



# Up2Circ Guide for Evaluators

This document provides evaluators with instructions on how to assess Up2Circ applications.

In its second open call, Up2Circ Accelerator expects to support up to 40 projects to validate the adoption of circular business models and implement concrete actions towards circular products, processes and services. The budget allocation for the call is €1.020.000,00.

**Call opening:** March 1<sup>st</sup>, 2025

**Call closure:** April 30<sup>th</sup>, 2025, 23:59 CET

**Online briefing:** April 30<sup>th</sup>, 2025, 13:00 to 14:30 CET

**Evaluation:** from May 12<sup>th</sup> to June 11<sup>th</sup>, 2025

**Online meeting for evaluators and the Ethics Advisory Board:** June 12<sup>th</sup>, 2025, 13:00 to 15:00 CET

**Announcement of results:** June 13<sup>th</sup>, 2025

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# 1. About Up2Circ and its objectives

[Up2Circ](#) is a project funded by the European Commission's Horizon Europe programme with the overall objective to accelerate and scale the transition of European SMEs towards a circular economy. Up2Circ covers the entire value chain from awareness raising, education and training, tailored advisory service to funding of concrete transition projects towards a circular economy.

Up2Circ focuses on innovation and transformation measures that individual SMEs can realistically achieve. Up2Circ especially targets SMEs that are not aware yet how they could best innovate to transform. That is why in the Up2Circ-Accelerator capacity building comes prior to funding and [customised advisory](#) as well as active participation in the [Up2Circ Academy](#) is an eligibility criterion for submission of proposals to this call.

Up2Circ Accelerator provides to selected SMEs funding of €15,000 for feasibility studies related to the adoption of circular business models or €50,000 to implement specific transition measures towards circular products, processes and services.

Evaluators are contracted by Tutech Innovation GmbH (hereinafter "Contractor") based on Up2Circ Contract for External Evaluators.

## 2. Your role

Each application is evaluated by up to three evaluators who work individually. Applications that receive a score above a threshold progress further, while those that do not are rejected. Successful applications are ranked separately for small scale and large scale projects according to the overall scores in descending order. The ranking is a subject to an online meeting for evaluators and the Ethics Advisory Board with assigned evaluators, Ethics Advisor and Up2Circ project partner representatives who meet to discuss how to manage potential ethics issues and agree on the final list of selected applicants and a reserve list.

Your role is to perform the evaluation of the assigned proposals, namely:

- Participate in the online briefing for evaluators on April 30<sup>th</sup>, 2025, 13:00 to 14:30 CET.
- Assess the proposal on the basis of the following evaluation criteria set down in the Guidelines for Applicants: Concept, Feasibility and Impact.
- Provide comments for each criterion and score them on a scale from 0 to 5 (half point scores may be given).
- Provide comments on the whole proposal, highlighting: Strengths and Positive Aspects, Shortcomings.
- Carry out an ethics screening to detect if the projects proposed include ethically sensitive activities, such as processing of personal data, the use of AI- based applications and interactions with human subjects.
- Participate in individual consensus group meetings involving up to three evaluators assigned to the same proposal when a minimum 5-point difference between the total score given by the lowest and highest evaluation is detected for the proposal.
- Submit the evaluation within defined number of calendar days commencing from the date the application is assigned to you.

- Participate in the online meeting for evaluators and the Ethics Advisory Board on June 12<sup>th</sup>, 2025, 13:00 to 15:00 CET together with the Ethics Advisor and Up2Circ project partner representatives to discuss how to manage potential ethics issues and agree on the final list of selected applicants and a reserve list.

You are expected to use your deep understanding of circular economy principles, strategies, and practices, along with your technical and business expertise, to deliver objective assessments with well-reasoned scores and justifications.

Your assessment must align with the objectives of Up2Circ and the eligibility criteria of the call. Understanding these objectives and criteria is a prerequisite for starting your work. An online briefing will be held to provide evaluators with detailed information about the call objectives and evaluation process, including a Q&A session. Your participation in this briefing is crucial to ensure a consistent and comparable evaluation of proposals. The session will be recorded and made available to evaluators who are unable to attend.

### 3. Eligible applicants

Projects must be submitted by a single [SME](#)<sup>1</sup> from the EU Member States (EU 27) that fulfils the following two criteria before the submission deadline:

- **Customised advisory:** Applicants must upload the Up2Circ Assessment Report, completed with the support of an Up2Circ advisor. The Up2Circ advisor will assist the applicant in conducting a circularity assessment followed by completing the Up2Circ Assessment Report, which will outline the SME's strengths, weaknesses, and suggested improvements. To ensure geographical coverage beyond the Up2Circ partner regions, Up2Circ cooperates with multipliers, mainly with the sustainability advisors of Enterprise Europe Network (EEN), for this task.
- **Enhanced knowledge and expertise in circular economy:** Applicants must have actively participated in the [Up2Circ Academy](#) online learning programme. Active participation is defined as completing at least 50% of the Up2Circ Academy e-learning modules.

Please note that SMEs from Horizon Europe Associated Countries are not eligible.

Only one entity per proposal will be admitted, consortia will not be eligible.

Applicants are not allowed to submit multiple project proposals for this call. Only the last submitted application will be eligible in case there is more than one application submitted by one entity.

Project proposals requesting funding that is either less or more than the fixed funding amount will be non-eligible.

Project proposals with a workplan that does not align with the fixed project duration set for this call will be non-eligible.

The Up2Circ partners as well as external evaluators of Up2Circ incentive scheme, or their affiliates or employees, are not considered as eligible applicants and cannot apply for funding.

SMEs applying or participating in the program can be excluded at any time (during the evaluation, the subgrant agreement process, or the implementation phase) if they are in one of the situations described in Annex 6.1 Exclusion criteria.

The maximum financial support provided to a single recipient must not exceed EUR 50,000.00 across all Up2Circ calls.

## 4. Eligible activities

Eligible activities for financial support must focus on adopting circular business models, implementing technologies that substantially improve circularity, using circular product design, or introducing new products, processes, or services that enhance circularity. **These activities should directly relate to the transformation of the applicant's own business operations.** Applications aimed at providing consulting services, promoting circular innovation to third parties, or offering innovation development or product design services to other companies are not eligible.

Eligible activities must lead to a significant increase in the circularity of the applicant company, which should be clearly reflected in measurable impact indicators provided by the applicant.

SMEs can apply for two different funding schemes based on the maturity of their transition projects:

### Small scale projects: Feasibility studies

**Funding:** Fixed amount of €15,000

**Project duration:** Fixed 6 months

**Expected number of funded projects:** 28

#### Project scope:

A feasibility study is a detailed analysis that evaluates all aspects of a proposed project to ensure its successful implementation. The feasibility study must aim to innovate or transform the applicant company's current practices to become more circular. The study must explore the potential adoption of at least one circular business model within the company.

There are five types of eligible circular business models:

- **Circular supply chain:** Optimise resource use by replacing unsustainable materials with bio-based, reclaimed, reused, or recycled alternatives.
- **Sharing economy:** Enhance resource utilisation through collaborative models for shared usage, access, or ownership.
- **Product as a service:** Improve resource productivity by providing outcome-oriented solutions where customers pay for the benefits a product delivers, rather than owning it.
- **Product life extension:** Prolong product lifespans through repair, maintenance, upgrades, resale, or remanufacturing.
- **Recovery and recycling:** Recover usable materials or energy from waste and by-products.

More details about these models are available in Module 1 of the [Up2Circ Academy](#).

#### Compulsory elements to include in the feasibility study:

1. **Market Analysis:** Analysis of demand, customers' willingness to pay, market size, and growth potential, suppliers and competitors.

2. **Technological Feasibility:** Assessment of the necessary technologies and processes, their availability, maturity, and ease of integration, required infrastructure and access to resources (e.g., materials, energy).
3. **Economic Viability:** A cost-benefit analysis, outlining potential revenue streams and pricing strategies, financial projections on profitability and return on investment.
4. **Environmental and Social Aspects:** Analysis of the impact on carbon emissions, energy efficiency, resource efficiency, waste reduction, etc. Assessment of the effects on employees, customers, and other stakeholders. Applicants must align their projected performance with UN SDGs 7, 8, 12, and 13.
5. **Regulatory and Policy Framework:** Review of relevant incentives, subsidies, laws, and regulations that could affect the adoption of the circular business model.

Applicants may include other relevant aspects specific to their project. If any of the five compulsory elements are not applicable to the project proposal, a justification must be provided.

**Expected outcome:** A comprehensive feasibility study, including a detailed business plan.

*Examples of potential projects:*

*Reform the use of resources by innovating toward a circular supply chain: A construction company explores the feasibility of implementing circular building practices.*

*Optimize capacity use by introducing a sharing economy model: A clothing retailer explores the feasibility of introducing a sharing platform for evening dresses.*

*Offer outcome-oriented solutions with shifting to a product as a service business model: A manufacturer of industrial tools explores the feasibility of shifting from selling products to an access-oriented business model with recurring fees or to a pay-per-use model.*

*Product life extension: An ICT service provider explores feasibility of offering a new service portfolio on office equipment life extension through repair, maintenance, upgrading, resale or remanufacturing.*

*Innovating towards recovery and recycling: A food and beverage producer explores the feasibility of implementing a closed-loop waste management system.*

*Assessing the full potential of circular economy opportunities by exploring application opportunities of several of the above-mentioned circular business model types along the value chain: A logistics company explores the feasibility of setting up a zero-emission logistics offer by shifting to renewable energy sources, exploring opportunities of low or zero-emission transport modes, cooperating with other logistics companies on shared use of vehicle fleet and on optimization of transport capacities, exploring opportunities for life extension of fleet and equipment, optimizing tire management and exploring opportunities to cooperate for tire reuse and recycling as well as for CO2 compensation projects.*

**Large scale projects: Piloting and demonstration**

**Funding:** Fixed amount of €50.000

**Project duration:** Fixed 12 months

**Expected number of funded projects:** 12

**Project scope:**

The pilot and demonstration activities must aim at implementing at least one of the concrete transition measures towards circularity through technology adoption, circular product design, or the introduction of new products, processes or services. Projects must focus on prototyping, pilot testing, and the implementation of new business processes, solutions and systems.

There are three types of eligible activities:

1. **Implementation of technologies to increase circularity:** Activities should focus on integrating technologies that significantly reduce resource consumption and/or waste production.

**Expected outcome:** New technology successfully integrated into the applicant's processes.

*Example: A metal working SME conducts an in-depth analysis to identify opportunities for increasing energy and material efficiency in production. This includes ICT/AI-enabled optimisation of machinery use, production planning, energy consumption, and the recovery of waste heat.*

2. **Adoption of circular product design:** Activities should involve conducting a product environmental footprint analysis, identifying optimization opportunities, and developing or testing a prototype.

**Expected outcome:** A validated prototype of a product enhanced with circular design principles, developed by the applicant.

*Example: A consumer electronics SME uses a Life Cycle Assessment to optimize its product design, focusing on reducing material and energy inputs during production and use, enhancing repairability, and enabling reuse, remanufacturing, and recycling. Social factors during assembly and use are also considered.*

3. **Introduction of new products, processes or services:** Projects should introduce new products, processes, or services that enhance the circularity of the applicant's core business. The measures do not need to be new to Europe but must be new to the company.

**Expected outcome:** New products, processes, or services integrated into the applicant's operations.

*Examples:*

*A SME manufacturer of construction materials conducts a pilot testing of a new material for circularity using recycled waste streams as an input.*

*A cosmetic SME develops and tests a new circular product line, using biodegradable and compostable packaging and integrating waste streams as ingredients.*

*A fashion SME conducts pilot testing of a new collection and recovery system, implementing a take-back program for old clothing and the use of recycled materials in new product lines.*

*A plastic SME develops and tests a new circular production process, using recycled plastics and integrating the internal cascade use of process by-products.*

*A textile dyeing SME conducts pilot testing of a new water treatment process, reusing treated wastewater in production processes.*

*A packaging SME explores eco-design opportunities and prototypes new products made with bio-based materials from the valorisation of agro-industrial waste.*

*An agricultural SME develops and tests applications for valorisation of residues from olive oil extraction.*

## 5. Eligible costs

Although the payment will be made as a lump sum, it is necessary to explain in the application form how the lump sum will be used, including a clear budget proposal with the following budget categories:

- **Personnel costs:** employees or equivalent, natural persons under direct contract, seconded persons, SME owners and natural person beneficiaries.
- **Subcontracting costs:** up to a maximum of 50% of the requested funding, based on beneficiary's usual purchasing practices and ensuring best value for money and no conflict of interests.
- **Purchase costs:** travel and subsistence.
- **Purchase costs:** equipment, infrastructures and other assets - only depreciation costs (not the full purchase costs) are eligible, and only the portion that reflects the actual use of the asset during the project's duration can be included.
- **Purchase costs:** other goods, works and services.
- **Indirect costs (overheads):** calculated as a flat rate of 25% of direct costs, excluding subcontracting.

The primary focus of the project funding should not be on purchase of equipment nor external contracting services. In case of subcontracting activities, a collaborative execution of core project tasks and deliverables by the internal staff of the applicant and subcontractors is crucial.

Only costs generated during the lifetime of the project are eligible.

The awarded projects will receive a fixed funding amount of €15,000 for small scale projects and €50,000 for large scale projects, provided as a lump sum. While the total project budget is not fixed and may exceed the maximum funding amount, applicants must clearly justify how the additional costs will be financed to demonstrate the feasibility of the project. Please note that applications requesting funding beyond the maximum fixed amounts are considered ineligible.

The financial support covers up to 100% of eligible costs.

### **Explanation of the difference between subcontracting and purchase costs:**

Subcontracting and purchase costs differ based on the role they play in the project's execution.

Purchase costs refer to the acquisition of goods or services that support the implementation of project tasks. These costs involve routine purchases that help the beneficiary carry out the project but are not part of a specific task's core activities. For example, purchasing market research data and reports to support your feasibility study or purchasing specialized materials or components to build a circular product prototype.

Subcontracting involves contracting third parties to carry out a significant or specific part of the project task. These are services or works that represent a core aspect of a task that the beneficiary cannot complete internally. For instance, contracting an external expert to conduct a comprehensive environmental impact analysis of adopting a circular business model or contracting a prototyping company to develop and manufacture a circular product prototype.

The distinction lies in how integral the goods or services are to the project's core activities. Subcontracting addresses a full or essential part of a task, whereas purchase costs provide general support. If in doubt, use subcontracting, especially when outsourcing a significant or specialized part of the project.

## 6. Admissibility and eligibility check

The admissibility and eligibility check are conducted by the Up2Circ consortium partners and includes the following criteria:

- **Type of activity:** The proposed activities must align with the eligible activities outlined in Section 2.2 of the Second Open Call Guide for Applicants. These include:
  - Small scale projects:** Adoption of at least one of the five eligible circular business models (circular supply chain, sharing economy, product as a service, product life extension, or recovery and recycling).
  - Large scale projects:** Implementation of at least one transition measure toward circularity (technology adoption, circular product design, or introducing new products, processes, or services).
- **Customised advisory:** Applicants must upload the Up2Circ Assessment Report, completed with the support of the Up2Circ advisor. SMEs not yet connected to the EEN can contact their local EEN organisation through this link: <https://een.ec.europa.eu/local-contact-points>. The Up2Circ advisor will assist the applicant by conducting a circularity assessment followed by completing the Up2Circ Assessment Report, which will outline the SME's strengths, weaknesses, and suggested improvements.
- **Enhanced knowledge and expertise in circular economy:** Applicants must have actively participated in the [Up2Circ Academy](#) online learning programme. Active participation is defined as completing at least 50% of the Up2Circ Academy e-learning modules.
- **SME status:** Applicants must qualify as a small or medium-sized enterprise (SME) according to the European Commission's definition. SME status should be checked by applicants using the [EU SME self-assessment questionnaire](#).
- **Geographical eligibility:** Applicants must be based in a Member State of the European Union (EU 27). SMEs from Horizon Europe Associated Countries are not eligible.
- **Fixed funding amount:** The requested funding must correspond to the fixed amounts of €15,000 for small scale projects and €50,000 for large scale projects.
- **Fixed project duration:** The proposed work plan must align with the fixed durations of six months for small scale projects and twelve months for large scale projects.
- **Timely submission:** The application must be submitted before the specified deadline.
- **Single applicant:** Applications must be submitted by a single entity. Joint or consortium applications will not be accepted.
- **Application completeness:** The application must be complete, including all required information.
- **Language requirement:** The application must be completed in English.

## 7. How to evaluate applications

To perform an evaluation, you must carefully read the application and rate each of the three criteria – concept, feasibility and impact – by using a scale from 0 to 5 points (half point scores may be given):



0 = The proposal fails to address the criteria, or it cannot be assessed due to missing or incomplete information.

1 = Poor – The criterion is inadequately addressed or there are serious inherent weaknesses.

2 = Fair – The proposal broadly addresses the criterion, but there are significant weaknesses.

3 = Good – The proposal addresses the criterion well but there are a certain number of shortcomings.

4 = Very good – There is a small number of shortcomings but overall, the proposal addresses the criterion very well.

5 = Excellent – The proposal successfully addresses all relevant aspects of the criterion with minor or no shortcomings

In your evaluation, it's important to differentiate between small scale and large scale projects, considering their focus and objectives, expected output and funding allocation.

Small scale projects focus on evaluating and validating the adoption of at least one circular business model within the applying company, aiming to transform its current practices to become more circular. The expected outcome is a comprehensive feasibility study, including a detailed business plan. This study must explore one of the five eligible circular business models: circular supply chain, sharing economy, product as a service, product life extension, or recovery and recycling. Small scale projects receive funding of €15,000, which is intended to support activities such as market research, concept testing, and analysis of technological, economic, environmental, and regulatory factors necessary for successful implementation.

Large scale projects go beyond validation and focus on pilot and demonstration activities aimed at implementing at least one concrete transition measure towards circularity. These measures may involve adopting technologies to enhance circularity, integrating circular product design principles, or introducing new products, processes, or services. Large scale projects require significant resources for these activities and receive funding of €50,000. This higher budget supports the integration of circular technologies, prototype development, or the introduction of circular solutions into the applicant's operations.

In principle, as the financial scope of a project proposal increases, the evaluation process should become more rigorous to ensure thorough risk management, assumption validation, and overall project viability, especially when assessing large scale projects.

#### **Checklist to consider before scoring a project proposal:**

- Do the proposed activities focus on enhancing circularity and transforming the applicant's business operations?
- Are the activities aligned with the eligible types of activities?
  - There are five types of eligible circular business models for small scale projects:
    - Circular supply chain
    - Sharing economy
    - Product as a service
    - Product life extension
    - Recovery and recycling
  - There are three types of eligible activities for large scale projects:
    - Implementation of technologies to increase circularity

- Adoption of circular product design
- Introduction of new products, processes or services

You are expected to evaluate each proposal against the following three evaluation criteria:

Evaluation criteria	Weight	Score
<p><b>Concept: Does the project clearly align with the objectives of Up2Circ?</b></p> <p><b>Relevance:</b></p> <ul style="list-style-type: none"> <li>• Does the project address the sustainability challenges of the company and support its transition towards a circular economy? To what extent does it enhance the company's level of circularity?</li> <li>• Are the project objectives clearly defined and coherent with the actions already taken?</li> <li>• Are the proposed measures relevant, meaningful and aligned with the company's strategy?</li> </ul> <p><b>Novelty:</b></p> <ul style="list-style-type: none"> <li>• To what extent does the proposed project bring new value and benefits to the company, compared to its current operations?</li> <li>• Does the project integrate advanced technologies and/or social innovation to increase the company's circularity? If yes, are the benefits clearly detailed? <i>(This aspect is not mandatory but can provide added value)</i></li> </ul>	30%	Threshold 3/5
<p><b>Feasibility: Does the applicant have the required resources, expertise and capabilities to successfully implement the project?</b></p> <p><b>Workplan and budget:</b></p> <ul style="list-style-type: none"> <li>• Does the work plan provide a clear and achievable timeline with a detailed monthly breakdown of main activities, key milestones, and deliverables?</li> <li>• Is the work plan sufficiently detailed to ensure effective implementation?</li> <li>• Are the planned activities aligned with the identified problem and the project's objectives?</li> <li>• Is the proposed budget appropriate and consistent with the planned activities and expected deliverables?</li> </ul> <p><b>Team and network:</b></p> <ul style="list-style-type: none"> <li>• How does the composition of the team and network demonstrate the necessary expertise and resources to achieve the project objectives?</li> <li>• If subcontracting is involved, is it sufficiently explained how the internal team and subcontractors will collaborate to execute core project tasks and deliverables?</li> <li>• How does the applicant plan to address any gaps in the current team's expertise?</li> </ul> <p><b>Risk analysis (only for large scale projects):</b></p>	30%	Threshold 3/5

<ul style="list-style-type: none"> <li>• Are the identified technical and business risks relevant to the scale of the project, and are the proposed mitigation strategies appropriate to address these risks and ensure project success?</li> </ul>		
<p><b>Impact: Has the funding the potential to significantly contribute to enhancing the applicant’s sustainability?</b></p> <p><b>Environmental and social impact:</b></p> <ul style="list-style-type: none"> <li>• How will the project impact the company’s circularity?</li> <li>• Have the potential environmental and social impacts been quantified using clear and sound Key Performance Indicators (KPIs) related to Sustainable Development Goals (SDGs) related to Sustainable Development Goals? <i>Recommended SDGs to consider include:</i> <ul style="list-style-type: none"> <li>- <i>SDG 7 Affordable and Clean Energy: Improvements in energy efficiency can be measured with a ratio of energy consumption per economic output.</i></li> <li>- <i>SDG 12 Responsible Consumption and Production: Decrease in waste generation through prevention, reduction, recycling and reuse.</i></li> <li>- <i>SDG 13 Climate Action: Reduction of GHG emissions, e.g., striving for 55% reduction of GHG emissions by 2030 in line with the EU’s “Fit for 55” and Green Deal targets.</i></li> </ul> </li> <li>• Are the baseline and target values for the selected KPIs clearly calculated, realistic and justified?</li> </ul> <p><b>Business and broader impact:</b></p> <ul style="list-style-type: none"> <li>• What is the expected economic impact of the project on the applicant's company?</li> <li>• Has the potential economic impact been quantified using clear and sound Key Performance Indicators (KPIs) related to Sustainable Development Goals? <i>Recommended SDGs to consider include:</i> <i>SDG 8 Decent Work and Economic Growth: Improvements in resource efficiency and in decoupling economic growth from environmental degradation. You can e.g., compare the decrease in consumption of primary materials with the number of jobs created and preserved or with increased turnover.</i></li> <li>• What is the anticipated regional impact of the project, and does it demonstrate potential for replication?</li> </ul>	40%	Threshold 3/5

The maximum overall score is 15. The standard threshold for individual criteria is 3, and the standard overall threshold, applying to the sum of the three individual scores, is 10. The average of the 3 scores and total will be calculated for each proposal. In order to rank applications with same scores, priority will be given to applications that achieve higher scores in the Impact criterion. Additionally, second priority will be assigned to projects with a higher ranking in terms of concept, while third priority will be given to projects based on the time of submission of the proposal. Proposals failing to achieve the threshold score per individual criteria or the overall threshold will be rejected.

The overall score will be calculated with the following weightings: **30% for Concept, 30% for Feasibility, and 40% for Impact.** Please carefully consider your scores, particularly when distinguishing between

**good (3), very good (4), and excellent (5)** scores, as these decisions directly impact which applicants receive funding. If you are uncertain between two scores, you may use **half-point increments** to refine your evaluation.

You are required to provide comments on all three criteria—Concept, Feasibility, and Impact—as well as on the overall proposal. Your comments should highlight:

- Strengths and Positive Aspects
- Shortcomings

Please note that your comments will be visible to applicants after the evaluation process is complete.

Individual consensus group meetings involving up to three evaluators assigned to the same proposal will be initiated by Up2Circ consortium partners if a substantial difference in scoring is detected for the proposal. Substantial difference in this context refers to a minimum 5-point difference between the total score given by the lowest and highest evaluation.

For all proposals the evaluators will carry out an ethics screening to detect if the proposed projects include ethically sensitive activities, such as processing of personal data, the use of AI- based applications and interactions with human subjects. In case ethically sensitive activities are detected, SMEs receiving Up2Circ third party funding will be obliged to take measures to ensure compliance with ethical principles, the applicable international and national law, and to include details about ethics compliance into their reporting.

Proposals will be ranked separately for small scale and large scale projects according to the overall scores in descending order. The ranking will be subject to an online Evaluation and Ethics Advisory Board meeting with assigned evaluators, the Ethics Advisor and Up2Circ project partner representatives who meet to discuss how to manage potential ethics issues and agree on the final list of selected applicants and a reserve list.

The evaluation results will be available on June 13<sup>th</sup>, 2025. All applicants will be informed about the evaluation results by email notification directing them to the total score awarded to their proposal and feedback from evaluators highlighting the proposal's strengths and weaknesses at <https://up2circ.grantplatform.com/>.

## 8. Evaluator selection and deadlines

You will be contacted shortly before the submission deadline to confirm your availability to evaluate applications. If you accept, you will be added to the list of evaluators. After the submission deadline, eligible applications will be matched with potential evaluators through the Good Grants platform.

You will receive an email confirming the assignment and inviting you to access the project documentation via the Good Grants platform. You will then have the option to accept or decline the assignment. The deadline to accept or reject assignments will be specified in the invitation email.

If you accept your assignment(s), you must complete your evaluation within the specified timeframe:

- For small scale projects (feasibility studies): within 10 days
- For large scale projects (piloting and demonstration): within 15 days

The deadline for submission will be communicated in your invitation email.

Evaluations must be conducted in English.

The number of applications assigned to each evaluator will depend on several factors, including availability, the total number of submitted applications, and the number of evaluators selected during the open call.

Assignments are made on a rolling basis, and timely submission of evaluations is essential to ensure a consistent and efficient review process.

## 9. Remuneration

For each completed evaluation, you are entitled to the following compensation:

- €30 for evaluating a small-scale project proposal
- €45 for evaluating a large-scale project proposal

Please note that reimbursement will only be processed **after the evaluation period has ended**. You will receive an email with a payment request form at that time.

## 10. Conflict of interest

You must inform the Contractor immediately when recognizing potential conflict of interest in the assessment of assigned proposals, in particular if:

- You have been involved in the preparation of an application.
- You would benefit either directly or indirectly from the eventual selection of an application.
- You have a close family or personal relationship with any person representing the applicant.
- You are a director, trustee or partner or are in any way involved in the management of the applicant.
- You are employed or contracted by one of the applicant legal entities or any named subcontractors.
- You are an employee of any of the Up2Circ consortium partners.

Should a conflict of interest during the evaluation be discovered and confirmed by the Contractor, you will be withdrawn from the evaluation.

## 11. Confidentiality

Evaluators are required to treat information contained within applications with the strictest confidentiality and to declare any potential conflict of interest. Evaluators are responsible for ensuring and maintaining confidentiality of any data, documents or other material related to the evaluation process, during and after completion of the evaluation. In the case of a breach of those obligations, the Contractor reserves the right to suspend any payment or compensation, and in serious cases, to undertake legal action.