



inDemand: Demand driven co-creation for public entities

SUB-GRANT AGREEMENT MODEL

for Provision of Financial Resources from inDemand –project to third party.

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This Sub Grant Agreement model for provision of Financial Resources from inDemand to Third party contains the basic information needed with regards to the contract signature. The Sub-Grants Agreement allows the inDemand team to give financial resources to a third party, i.e. the SME s. The Sub-Grant Agreement must be signed by the SME to receive the grant. The funds received by the Sub-Grantee (solvers) are owned by the European Commission. The Contractor is merely the holder and manager of the funds.

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The inDemand project has received funding from the European Union's Horizon 2020 Research and Innovation programme under Grant Agreement N 763735

CONGRATULATIONS

Congratulations & welcome to co-create new Digital Healthcare solutions for a better healthcare future!

For the next months, 30 May 2019 to 30 April 2020, we will support you in the development of your solution and business planning. This Guide provides you with all basic information and instructions for a successful co-creation process.

We hope you'll enjoy the journey with us!

Kind regards,

The inDemand Team

inDemand BACKGROUND

The European Commission (hereinafter "EC") and TICBioMed, established in Campus Universitario 7, CP 30, 100 Espinardo, Murcia, Spain VAT number: G73669426, acting as a coordinator, have signed the Grant Agreement 763735 for the implementation of the project inDemand, within the framework of the Horizon 2020 research and innovation programme.

Grant Agreement includes the provision for financial resources (Sub-Grants) to third parties, named "Solvers", focused exclusively small and medium enterprises (SMEs).

The Solver's proposal in response to the inDemand Open Call SME Project Proposal issued by inDemand Consortium has received the favourable resolution by the Selection Committee and therefore the Solver is entitled to receive funding for the implementation of the Project called **insert the project name** that addresses the challenge **name of the challenge** of the 2nd Murcia interaction as specified in Annex 1 and in this Agreement ("Sub-Grant"), according to the terms and conditions set out under this Agreement and under the applicable terms and conditions of the Grant Agreement, including its Annexes herein incorporated by reference.

inDemand is a new model where Healthcare organizations and companies co-create Digital Health solutions, with the economic support of public regional funds in 3 pilot regions: Murcia Region (Spain), Paris Region (France) and Oulu Region (Finland).

inDemand applies at the same time demand-driven and co-creation approaches. inDemand aims to solve the challenges identified by the customer -the Healthcare organizations- and increasing the capacity of health entities to systematically identify and solve their needs while co-creating opportunities for private companies.

More specifically, inDemand aims to support eHealth projects that meet the challenges identified by the healthcare organisations

inDemand main objective is that SMEs will develop digital solutions with higher success rate -in terms of their application in practice/market uptake- because they have been developed side by side with the client. To this end, inDemand is specifically launching 6 calls, two in each inDemand region.



1. PARTIES

inDemand contracting body

Name of the organization in English:
 Name of the legal Representative
 Name of the contact person within the Organization
 e-mail:
 Mobile phone:
 Country of the Organization
 Address of the Organization
 VAT No. of the Organization

hereinafter referred to as the “Funder”

and-

Awarded SME

Name of the company in English
 Legal Representative of the Company:
 Name of the contact person within the company:
 email:
 mobile phone
 country of the company
 Address of the company
 Identification number of the company
 Bank name:
 Bank account number:
 IBAN:

hereinafter as the “Solver”

inDemand implementing body

Name of the organization in English:
 Name of the legal Representative
 Name of the contact person within the Organization:
 e-mail:
 Mobile phone:
 Country of the Organization
 Address of the Organization
 VAT No. of the Organization

hereinafter referred to as the “Challenger”

The contracting Parties HAVE AGREED to the following terms and conditions including those in the following annexes, which form an integral part of this Sub-Grant Agreement.

The Parties agree to the following terms and conditions including those in the following annexes, which are integral part of this Sub-Grant Agreement.

- Annex I Solution development plan (SME proposal to the inDemand call)
- Annex II General Conditions (Text from EC)
- Annex III Guide for Applicants
- Annex IV Template for reporting
- Annex V Co-creation and Business Support Services handbook



2. DURATION OF THE PROJECT

The duration of the Project shall be from 30 May 2019, date of the Kick off meeting (hereinafter referred to as the “Start Date”) to 30 April 2020, final date of co-creation (hereinafter referred to as the “End Date”).

3. OBLIGATIONS OF THE inDemand PARTNERS

This Sub-Grant Agreement settles the specific conditions, rights and obligations for the Funder, Challenger, the Supporter and the Solver for the implementation of the Project.

- The funds to be received by the Solver **(insert the name of the SME)** under the Project are owned by the EC. The Funder (Instituto de Fomento de la Región de Murcia) is a holder and manager of the funds.
- Supporter organisation (TicBiomed) enhance the collaboration between awarded companies and healthcare organisations and provide business support.
- Healthcare organisations (Servicio Murciano de Salud) will discuss functional, organisational and technical information to give an ideal start to co-create Digital Health Solutions of the future. Once the basis are set, the co-creation process will start with the support of professionals.

SMEs **(insert the name of the SME)** will receive valuable insights to the practical healthcare context to ensure demand-driven approach and gain advantage to competitors. During the co-creation, SMEs will interact with the healthcare professionals and, if applicable, with end beneficiaries (e.g. patients and relatives) involved in the design and validation.

- In addition, SMEs **(insert the name of the SME)** will receive practical business support from Supporter organisation (TicBiomed) This includes business modelling support based on Lean Start-up/Customer development principles. SMEs are given information regarding relevant private and public funding opportunities to develop a sound funding strategy beyond the inDemand funding. SMEs will also receive continuous first-hand information about the suitable industry-related events, fairs and exhibitions as well as Investment forums. They will also benefit from high level workshops, coaching with mentors, testimonials from more mature companies and training towards fundraising.

4. OBLIGATIONS OF THE SUB-GRANTEE (SOLVER)

The Solver is obligated to implement the project in compliance with the time frame and financial and other conditions stipulated in this Sub-Grant Agreement. The Solver shall immediately inform the Challenger/Funder in written form or any circumstances which may affect the realization of the project or of any changes in contractual conditions. The Challenger/Funder shall decide upon such circumstances and changes.

Contracts with the Sub-Grantees (solvers) will be managed by inDemand funder. The administrative tasks for the Sub-Grantee (solvers), including activity reporting obligations and related documents will be provided during the negotiation and contracting phase.

Successful applicants formally accept the following conditions in case of being awarded as Beneficiary Solvers:

- Beneficiaries accept their responsibility on accuracy and veracity of data and documents submitted for proving the fulfilment of the eligibility criteria when submitting their applications.
- Beneficiaries will provide the documentary evidences proving the co-creation and provision of services.
- Beneficiaries are obliged to store the documents for external audit purposes until **XXXX**, either on paper or electronic version.
- Beneficiaries are in general bound to art. 35 (Conflict of interest), art. 36 (Confidentiality and Data Protection), art. 38 (Visibility of EC funding) and art. 46 (Liability) of the Annotated Model Grant Agreement - AGA of the H2020 Programme, without prejudice to the provisions set out in this Call and in the Sub-Grant Agreement. With regards to art. 38 (Visibility of EC funding), beneficiaries will make references to public funding from EU, including suitable logos, and EU flag. Beneficiaries will include references to inDemand

project and specifically show that funding is 100% under European Union's Horizon 2020 Research and Innovation Programme - Grant Agreement No. 763735.

- Beneficiaries must ensure that the recipients of the financial support allow the EC, the European Anti-fraud Office (OLAF) and the Court of Auditors to exercise their powers of control, audit and monitoring on documents, information, even stored on electronic media, or on the final recipient's premises, and shall comply with the Regulation for the Protection of the financial interests of the Union.
- Beneficiaries shall implement the Services in compliance with all the conditions and obligations set out in [Regulation \(EU\) 1290/2013](#), the Call and the Sub-Grant Agreement. Beneficiaries shall make no commitments which are incompatible with the Regulation or the Sub-Grant Agreement.
- Beneficiaries shall implement the Services and shall take all necessary and reasonable measures to that end. They shall have the appropriate resources as and when needed for carrying out the Services.

5. PROJECT DELIVERABLES, REPORTING PERIOD AND LANGUAGE OF REPORTS

Annex I: Solution development plan (SME proposal to the inDemand call) must clearly indicate the content and activities of the Project and technical objectives to be reached by the Solver during the Project, as well as the expected achievements from participation in the inDemand co-creation Programme. This information will be used during the reviews, to receive payments.

The first step in the co-creation and business-support activities will be the definition of a framework based on the annex I. Solver shares an updated version of its initially proposed work plan.

During the Project the Solver produces and provides the following Project deliverables, using Annex IV (Template for reporting.). The reporting period is from the 30 May 2019 to 30 April 2020 and should be delivered to the Funder by 15 May 2020.

Although the working language will be Spanish, deliverables listed below shall be in English.

Proof of the performed work: deliverables

1. **Work Performed and Costs Incurred during Co-creation.** On the basis of the *spreadsheet* template, Solvers are requested to provide clear explanation on three issues:
 - a. First, to justify that they have carried out what was agreed in the Workplan at the beginning of co-creation. This reporting piece will be used during the final co-creation meeting (wp 5) to comment on the results, so companies should work on it before attending such a final meeting.
 - b. Second, Solvers must explain what direct costs and indirect costs they have incurred during the implementation period (between 30 May 2019 to 30 April 2020).
 - c. Third, time sheets must be provided by Solvers in order to prove the involvement of each person in their organisation participating in the project. Template duly includes a customised inDemand model, but companies may provide equivalent internal timesheets which are valid in the organisation.
2. **Go2market Plan.** The final version of the marketing plan that companies have been working on in the business support phase in order to bring the solution to market.
3. **Copy of the co-creation & Business Support Workplan**, which was signed by Solver, Challenger and Supporter and filed by TICBioMed as project coordinator.

By the end of the project duration, Solver Will be requested by Funder to upload the a.m. deliverables in the Gdrive tool. Solver will have 10 calendar days after the "End Date" of co-creation & business support to upload the deliverables in Gdrive. By submitting the a.m. deliverables, Solver is considered to have expressed their intent 1/ to successfully close the co-creation & business support (wp5) and 2/ to receive the final payment (wp4).

6. MAXIMUM FINANCIAL CONTRIBUTION

In accordance to the budget proposed by the Solver in its proposal, the maximum financial contribution to be granted to the Solver for the implementation of the Project will be of **XXXX€**.

7. PAYMENT OF FINANCIAL CONTRIBUTION

An advanced payment of 30% of the total budget is available to Solvers upon request. This advanced payment shall be paid to the Solver within 15 days after the Sub Grant Agreement had been signed by all parties, the bank guarantee has been accredited and the Solver requires it formally via email. The payment is to support the start of the work described in the Annex I.

In the Region of Murcia, the advanced payment is subject to the supply of a bank guarantee by the Solver as stated in article 3.5.1 of the Guide for Applicants.

The final payment consists on the bank transfer of the 100% of the grant. This amount will be of some 70% in case of being previously operated an advance payment.

In case of positive assessment by Challenger-Supporter-Funder of the deliverables submitted by Solvers, a Completion Certificate is due to be edited and signed. The aim of this certificate is to accredit the fulfilment of the Solvers obligations during co-creation & business support (wp5), and leave the floor to final payment, as foreseen in the SGA.

Challenger & Funder will manage this final step with a view the Solver may receive the final payment from the Funder in the shortest delay. The Funder will undertake all possible efforts for final payment to be operated no more than 40 calendar days after the duration of co-creation & business support (as indicated in the article 2 of the SGA: duration of the project).

The Funder reserves the right to withhold the payments in case the Solver does not fulfil with its obligations and tasks as described in this Sub-Grant Agreement.

The Funder reserves the right to decrease the final payments in case of difference between the forecast budget and the final amount certified

Banking and transaction costs related to the handling of any financial resources made available to this Project shall be covered by the Solver.

Once the bank transfer is operated, copy of the Completion Certificate signed by Challenger-Supporter-Funder Will be emailed by the Funder to each Solver.

The final payment to all the Solvers is the last step of the Call for Solvers and states the end of the interaction.

Sub-Grantee (solvers) accepts that the Funder, Agency, the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 22 and 23 of the GA NUMBER 691556 (reproduced at the end of this document). This implies that EU services can go to the premises of the third parties for carrying out checks about the compliance of the conditions for the financial support.

8. ELIGIBLE COST OF THE PROJECT

Eligible costs for this InDemand Call will only be:

1. Direct costs:

1.1 Personnel costs: researchers, technicians and other supporting staff of the applicant employed on the Project (up to 75% of the total costs claimed).

In case of seconded personnel from other company, a formal explanation of the seconded should be provided, as the art. 11 of the AGA referred to third parties providing in-kind contribution against payment is applicable.

1.2 External Intellectual Services (up to 25% of the total costs claimed)

2. Indirect costs:

2.1. overheads and other operating expenses, including travel costs, costs of materials, supplies and similar products, incurred directly as a result of the Project. These indirect costs will be calculated as a flat rate of 25% of the total eligible personnel costs + external intellectual services, and don't need to be justified.

Eligible personnel costs are described in AGA:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf"

9. FINANCIAL STATEMENT

A Financial statement details the actual expenses according to personnel costs.

The deliverables of the Proof of the Performed Work shall be declared by using the Template for reporting and sent to the Funder-Supporter-Challenger

In particular, Solvers must explain what direct costs and indirect costs they have incurred during the duration of the project.

Costs shall be reported in Euros.

Remuneration statements and time sheets (total number of hours spent by each employee declared on the project) will be required together with the financial form.

10. DEFAULTS

In the event Funder identifies that the Solver has:

- i) breached its obligations under this Agreement;
- ii) stops to carry out the Project and is not able or willing to continue the Project;
- iii) is engaged in a bankruptcy or receivership process,

Funder will give written notice requiring that such breach to be remedied within 14 days.

In the event that the Solver has not brought remedies from the notice, Funder may decide to terminate this Agreement unilaterally.

Moreover, in the event the breach of the contractual obligations has been intentioned or with gross negligence, Funder request the Solver the refund of the payments made to date.

11. INTELLECTUAL PROPERTY RIGHTS & NON-DISCLOSURE AGREEMENT

11.1 Originality of the sub-granted projects

It is required that proposals submitted are based on original works by the applicants and that their foreseen developments are free from third party rights. inDemand consortium is not obliged to verify the authenticity of the ownership of the foreseen products/ services. Any issues delivered from third party claims that arise a result of the sub-granted projects are on the sole responsibility of the applicant.



11.2 Ownership of the sub-granted projects

Each Solver that generates results owns the attached IPRs generated during the co-creation process and will own results that are not IPRs. Each Contractor is responsible for the management and protection of its IPRs and bears the costs associated with this.

The Solvers funded within inDemand project will be the unique owners of the technologies created within the framework of their sub-granted projects. Parts of their works will be requested to be public for inDemand dissemination purposes.

11.3 Liability

inDemand consortium cannot be held liable for any acts or omission of the applicant in relation to the selected sub-granted project implemented by the Solver. The inDemand consortium shall not be liable for any defaults of any products, processes or services created in the sub-grant project. Including, for instance, anomalies in the functioning or performance thereof.

Solver will indemnify the inDemand consortium, in case of any action, complaint or proceeding brought by a third party against the inDemand consortium as a result of damage caused, either by any of its acts or omissions in relation to sub-granted project, or by any products, processes or services created by it based on foreground resulting from the sub-granted project.

Solvers shall bear sole responsibility for ensuring that their acts within the framework of their sub-granted projects do not infringe third parties right.

12. COMMERCIAL BENEFITS

The challenger organization gets several implicit benefits from its participation in the co-creation. One of them is to lead the development or customization of a solution towards their interest or particular use case, guiding the innovation in Health from their own priorities.

On the other hand, with the work done in the co-creation pilot, the feasibility assessment of the solution studied is achieved under real conditions of use, in its real implementation environment. This fact saves to the entity challenger the cost of the feasibility study before implementing a new solution in healthcare.

If the pilot achieves sufficient cases, it is possible that the entity challenger may also conduct an economic impact analysis that assesses the scalability of the solution and the curve of Return of Investment (ROI) in said applied technology.

Given that the company will be the exclusive owner of the Intellectual Property Rights of the final development, the participation of the challenger organization in its co-creation will have its compensation to guarantee the sustainability of this model, if the solution is procured after the co-creation

- Challenger (or inDemand partners) receive right to use the cocreated solution without separate compensation for a maximum of 1 year until the procurement is awarded.
- Challenger organization is entitled to receive product and software updates to the co-created solution for a maximum of 1 year. until the procurement is awarded.
- Challenger organization will not be invoiced for the user support or maintenance costs for the period of 1 year. After this period, the invoiced maintenance costs will be relative to actual maintenance costs of the solution. In case the Solver and the Challenger want to develop the solution further together, the Challenger will not be invoiced of the development work during the period of a maximum of 1 year until the procurement is awarded.
- Challenger will have a significant advantage in the price of its acquisition with respect to other clients that did not participate in its co-creation, including in this price the licenses, maintenance and updates.



13. COMPLIANCE ASPECTS

13.1 Privacy

The approach of the pilot must be previously validated by an Ethics Committee of the challenger organization. The Committee will pay special attention to the protection of personal data, observing the requirements established by the new European data protection [Regulation \(EU 2016/679\)](#) and each national law. Among others an Impact Analysis document, with identified risks and proposed measures, will be required to the Solver.

In the case of involving patients, the Ethics Committee will focus on the informed consent of the participating patients. If children are involved, permission will be requested to their parents when they are minors.

If deemed necessary, the Solver will be asked to anonymize the data according to mechanisms established by the Challenger. At any case, the Solver cannot exploit or make use of the data for different purposes than the ones agreed with the Challenger and, after pilot end, all copies of the data have to be transferred back to the Challenger or deleted.

13.2 Technical

Routine audit execution capabilities that include, at least, user access records to data and services, task execution records, and component configuration change records.

The anonymized data can be hosted by the solver. If the complexity of the connections were too high or the personal data could be at risk, the data should be hosted in local servers of the challenger organization. This will be established in a technical session at the beginning of the project.

The solution will notify the challenger organization systems about certain events and situations. Ideally via 'HL7' messaging, but web services could be an option. Anyway, the solver will provide mechanisms in order to guarantee that the challenger organization can exploit the data.

14. DISSEMINATION OF RESULTS

Beneficiaries shall comply with all the terms and conditions set out in the General Condition Annex (Annex II) to develop the InDemand project (EU-funded through Horizon 2020 programme), related to the following aspects concerned the Services:

- RIGHTS AND OBLIGATIONS RELATED TO RESULTS: Ownership of Results, Protection of Results, Exploitation and dissemination of results, access rights to results, Transfer and licensing of results
- RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND: Access rights principles, Access rights for implementation, Access rights for exploitation

15. INFORMATION AND COMMUNICATION

- Information and communication towards the EC. The Sub-Grantee (solvers) shall, throughout the duration of the Project, take appropriate measures to engage with the public and the media about the Project and to highlight the financial support of the EC (following the indications of Annex II).
- Information and communication among the Contracting Parties. Any communication or request concerning the Sub-Grant Agreement shall identify the Sub-Grant Agreement number, the nature and details of the request or communication, and be submitted to the Funder
- Any changes of persons or contact details shall be notified immediately to the Contractor. The address list shall be accessible to all concerned.



16. DATA PROTECTION

inDemand partners are committed to protect and respect applicants' privacy in accordance with the Data Protection Directive 95/46/EC. We do hereby inform you that the data you have sent us by way of this electronic form shall be included in the information systems of TICBioMed (inDemand coordinator). Said communication shall be used to deal with your request, as well as to send any information which may be of interest to you about our activity. By indicating your data, and pursuant to the stipulations of article 6 of the L.O.P.D., you are granting your clear consent to TICBioMed, Tecnologías de la Información de la Región de Murcia to process, in compliance with the purposes mentioned in the previous paragraph above, the personal data provided. Notwithstanding, at any time you may exercise your rights of access, rectification, objection and, where applicable, cancellation, at the address: CEEIM, Campus Universitario de Espinardo, 7, Espinardo, 30100 MURCIA or at the e-mail: lopd@ticbiomed.org

17. LIABILITY

Beneficiaries shall retain responsibility for the Services carried out.

Except in case of force majeure, the Beneficiaries must compensate the InDemand consortium for any **damages** it sustains as a result of the implementation of the services or because the action was not implemented in full compliance with the Sub-Grant Agreement.

If the Beneficiary **breaches any condition**, requirement or time term stated in the Sub-Grant Agreement, the Call or other applicable legal requirements, a breach procedure will be started. The Beneficiary will be notified, any claiming from it will be processed and a final decision and its communication issued. These procedures could finally result in losing the awarded grant, including any reimbursement if already paid. The Funder is responsible for issuing these procedures as stated in the Sub-Grant Agreement.

Therefore, in case of any cause resulting in the need of **reimbursement of the grant** received by a Beneficiary, the corresponding Funder will proceed through its habitual procedures under local law. Alternatively, the Funder could execute the Beneficiary's bank guarantee in order to recover the grant paid, if stated in the Sub-Grant Agreement.

Beneficiaries shall ensure that the Funder and Challenger are informed in due time of any event which might significantly affect the implementation of the action or the interests of the Union.

18. APPLICABLE LAW AND COMPETENT COURT

This Sub-Grant Agreement is ruled under Spanish law. Any dispute, controversy or claim arising out of or relating to this Sub-Grant Agreement, or the breach, termination or validity thereof, shall be finally settled by arbitration in accordance with the Arbitration Rules of the Spanish Chamber of Commerce. The number of arbitrators shall be one.

19. SUBGRANT AGREEMENT PROVISIONS

Any provision of this the Sub-Grant Agreement, shall take precedence over the provisions of any of the Annexes. The provisions of Annex II shall take precedence over the provisions of Annex I.

20. ENTRY INTO FORCE

This Sub-Grant Agreement shall enter into force after the signature of Challenger, Funder and Solver's legal representatives. The effective date will be the last date of signature. This Agreement has been made in three originals in English.



21. AMENDMENTS

Amendment of the SGA is possible during the implementation of the project. In such cases, the request for amendment must be formally issued from the interested party to the other two parties in written form before the conclusion of the project, by including more precisely:

- Issue to be amended
- Reasons for such an amendment
- Contingency plan with detailed info on the measures to be implemented in order to assure the completion of the envisaged objectives of the project
- Envisaged date of deliverance of the reporting evidences

Such a request is to be managed by the Funder who will prepare a formal amendment of the SGA which will be circulated to the other two parties for signature. The flow of signatures will be: Solver – Challenger – Funder. In case of need, both Challenger and/or Funder may request the Supporter for advice-support.

Any amendment will enter into force the day of the last signature.

22. SIGNATURES

<p>inDemand Funder</p> <p>Name of legal representative: XXXX, Chief Financial Officer</p> <p>Signature of legal representative: Stamp of the organisation (if applicable): Date</p>	<p>inDemand Challenger</p> <p>Name of legal representative:</p> <p>Signature of legal representative: Date:</p>
<p>For INSERT COMPANY NAME</p> <p>Name of legal representative: Job title:</p> <p>Signature of legal representative: Stamp of the organisation (if applicable): Date: done at INSERT PLACE:</p>	

