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| Chaussée de Charleroi 112 - 1060 Bruxelles T +32 2 600 50 36  [www.innoviris.brussels](http://www.innoviris.brussels) | *Applicant’s logo* |

**PROOF OF CONCEPT**

**FUNDING APPLICATION**

*This form enables to submit a funding application to Innoviris for a POC project.*

*Applications for funding may be submitted at any time by the research organisation, and its Knowledge Transfer Office when applicable. Please send your application in electronic format to the following addresses:* [*funding-request@innoviris.brussels*](mailto:funding-request@innoviris.brussels) *and* [*agrosfils@innoviris.brussels*](mailto:agrosfils@innoviris.brussels)*. The title of the e-mail must include the name of the programme (PROOF OF CONCEPT) and the project acronym.*

*Applications include the following elements*

* *word version of the form;*
* *pdf version of the form and appendices including electronic signatures;*
* *budget in Excel file (please check the calculations).*

***Please contact the Knowledge Transfer Office as soon as possible to plan and prepare your application.***

***Before filling in this form, we ask you to read carefully the rules of the programme. You can download these from*** [***www.innoviris.brussels***](http://www.innoviris.brussels) ***on the page dedicated to this programme.***

|  |  |
| --- | --- |
| **Name of the research organisation** |  |
| **Department/Unit** |  |
| **Promoter** |  |
| **Title of the project** |  |
| **Acronym** |  |
| **Starting date of the project** | *DD/MM/YYYY* |
| **Duration of the project** | *XX* **months** |
| **Budget** | **€***XXXX* |

*An acknowledgement of receipt will be sent to you within 5 days of submitting the application. Within a month, you will then receive a letter informing you of the admissibility of the application. The procedure and timeline for processing applications are detailed in the Proof of Concept programme rules. These rules are available at the bottom of the web page dedicated to the programme on the Innoviris website.*

*Admissible applications will be assessed on the basis of an analysis of the submitted documents. Please fill in this form carefully.*

*As part of the assessment, Innoviris reserves the right to:*

*- Request additional information necessary for the proper assessment of the application;*

*- Meet with the team in charge of the project;*

*- Call on external expertise.*

***Please do not erase the instructions given in this document so that any external experts can assess the information provided according to Innoviris' expectations****.*

Preliminary note : *The use of the masculine gender in this text has been adopted in order to facilitate reading and has no discriminatory intent. The masculine is used as a neutral gender to refer to women, men and non-binary people.*

**Protection of personal data**

*The personal data collected by Innoviris, the data controller, by means of this form is used to process your funding application (which involves analysis and evaluation by Innoviris or even external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e. the l’ordonnance à finalité non-économique*[[1]](#footnote-2) *and its arrêté d’exécution*[[2]](#footnote-3)*) and to perform a task in the public interest or in the exercise of the public authority vested in the data controller. No data is shared with third parties without the prior consent of the person concerned or unless a legal obligation obliges Innoviris to do so. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The retention time shall be that necessary to accomplish the purposes of the processing concerned. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the GDPR, please contact dpo@innoviris.brussels or visit our "privacy" webpage.*

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# GENERAL INFORMATION

## Beneficiary

|  |
| --- |
| Name of the research organisation:  Legal form:  Company number: |
| Head office: Street: Number/Postbox:  Postcode: Locality:  Operating office where the project will be executed:  Street: Number/Postbox:  Postcode: Locality: |
| Bank account number: (Enclose bank details in the annex.)  IBAN: |
| Person legally authorised to sign off for the research organisation  Surname, first name: Position: |

## Promoter (Technical and scientific manager for the project)

|  |  |  |
| --- | --- | --- |
| |  | | --- | | Surname, First name:  Position:  Department:  Address: Street: Number/Postbox:  Postcode: Locality:  Telephone: E-mail:  Research fields: | |  | |

## Person responsible at the Knowledge Transfer Office (if applicable)

*If applicable, contact the Knowledge Transfer Office/Interface (KTO/KTI) of the research institution. The advisor of the Knowledge Transfer Office helps to prepare the project and coordinates the submission of the application.*

Surname, First name:

Position:

Telephone: E-mail:

## Contact person financial aspects

*This person works in the financial department of the research institution and is responsible for the financial aspects of the application. Please contact the "financial department" of the research institute. You can also contact the responsible Knowledge Transfer Office for the contact details of the finance officer.*

Surname, Firstname:

Position:

Telephone: E-mail:

## Project title

*Indicate the title of the project and an acronym.*

**Project title:**

**Acronym:**

## Sector

*Please tick a sector of application for the project from among the 8 proposed (only tick one sector).*

|  |  |
| --- | --- |
| * *ICT/Telecoms* * *Chemicals/materials* * *Environment/Energy/Transport & Mobility* * *Health & Biology* | * *Construction/urbanism* * *Industry/robotics* * *Economy/management/law* * *Art, education & society* |

*Below are examples of sub-sectors linked to the applicable sectors*

|  |  |
| --- | --- |
| **Applicable sectors** | **Examples of linked sub-sectors** |
| ICT/Telecom | Software, Hardware, Data, Networks, Security |
| Chemicals/materials | Chemicals, Additive manufacturing, Advanced materials |
| Environment / Energy / Transport & Mobility | Mobility, Logistics, Energy networks and storage |
| Health & Biology | Biotechnology, Pharmaceutics, Medicine, e-health, medical devices |
| Construction/urbanism | Urbanism & Social Geography, Eco-construction, Architecture |
| Industry/robotics | Industrial production, 4.0 Industry |
| Economy/management/law | Economy & Management, Social economy, Law & Politics, HR, Finance/insurance, Consulting |
| Art, education & society | Psychology, Communication & Education, Philosophy, Arts & Letters, Cultural and creative industries, Sustainable food, Public and political administrations, Social sciences |

## Expertise

*Provide the most relevant keywords for your project. On this basis, we will determine which experts will assess your application.*

**Keywords:**

*Please indicate any potential conflicts of interest that may arise between your laboratory and experts in the sector who are active in Belgium or in other countries.*

**Conflict of interest :**

*- Surname, first name, University, Department, Laboratory*

## Starting date and duration

*Indicate the period of the project, giving the start and end dates.*

*The starting date of the project must be after the date Innoviris receives your application.*

*In any case, the project will always start on the 1st of the month.*

*Please note that the grant procedure takes several months (about 6 months). However, the beneficiary may start its project at its own risk from the first day of the month following the submission of the application. It should be noted that funding for a selected project may be postponed to the next financial year if the budget available for the PROOF OF CONCEPT programme is exhausted. Innoviris will inform applicants as soon as possible about the processing time and the status of the administrative process for projects.*

*Only admissible expenses incurred within the indicated duration of the project will be taken into consideration.*

**Period:** from ../../.. till ../../.. (min 6 months, max 15 months)

## Budget

*Fill in the amount of the subsidy for the first two years of the project.*

**Total amount in €**:

## Project summary

*Provide a non-confidential summary of the project (0.5 - 1 page) which must include the following elements:*

* *the context of the project*
* *a description of the innovative research results obtained previously and on which the concept to be proven is based,*
* *a clear formulation of the concept to be proven,*
* *the challenges, risks and current uncertainties which render the concept unproven*

*!! Except for an explicit justification by the beneficiary that justifies the confidentiality of the information, the information in this summary shall be considered to be non-confidential. The beneficiary gives Innoviris the permission to use the information for a publication or other form of communication with the public.*

**Summary of the project** (non-confidential)

## Equal opportunity

*Do you consider that the theme and/or activities of the project may lead to discrimination of those directly or indirectly affected, according to gender, ethnic and cultural origin, sexual orientation, gender identity and expression, or social origin and situation?*

*If yes,*

1. *What would be the type of discrimination in relation to the project?*
2. *What would be the extent of its impact?*
3. *How did you take this into account when setting up your project?*
4. *How will you follow up on these aspects during the course of the project?*

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| PRESENTATION OF THE APPLICANT |

## Research activities

*Describe the research fields of your unit*

## Experience in the research field

*Provide a list of prior and/or existing research projects related to this project. For each project cited, mention the source of funding (European Union, Federal, Communities and/or Regions), the duration, the amount and the way in which the results constitute the basis of this project.*

## Motivation of the promotor

*Outline the promotor's motivations with regard to the opportunity for promoting the research results already acquired in the form of a product, process, or service for which proof of concept must be obtained.*

## Profile and competences of the researcher

*Describe the profile sought for the project's implementation. What are the competences required for the researcher to implement the project's scientific programme.*

*If the researcher is already identified, please indicate his or her identity.*

**Appendices to be added**

* *CV of the promotor*
* *a list of recent and relevant publications by the research department concerning this proposal*
* *CV of the researcher in charge of the project (if identified)*

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| PRESENTATION OF THE PROJECT |

## Context

* *Present the history that led to the submission of this application.*

## State of the art and scientific achievements

*Max 5 pages*

* *Briefly describe the state of the art in the project field.* *Do not hesitate in your explanations to mention your bibliographical references.*
* *In relation to the state of the art, describe the achievements of the organisation's R&D activities. The scientific contribution and the innovative character of the achievements in relation to the state of the art must be clearly identified.*
* *What are the innovative techniques, methods or ideas from your research on which the concept to be proven is based?*
* *If applicable, describe what has already been done to analyse the freedom to operate.*

## Concept

*Max 1 page*

* *Explicitly formulate the concept that needs to be proven. Note that it is not intended to describe the innovation or the product or service to be brought to market.*
* *What information is needed to make a decision on whether to go ahead with a development and valorisation project (GO/NO GO)?*

## Results and deliverables

*Max 1 page*

* *Describe the results and deliverables that are expected at the end of this project.*
* *In the event of a positive project outcome, indicate which solution (product/process/service) should be developed for its commercialization.*
* *If applicable, describe what will be undertaken to analyse the freedom to operate.*
* *Explain how the results achieved in this project will not yet constitute a Minimum Viable Product.*

## Socio-economic interest

*Max 1 page*

* *Explicitly formulate the socio-economic interest of the innovation.*
* *Describe the societal or market need that the innovation whose concept is to be validated is likely to meet. In particular, describe the reasons why no solution fully satisfies this need at present.*
* *What would be the added value of the solution that would be developed and valorised after this project compared to existing alternatives on the market?*

## Programme

*Max 10 pages*

*The programme presents the tasks concerning the obtaining of the proof of concept as well as the proof of socio-economic interest.*

***As a reminder, the program cannot include the development, implementation or optimization of a technology, idea or method. The objective must be to demonstrate a concept.***

***For tasks of an economic nature, obtaining proof of socio-economic interest must not lead to the drafting of a business plan and the associated financial plan.***

*Subdivide the work programme into work packages presenting the following information:*

*WP X:*

|  |  |  |
| --- | --- | --- |
| FTE | Starting month | Duration |

***Objectives and criteria:***

*Provide a short description of the objective of this work package*

***Tasks and methodology***

*Provide a more detailed description of the actions, methods, and techniques. Provide a short explanation of the way in which the task will be carried out, and to what extent existing methods/tools/techniques/software, or those which still need to be developed, will be used.*

*Specify when and to what extent sub-contracting services will be necessary.*

***Risk assessment***

*What are the specific risks associated with carrying out the tasks of this work package and how they will be managed. For major risks, mention the alternative arrangements that will be made.*

***Deliverables:***

*Describe the tangible deliverables expected at the end of this work package.*

***Follow-up indicators:***

*Describe the quantitative or qualitative criteria that will allow the implementation of the work package to be evaluated.*

**Appendices to be added**

* *A GANTT chart describing as precisely as possible the schedule for the work packages and an estimate of the staff time allocated to each work package*

# VALORISATION AND IMPACT FOR THE REGION

## Valorisation perspectives

* *Explain the exploitation perspectives for the results of this project in the Brussels-Capital Region.*
* *At the end of the project, what would be the technical developments to be implemented in order to obtain a Minimum Viable Product?*

## Provisions concerning intellectual property rights

* *What is the current situation in terms of intellectual property rights?*
* *Draw up the list of patents already submitted and held by the organisation with details of:*
  + *the date of the application's submission*
  + *the application's submission number*
  + *the title of the invention*
  + *the countries of application concerned*
  + *the patent's date of issue, if applicable.*
* *Outline the rights to be acquired from third parties.*
* *What is the nature of the knowledge to protect or disseminate?*
* *Describe the approach that will be implemented to protect intellectual property.*

## Other potential impacts of valorisation for the Region, considering the strategic objectives and priority topics defined by the Government

* *Describe the impact of the results valorisation on the society, the environment or the regional ecosystem.*  *Describe the possible positive and negative impacts on these three areas.*
* *Explain how the project is exemplary from a social and environmental point of view, i.e. it contributes significantly to at least one of the following objectives and does not harm any of them:*

**Social exemplarity:**

* an adequate standard of living for the most vulnerable categories of people or those with special needs, including:

(1) improved access to products and services that meet basic human needs, such as water, food, housing, health care, education,

(2) improved access to basic economic infrastructure, including sustainable transport, telecommunications and internet, electricity;

* the development of quality local employment;
* the development of social and democratic entrepreneurship;
* the establishment of a more inclusive society;

**Environmental exemplarity:**

* more efficient use of resources;
* the improvement of the environmental impact, for instance with respect to pollutant emissions, mobility, biodiversity, and ecosystems;
  + the climate change adaptation
* *Describe the impact of the project on the regional ecosystem (e.g. collaboration with Brussels partners and the local ecosystem, development of a new sector with a positive impact, etc.)*

# BUDGET

|  |
| --- |
| Recapitulation of eligible costs (see [accounting directives](https://innoviris.brussels/general-accounting-directives) for more information)   1. Staff costs: *These are all costs related to the staff (the researcher, the part-time technical and business support staff).*      1. **Operating costs** *These costs cover the current expenditure relating to:*  * *Consumables (chemicals, materials, tools)* * *Small scientific and technical equipment* * *Costs linked to the acquisition of technologies or data, or the hiring of data storage space from third parties (according to the applicable legal basis)* * *Logistics support for the completion of the project: equipment rental, student workers, infrastructure and material rental* * *Costs for foreign assignments* * *Miscellaneous (to be specified)*   *Clarify all budgetary sub-items (unit cost \* quantity).*   1. **Costs of tools and equipment:** *These costs correspond to the depreciation of instruments and equipment used for the project, the value of which exceed €999. If instruments and equipment are not used for the project for their entire lifetime, only the depreciation costs which correspond to the duration of the project are authorised, calculated on the basis of generally applicable accounting principles.*     *The depreciation is calculated in proportion to the duration of the project and the percentage of use of the equipment. The whole is reduced to a period of three years for IT equipment and a period of five years for scientific and technical equipment.*  *Calculation:*   * *IT equipment: (Quantity \* Unit cost \* Number of months of use during the project \* percentage of use) / 36* * *Other equipment: (Quantity \* Unit cost \* Number of months of use during the project \* percentage of use) / 60*      1. **Subcontracting costs : The costs of contractual research, knowledge and patents purchased or licensed from external sources under the condition of full competition as well as the costs of consultancy and similar services used solely for the purposes of the project.** 2. **General costs**: *A flat-rate sum is calculated corresponding to 10% of the total of the other operating costs and the salaried staff costs*   *These are general costs incurred in supporting the execution of the research or development project, and that are part of the general operation of the project, such as: use (rental and maintenance) of internal premises and car parks, meeting rooms and premises with standard office and IT (PC) equipment, the costs of heating, lighting, electricity, gas, water, insurance, telecommunications costs, secretariat, accounting and social secretariat costs, office supplies, copying, correspondence, postal charges, electronic and telecommunications equipment, the cost of developing and maintaining a website, the provision of rooms by the research centre, representation costs, subscriptions, working clothes, catering costs and business gifts. This flat-rate sum also includes the purchase of small IT equipment (keyboard, mouse, USB stick, standard software, etc.), books and subscriptions, the rental of a company vehicle for demonstration purposes, registration fees for training courses and costs for assignments in Belgium.* |

## . BUDGET FOR … MONTHS: PERIOD FROM … / … / 20 … till… / … / 20 …

Please list each item to justify the amounts requested. The expenses listed in the table are given as an example.



# SUMMARY OF THE APPENDICES TO BE PROVIDED

1. CV of the promotor
2. a list of recent and relevant publications of the lab concerning this proposal.
3. CV of the researcher in charge of the project (if identified)
4. GANTT-diagram
5. budget in Excel file (please check the calculations).

# SIGNATURES

|  |
| --- |
| Signature and declaration of the promoter |

The project promoter:

* declares to have read the rules of the PROOF OF CONCEPT programme and agrees to respect them
* undertakes to provide the team with the relevant environment for the good execution of the programme
* declares all information in this form to be complete and correct

Name : .......................................................... Date : ...................................................

Signature :

|  |
| --- |
| Signature and declaration of the person responsible at the KTO/KTI |

The project manager at the KTO/KTI

* declares to have read the rules of the PROOF OF CONCEPT programme and agrees to respect them
* undertakes to provide the team with the relevant environment for the good execution of the programme
* confirm that all the information provided in this form is complete and correct;
* confirms that everything will be done to valorise the research results in the Brussels-Capital Region.

Name: .............................................................. Date:

Signature:

|  |
| --- |
| Signature and declaration of the authorities of the promoter |

…………………………………………(Name, Surname, function)

(Person legally authorised to commit the institution)

* declares having read the regulations for the PROOF OF CONCEPT action and undertakes to comply with them
* undertakes to provide the team with the conditions required for the project execution implementation
* declares that all the information provided in this form is complete and correct
* undertakes to valorise the project's results in the Brussels-Capital Region
* declares under oath that the Research Organisation complies with environmental, social, and labour law obligations and will remain compliant throughout the duration of the project.

Name : .......................................................... Date : ...................................................

Signature:

1. *Article 30/1 de l’ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l'innovation par l'octroi d'aides à finalité non économique en faveur des organisations non marchandes, des organismes de recherche et des entreprises, telle que modifiée par l’ordonnance du 4 avril 2024 modifiant l'ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l'innovation par l'octroi d'aides affectées à des finalités économiques en faveur des entreprises et des organismes de recherche assimilés à des entreprises et l'ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l'innovation par l'octroi d'aides à finalité non économique en faveur des organisations non marchandes, des organismes de recherche et des entreprises.* [↑](#footnote-ref-2)
2. *Arrêté du Gouvernement de la Région de Bruxelles-Capitale du 21 février 2019 portant exécution de l’ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l’innovation par l’octroi d’aides à finalité non-économique en faveur des organisations non-marchandes, des organismes de recherche et des entreprises, notamment son article 2 §1er .* [↑](#footnote-ref-3)