

## EEN2EIC 1<sup>st</sup> cut off: How to request the EEN2EIC vouchers

### Step 1

Within the 24th November 2023 all the assistance cases have to be uploaded in the EEN2EIC IT Platform:

- Assistance to women-led companies and associated/widening countries companies to apply for EIC Accelerator (applications from 1<sup>st</sup> September 2022 to 23th November 2023);
  - Assistance to SoE companies in finding alternatives private and public funds (SoE laureates from 1<sup>st</sup> June 2021 to 23th November 2023).
- 1) **EIC Accelerator Local Nodes:** they will download from the EEN2EIC website the word form in which they will indicate name of assisted companies, project acronym and proposal reference number
  - 2) **Consortium Innovation Leaders:** they will download from the EEN2EIC website the word form of the sub-grant agreement's annex "*Support to EIC Accelerator by the Enterprise Europe Network - Consortium Innovation Leader report*"
  - 3) **Group Leaders:** they will download from the EEN2EIC website the word form of the sub-grant agreement's annex "*Support to Seal of Excellence laureates by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818 - Group Leader report*"
  - 4) **SoEs Local Nodes:** they will download from the EEN2EIC website the word form of the sub-grant agreement's annex (a) "*Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818 Support to Seal of Excellence laureates - Local Node report*", (b) "*Declaration of the supported company*"

All the above mentioned third parties will download from the EEN2EIC website the word file "*Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818*", that will be used for step 3.

The EEN member fill in the downloaded word files (<https://een2eic.eu/library/#reporting>), print them on its headed paper, sign them and send them to the EEN2EIC Coordination Office [een2eic@apre.it](mailto:een2eic@apre.it) together with the signed Financial Identification form (FIF) [https://commission.europa.eu/publications/financial-identification\\_en](https://commission.europa.eu/publications/financial-identification_en)

### Step 2

The EEN2EIC Coordination Office checks the correctness of the received documents and launch the payment process.

### Step 3

As soon as the EEN member receives the voucher/s fill in the document "*Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818*"

## Local Node for EIC Accelerator support service

Within the 24th November 2023 you have to upload all the assistance cases in the EEN2EIC IT Platform.

You will fill in the official request form for voucher (<https://een2eic.eu/library/#reporting>) and send it to [een2eic@apre.it](mailto:een2eic@apre.it) together with Financial Identification form (FIF)

1

*After validation of the voucher request, the Local Node receives the payment*

2

After payment you will send the document "Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818" duly filled in and signed.

3

## Consortium Innovation Leader (CIL)

Within the 24th November 2023 please stimulate your consortium members to upload all the assistance cases in the EEN2EIC IT Platform. In the case you have collected 10 cases of assistance within your consortium and/or (only if you are CIL from widening and the 5 target associated countries) you have organized the national kick off events, you will fill in the official request form for voucher, (<https://een2eic.eu/library/#reporting>) and send it to [een2eic@apre.it](mailto:een2eic@apre.it) together with Financial Identification form (FIF)

1

*After validation of the voucher request, the CIL receives the payment*

2

After payment you will send the document "Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818" duly filled in and signed.

3

## Group Leader (GL) for EIC Accelerator support service

If you have implemented pitching sessions before the 24th November 2023, you have to fill in the official request for voucher, (<https://een2eic.eu/library/#reporting>) and send it to [een2eic@apre.it](mailto:een2eic@apre.it) together with Financial Identification form (FIF)

1

*After validation of the voucher request, the GL receives the payment*

2

After payment you will send the document "Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818" duly filled in and signed.

3

## Local Node (LN) for Seal of Excellence support service

Within the 24th November 2023 you have to upload all the assistance cases in the EEN2EIC IT Platform, you have to fill in the official request for voucher and ask you clients to sign the "Declaration of the supported company", (<https://een2eic.eu/library/#reporting>) and send them to [een2eic@apre.it](mailto:een2eic@apre.it) together with Financial Identification form (FIF)

1

*After validation of the voucher request, the Local Node receives the payment*

3

After payment you will send the document "Acknowledgement of receipt of EU grant Support to EIC Accelerator by the Enterprise Europe Network (EEN2EIC) Grant Agreement no. 101075818" duly filled in and signed.

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