ReMade-at-ARI
USER GUIDE FOR INDUSTRIAL SUBMISSIONS

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INTRODUCTION

The present document aims at guiding **industrial users** through the application process for access to the analytical research infrastructures offered in the framework of **ReMade@ARI**.

The portfolio of facilities available for industrial users can be found in our Industry and Innovation page.

For industrial users we strongly recommend to contact the Industrial Contact Offices of the facility of interest before starting a proposal. You can find an up-to-date contact list in our Industry and Innovation page.

ACCESS MODES

1. Pre-proposal submission:

This is an _optional_ submission for both academic and non-academic users, who have an idea they wish to develop but may be unsure of its general feasibility, the tecnique(s) required, or are simply interested in complementary techniques they may not be familiar with.

Through this option, **ReMade@ARI** offers the unique possibility for users to access the **Science Support,** which is comprised of the **Smart Science Cluster** - about 20 junior scientists who offer direct support - and an **Expert Network** of senior scientists offering additional advice.

These experts are ready to help you translate your challenge into a research project by employing one or more different methods/techniques.

Industrial users are welcome to use this path by sending their requests to:

industry@remade-project.eu.

Industrial pre-proposals can be also submitted through our application portal.

2. Full proposal submission:

Industry users have two dedicated application tracks, ReMade-SME and Remade-IND

a) ReMade-SME: Access for Small and Medium Enterprises

Companies considered as **Small and Medium Enterprises** (SMEs) according to [EU definition](#) and based in an European state or a state associated to Horizon Europe can request access to the Advanced Research Infrastructures (ARIs) participating in ReMade-SME.

Calls for proposals are issued once a year. To see if we have an open call, please visit our [User Access](#) page.

In order to meet the SMEs need for rapid time response, ReMade-SME proposals are **continuously evaluated** by an independent panel of experts. Proposals are graded based on the scientific merit, the product or service innovation, and the potential impact of the proposal.

Confidentiality will be preserved during the access process and furthermore the SMEs can benefit from access to ARIs **without the need to publish** the results.

ReMade-SME users are encouraged to apply for one or more techniques at one or more of our facilities. The goal of using complementary techniques is to have impactful results in Circular Economy-related research and to promote interdisciplinarity of the user community.

If a user is unsure of which techniques to use, we strongly recommend to contact us at industry@remade-project.eu

b) ReMade-IND: INDustry Innovation program

All types of companies are open to apply to ReMade-IND. With this access mode, proposals are led by an **industrial company** in **collaboration with a knowledge provider** (KP) (Research and Technology Organization, Contact Research Organization, or other specialized service companies), which brings specific skills and *knowhow* in translating the company's challenges into techniques of the ARI network. Furthermore, the KP can also provide support in experiment design and data analysis services, working closely with ARI scientists.

Two calls for proposals are going to be made, with a total of ten ReMade-IND accesses granted, each with a maximum of **30,000 EUR** in resources, enabling service customisation to match the industrial requirements. To see if we have an open call, please visit our [User Access](#) page.

Proposals will be evaluated by an **external panel of independent experts**, based on the scientific merit, the product or service innovation, the potential impact of the proposal, the exploitation of the RI, the budget appropriateness, and the quality of engagement between the industry and the knowledge provider.

Confidentiality will be preserved during the access process. For SME companies there will be no requirement to publish their results. Non-SME companies are encouraged to publish their results, when relevant, in the most appropriate journals.

Successful proposals from ReMade-SME may also apply to ReMade-IND to expand the scope of their work after an initial SME access has been performed.

REGISTRATION, SUBMISSION & REVIEW

Step 1 – Contact Industrial Contact Offices of the relevant ARIs (optional)

Prior to proposal submission it is **strongly recommended** that the industrial applicants consult with the industrial contact points of the facilities they are planning to apply to. A list of the participating facilities and their contacts can be found in our Industry and Innovation page.

In case that there is no preferred facility, industry users are welcome to email their inquires at industry@remade-project.eu.

Step 2 – Creating an account in our access portal

A representative of the company must create an account in our access portal, ARIA. Other participants in the project are also encouraged to create their accounts. This will enable the main applicant to identify and select all team members when filling in the Proposal Form.[1]

In the case of **ReMade-IND**, a representative of the Knowledge Provider must also create an account in ARIA prior to proposal submission, so they can be selected as a team member when filling in the Proposal form.

Step 3 - Proposal Submission

A short visual guide of the proposal submission process is available in our website. The main steps are the following:

➤ In the portal, the applicant will first be requested to select one (or more) options from the list of techniques ("services"). Once a technique(s) is selected, the applicant can choose which facility is preferred.

➤ The applicant should then enter the information of the proposal including, among other details, a short project description, a sample description, and the potential impact of the study. ReMade-IND proposals will require more information such as a description of the exploitation of the research infrastructure, a project plan, and the expected budget for the project.

Proposal templates for both access routes are available on our website to allow the users to prepare their applications in advance. Note that the online form can be saved in the portal and returned to at any time.

➤ The applicant must select the main applicant for the proposal and any other additional team members. Note that all project participants must have an ARIA account in order to be selected in this step. **For ReMade-IND proposals, it is mandatory to include the representative of the Knowledge provider as a team member.**

➤ Companies have then the opportunity to exclude reviewers from reviewing their proposal. Specific persons, companies or organizations can be included in this step.

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[1] This step does not replace creation of User accounts at selected facilities, which must be done separately after a proposal is accepted by ReMade if the facility requires it.

➢ The applicant will then have the chance to review all the information included in the previous steps.

➢ Finally, the applicant will be asked to confirm that they have read and accept the Terms of Use before submitting.

➢ Once the form has been submitted, the applicant and all team members (if applicable) will receive a confirmation by email.

Step 4 – Confirmation of facility choice and feasibility check

➢ The proposals will be first assigned to the appropriate facilities for technical evaluation. The proposals will preferentially be assigned to the facility stated on the proposal. However, this assignment does not in any way imply a commitment or obligation on the part of the facility. **ReMade@ARI** reserves the right to assign a facility different from the user preference according to feasibility checks and the internal rules of the facilities. If assignment or change of facility is required, this amendment will be done in the application portal, and the applicant will be notified.

➢ The technical feasibility of each proposal will be assessed by the chosen facility/ies. This check aims to ascertain that the project can be dealt with successfully.

  o For **ReMade-SME**, this evaluation will be performed on a **continuous basis** to minimize the response time to the companies.

  o In the case of **ReMade-IND**, this step will be made **once the call has closed**.

➢ If revisions are needed to improve the proposal, these will be proposed in a technical report.

Step 5 - Independent External Review

➢ After the feasibility check, all proposals will be evaluated by our external *Proposal Review Panel*.

  o For **ReMade-SME**, this evaluation will be performed on a **continuous basis** to minimize the response time to the companies.

  o In the case of **ReMade-IND**, this step will be made **once the call has closed**.

➢ All proposals will be assigned minimum two Reviewers and given an overall grade. The main criteria for evaluation by our Reviewers are:

  o scientific merit (0-5 points)

  o innovation potential (0-5 points)

  o potential impact (0-5 points)

  o (**only for ReMade-IND**) exploitation of the RI (0-5 points)

  o (**only for ReMade-IND**) budget appropriateness (0-5 points)

  o (**only for ReMade-IND**) quality of engagement between the industry and the knowledge provider (0-5 points)

- ➢ **For ReMade-IND proposals**:
    - o Only proposals that obtain a <u>scoring equal or greater than 15</u> by each reviewer will be considered. The threshold grade for acceptance will be decided once all proposals have been reviewed.
    - o If two or more proposals turn out to be equally ranked, a preference will be given to:
        - ▪ Participants (either the industry partner or the knowledge provider) who have no other accepted ReMade-IND proposals;
        - ▪ Proposals requesting access to facilities, where there are fewer funded projects;
        - ▪ Proposals from groups based in countries where there are fewer funded projects;
        - ▪ Proposals proposing the use of techniques with traditionally fewer applications from industry applicants.
- ➢ An email will be sent to notify the applicant and the rest of the team (if applicable) of the outcome of their submission:
    - o *Accepted* – the proposal has been granted access.
    - o *Rejected* – the proposal has not been granted access and comments explaining the reasons for rejection are provided. The Technical Feasibility and Reviewer reports may also be available in the portal for the applicant's consideration.

Step 6 – Scheduling

ReMade-SME:

- ➢ Once a proposal is accepted, the Industrial Contact Office (or equivalent) at the facility/ies will contact the applicant to discuss the proposal details and the scheduling of the experiments. The applicant may get in touch with the facility/ies at any time via the portal messaging system.
- ➢ The experiments can also be carried out based in a mail-in or remote procedure with no physical presence of the industrial researchers. In that case, the company will mail-in the sample(s) in a timely manner and in accordance with instructions from the facility.
- ➢ A non-disclosure agreement can be signed between the company and the facility if required.

ReMade-IND:

- ➢ An access form will be issued by the facility (or facilities) through the ARIA portal with the awarded support and access. This **access form must be accepted by both partners** in order to benefit from the grant. This does not preclude the need to follow other formalities required by the facility (or facilities).
- ➢ The experiments can also be carried out based in a mail-in or remote procedure with no physical presence, as for ReMade-SME projects. In that case, the company will mail-in the sample(s) in a timely manner and in accordance with instructions from the facility.
- ➢ **an IP agreement** in between the company and the knowledge provider **must be signed before the start of the project.**

➢ **ReMade-IND** projects will be expected to be completed in a **maximum of 18 months** from their formal acceptance.

Step 7 – Feedback

➢ After the visit(s) has/have taken place, the applicant is required to complete in the portal the *User Feedback Form* to provide feedback on the visit and the **ReMade@ARI** project in general.

➢ All industrial users are required to provide a **short publishable summary** highlighting the impact of the work in terms of the Circular Economy and use of the ARIs.

➢ **For ReMade-IND proposals**:

   o Midway through the expected project timeline the applicants must issue a **follow-up report** to the facility or the facility, including a status and budget update on the project.

   o At the end of the experiment, together with the aforementioned *feedback form*, the applicants must provide a final report which should include:

      ▪ the actual costs incurred providing the appropriate receipts/documents,

      ▪ the number of beamtime hours used at each facility (or facilities),

      ▪ the short publishable summary mentioned above.

   Failure to submit this documentation in a timely manner could result in any further proposal from the applicants for access to **ReMade-at-ARI** facilities being refused and the financial grant being withheld.

ReMade@ARI makes every effort to respect timelines, with the active collaboration of our Users.

ELIGIBILITY CRITERIA

ReMade-SME

To request access to the facilities participating in ReMade-SME, companies must comply with the following criteria:

➢ Be considered an SME according to [the EU definition](#)

➢ Be based in a European state, a state associated to Horizon Europe, or a third country.

➢ Their proposals should address circular economy projects in areas such as: Plastics; Food, Water and Nutrients; Electronics and ICT; Textiles; Packaging; Construction and Buildings; Batteries and Vehicles.

Note that **only one proposal per company and per call** will be accepted. If a proposal is rejected, it can be rewritten and resubmitted during the next call for proposals.

Only one proposal can be accepted and realized for a specific project, except in very well justified cases, in which the submission of a second proposal for a further step in the implementation of the project may be considered.

By submitting a proposal application under **ReMade-SME**, the company agrees to the specific [ReMade-SME Terms of Use](#) and confirms and certifies that all information provided to **ReMade@ARI**

is true and accurate, and that they undertake to respect all **ReMade@ARI**, European Union, and national rules and regulations.

ReMade-IND

To request access to the facilities participating in ReMade-IND, applicants must comply with the following criteria:

➢ ReMade-IND beneficiaries must consist of at least **one company** and one **knowledge provider** (academic partner, RTO, CRO, or specialized service companies).

➢ The main proposer of the proposal will be the company, the end user of the results.

➢ Companies (end users) shall be based in a European state, a state associated to Horizon Europe, or a third country.

➢ Their proposals should address circular economy projects in areas such as: Plastics; Food, Water and Nutrients; Electronics and ICT; Textiles; Packaging; Construction and Buildings; Batteries and Vehicles. Special attention will be given to proposals addressing industrially relevant developments resulting in enhanced industry exploitation of ARIs.

➢ An IP agreement between the different partners (i.e. the company and the KP) should be in place the day before the project starts.

Only one proposal per company and per call will be accepted. If a proposal is rejected, it can be rewritten and resubmitted during the second call for proposals.

For a particular project, only one proposal can be accepted and realized, except in very well justified cases, in which the submission of a second proposal for a further step in the implementation of the project may be considered.

By submitting a proposal application under **ReMade-IND**, the company agrees to the specific ReMade-IND Terms of Use and confirms and certifies that all information provided to **ReMade@ARI** is true and accurate, and that they undertake to respect all **ReMade@ARI**, European Union, and national rules and regulations.

Gender Equality

ReMade@ARI promotes the EU Gender Equality Strategy towards a gender equality in scientific research and specifically encourages applications from women. The prerequisite to scientific and societal prosperity is the creation of an atmosphere of acceptance and trust, embracing all differences stemming from personal ways of life or personal living situations, ethnic origin, gender, sexual orientation, ideologies, biographies, religion, beliefs, disability, age, appearance, and many other aspects.

SITE ACCESS AND FINANCIAL SUPPORT

Site access

The Industrial Contact Office (or equivalent) is responsible for contacting the applicants directly to provide information on site access, accommodation, insurance and medical conditions, shipping of samples, safety and all other information related to the visit. Users are highly encouraged to book

accommodation and travel as soon as a proposal is accepted and scheduled, to avoid extra costs due to late booking.

The experiments and work will be carried out following the access rules of the facilities. Refusal to follow those regulations may imply the termination of the service.

Financial support

An access form will be issued through the ARIA portal considering the time estimation to carry out the experiments and works of the proposal, which will be notified to the company.

The costs of the agreed services must be borne by ReMade@ARI in full or in part, and the rest may be invoiced depending on each partner's legal requirement.

ReMade-SME:

➢ **The provision for access can cover costs associated to the experiment** facilitated by the RI. For example, instrument time, scientific support at the facility, and data analysis. Other costs related to the works such as sample preparation or shipment of the samples to the facility may be also covered.

ReMade-IND:

➢ **The maximum granted amount will be 30,000 Euro per proposal**.

➢ Costs can be used for customisation of access. Examples of eligible costs are (but not limited to):

  o consumables (e.g. sample preparation, sample holders, etc.),

  o sample environment customisation,

  o personnel costs for experiment design, data analysis, travel costs, etc. by the project stakeholders

➢ Other costs covered by **ReMade-at-ARI** (not to be included in the 30k grant) are:

  o experiment technical support, access management and scientific advice at the facility,

  o advice on data analysis and general scientific advice from the Smart Science Cluster and the Expert Network.

➢ **Beamtime** is not an eligible cost but can be purchased. Applicants can also apply for competitive calls to the RI, either within the ReMade project (via the standard ReMade-TNA access), or via calls independent of the ReMade project. Beamtime may also be provided in-kind by the facility.

  Note that beamtime or experiment time does not have to be granted or scheduled at the facility before proposal submission. However, applicants who intend to pay for experimental time are expected to refer to an already completed dialogue with the RI, confirming the planned agreement. Applicants who intend to obtain experimental time through competitive calls must explain what measures they will take in order to ensure the project success in case that beamtime is not granted.

➢ Taxes such as VAT are not considered eligible costs.

➢ Companies must also indicate their in-kind contributions.

➢ The reimbursement will be controlled by the selected facility or the central service contact in the case that there is more than one facility involved. As a general rule, expenses must comply with the following requirements:

- o They must be verifiable.

- o They must be incurred by one of the project applicants included in the proposal submission.

- o They must be reasonable and for the intended purpose of carrying out the project.

DISSEMINATION OF RESULTS

ReMade-SME:

The information of the proposal and experiment will be treated as confidential.

Due to the industrial nature of the experiment performed, the experiment results obtained at the facilities under the present **ReMade@ARI** service access shall be owned by the SME and no publication of the results is required.

However, as the works performed are supported by the **ReMade@ARI** project which is funded by the European Union, **the companies shall grant the facilities the right to disseminate their names, a short background of the company and a brief summary of the performed experiment**, without confidential information.

ReMade-IND:

The information of the proposal and experiment will be treated as confidential.

➢ **For SMEs**: Due to the industrial nature of the experiment performed, the experiment results obtained at the facility (or facilities) under the present **ReMade-at-ARI** service access shall be owned by the SME and **no publication of the results is required**. However, as the works performed are supported by the **ReMade-at-ARI** project, which is funded by the European Union, the companies shall grant the facility (or facilities) the right to disseminate their company name, a short background of the company (agreed on with the company) and the above-mentioned publishable summary on their website, social media or other platforms deemed appropriate to the facility.

➢ **For non-SMEs**: When relevant, **results obtained from ReMade-IND experiments should be published with the most appropriate method,** including journals or other means, and according to the nature and extent of the results obtained. In any case, as the works performed are supported by the **ReMade-at-ARI** project, which is funded by the European Union, the companies shall grant the facility (or facilities) the right to disseminate their company name, a short background of the company (agreed on with the company) and the above-mentioned publishable summary on their website, social media or other platforms deemed appropriate to the facility.

Any dissemination output (originating from either ReMade-SME or ReMade-IND proposals) will require the addition of the acknowledgement statement provided below, exactly as stated:

"Funded by the European Union as part of the Horizon Europe call HORIZON-INFRA-2021-SERV-01 under grant agreement number 101058414 and co-funded by UK Research and Innovation (UKRI) under the UK

It is also encouraged to also acknowledge the actual facility/ies and instruments accessed.

User groups (or authors) must retain sufficient intellectual property rights to comply with the open access requirements.

TERMS OF USE AND PRIVACY POLICY

Please visit our Terms of Use and Privacy Policy on our website to familiarise yourself with this information before submitting a proposal.

CONTACTS

➢ **A centralized contact point for industrial users is industry@remade-project.eu**

➢ For technical issues regarding proposal submission in the access portal, contact the administrator via the portal messaging system or send an email to admin@remade-project.eu.

➢ For questions related to site visits, contact your local facility via the portal messaging system.