#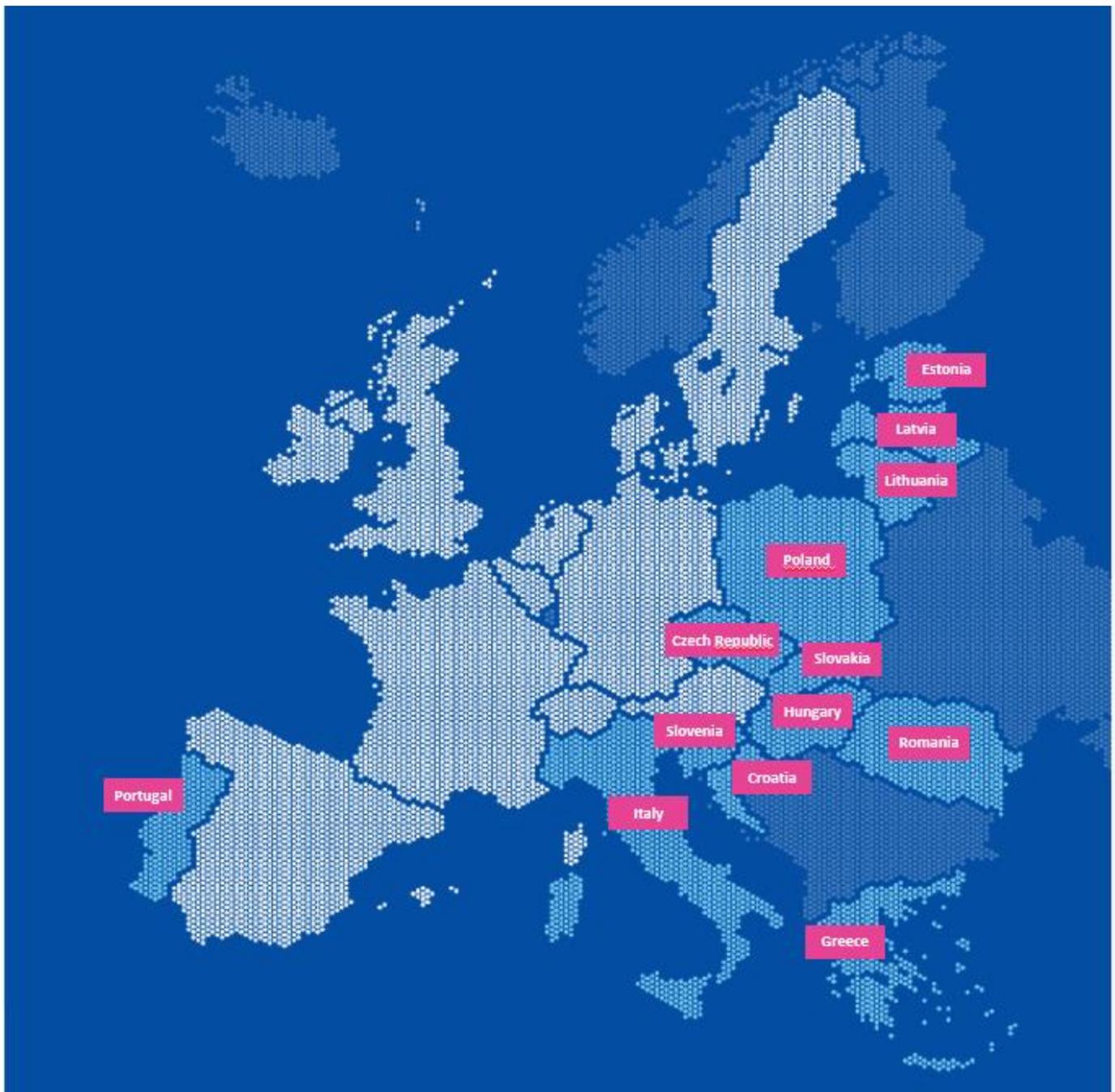 *Call for participation in EIT Health DRIVE 2022 - A Training Programme to Develop Health and Life Science Start-up Support Programmes*

Contents

1. Background and overview

The European Institute of Innovation and Technology (EIT) Regional Innovation Scheme (EIT RIS) was introduced by the European Parliament and the Council as part of the EIT's Strategic Innovation Agenda (SIA) 2014-2020 and it is an integral part of the Strategic Innovation Agenda of the EIT 2021-2027[1] (SIA).
In line with the SIA, the EIT RIS is designed to close the gap between regions that are leaders in innovation and those regions which are progressing, as well as to widen participation in KIC[2] activities. The purpose of the EIT Health RIS[3] programme is to promote healthcare innovation and develop the healthcare innovation ecosystem in countries with modest and moderate innovation capacity.

Health and life science start-ups need specific support in bringing an idea to market due to the unique features of the industry, such as the difficult and ever-changing regulatory environment, clinical validation and complex stakeholder network. Within the scope of this Call, EIT Health InnoStars aims to train organisations whose mission is to provide support for health and life science entrepreneurs in regions covered by the EIT Health RIS about how to set up and manage sustainable support programmes tailored to their regional environment and needs. The overall ambition is to boost high-quality start-up support activities within the healthcare field in Central-Eastern Europe and Southern Europe.

1.1 EIT Health DRIVE Training Programme

The EIT Health DRIVE training programme is embedded into the EIT Health RIS programme. It has been designed for organisations in European countries with modest or moderate innovation capacity according to the European Innovation Scoreboard[4] who provide incubation and acceleration services for innovators (services to turn research/ideas into successful businesses and supporting them in their growth) and aim to establish a specialized, comprehensive support programme for health & life science start-ups.

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[1] Official Journal of the European Union (2021): Decision (EU) 2021/820 of the European Parliament and of The Council of 20 May 2021 on the Strategic Innovation Agenda of the European Institute of Innovation and Technology (EIT) 2021-2027: Boosting the Innovation Talent and Capacity of Europe and repealing Decision No 1312/2013/EU. https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021D0820&from=EN

[2] Knowledge and Innovation Communities. https://eit.europa.eu/our-communities/eit-innovation-communities

[3] EIT Regional Innovation Scheme. https://eithealth.eu/in-your-region/ris/

[4] European innovation scoreboard 2021. https://ec.europa.eu/info/research-and-innovation/statistics/performance-indicators/european-innovation-scoreboard_en

The specific goals of the EIT Health DRIVE training programme include that teams allocated by applicant organisations

- Gain a deep understanding of the untapped opportunities in their health innovation ecosystem,
- Learn how to design validated, sustainable health & life science start-up support programmes tailored to regional needs,
- Learn how to launch, manage, assess and measure the impact of health & life science start-up support programmes,
- Learn how to identify and engage the vital stakeholders in order to succeed in building the innovation ecosystem around their organisation.

The EIT Health DRIVE training programme is based on a validated methodology developed by the Technical University of Delft and EIT Health InnoStars. It consists of practical on-site & online training sessions delivered by experts from leading innovation ecosystems (such as the Netherlands, Sweden, Israel, etc.) and individual & team work. The duration of the EIT Health training programme is 15 weeks with varying intensity, and requires approximately 145 hour time commitment per person in the period between 29 August and 8 December 2022.

The output of the training programme will be a validated life science & health specific start-up support programme.

The programme is open for organisations seated in countries covered by the EIT Health RIS (please see Chapter 2, Eligibility Criteria (d)) who provide incubation & acceleration support for entrepreneurs (e.g. mentoring, matchmaking, validation support, trainings etc.) and would like to establish a comprehensive health & life science start-up support programme. Applicant organisations can be but are not limited to accelerators, incubators, science parks, technology transfer offices, regional innovation agencies, hospital innovation centres, innovation hubs, etc.

By completing the training programme, the teams allocated by applicant organisations will:
- Be in possession of a tailor-made plan for the implementation of a valuable health or life science oriented start-up support programme in their region,
- Increase their own and their organisation's role in the local innovation ecosystem,
- Have access to acceleration experts from leading innovation ecosystems,
- Be part of a valuable network of start-up acceleration managers from regions with similar ecosystem maturity.

Besides the tailored training programme, winning organisations will also possess the right to apply for funding and mentoring to help them realize the programmes designed in the frame of EIT Health DRIVE 2022. In 2023, EIT Health InnoStars aims to open a Call for organisations that completed the EIT Health DRIVE Training Programme in 2022 the goal of which is to facilitate the realization of the most excellent start-up support programme designs with a 50% co-funding rate up to EUR 50 000 (this is a planned amount which is subject to final RIS

budget!) and mentoring sessions delivered by start-up acceleration experts. The Call for programme implementation will be opened in December 2022. Further details will be elaborated in the respective Call document. Please note that the aforementioned implementation support is still subject to the final EIT Health RIS budget.

2. Eligibility Criteria

An application for the training programme is considered eligible if:

  (a) The applicant organisation is not a current EIT Health RIS Hub or EIT Health Partner or the affiliated entity of an EIT Health RIS Hub or EIT Health Partner
  (b) The application form is submitted in English language
  (c) The application form is submitted on time via the dedicated online platform, Wufoo. Late submissions, or submissions via any other routes will not be accepted.
  (d) The applicant is a legal entity
  (e) The legal entity is located in a country covered by EIT Health RIS: Hungary, Poland, Slovenia, Slovakia, Croatia, Czechia, Portugal, Lithuania, Latvia, Estonia, Italy, Greece, Romania
  (f) The applicant organisation has at least 1 year experience in providing entrepreneurial support (turning ideas/research into successful businesses and supporting them in their growth)
  (g) The applicant organisation allocates a team for the required time of the training programme meeting the following expectations:
  -    Each member of the allocated team have an employment contract with the applicant organisation.
  -    The team consists of minimum 2 and maximum 3 persons.
  -    Each team member already has experience with start-up support activities and start-up support is part of their current job.

Please note that natural persons are not eligible for this Call.

3. Programme elements

The EIT Health DRIVE training programme lasts 15 weeks (between 29 August and 8 December 2022) and consists of a mix of on-site & online training sessions and individual & team work.

The on-site sessions are the following:
  -    29 Aug – 2 Sep: Kick-off bootcamp (5 days) in Delft
  -    25 - 27 Oct: Workshop (3 days) in Portugal (exact location tbd)
  -    7 - 8 Dec: Closing meeting (2 days) in Budapest

The online sessions consist of mentoring sessions and peer-to-peer discussions. The individual/team work includes exercises for the different training modules.

Below the workplan of the training programme is described. Certain elements of the training programme, such as in-person workshops, might be subject to changes in case of circumstances arising beyond the control of EIT Health InnoStars (e.g. pandemic).

Week 1: Kick-off bootcamp in Delft (on-site, 5 days) – from 29 Aug to 2 Sep

- Study visit to an experienced entrepreneurship ecosystem in the Netherlands
- Introduction of EIT Health DRIVE programme set-up, methodologies and frameworks
- Team work - develop initial objectives and tasks to pursue
- Preparations for work in own region during Week 2-8

Week 8: Online sessions and individual/team work at participant's location

- Module 1: Analysing your own region and mapping entrepreneurship potential
- Module 2: Investigating and engaging most important stakeholders

Week 9: Intensive workshop in Portugal (on-site, 3 days) – from 25 to 27 October

- Study visit to an experienced entrepreneurship ecosystem
- Best practices from leading accelerators
- Practical workshop sessions about how to design and run a life science acceleration programme:

  Designing the acceleration programme, e.g.
  - Topics and programme elements
  - Unique selling proposition
  - Selection criteria
  - Collaborators
  - Funding models

  Running the programme, e.g.

  - Ecosystem supporting the programme
  - Branding & promotion

  Validating success, e.g.

  - Assessment and adjustment of the programme
  - Impact measurement

Week 10-14: Online sessions and individual/team work at participant's location

- Module 3: From brainstorming to building a fundable plan

Week 15: Closing meeting in Budapest (on-site, 2 days) – from 7 to 8 December

- Teams present their plans to a jury and receive feedback

If the EIT Health RIS budget allows for the co-funding and mentoring for the implementation of the most successful programmes designed, in 2023 (as described in Chapter 1.1.), a Call for the implementation of start-up support programmes designed in the frame of EIT Health DRIVE Training Programme 2022 will be opened among the organisations who completed the training programme in December 2022.

4. Programme funding

(A) Cost of the training programme

The participation fee for the EIT Health DRIVE training programme is EUR 15 000 per team. **100% of the training cost will be covered for the six highest scoring applicant organisations.** Up to further four applicant organisations who - after the six selected teams - have the highest scores - might receive an offer to participate in the training programme by paying the full participation fee, if their application is considered excellent by EIT Health InnoStars.

(B) Travel & accommodation

100% of the travel & accomodation costs for the three on-site sessions will be reimbursed by EIT Health InnoStars for the six highest scoring applicant organisations. Reimbursement is based on actually incurred costs and is paid to participants according to EIT Health InnoStars External Travel & Reimbursement Policy and Procedure (please see Annex 2). The reimbursement limit is maximum EUR 4 000 per person for the whole training programme.

5. Expected deliverables

Participation at all on-site and online sessions is compulsory for each participant as well as submitting all the homework and the health & life science start-up support programme design at the end of the training programme. Failure to meet this expectation (except in cases of force majeure, e.g. illness, resignation of the team member form the applicant organisation) will result in the exclusion of the team from the remaining part of the training programme, and the team will not receive the reimbursement of already incurred travel and accommodation costs. Dates when participation is expected is provided in this Call document in Chapter 3. Individual and peer-to-peer sessions will be scheduled taking into consideration the availability of both the participating teams and the trainers.

The organisation allocating the team to this training programme is expected to provide EIT Health with information regarding the use of the learnings of the EIT Health training

programme within the framework of 5 years after the programme end. Failure to fulfil these information obligations could lead to exclusion from participation in any EIT Health programmes in the future. InnoStars will provide the participating teams with a questionnaire once or twice a year to map the longer-term results of the training programme.

6. Eligible costs

The information in this chapter refers to the Regulation (EU, Euratom) 2018/1046 on the financial rules and to the Horizon Europe Model Grant Agreement (MGA). The rules not highlighted here can be found in the referred documents.

Only costs for travel and accommodation (=all travel costs that are justifiable for the participation of the 2 or 3 team members in the training programme) are considered eligible in the scope of this Call.

All costs must meet the following criteria:

- be **actually incurred by the beneficiary** (no estimated/imputed/budgeted costs),
- be **incurred in the project period**
- be **included in the budget** (as per the grant agreement)
- be incurred in **connection with the action** and **necessary for its implementation**,
- be **identifiable and verifiable and recorded** in the beneficiary's accounts in accordance with the applicable accounting standards and **usual cost accounting practices**,
- **comply with the applicable national laws** on taxes, labour, and social security, and be **reasonable** and **justified** and comply with the principle of **sound financial management** (in particular regarding economy and efficiency).

7. Evaluation and selection process

7.1 Evaluation stages

The evaluation process has two stages.

STAGE 1: ELIGIBILITY CHECK

Two staff members of EIT Health InnoStars will evaluate applications against eligibility criteria. All eligible proposals will move on to the next stage.

STAGE 2: EVALUATION BASED ON PRE-DEFINED EVALUATION CRITRIA

An evaluation panel consisting of external experts and EIT Health staff will evaluate the applications in detail according to the evaluation criteria below. Each application will be evaluated by three members of the evaluation panel.

7.2 Evaluation criteria

Each eligible proposal will be evaluated by the expert panel based on the criteria indicated below:

- Relevance of the organisation for the training (30%)
- Position of the team members (20%)
- Team's vision about their regional health & life science start-up ecosystem (20%)
- Team's motivation for this training (30%)

The specific evaluation criteria and relative value of them is annexed to this call (Annex 1).

A maximum of 100 points will be awarded by each evaluator during the evaluation process. The final evaluation score will be the average of all evaluators' scores.

The six highest scoring applications will gain the opportunity to participate in the training programme and the right to apply to the planned Call for the implementation of the designed programmes in 2023.

Once the evaluation process is concluded, each team will receive a notification about whether their application is accepted or rejected.

7.3 Timeline

The following timeline is estimated for this Call:
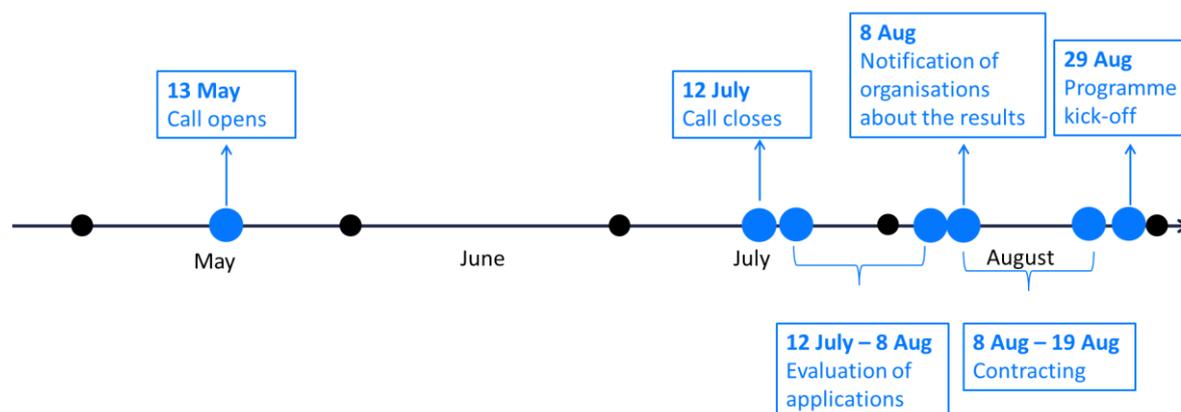
Please make sure that the legal representative of the applicant organisation is able to provide their signature in August 2022 before the programme start.

The timeline may be subject to changes.

8. Submission

Final proposal submission: all full proposals must be submitted via EIT Health InnoStars registration platform, Wufoo, no later than **12 July 2022, 12:00 PM CET (Budapest time).**

Link to the registration platform: https://eithealth.wufoo.com/forms/r9lfuu1xgahy0/

The following forms need to be uploaded to the respective sections of the application form:
- I: Declaration Form
- II: CVs of participants

Any submission done by any other means and/or after the deadline will not be considered as eligible.

9. Confidentiality and conflict of interest

All applications submitted will be accessible to EIT Health InnoStars team and HQ staff for the processing of the application. Applications are also shared with the assigned external

trainers, who are bound to confidentiality by contract. Furthermore, EIT Health InnoStars may give access to the submitted data to sub-contractors that are assigned with maintaining the internal system. These third parties are also bound by confidentiality provisions.

10. Grounds for Appeal and Appeal Procedure

Applicants may appeal against the selection process in relation to their own proposal(s).

The grounds for appeal are:
- Process errors.
- Technical problems beyond the control of applicants (e.g. the technical failure of the electronic submission system).
- Obvious human/mechanical errors made by EIT Health staff.

What is NOT ground for appeal:
- Scores awarded during the evaluation process.

Appeal process:
- Applicants should send their appeals in writing to the managing director of EIT Health InnoStars as soon as they identify an error, but no later than 10 calendar days after the error occurred.
- EIT Health InnoStars staff assess the claim and delivers a first response.
- If there are grounds for appeal, the staff will attempt to remedy the consequences (e.g. if a technical error of EIT Health InnoStars prevented the submission of a proposal).
- The Supervisory Board is notified about the matter if:
  - the applicant does not accept that EIT Health InnoStars rejects the appeal, or
  - there are grounds for appeal, but the problem cannot be remedied any more without disrupting the process.

11. Where to get help?

Please make sure to ask all your questions in writing via the below described way. EIT Health InnoStars does not take any responsibility for information that was shared in any different way (e.g. personal conversation, update calls).

Please make sure you have read the call document carefully before sending your question(s). Please note that EIT Health InnoStars staff will only answer to questions related to the content of the call, and will not provide you with any feedback related to your application.

For questions related to the content of the call, send your enquiries to the following e-mail

address with the subject line *"EIT Health DRIVE 2022 - Clarification"*: innostars.ris@eithealth.eu. Deadline for requesting clarifications is 7 July 2022. Please note that answers cannot be guaranteed to queries sent after this deadline.

Annex 1: Specific evaluation criteria, and relative value of these criteria

Relevance of the organisation for the training (30%)

- The organisation's experience in start-up support is demonstrated.
- A health or life science specific start-up support programme fits into the profile of the organization.
- The organisation has a clear idea about what kind of impact they would like to create with a health or life science specific start-up acceleration programme.

Position of the team members (20%)

- Team members are experienced senior professionals on a management level and have decision making power.
- Team members career path shows experience with start-up support. Start-up support is part of the team members' current role as well.

Team's vision about their regional health & life science start-up ecosystem (20%)

- The team's vision for their region's health & life science start-up ecosystem is ambitious but feasible.
- The team's vision is in line with EIT Health goals[5].
- The team is dedicated to take an active role in realizing this vision, and clearly describes how they will contribute to the development of their region's health & life science start-up ecosystem.

Team's motivation for this training (30%)

- The team provides a reasonable explanation about why they would like to participate in the training.
- The team defines specific goals for the use of the learnings of this training programme.

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[5] EIT Health Goals: https://eithealth.eu/who-we-are/our-goals/

Annex 2: InnoStars External Travel & Expense Reimbursement Policy and Procedure

Version 1.2/ 1.04.2022.

In general, InnoStars will reimburse travel-related expenses to a Vendor / External Expert (hereinafter "Expert" or "Supplier" in this Policy) if explicitly agreed by InnoStars in advance. Any other expenses / types not provided for in Section 10 will be considered personal or other non-reimbursable expenses.

1. OBJECTIVES
This Travel Policy is intended to clearly reflect InnoStars' reimbursement principles and defines the process of preapproved business travel-related expenses.
Compliance with tax and legal regulations has to be ensured by Suppliers. Any deviations from this Travel Policy are to be considered exceptions to this Travel Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing and in full compliance with the documented exception handling policy in Section 14 of this Travel Policy.
According to our values, business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, must be considered first. If business travel is unavoidable, the most environmentally friendly and cost-effective means of transport for business trips (for example, train instead of plane or car has to be chosen).

2. SCOPE
This Travel Policy for Supplier Travel & Expense Reimbursement applies to unavoidable business travel-related activities incurred by a Supplier solely in connection with delivering services to InnoStars provided that InnoStars has explicitly agreed in advance to reimburse the Supplier in the respective contract.
In addition, this Policy applies to all travel-related activities incurred by an external Expert solely in connection with the Expert' activities at InnoStars' invitation or by request of InnoStars.

3. AIR TRAVEL
Experts are required to use special economy/coach class, or comparably priced fare types for European travel destinations.
Extra costs are reimbursable only if duly justified, such as:
• Costs for extra luggage
• Costs for seat reservation

4. HOTEL / LODGING
For all hotel reimbursements, the lowest possible rate for a standard room category applies. The maximum reimbursement is EUR 150 per night.

5. RAIL TRAVEL

Rail travel is the preferred way of short- and mid-distance intercity travel. InnoStars will reimburse Suppliers for rail travel in 2nd Class / Coach Class. Rail travel should be chosen when in considering the total travel cost of the InnoStars Business Trip (door to door) it is the least expensive form of travel. Cost efficient rail travel should also be used when:

 a. it is less expensive than air travel and does not substantially increase the total travel time of the trip, OR
 b. it is not substantially timelier than driving by car.

6. OWN VEHICLES
The cost of travel by private vehicle shall be reimbursed at the rate of EUR 0.22 per km, parking fees can be added, no highway fee.

7. RENTAL CARS
InnoStars will reimburse Suppliers only in exceptional cases, when air or rail transport is not available or is not cost-effective. Car rental shall be approved in advance and only Compact Car Category shall be reimbursed for all car rentals.

8.TAXIS
In cases when public transportation is unsafe, unavailable, or more expensive than taxi (for examples 2 or 3 people sharing a drive) or the Expert has a very tight schedule for work related meetings, a taxi may be used especially when travelling with luggage or large equipment.

9. MEALS
InnoStars in general will NOT reimburse personal meal expenses. Respective cost items will be deducted from the cost claim.

10. REIMBURSABLE EXPENSES
Only the following expense types can be considered for reimbursement under this Travel Policy. Any exceptions are Supplier responsibilities to ensure they are handled in accordance with Section 12.

 a. Airfare and surface transportation
 b. Car rental or Personal Automobile Reimbursement
 c. Hotel / lodging
 d. Cancellation fees, only if cancellation was caused by InnoStars
 e. Parking Fees
 f. Viral tests necessary for the travel
 g. Other fees/costs authorized under this Travel Policy

11. NON-REIMBURSABLE EXPENSES
The following expense types will be considered as being non-reimbursable under this Travel Policy. Expenses falling under one of the following types will have to be covered by the Supplier on its own.

 a. Costs for missed flights (in case the Supplier missed its flight, only the costs for the original booking will be reimbursed)
 b. Costs in connection with visa issuance

   c.   Personal meal expenses

   d.   Any excessive cost items

   e.   Costs incurred by non-expert personnel (eg Spouse travel)

12. EXCHANGE RATES

InnoStars will reimburse travel expenses in EUR.

If a travel claim contains receipts in other currencies than EUR, the exchange rate of the day of payment should be applied. The currency converter *ECB* should be used for conversion: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/html/index.en.html

Exchange rate losses such as credit card surcharges for foreign currencies are not eligible for reimbursement and will be rejected.

13. EXPENSE REIMBURSEMENT

Suppliers must comply with all expense reimbursement details noted in this Travel Policy.

For reimbursement the traveller must submit the standard InnoStars reimbursement form (Statement of Expenses) supported by copies of the invoices, tickets, receipts etc. unless otherwise agreed. The Statement of Expenses should be submitted via e-mail to the respective InnoStars contact (InnoStars project manager in charge of your activity).

Suppliers that have invoicing requirements in their underlying service agreements shall add their relevant travel expenses into the service fee invoice, supported by the Statement of Expenses (together with copies of travel invoices, tickets, receipts, etc)

Additional reimbursement procedure details may be included in the relevant contract / invitation / order / call (for example: specific billing instructions).

It is the Supplier' responsibility to provide original, conforming invoices and receipts.

14. EXTRAORDINARY EXPENSE EXCEPTIONS

All exceptions and deviations from this Travel Policy including any expense types not listed above will be considered "Extraordinary Expense Exceptions" and will only be considered by InnoStars for reimbursement if Supplier ensures they are specifically approved in advance in writing by InnoStars (please directly contact your InnoStars contact person). For the avoidance of doubt, there will be no partial expense reimbursements for expenses incurred not in line with this Travel Policy.

15. TRAVEL POLICY UPDATES

This Travel Policy may be updated from time to time at InnoStars sole discretion without further notice to Suppliers and such current version will apply to any travel expense reimbursements authorized by InnoStars.