## “EIT Food RIS Consumer Engagement Labs” Application Form

*Please fill in the application forms for scientific organisation and food producer, ensuring that* ***all fields*** *of both forms are completed. Please submit the application in electronic format (PDF) by 26 July 2022, 11 am CEST to email address:* [***kklincewicz@wz.uw.edu.pl***](mailto:kklincewicz@wz.uw.edu.pl)*. Applications that are incomplete or sent after the deadline will not be considered. Please do not provide further supporting documents and limit your application to presenting all information required by this form.*

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| **“EIT Food RIS Consumer Engagement Labs” Application Form - scientific organisation  (higher education or public research institute)** | | |
| **1. Country** | |  |
| **2. Name of the applicant organisation** |  | |
| **3. Legal form** |  | |
| **4. Office address (street, city, country)** |  | |
| **5. Website address** |  | |
| **6. Contact person** |  | |
| **7. Position** |  | |
| **8. E-mail** |  | |
| **9. Phone** |  | |
| **10. Please provide examples of the relevant activities/services/projects implemented by your organisation that involved qualitative consumer or citizen studies (such as: focus group interviews, consumer panels, social labs, co-creation workshops, creativity sessions) and justify, why they are meaningful for the project.** | | |
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| **11. Please provide details of 2-4 experts - workshop facilitators who will be involved in the activities (please provide name and short profile, indicating relevant experiences related to moderating/facilitating group sessions such as: focus group interviews, consumer panels, social labs, co-creation workshops, creativity sessions).** | |
| **Expert 1:** | |
| **Expert 2:** | |
| **Expert 3:** | |
| **Expert 4:** | |
| **12. Scientific organisation involved in the project will need to use online video conferencing software Zoom to deliver the Labs session, leveraging the Zoom breakout rooms functionality (with 4 teams of approximately 5 participants, and plenary meetings of about 20 consumers and observers). The costs of using Zoom platform will not be additionally reimbursed by EIT Food (but only one Zoom license will be required for a period of ~5 weeks). Please briefly describe your experiences with using video conferencing software to run workshops, research projects, organisational meetings or educational activities.** | |
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| **13. The sessions should be organized in October-November 2022, and consist of 4 online meetings with consumers distributed over a period of several weeks, and another session with companies. Prior to session 1 of the workshop, you will need to promote the project among potential applicants, ensure recruitment of consumers meeting detailed selection criteria, prepare local translations of Labs materials used in workshops and meet the requirements including workshop logistics and recording of the sessions. Workshop dates should not overlap with national or religious holidays, elections, or other foreseeable events disrupting the creative process. Please provide preliminary proposal of workshop dates:** | |
| **-workshop session 1:** |  |
| **-last workshop session (approximately 5-6 weeks after session 1):** |  |

*By submitting this application form, I confirm that the information provided above correctly represents the scope of activities and plans of my organisation. I understand that the information provided in this form may be used to define obligations in subcontracting agreement. I give consent to processing the application by EIT Food, its Co-Location Centres, University of Warsaw and external experts involved in the evaluation process, and am willing to cooperate to provide further information or documents confirming the facts presented above.*

*If selected, I declare the willingness to promptly proceed to sign the subcontract agreement with EIT Food based on the template published online by EIT Food as part of the call documentation. I will act as subcontractor in 2022 based on conditions described in the “Call for expression of interest to participate in* “EIT Food RIS Consumer Engagement Labs”*”. I am aware of the scope of services that should be provided and confirm having familiarized myself with the contents of the call and subcontract agreement, published online by EIT Food as part of the call documentation.*

*I understand that my subcontracting agreement can only enter into force if both members of the consortium, jointly submitting the application, confirm their participation by signing their subcontracting agreements.*

**Date, place** ……………………………………………………………………

**Name of the person submitting the application** ……………………………………………………………………

**Organisation submitting the application** ……………………………………………………………………

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| **“EIT Food RIS Consumer Engagement Labs” Application Form - Food producer** | | | | | |
| **1. Country** | |  | | | |
| **2. Name of the applicant organisation** | |  | | | |
| **3. Legal form** | |  | | | |
| **4. Company registration address (street, postcode, city)** | |  | | | |
| **5. Company registration number** | |  | | | |
| **6. Date of company registration** | |  | | | |
| **7. Website address** | |  | | | |
| **8. Contact person** | |  | | | |
| **7. Position** | |  | | | |
| **8. E-mail** | |  | | | |
| **9. Phone** | |  | | | |
| **10. I declare that beneficial owner(s) of our company are citizen(s) or entities of the country targeted by the Labs** | | | | | **Yes / No\*** |
| **11. I declare that our company operates as a food producer (NACE code C10)** | | | | | **Yes / No\*** |
| **12. I declare that our company is willing to introduce a new food product from the snack category, designed as the outcome of the Labs** | | | | | **Yes / No\*** |
| **13. I declare that our company is not benefiting from funding offered by other EIT Food programs in the year(s) of the project implementation: 2021-2022** | | | | | **Yes / No\*** |
| **13. I declare that our company is not EIT Food partner or Rising Food Stars members** | | | | | **Yes / No\*** |
| **14. I declare that our company carries out manufacturing operations on-site, leveraging own production equipment (in-house production, not outsourced)** | | | | | **Yes / No\*** |
| **15. I declare that our company possesses knowledge, skills, and resources needed to carry out the subcontracted tasks** | | | | | **Yes / No\*** |
| **16. Please describe your manufacturing operations (production equipment and capacity) and your food quality and safety management system.** | | | | | |
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| **17. Our company maintains an implemented and certified food quality and safety management system, based on one of the following standards/norms:** | | | | | |
| BRCGS Global Food Safety Standard | **Yes / No\*** | | Year of first certification of the system |  | |
| IFS Food | **Yes / No\*** | | Year of first certification of the system |  | |
| ISO 22000 | **Yes / No\*** | | Year of first certification of the system |  | |
| FSSC 22000 | **Yes / No\*** | | Year of first certification of the system |  | |
| **18. Our company complies with an independent and verifiable standard that ensures the safety and quality of the plant-based raw materials used as product ingredients:** | | | | | |
| RTRS Standard for Responsible Soy Production | **Yes / No\*** | | Compliance formally confirmed by certificate(s)/accreditation(s)? | **Yes / No\*** | |
| Other standard(s), please provide name(s) | **Yes / No\*** | | Compliance formally confirmed by certificate(s)/accreditation(s)? | **Yes / No\*** | |

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| **19. Please name and briefly describe product lines from the snack category or related categories of consumer food products that are produced by your company and already available in shops. For each product line, please state the year of product introduction and explain whether it’s offered under own brand or distributed under brands of other companies.** |
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***\* - Please select (underline) the applicable answer***

*By submitting this application form, I confirm that the information provided above correctly represents the scope of activities and plans of my organisation. I understand that the information provided in this form may be used to define obligations in subcontracting agreement. I give consent to processing the application by EIT Food, its Co-Location Centres, University of Warsaw and external experts involved in the evaluation process, and am willing to cooperate to provide further information or documents confirming the facts presented above.*

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*I understand that my subcontracting agreement can only enter into force if both members of the consortium, jointly submitting the application, confirm their participation by signing their subcontracting agreements (\* this provision does not apply to the applications from Hungary, where application is to be submitted by single company only, and Labs in Hungary will be implemented with the involvement of an existing project partner Campden-BRI).*

**Date, place** ……………………………………………………………………

**Name of the person submitting the application** ……………………………………………………………………

**Organisation submitting the application** ……………………………………………………………………