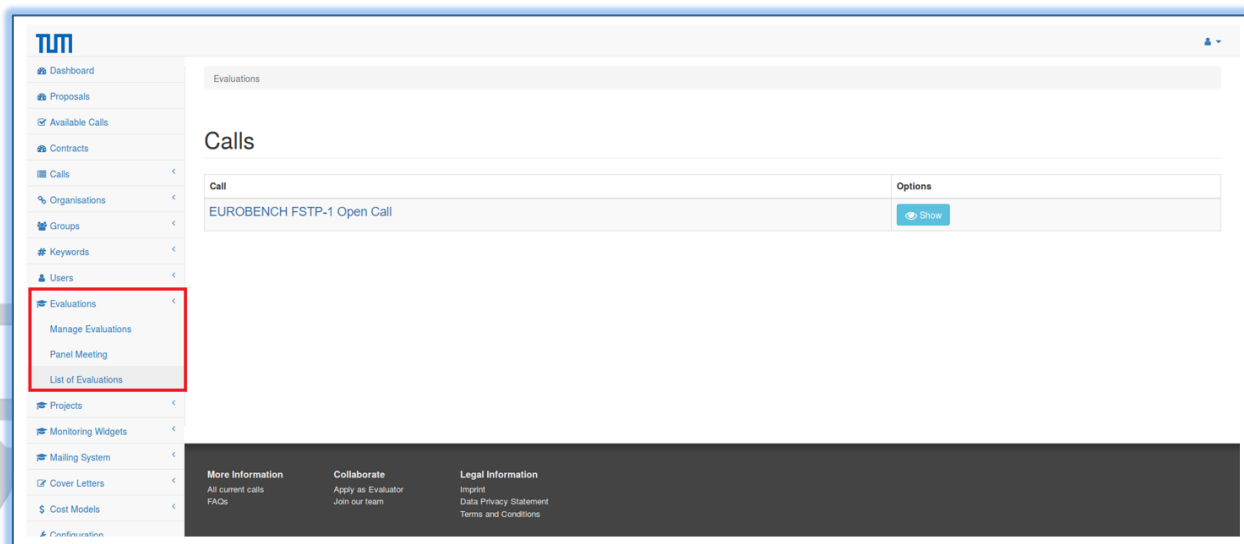

Figure 23. Calls

Upon selecting *Show*, evaluators will see the list of proposals assigned to them.
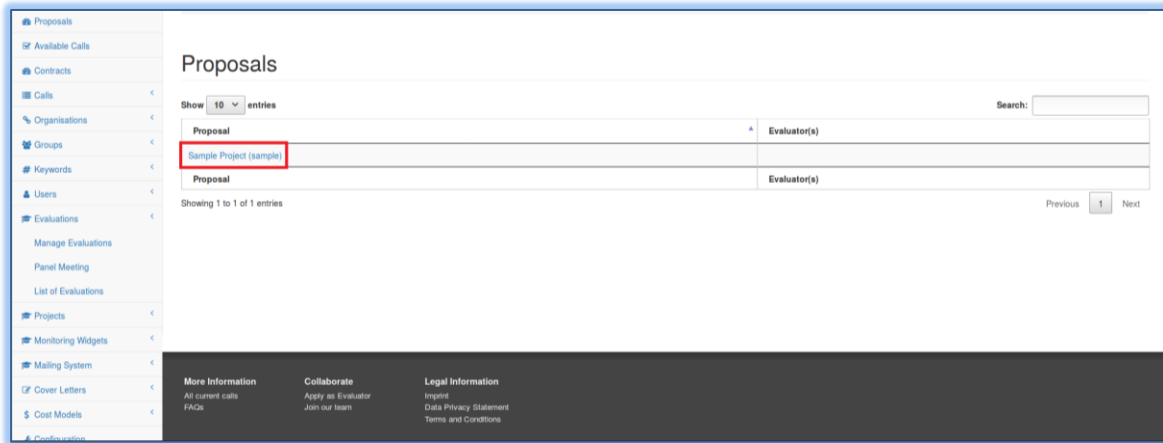
Figure 24. Proposals

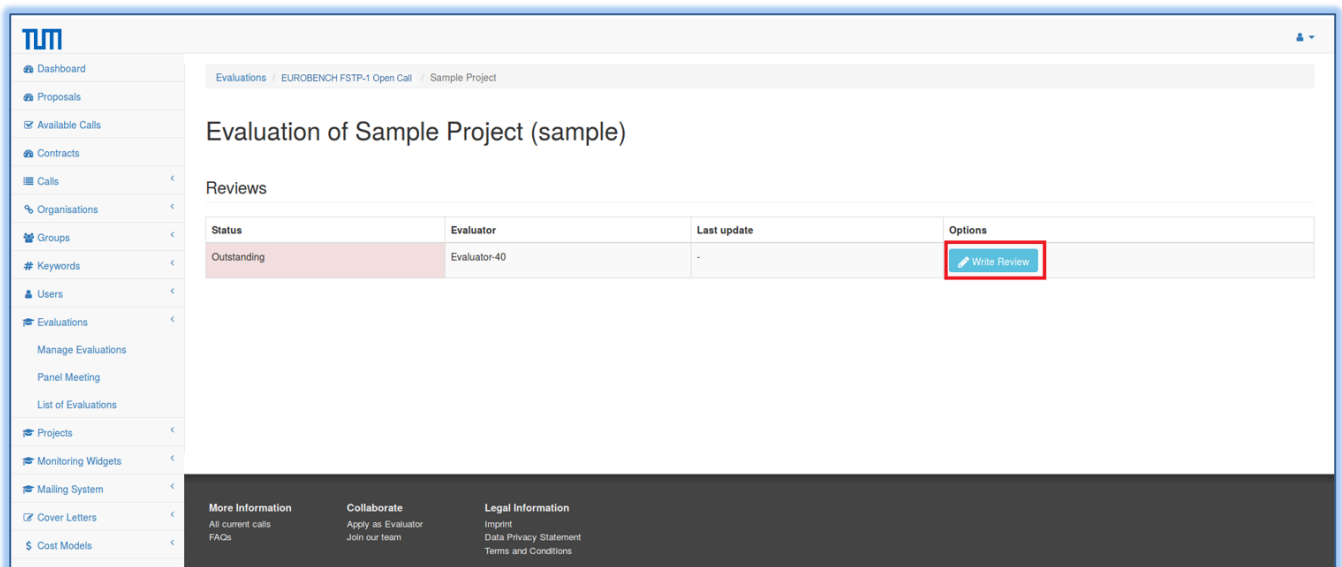On the list page, they can see the current status of each of their assigned evaluations.

Figure 25. Status of evaluations

Selecting *Write Review*, they can reach the evaluation module.

A. Individual Evaluation Module

On the **evaluation module** for each proposal, they can **(I)** download the proposal, **(II)** see the *keywords*, and the **(III)** *Evaluation Criteria* (and weights) for the specific call. In **(IV)** they can assign the scores and justifications for each criterion, while they can add private notes in **(V)** *Your Comments*. In the drop-down menu **(VI)** they can select the *current status* of their evaluation (Work/DONE).
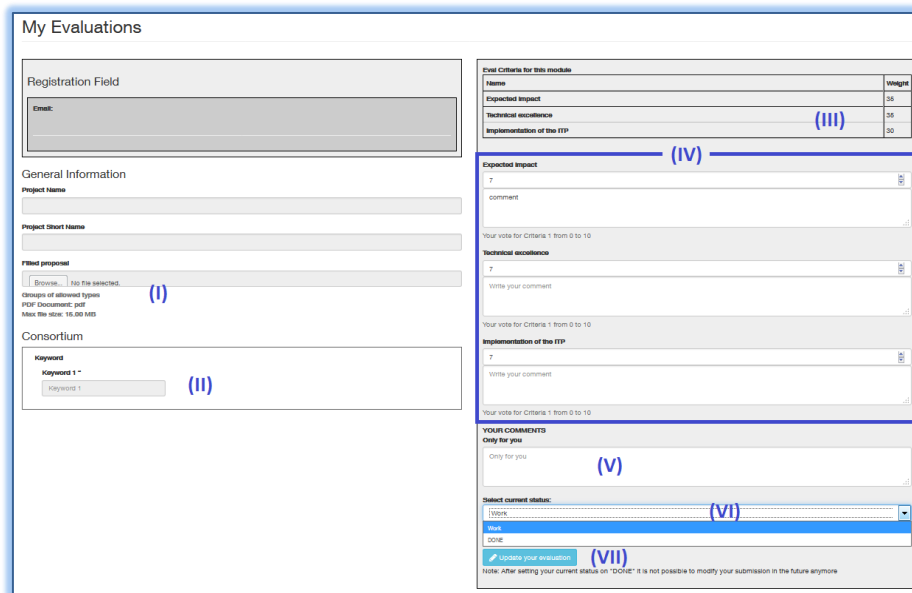
Figure 26. My evaluations section

Finally, by selecting **(VII)** *Update your evaluation*, they can save the current status of the form.

B. Consensus Evaluation Blog

Once the individual evaluation is completed, the consensus phase begins. Evaluators can either use the platform and its consensus blog to:

- discuss the evaluation of each proposal, or
- set a Skype call with the other assigned expert.

The rapporteur (i.e. the internal reviewer) is the one who initiates the consensus chat when carried out on the platform and who generates the consensus report at the end.

By selecting *Discuss,* in *Evaluations/Call Topic/Proposal name*,
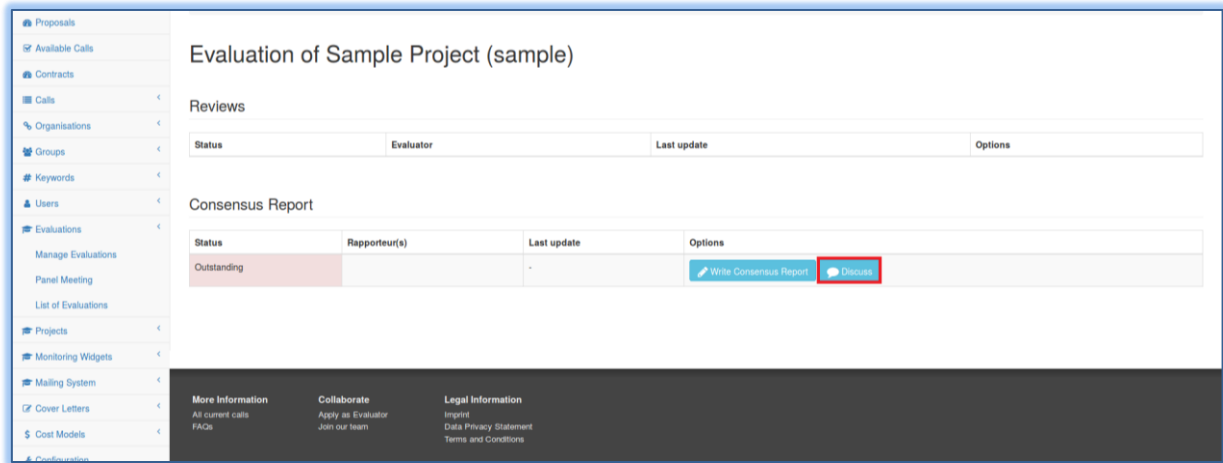
Figure 27. Discuss option

They can **(I)** *Open a topic,* **(II)** post their comments, **(III)** start another discussion topic, or **(IV)** *read* and participate in an existing discussion.
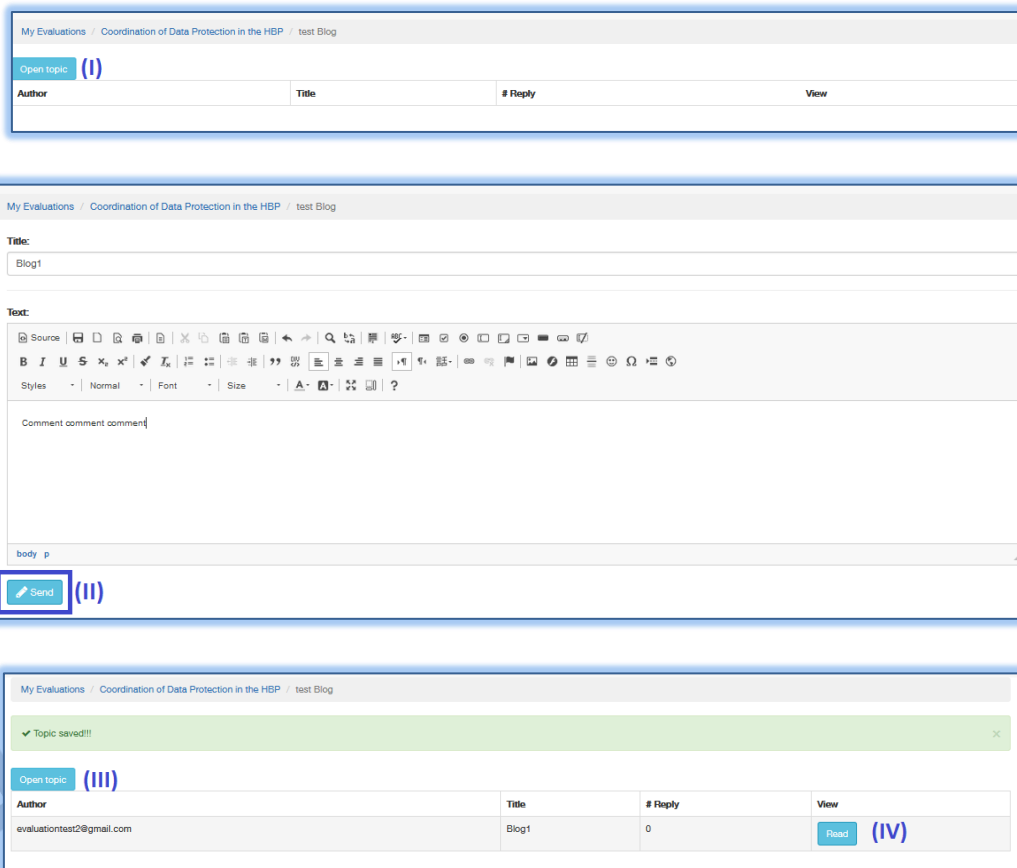

Figure 28. Different options inside the Consensus blog

On the blog discussion modules, the previous comments **(V)** are on the top of the page, and **(VI)** reply area is below.
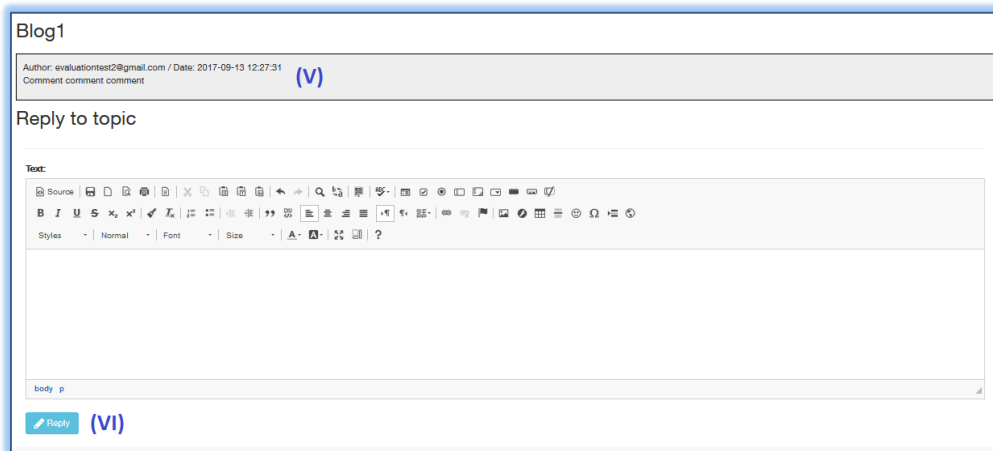

Figure 29. Comments and replies

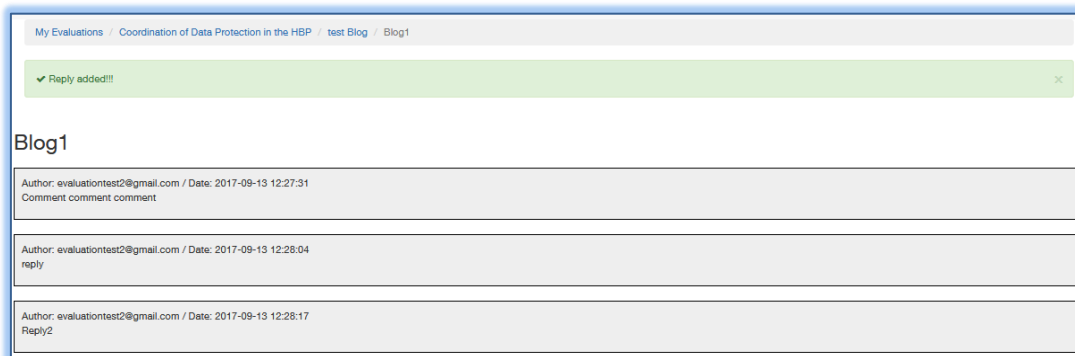All the interactions on the blog discussion are saved with a time-stamp:

Figure 30. Interactions saved with a time-stamp

C. Final Consensus Report - Rapporteur Module

Those that have been appointed as **Rapporteur**, on *Evaluations,* will be able to access the *Rapporteur* module.
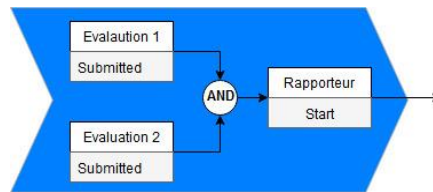
Figure 31. Rapporteur module

The *Rapporteur* module will be activated only after all the assigned Evaluators have submitted their evaluations:

Once active, the *Rapporteur* module has a similar arrangement than the *Evaluation* module with the **(I)** proposal and **(II)** keywords submitted by the applicant are on the left-side; and the scoring area on the right.

Figure 32. Different options inside the Rapporteur module

The right side contains the evaluations **(III)** and **(IV),** with the corresponding scores and comments, and the **(V)** *average* of the evaluation scores, as indicators; the **(VII)** consensus section should be filled respecting the **(VI)** evaluation criteria and *Consensus Blog.*

Figure 33. Consensus blog

The **(VIII)** *Average* is the overall score and is computed from the consensus scores **(VII)** and not from the scores assigned by the Evaluators. Before finalizing the consensus report, evaluators will have to add the **(IX)** *Final Report*, and the **(X)** comments for the applicant.

D. Overall score

Each reviewer will evaluate the proposal according to the evaluation criteria (and associated weight) indicated in Section 4.2 of the Guide for Applicants (also included in D7.1 FSTP Procedures Manual).

Even though the platform would allow to assign scores from 0 to 10, according to the EUROBENCH procedures and guidelines, evaluation scores of up to 5 points (5 marks representing the highest quality) will be awarded for each criterion:
- **0 Fail** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- **1 Poor** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- **2 Fair** While the proposal broadly addresses the criterion, there are significant weaknesses;

- **3 Good** The proposal addresses the criterion well, although improvements would be necessary;
- **4 Very good** The proposal addresses the criterion very well, although certain improvements are still possible;
- **5 Excellent** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor

A preliminary <u>overall score</u> will be assigned to each proposal, taking into account the consensus evaluation phase results and the associated weight of the evaluation criteria.

$$Preliminary\ Overall\ Score = (S1*W1 + S2*W2 + S3*W3 + S4*W4)$$

where:

S_i is the evaluation score for the i-th Criterion and W_i is the weight associated to the i-th Criterion.

The <u>final overall score</u> will be calculated for each proposal according to the following equation as indicated in the Guide for Applicants (http://eurobench2020.eu/wp-content/uploads/2018/07/FSTP-1-Guide-for-Applicants.pdf):

$$Overall\ Score = Preliminary\ Overall\ Score* 3$$

The maximum overall score will be 15 points. To ensure a minimum level of quality in the proposals, a global threshold of 8 will be applied. Proposals below this threshold will not be eligible for funding, independently from the number of submitted proposals.

The consensus report and final overall score will be the basis for the creation of the final Ranking list of Proposals used by the Steering Committee to perform the final selection, as indicated in Section 4.3 of the Guide for Applicants (http://eurobench2020.eu/wp-content/uploads/2018/07/FSTP-1-Guide-for-Applicants.pdf).

3 Deviations from the workplan

The web platform, as it is the Deliverable, is active and fully operational since the opening of the call according to the timeline defined in the project.

The delay in the submission of the deliverable is only due to:

- the preparation of the Manual for the Evaluation Platform that was postponed to the moment of the definition of the experts' contracts for work and services and

- the internal review process

4 Conclusion

This deliverable is considered complete in every single part according to the requirements stablished in the EUROBENCH Grant Agreement.