

# MANUELA APPLICATION GUIDELINES

MANUELA is a metal Additive Manufacturing (AM) pilot line service covering the full AM development cycle including simulation, robust AM manufacturing and on-line process control, characterization, real-time feedback, post-treatment, AM qualification protocols and associated business model.

This document contains basic information needed to guide you in preparing your proposal for submission to the MANUELA Open Call. The document provides guidance on how to structure your application and provide the criteria based on which it will be evaluated. Proposals dealing with demonstrators/prototype parts of **Technology Readiness Level (TRL) 4 and above** are expected within the MANUELA Open Call.

The Open Call will support applicants by providing a **50% co-funding** to their individual Business Development Cases. This means that half of the costs (labour, materials and consumables, machine time/depreciation) will be covered by MANUELA and the other half by the beneficiary. The final amount will be specified during the negotiation of the Service Delivery Plan for the selected cases.

**The Business Development Case can last for a maximum of 6 months.**

Please provide your submission in English. Proposals submitted in any other language will not be evaluated! Please register in the software (<https://apply.manuela-project.eu/>), answer the questions, download the Application Form, fill in all the sections of the Application Form, save it as a pdf document, and submit it through the MANUELA system within deadline. You can save your proposal and return to it as many times as you wish until you are satisfied with it and decide to submit. Please note that you will no longer be able to change your application form once you click the “Submit” button.

The reference font for the body text of the proposal is Times New Roman (Windows platforms). The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing has to be used. The page size is A4, and all margins (top, bottom, left and right) should be at least 20 mm. In addition, figures, schemes and photos are encouraged to be provided to make the aim of the proposal clearer taking into account its total length (**max. 5 pages**).

In order to be eligible for this Call, your institution has to be established in one of the eligible countries listed in the [attached document](#).

**By submitting a proposal to the MANUELA platform you declare that to your knowledge there are no conflicts of interest which might affect the objectivity of your proposal’s evaluation, or if there are, you have informed the Helpdesk about it. The list of MANUELA partners can be found [here](#).**

## *Registration*

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**Company name:**

**Company Registration Number:**

**Date of Registration:**

**Size (Number of employees):**

**Annual turnover (in millions of €):**

## **Registered Company Address**

**Street:**

**Post code:**

**City:**

**Country of registration:**



## Applicant Contact Details

**First name:**

**Last name:**

**Position in Company:**

**Email Address:**

**Telephone Number:**

**Password (If you leave the field blank, the password will not change):**

**Password confirmed:**

## *Proposal*

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**Proposal full name:**

**Proposal Acronym:**

**Summary (do not disclose any Intellectual Property Rights):**

*Please provide a concise summary of the content and objectives of your proposed Business Development Case, and the resulting product demonstrator including what is innovative about it. Please only include relevant information (2000 characters): Product demonstrator you would like to develop; definition of the business need, technological challenge and market opportunity; the potential short and long term benefits for your business.*

**Have you read and understood the Application guidelines? YES/NO**

**Have you read and understood the Service Delivery Agreement template? YES/NO**

*The SDA will be the primary legal contract between the beneficiary and MANUELA. Please note that the published SDA is a preliminary version which might still undergo minor changes before the first cut-off date.*

**Industrial sector your Business Development Case refers to?**

*Please list all relevant ones.*

**How did you learn about MANUELA? E.g. from one of the project partners, from its webpage, from social media, at a conference etc.**

## *Evaluation criteria*

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*The application will be evaluated following three main criteria as described below. Experts score each award criterion on a scale from 0 to 5 (half point scores may be given):*

*0 – Application fails to address the criterion or 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 application broadly addresses the criterion, but there are significant weaknesses.*

*3 – Good. The application addresses the criterion well, but a number of shortcomings are present.*

*4 – Very good. The application addresses the criterion very well, but a small number of shortcomings are present.*

*5 – Excellent. The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

*The threshold for individual criteria is 3 (out of 5). In order to be considered for support, the application must score above the thresholds.*

## Concept: technical and business challenges

- **Challenges to be overcome:** *Provide a description of the problem to overcome (including some quantifications). Please describe the business need for your proposed solution and the associated market including some quantification (market size, growth strategy, potential access to investors, etc.).*
- **Description of the proposed solution:** *Provide a detailed description of the final prototype part/demonstrator to be developed in collaboration with the MANUELA pilot line (including a description of the functionality, size, materials used etc.). Explain how it will solve the challenges described above.*
- **Description of current State-of-the-art:** *Describe how your final prototype part/demonstrator goes beyond the state of the art. Do you have background knowledge including Intellectual Property Rights*



*related to this final prototype part/demonstrator? Have you validated the Freedom-To-Operate (i.e. there is no external IP that would limit the scope of the Business Development Case)?*

- **Alignment with the services provided by the MANUELA pilot line:** *How do the pilot line's services help you solve the challenge described?*
- **Regulation, standardization and certification issues:** *Will the final prototype part/demonstrator be subjected to any policies and/or regulatory requirements? Do you expect the need for standardization or certification?*

## **Implementation**

- **Work plan description:** *Please provide a detailed description of the proposed work plan (key inputs, deliverables and time schedule).*
- **Resources to be committed:** *Please provide a detailed description of the internal resources you will allocate to the project (including the number of hours and a description of the associated skills and prior experience). Will cooperation with other links in the supply chain be required?*
- **TRL level:** *Please describe the TRL positioning of your proposed solution and the change from current state (e.g. from a laboratory verified component – TRL4 – to demonstration in relevant environment – TRL6).*
- **Risk management:** *Please provide a detailed description of the technological, business and managerial risks together with a mitigation strategy.*

## **Impact**

- **Market opportunity:** *Please describe how your innovation provides a competitive advantage with respect to competitors. Can it be sustained (e.g. through protecting technology)?*
- **Go-to-market strategy:** *Please provide a detailed description of how the target market(s) will be penetrated including the necessary tools, resources and timeframe. Are channels to reach the market(s) identified?*
- **Key exploitable results:** *What are the expected impacts (in particular, in terms of Return On Investment and economic value creation)?*
- **Other expected impacts:** *Please provide a detailed description of any societal, environmental and economic impacts outside your company itself that can be expected.*

