

Deliverable Title	D7.7 Submission Website - FSTP-2 Action
Deliverable Lead:	PKF ATTEST INNCOME S.L.
Related Work Package:	WP7: FINANCIAL SUPPORT TO THIRD PARTIES
	T7.1 Procedure definition
Related Task(s):	T7.6 FSTP-2 Action: call launch and submission process
	T7.2 Evaluation Panel: creation of the FSTP Committee, experts' assignment and evaluation processes
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Instrument:	Research and Innovation Action
Start Date of Project:	01.01.2018
Duration:	48 months
Abstract	Description of the web platform containing all the necessary information and active procedures to launch the FSTP-2 action call and perform the submission process





This project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 779963

# **Versioning and Contribution History**

Version	Date	Modified by	Modification reason
v.01	03/08/2020	María Prieto Esperanza Marín	First draft including pre-registration platform
v.02	30/08/2020	Esperanza Marín	Second draft including full submission platform
v.03	03/09/2020	Diego Torricelli	Review and corrections
v.04	10/09/2020	Sandra Correas	Review and update of functionalities.
v.05	03/12/2020	Esperanza Marín Sandra Correas	Update related to the evaluation panel (after the last cut off). Version ready for internal review (PC, TC)
v.06	11/12/2020	Diego Torricelli Sandra Correas	Review. Latest update. Approved for submission.
v.07	27/09/2021	Sandra Correas	New version created for actual submission (the document was not submitted at the time it was ready). No changes.







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# **1 Executive Summary**

The submission of proposals was performed through the online platform <u>http://opencall.eurobench2020.eu</u>, also used for the FSTP-1 Open Call.

For FSTP-2, previously to the final submission platform, a pre-registration form was prepared to gather the interest and ideas of potential participants and provide them with preliminary feedback to enhance the impact of the call. The pre-registration phase was opened from May 1<sup>st</sup> 2020 to May 31<sup>st</sup> 2020 and the EUROBENCH teams provided the applicants with preliminary feedback to improve their proposals during the subsequent months before the launch of the Call.

For both the pre-registration and, afterwards, for the Open Call, as part of T7.6, a dedicated section within the EUROBENCH website was created for the FSTP-2 Open Call including all the necessary details for the submission process (summarised on the website or included in the official documents and instructions to be followed by applicants).

The call for submission within the platform was created including the fields required to comply with the FSTP-2 Guide for Applicants previously elaborated and gather all the information needed. It was linked to the dedicated page in EUROBENCH website and, finally, the FSTP-2 Open Call was opened on September 1<sup>st</sup> under a first-come-first-served scheme, including periodic cut-off dates every 15 days.

This Deliverable (D7.7 Submission Website -FSTP-2 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-2 action call and allow applicants to perform the submission within the call deadline, November 30<sup>th</sup> 2020, as well as, afterwards external and internal experts to perform the evaluation process.







# 2 Description of work & main achievements

# **Pre-Registration Phase**

Before starting the pre-registration in the dedicated form, participants had all the information needed in a dedicated page in the EUROBENCH website (<u>https://eurobench2020.eu/ftsp-open-calls/fstp-2-validating-the-framework/fstp-2-open-call-pre-registration-questions/</u>).

### FSTP-2 Open Call Pre-Registration Questions

Pre-registration will be a quick process (about 10 min) in which you will have to answer a limited number of questions (most of them based on multiple-choice questionnaires).

Here you will find a summary of all the questions and possible answers you will find in the pre-registration form once it will be published. This will allow you to prepare in advance for the online process. The form will be hierarchical, meaning that the questions displayed will depend on previous responses, therefore you may not be asked some of the questions here provided.

 Name and type of your entity (University; Research Institute; SME; Big enterprise; Non-profit organization; Project Consortium; Other) and whether you will participate alone or in consortium (in this case, no further information on other partners will be required).

2. What you want to test / vaildate:

- A system. Depending on the type of system, certain questions will be asked:
  - · Walking robot: type (full humanoid; bipedal machine; quadrupedal robot; hexapod; other)
  - Exoskeleton/exosuit: which part of the body, whether it will be active (powered) or not, whether the structure will be rigid or soft and if there is any restriction in user's morphology (e.g. max height, peivis width, leg length of the subject).
  - · Prosthesis: which part of the body and whether it will be active (powered) or not.
- In addition, for all systems, the technical specifications will be asked: unilateral or bilateral; actuated joints and if they are active, passive, semi-active/quasi passive or locked; maximum height and width of the system (cm); total weight (kg); whether the system has been described in any publication (references); brand name, if applicable (either commercial or research) and TRL level.
- · Human subjects (e.g. clinical, sport, etc.): healthy subjects or pathology-affected (specify).
- If you don't own a physical system, you can use the standard robot platforms available at the facility: the humanoid robot Reem-C from PAL Robotics and/or the
  exoskeleton H3 from Technaid S.L.

3. Type of participation in F5TP-2:

- Option 1 (In situ experiments). The grant (max 6 60 k) will cover personnel costs, travel & accommodation to realize up to 2 weeks of testing in one of the two
- EUROBENCH facility (Facility for Wearable Robots in Spain, and Facility for Humanoids in Italy).
- Option 2 (Remote experiments). The grant (max € 30 k) will cover personnel costs and consumables needed to execute a testing experiments in your own laboratory, using the EUROBENCH Software to assess the performance of your system.
- Option 3 (Retrospective data analysis). The grant (max € 15 k) will cover personnel costs to use the EUROBENCH software to process data previously collected (e.g. data included in pre-existing databases).









- Which scenarios you would like your system to be tested in: wallding on flat terrain, slopes, stairs, treadmill...; overcoming obstacles, standing during pushes, opening doors...
- What domains of application your system is addressing: industrial (manufacturing, construction, logistic), healthcare (rehabilitation, assistance), consumer (personal care, entertainment), emergency or other.
- 6. What aspects of performance you would like EUROBENCH to measure: speed, symmetry, energy efficiency, stability, human likeness, robustness, ergonomics...
- 7. What kinds of services you expect from EUROBENCH: to receive a certified "quality seal" on performance, safety, usability...; to compare your system to others or human performance: to have technical support / guidance in the execution of tests; to have an automatic calculation of performance; to have a cloud space to store data from your experiments; to upload a new algorithm/metric you developed; to receive personalized suggestions; to train yourself, your students or employees; to perform a clinical trial; to train for competitions; to organize events and/or to showcase your technology to potential users.

Finally, if you want, you can describe in more details the testing experiment(s) you would like to perform and to ask further questions. So, it would be convenient to prepare a brief text in advance.

For any questions on the pre-registration procedure, please contact: fstp@eurobench2020.eu

Figure 1. Information to correctly pre-registrate a proposal

For the online pre-registration, a dedicated Google form was created and made public.









# **Submission Phase**

The following documents were prepared and made public on the <u>EUROBENCH website</u> (<u>http://eurobench2020.eu/ftsp-open-calls/FSTP-2/</u>)</u> for the potential applicants to have all the information needed during the preparation of the proposals and submission process:

- Guide for Applicants
- EUROBENCH Benchmarking Scenarios Description
- FSTP-2 proposal template
- Brochure Exo-H3 ROS (not prepared, just uploaded)

In this dedicated page, a description of the call is offered in a summarized form, and the details of submission through documents and support links.

The dedicated e-mail address: <u>fstp@eurobench2020.eu</u> was indicated as helpline communication channel.

A dedicated webinar was also organized to explain all the details of the Open Call.

	FSTP 2 – Validating the Framework
	The 2nd EUROBENCH Open Call (opening on September 1st) will offer up to € 100k to Third Parties interested in using the EUROBENCH Facilities and Software to test robotic technologies, such as exoskeletons, prostheses, legged robots, and other types of overground robots. With these tests we will validate the testbenches of the first benchmarking framework for bipedal robotics in Europe, and you will contribute to the future uptake of robotics. The proposals will be evaluated under a first come- first served policy, so don't delay and send us your proposal as soon as possible.
	You can already start peparing your proposal <ul> <li>Guide for applicants</li> <li>Eurobench benchmarking scenarios</li> <li>FSTP-2 proposal template</li> </ul>
0	APPLY NOW
4	Figure 2. Information to correctly submit a proposal
R	





## FAQ's

#### 1. What does the first-come-first-served scheme mean?

It means that proposals will be evaluated in chronological order of arrival until the budget is exhausted.

A2.1 am interested in participating in more than one option, can I do it?

Yes, by submitting more than one proposal. Each proposal should target only one option.

3. If I choose two options, can I get maximum funding from both?

No, the limit is € 100k for each proposal.

• 4. Is there a minimum budget that can be funded?

No, only maximum.

S. My entity was funded during fstp-1, can I participate in fstp2?1

Yes, but within the € 100k limit per participant. If you have already obtained the maximum funding (€ 100k) in the first call, you can participate as well, but without being eligible for funding.

6. Can I submit more than one proposal?

Yes, but you cannot obtain more than 100k€ of funding across all proposals.

7. Can I include entities from non-eligible countries in my consortium?

Yes, they can be part of the Consortium but they will not be eligible for funding.

• II. Do we need to submit our own ethical approval if we intend to use the facility in the EUROBENCH test site?

You will have to report the protocol description, but we (from EUROBENCH side) are going to submit such protocol to our local ethical committee. If the same protocol has been also approved by your local ethical committee, this may facilitate the process of approval on our site. You can refer to it in the proposal stage.







~ 9. Does EUROBENCH provide wireless bipolar sEMG recordings?	
Yes, Delsys Trigno, B channels.	
<ul> <li>D. Can we specify which testbed of the projects of the first call we can work with?</li> <li>Yas, you should exercise it.</li> </ul>	
ng, you should specify it.	
11. Which criteria are you currently adopting to classify the product at the Proof of Concept stage?	
We don't verify that the device is at a defined TRL. You have the responsibility of bringing a functional device at the facility.	

Figure 3. 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.

# 2.1.1 Submission Process

To apply to EUROBENCH Open call, applicants should use the following link: <u>http://opencall.eurobench2020.eu</u> and access to the submission platform.

After selecting the only open call currently active, i.e. EUROBENCH FSTP-2 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.





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EUROBENCH FSTP-2 Open Call Validating the Framework
Submission deadline 2020-11-30 16:00:00 (UTC)
The 2nd EUROBENCH Open Call will offer up to C 100k to Third Parties interested in using the EUROBENCH Facilities and Software to test robotic technologies, such as exoskeletons, prostheses, legged robots, and other types of overground robots.
With these tests we will validate the testbenches of the first benchmarking framework for bipedal robotics in Europe, and you will contribute to the tuture uptake of robotics.
The EUROBENCH project aims to create the first unified benchmarking framework for robotic systems in Europe. This framework will allow companies and/or researchers to test the performance of their robots at any stage of development. The project is mainly focused on bipedal systems, i.e. subside/edots, prochedics and humanoida, but it is also opened to caver other robots tochnologies. To this aim, EUROBENCH has developed:
<ul> <li>Two Testing Explicits, one for wearable robots (incated in the Hospital Los Matrolins, in Brunete, Spain) and the other for humanian robots (scated in the latitudo flatand of Technologia, in Gersva, Italy), to allow performances between the standard back prototypes in a unique location, saving resources and time.</li> </ul>
A unified Benchmaning Software, which induces: 1) common protocols to execute standardized tests in any lab setting.      Computational tools to compute performance according to quantitative Performance indicate and      surfact database to compute the performance results with other systems
To build this framework, the EUROBENCH Consortium relied on the colloboration with more than 50 external entities, all a Third Parties, through 17 sub-projects funded in the 1st Open Call (#STP-1).
The entire EUROBENCH framwork (Pacifikes & Software) will be now offered to participants of this 2nd Open Cell (PSTP-2); Selected projects will receive funding to test and improve their own monotoccontrol systems using the EUROBENCH tasks
This call, based on a first-some-first-served scheme, will be open from September 1, 2020 until November 30, 2020, or budget dependen
For more information about this FSTP Open Call and the EUROBENCH project visit http://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/fstp-2-validating-the-framework/

**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.

	Please sign in	
	Enter you log-in credentials	
	Email	
	Password	
MA	Remember me.	
	Login	
	Forgot your password?	
	Don't have an account yet?	
	This project has received funding from the European           2020 research and innovation program under grant	Union's Horizon agreement No 779963

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## 2.1.1.1 REGISTRATION

**In this phase, ORGANISATION <u>MUST be</u> also registered**: Participants must complete all the required data when registering (see the following picture), since this information is automatically included in the proposal when completing the Consortium Section and it is not possible to modify the organisation's data during the process.

Create new organization	
e.g. Technical University of Munich	
Organization short name	
e.g. TUM	
Department	
e.g. Chair of Robotics, Artificial Intelligence an	d Embedded Systems
State/Country	
Type of Organisation	
Small and Medium Enterprise (SME)	
PIC	
Contact Persons	
Name: New user	Email: No email given

After the information has been submitted, a verification email will be 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.

### 2.1.1.2 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. Note that all fields need to be completed although not all of them have a (\*) behind their name.

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 and robotic **according to the classification in the Guide for Applicants**.

OPTION 1. H and experiments	
Lover into excisentine	
	SET KEN L. N. and experiments Lower with exclusion



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.

Keywords
Please describe the topics of your proposal.
Keywords
Please enter at least 3 keywords.
Keyword 1*
×
+ Add a Keyword

**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.

Contact Information	
Name *	
Sumane(s) *	
e-mail *	
Phone Number *	

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. Please select the right organization and the information included during the registration phase will be automatically included in your proposal. Please notice that every partner of the consortium must be previously registered in the platform.







# Consortium

Information taken from the user profile of each participant filled when the entity registers for the first time to submit an FSTP proposal

Partner 1 - Coordinator *	
csic	Search
Select an Organization	•
Select an Organization Cajal Institute, Spanish National Research Council (CSIC)	

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

Contact Persons		
▼ Name: New user	Email: No email given	×
Change Contact Person Search for a Contact Person		
diego		Search
Select a Contact Person		•
- Select a Contact Person diego.torricelli@csic.es		

If the Contact Person is not registered yet or the system is not allowing the applicant to select him/her, it is possible to create a new one at this stage:

	Name: New user	Email: No email given	
Cha	ange Contact Pers	son	
Searc	h for a Contact Person		
dfo	ifdfd		Se
	ound your Contact Pe	rson? Create new Contact Person	
Not 1	· · · · · · · · · · · · · · · · · · ·		



 Project Description: in this section, applicants will upload their project description file. This action is mandatory to submit the proposals. Only PDF formats are allowed (max. 8MB).

Project description	
Technical Proposal *	Select a file
	Allowed file types: PDF Document (.pdf)
	Max file size: 8.00 MB

6. Requested contribution: In this section applicants should indicate the total requested contribution PER PARTNER of the consortium. For each partner, they have to select EUROBENCH-FSTP-2 Cost Model and the following field will appear. It is important to note that although the field to be completed is called "budget" applicants need to indicate ONLY the requested contribution

*e.g.1 your budget is 60k* but since you are participating in another proposal you are asking for a total contribution of  $10k \in$ , please indicate 10 k  $\in$  here. You will be detailing your total budget in the technical proposal form.

*e.g.2 your budget is 70k* but since the maximum contribution (funding) is 60 k you are asking for a total contribution of  $60k \in$ , please indicate 60 k here. You will be detailing your total budget in the technical proposal form.

	Each sub-project (defined as a fi the definition of this work plan, p increased if delays due to Covid- and comply with the principle of	inded proposal to be implemented) will rece participants should take into account the est 19 will imply a formal extension of the EUR sound financial management, in particular r	eive the funding on a lump sum timated duration of the Validat 108ENCH project beyond the r regarding economy and efficie	i scheme as defined by the i ion Phase is 9 months (Agri current ending date (Decent ncy, All proposals should co	30 Commission pilo December 2021), ler 31, 2021), The+ sply with the follow	r 2018-2020 - Exc in which all experie estimated costs of t sing budgetary limi	h proposal shou rents should be he third parties to	ald include a detailed conductant. This dur s to develop the defin	work plan and a costs estin ation may be exceptionally ed work plan should be rea	nate. For sonable
	Each proposal can request     Each participant can receiv     H you have been funded by     funded party "collaborato	a maximum contribution of 60eE (option 1), e a maximum contribution of 100eE, across the 1st PSTP Open CaB, you have a cumula ").	, 30k£ (option 2) or 15k£ (option all proposals presented in this ative limit of 100k£ applied to	on 3), which can cover up to cuil. Therefore, once a besk all EUROBENCH Open Calls	100% of the total I Sciery Res reached as a whole. If you a	budget. 100k€, wil other pr sinoady reached thi	oposals in whic Literit in PSTP-1	h they participate wi 1, you can still partici	Il be rejected. pate in a Consortium, as a n	101-
	IMPORTANT: Although the field	I to be completed is called "budget", you a planted //VEDHEADS ADS SET T// //b. I	in required to indicate (UST ) IN THIS ONLINE PLATFORM (	the total requested contribution PURPOSE, AS INDICAT	tion (funding) per ED, YOU ONLY NEI	partner. Please do ED TO INCLUDE T	NOT indicate t Æ TOTAL REQ	the total budget (tot UESTED CONTRIBU	al costs) that will be descri ITION (CALCULATED AS #	bed just N THE
	in the technical proposal to be TECHNICAL PROPOSAL INCLU	IDING OVERHEADS).								
9	in the technical proposal to be TECHNICAL PROPOSAL INCLU Budget	Cajal Institute, S	panish Nationa	I Research Co	uncil (CS	IC): Neura	al Rehal	bilitation (	Group	
19	in the technical proposal to be TECHNICAL PROPOSAL INCLU Budget	Cajal Institute, S	panish Nationa	l Research Co	uncil (CS	IC): Neura	al Rehal	bilitation (	Group	
19	in the technical proposal to be TECHNICAL PROPOSAL INCLU Bodget	Cajal Institute, Sj Cost Model ELIROBENCH FSTP-2 Cost Mod	panish Nationa	I Research Co	uncil (CS	IC): Neur	al Rehal	bilitation (	Group	
2	in the technical proposal to be ( TECHNICAL PROPOSAL INCLU Budget	Cajal Institute, SJ Cost Model ELIROBENCH FSTP-2 Cost Mod	panish Nationa	I Research Co	uncil (CS	IC): Neura	al Rehal	bilitation (	Group	
	in the technical proposal to be TECHNICAL PROPOSAL INCLU Budget	Cajal Institute, Sp Cost Model ELIROBENCH FSTP-2 Cost Model Campery Prevented Contribution: @	panish Nationa	I Research Co	Orefreed Patro	IC): Neuro Radee Downwas	Ser Sector	bilitation ( Equantor Explanation	Group	



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 Ethics: applicants need to select all the items which are <u>NOT</u> 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).

Ethics	
The applicants need to ensure that the	er FSTP proposal meets the ethics requirements of Horizon 2020, and that they will continue to be compliant during the period of execution of the FSTP.
The work done in this project DOES	Human Embryonic Stem Cells (hESCs)
NOT involve:	Human perticipante 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
	C 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	

Once all sections are filled in and the principle of no double funding declared, the proposal can be submitted:

	Save & Submit
Principle of no double funding *	□ I declare that the proposed activities are not funded by any other grant
Principle of no double funding	

After a successful submission, the applicant will receive an email notification and see a confirmation screen.

If any modification is needed, it is possible to edit the proposal after submission until the deadline of the related cut off (every 15 days as indicated in the Guide for Applicants). The official submission time and date are considered by the LATEST UPDATE details.

Norres	* Coordinator(s)	Submitted	Lest Updated	1 Options
SOSOF (SOFSOFS)				



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# 2.1.1.3 EDITING PROCESS

Applicants can submit their proposal document as many times as they wish prior to the call deadline, but it is strongly recommended not to wait until the last minute to submit the proposal.

From the dashboard, the submitted proposals can be reached through the Proposals link:

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Brnlact Dachboard I	et							
Project Dashballa C								
Come Reven								
and the second se								
	June 2018					1000	6.3	
	het	800	te	***	× .	е. 7)	ы. т	
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		199	o.		17	-		
	10			-	201		-	
			17			-		
Maria / particular	c (Millioniani)	1						
in party day. Again a factor and a second se	ndir navri Det Franz Dorre							

From here, the submitted proposals can be edited through the Edit link:

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					**** ×***
					Cores.
Harrise	Lat	Coordinated(a)	Batestine	Last Modeled	Options

# 2.1.2 Evaluation of Proposals

# 2.1.2.1 SELECTION OF EXPERTS

Under Task 7.2, for the selection of the external evaluators, belonging to the FSTP Committee and updating its structure<sup>1</sup> for this call, a public process was launched to ensure high quality level and expertise in the evaluation process. International experts working in the robotics field were invited to apply as evaluators (see the following figures).

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<sup>&</sup>lt;sup>1</sup> FSTP Committee structure was delivered in Deliverable 7.2.



#### Dear Expert,

We are writing to you on behalf of the H2020 EU-Project EUROBENCH to ask if you would be willing to work as an External Reviewer for third-party proposals to be submitted to our 2 <sup>44</sup> Open Call . Your contribution will be very valuable as you already know our project and the 1 <sup>47</sup> call. The 2nd EUROBENCH Open Call (opening on September 1st) will offer up to € 100k to Third Parties interested in using the EUROBENCH Facilities and Software to test robotic technologies, such as exoskeletons, prostheses, legged robots, and other types of overground robots (more info at <a href="http://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/">http://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/</a>). Reviewers choose between evaluating 5, 10, or 15 proposals to evaluate. The evaluation will begin on <a href="https://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/">https://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/</a>). Reviewers choose between evaluating 5, 10, or 15 proposals to evaluate. The evaluation will begin on <a href="https://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/">https://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/5tp-2validating-the-framework/</a>). Reviewers choose between evaluating 5, 10, or 15 proposals to evaluate. The evaluation will begin on <a href="https://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-call/5tp-2p

- Area(s) of expertises robotics, prosthietics, humanoids, biomechanics, HML neurorehabilitation and/or other fields of engineering closely related to the content of the Open Call.
- Qualification: Engineering degree and at least 7 years of experience in the above-mentioned fields (if coming from industry) or PhD (if coming from academy).
- Nationality: all nationalities are eligible.

We would like the review committee to be made up of experts who have already collaborated with the EUROBENCH project (for example, experts from entities that cannot receive funding because they have reached the maximum in the first call), in order to strengthen collaborative relationships. Notice that, to avoid conflicts of interest, if you submit a proposal to the call, you cannot be a reviewer.

If you are interested, please fill in the following questionnaire <u>as soon as possible</u>, as we will prioritize the first answers. <u>You only need 3</u> minutes: <u>https://forms.gle/bt/YWE5TxEcXqYPcA</u> Please feel free to contact us if you have any questions. We look forward to hearing from you.

Thank you very much!

Kind regards,

#### The EUROBENCH team

#### Figure 4. Invitation email sent to international experts

docs.google.com/forms/d/e/1FAlpQLScqh6emfdXXTmU-DBtLP\_SZDXAdt5CBsOzNivKgIOgDStzONQ/viewform



# APPLY as an EVALUATOR for the EUROBENCH FSTP-2 Open Call

We are looking for experts on bipedal robotics (exoskeletons, humanoids, prosthesis) to become the evaluators of our FSTP-2 Open Call, which will offer funding to third parties interested in testing their bipedal robotic technologies using the new EUROBENCH benchmarking framework (more info at <a href="http://eurobench2020.eu/ftsp-open-calls/2nd-fstp-open-calls







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	anisations involved in the proposals assigned to them. Will your institution
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28 applications were received during the process that was open in June and remained open for the whole period of the Call.

As the FSTP-2 Open Call was organised under a first-come-first-served scheme with cut-off dates every 15 days, 11 different external evaluators complying with the requirements were assigned to a



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number of proposals during the different cut offs, depending on several factors, avoiding conflict of interest, including: expertise, availability, number of proposals for each cut off.

Their names are not included in this Deliverable for Personal Data Protection. If requested by the Commission, we will provide this information.

Evaluator assigned ID	n <sup>o</sup> proposals assigned
Evaluator-89	5
Evaluator-254	4
Evaluator-64	5
Evaluator-23	2
Evaluator-197	5
Evaluator-192	5
Evaluator-194	10
Evaluator-74	2
Evaluator-146	5
Evaluator-201	7
Evaluator-170	2

As for FSTP-1, included in Deliverable 7.2 FSTP Committee Structure, internal evaluators were also selected according to the stablished requirements, assigning them different proposals, avoiding conflict of interest, depending on the expertise, availability and number of proposals for each cut off.

## 2.1.2.2 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. Their responsibilities were defined in Deliverable 7.2 FSTP Committee Structure.

For the evaluation phase, as part of the submission platform, the related evaluation form and functionalities were set to enable registration of the evaluators, assignments and signature of confidentiality, impartiality and no conflict of interest declarations. To facilitate the process, a manual for evaluators was prepared including all the information needed for the proper execution of their duties. A webinar was also held to prepare external experts for the work to do.

Following the details of the evaluation platform:

First, they should apply as Evaluator on the web platform (http://opencall.eurobench2020.eu/registration/evaluator).







Apply as Evaluator
Please create a new user profile
Title
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Form of Address
First Name *
First Name
Last Name *
Last Name
Email *
Emal user
Organisation *
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Password *
Password user
Confirm Password user
Terms and Conditions *
I agree to the Data Privacy Statement and Terms and Conditions
Curriculum Vitae *
Allowed file types: No restrictions
Max file cize: 10 MB
Areas of expertise
mease enter a couple or keywords.
Keyword 1 *
+ Add a Keyword

#### Figure 5. Apply as Evaluator

Then, they will receive an email from the web platform with three attached documents: the manual for the evaluations of proposals, the list of the assigned proposals, a declaration of impartiality and no conflict of interest and a declaration of confidentiality. They should sign and upload the documents to the web platform to be provided with proposals to evaluate.

Then, to access the list of proposals assigned to the evaluators, they should login in into the EURBENCH Open Calls Platform: <u>http://opencall.eurobench2020.eu/all\_calls</u>.

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Figure 6. Project Dashboard List



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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-2 is open).



# Calls

Call	Options
EUROBENCH PSTP-1 Open Call	( Show
EUROBENCH FSTP-2 Open Call Validating the Framework	Show

#### Figure 7. Calls

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

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Language					
			Figure 8. Proposa	ls	
On the list p	bage, they can	see the curren	<i>Figure 8. Proposa</i> t status of each	of their assigne	ed evaluations.
On the list p Evaluati Reviews	bage, they can on of Sample Pro	see the curren	<i>Figure 8. Proposa</i>	of their assigne	ed evaluations.
On the list p Evaluati Perviews man Covering	oage, they can on of Sample Pro	see the curren oject (sample)	Figure 8. Proposa	/s of their assigne	ed 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). Finally, by selecting (VII) *Update your evaluation*, they can save the current status of the form.

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Figure 10. My evaluations section

In this specific call (the above Figure is a sample), the evaluation criteria were set according to the guide for Applicants:





23



### **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,

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Figure 11. 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.

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Figure 12. 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.

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Figure 13. Comments and replies

### C. Final Consensus Report - Rapporteur Module

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

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*Figure 14.* Different options inside the Rapporteur module (this is just an example of the Evaluators Manual, for this call the criteria were set according to the guide for applicants)

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.* 







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Figure 15. 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 (<u>https://eurobench2020.eu/wp-content/uploads/2021/03/FSTP-2-Guide-for-Applicants\_v1\_vdef\_V3.pdf</u>).

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.

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 maximum overall score will be 15 points. To ensure a good level of quality in the proposals, a global threshold of 10 and a criterion-specific threshold of 3 will be applied. Proposals below any of these thresholds 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 (<u>https://eurobench2020.eu/wp-content/uploads/2021/03/FSTP-2-Guide-for-Applicants\_v1\_vdef\_V3.pdf</u>).









# **3 Deviations from the workplan**

The web platform for the submission phase was active and fully operational since the opening of the Call in September 2020. Initially planned for May 2020, the call was postponed because of the following reasons:

- COVID-19 pandemic causing delays in the development of the framework and the FSTP-1 sub-projects
- Creation of a pre-registration phase to increase the quality and the impact of the FSTP-2 Open Call for the validation of the framework

First drafts of this deliverable were completed simultaneously to the preparation and updates of the platform, being ready to be submitted by the beginning of December, right after the FSTP-2 Open Call was closed and the last assignments in the evaluation process were made. However, the last version (without additional changes) of the deliverable is being submitted in September 2021.

# **4** Conclusion

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





