

HEI Initiative: Innovation Capacity Building for Higher Education

CHECKLIST

DISCLAIMER: THIS CHECKLIST HAS BEEN MADE TO SUPPORT PARTNERS IN THEIR APPLICATION PROCESS. THIS IS NOT AN OFFICIAL DOCUMENT AND SHOULD NOT BE CONSIDERED AS SUCH. THE PILOT CALL TEXT IS THE ONLY REFERENCE DOCUMENT TO FOLLOW TO DRAFT YOUR PROPOSAL.

Please, make sure you **comply with all the following requirements** to ensure your proposal will successfully pass the eligibility check:

1. ELIGIBILITY

- All consortium members are considered as a 'legal entity' and have registered in the EU Participant Register¹ in order to obtain a Participant Identification Code (PIC).
- Consortium members are all established in one of the eligible countries:
 - Member States of the European Union, including their outermost regions;
 - Overseas Countries and Territories (OCTs) linked to the Member States²;
 - Eligible non-EU countries;
 - Countries associated to Horizon Europe³ - if the Horizon Europe association agreement with the third country concerned applies at the time of signature of the grant agreement;
 - Low and middle income countries⁴.
- Consortium members eligible for participation and funding are:
 - Higher Education Institutions (HEIs) – each HEI holds a valid Erasmus Charter for Higher Education (ECHE) with its affiliated entities (if any) as full or associated partner;
 - Public or private, small, medium or large enterprises (including social enterprises);
 - Research institutes;
 - Public bodies at local, regional or national level;
 - Intermediary organisations or associations which represent Higher Education Institutions.

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

² Entities from Overseas Countries and Territories (OCTs) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked. See the Horizon Europe Programme Guide for a complete list of OCTs.

³ Please see the Horizon Europe Programme Guide for up-to-date information on the current list and on the Associated Countries.

⁴ See the Horizon Europe Programme Guide for a complete list of these countries.



2. CONSORTIA

- The pilot project consortium consist of a minimum of four organisations. There is no maximum number of organisations within a pilot project consortium.
- The applicant/coordinator is an HEI.
- Organisations only participate to one pilot project. Multiple applications which include the same organisation will result in only the first application submitted being included in the evaluation process.
- The pilot project consortium consist of a minimum of three HEIs from three different countries:
 - One HEI is the applicant/coordinator;
 - A minimum of two other HEIs in the consortium are full partners;
 - Minimum one HEI is an existing partner of an EIT KIC;
 - The majority of HEIs are not partners of an EIT KIC.
 - A minimum of one actor from another side of the Knowledge Triangle (e.g. VET organisations, RTOs SMEs and start-ups) is in the consortium. These actors may be full partners or associated partners to the project.
- A minimum of two faculties or two departments within each of the HEIs are involved in the submission of the application and implementation of the selected Actions.
- A “Commitment Letter” has been signed by each Faculty Dean or Department Head within each of the HEIs. This is a key step to ensure that the institution is involved in one pilot project only.
- The consortium is well structured and the role of each partner is clearly explained, highlighting which are the strenghts of each partner and how they will be used to reach the targets set out by the consortium in the project.

3. IVAP

- An Innovation Vision Action Plan (IVAP) has been submitted as part of the application.
- The IVAP has been designed on the basis of HEInnovate⁵ self-assessment of each and everyone of the consortium members, in order to drive the choice of Actions proposed for funding and institutional change within the corresponding HEIs. As part of their application, each HEI has provided supporting documents which illustrate HEInnovate was used.
- The IVAP provides a clear, step-by-step action plan consisting of work packages, milestones, deliverables, and beneficiaries, as well as indicators to track progress and impact. A risk management and intellectual property management approach have also been included. No specific template for the IVAP is provided.
- The IVAP:
 - Has been endorsed by top leadership of each HEI;

⁵ <https://heinnovate.eu/en>



- Includes six Actions from those linked to the four Domains you can find in section 2.3 of the Pilot Call and plan for a training for at least one of the selected Actions. As a minimum, each institution has selected at least one Action per Domain;
- Contributes to the strategic objectives and missions⁶ of at least two EIT KICs;
- Demonstrates that it is able to achieve a pre-defined number of EIT Core KPIs within 2021 (see full list in the annex of the pilot call text). These KPIs will need to be increased in 2022 and 2023 if the project and consortium continue;
- Includes a transferability plan that demonstrates how the selected Actions will be transferred and scaled within the institution during and beyond the pilot project funding period.

Furthermore, in their proposals, **we strongly recommend consortia to:**

- Leverage and use the Knowledge Triangle Model as an enabler, facilitating the creation of systemic, institutional change;
- Contribute to and leverage Smart Specialisation Strategies⁷, the Regional Innovation Impact Assessment (RIIA) Framework⁸, as well as align with the goals of the EIT Regional Innovation Scheme (EIT RIS)⁹;
- Have a broad geographical scope, especially involving organisations from RIS countries¹⁰.

⁶ For EIT Urban Mobility, see: https://www.eiturbanmobility.eu/wp-content/uploads/2020/02/Annex_1_Strategic_Agenda_EIT_Urban_Mobility.pdf (page 9)

⁷ <https://s3platform.jrc.ec.europa.eu/regions>

⁸ <https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/regional-innovation-impact-assessment-framework-universities>

⁹ <https://eit.europa.eu/our-activities/eit-regional-innovation-scheme-ris>

¹⁰ <https://eit.europa.eu/our-activities/eit-regional-innovation-scheme-ris>

