**R&D Projects (2024)**

**Submit in digital version (DOCX format) to** **funding-request@innoviris.brussels**

**Company Name**

*Project Title*

|  |
| --- |
| Project Nature |
| Select an item |

|  |  |
| --- | --- |
| Area of activity | *Select an area of activity in section A.2. Project definition* |
| Start date of the project | DD/MM/YYYY |
| Duration of the project | XX Months |
| Total budget amount | XXXX€ |
| Rate of intervention requested | XX% |
| Requested subsidy | XXXX€ |
| Contribution level | XX% |
| XXXX€ |

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# Overview

## Identities

## Individuals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual identity** | **Last name** | **First name** | **Position** | **Telephone number** | **Email** |
| Drafter(s) of the present funding application |  |  |  |  |  |
| Person legally authorized to bind the company |  |  |  |  |  |
| Administrative manager for the project |  |  |  |  |  |
| Technical and scientific manager for the project |  |  |  |  |  |

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity identity** | **Name** | **Legal form** | **Registered office** | **Place(s) of business**  | **Company number** | **Account number**  | **Date of incorporation** | **Website** |
| Industrial |  | *SPRL/SA/SNC/ASBL/…* | *Full address* | *If different from the registered office* | *BE…* | *BE…**(Bank details in annex if not yet provided)* | *dd/mm/yyyy* |  |

## Project description

|  |
| --- |
| **Explanatory note to be deleted** |
| * Indicate the full title of the project (give details of acronyms);
* Summarize the project in a few sentences: the information contained in this summary may be used by Innoviris in the context of external communication (e.g., annual report).
* List some key words which describe the essence of your project.
 |

***Project title:***

………………………………………………………………………………………………………………………………………………………………………………........................................................*(maximum 2 lines)*

***Project summary:***

…………………………………………………………………………………………………………*……………………………………………………………………...............................................(between 5 and 10 lines)*

***Keywords:***

*………………………………………………………………...........................……(3 minimum et 7 maximum)*

***Area of activity:***

|  |
| --- |
| **Explanatory note to be deleted** |
| Include the selected area of activity on the cover page |

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

|  |
| --- |
| **Explanatory note to be deleted** |
| Below are examples of sub-sectors linked to the applicable sectors to help you select your area of activity above.

|  |  |
| --- | --- |
| Applicable sectors | Examples of linked sub-sectors |
| ICT/Telecoms | SoftwareHardwareDataNetworksSecurity |
| Chemicals/materials | ChemicalsAdditive manufacturing = 3D printing Advanced materials |
| Environment / Energy / Transport & Mobility | MobilityLogisticsEnergy networks and storage |
| Health & Biology | BiotechnologyPharmaceuticsMedicineE-healthMedical devices |
| Construction/urbanism  | Urbanism & Social geographyEco-constructionArchitecture |
| Industry/robotics | Industrial productionIndustry 4.0 |
| Economy/management/law | Economy & ManagementSocial economyLaw & PoliticsHRFinance/insuranceConsulting |
| Art, education & society | Psychology, Communication & EducationPhilosophy, Arts & LettersCreative and cultural industriesSustainable foodPublic administration and politicsSocial sciences |

 |

## Nature of the project & type of financial aid

|  |
| --- |
| **Explanatory note to be deleted** |
| **Industrial research (TRL 1 to 4)*** An **industrial or commercial aim** has been identified but the **scientific expertise** required to realize this aim must be **gained**.
* Some academic or industrial research may already exist but is **insufficient to launch the development** of a new product, service, or process.
* The state of the art has been examined (**preliminary literature review**), a **research** program has been put in place, and the key milestones have been laid down.
* At the end of the project, the **new expertise** required to develop a new product, process or service will have been gained. **The state of the art will have been exceeded**. **A POC or prototype in a laboratory environment** may be produced.

**Experimental development (TRL 4 to TRL 7):*** You wish to **develop an innovative product, service or process**.
* You have an **initial idea of the feasibility of your project**, for example because you have already developed a POC.
* The needs in terms of functionalities and/or purpose are essentially known, even if they may still evolve at the margins.
* There are still **unknowns and risks** associated with the specific use of the technologies envisaged for the proposed project and their integration into the product, process or service which will be developed, and/or the existing solution. For example, a choice may still have to be made between 2-3 technologies, whose theoretical characteristics and advantages/disadvantages have already been studied at least preliminarily.
* A **development plan** has been put in place and the **key milestones** have been laid down.
* At the end of the project, **the prototype will have been validated in a real environment,** for example after being applied to a pilot case.

The experimental development may be financed in two distinct ways, by **subsidy** or **recoverable advance**. In the first case, you keep the funding. In the second case, it is paid back (fixed part + variable part pro rata to commercial success).You will be eligible for a **subsidy** if:* You have **identified and analyzed the market** and the relevant market segments for your product, process, or service.
* From this, you have identified an **MVP** which you intend to **develop through the project**
* You have **identified the contribution of your product, process or service to the market** and generated **price assumptions**, even if they have not yet been fully validated because technical developments still need to be carried out.
* If you already have an existing product, process or service that is already commercialized, you intend to develop innovations during the project that **deviate significantly from it** and which require an **in-depth re-analysis** of the **value proposition** and the **market-product combination**.

Examples of products which may receive a subsidy: products, processes or services which make it possible to address a new market or market segment, which is a significant pivot in relation to the existing activity, development of products, processes or services that significantly change the company's commercial offering.*Notes:* * *A company less than 3 years old will be funded through a subsidy even if it has already commercialized a product, service, or process, unless it has already obtained financing for this from Innoviris.*
* *A "pilot" sale of a POC or first prototype does not rule out the granting of a subsidy - It is up to Innoviris to assess the state of commercial progress and determine how the project will be financed.*

 You will be eligible for a **recoverable advance** if:* You have a product, process or service which has **already been commercialized.**
* You intend to make new developments **with the aim of improving this product, process, or service**, or extending your range, by drawing on your **technological and commercial expertise**.
* The planned developments will enable you to **better meet the needs** of the markets or market segments **in which you are already active** or in **related** segments.
* The planned developments **do not require a fundamental reworking of the value proposition and the market-product combination.**

**Process innovation or organizational innovation*** You wish to **implement** a new process or a new method of production or delivery within your company.
* You have **identified the problems** which this process or method aims to solve.
* You have **made an initial estimate of the gains** that this process or method could bring to your company.
* You have **developed this process or method on a small scale** (pilot project) and you now need to implement it within your company, in a real situation

*Note: the development of the process or method is not eligible. This can be covered by experimental development assistance. It is a question here of implementing the method (moving from a "prototype" to a larger scale, in a real context)* |

* Industrial research
* Experimental development - Subsidy
* Experimental development - Repayable advance
* Process innovation or organizational innovation

Briefly explain this choice

………………………………………………………………………………………………………………………

## Nature of the application

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the project is new or if it concerns an extension of a project which is financially supported by the Region, in which case specify the reference of the corresponding dossier. |

 New project

 Project arising from a previous project (reference of the dossier: .........................)

## Start date and duration of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify here the duration of the project, indicating start and end dates. The start date of the project must be after the date on which INNOVIRIS receives your application. The project can start at the earliest on the 1st of the month following receipt of the application.**Examples:*** *"If you submit a project on 28/01, your project can start at the earliest on 1/02."*
* *"If you submit a project on 05/07, your project can start at the earliest on 1/08."*

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

Project with a duration of …….. months from ... / … / 20 … to … / … / 20 …

## Aid amount

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the level of contribution of the Region, expressed as a percentage of the total budget of the project. This level depends on pre-defined criteria including the size of the company, the nature of the project, the form of the aid, the possible existence of a collaboration with a national or European company, or a research organization.**Industrial research**

|  |  |
| --- | --- |
| **Size of the company** | **Level of contribution individual project subsidy** |
| **Micro enterprise** | 70% |
| **Medium-sized enterprise** | 60% |
| **Large enterprise** | 50% |

These levels may be increased by 15% in the event of effective collaboration, with a level of contribution of maximum 80%.**Experimental development**

|  |  |  |
| --- | --- | --- |
| **Size of the company** | **Level of contribution subsidy** | **Level of contribution recoverable advance** |
| **Micro enterprise** | 45% | 55% |
| **Medium-sized enterprise** | 35% | 45% |
| **Large enterprise** | 25% | 35% |

These levels of contribution may be increased by 15% in the event of effective collaboration.**Process innovation or organizational innovation**

|  |  |
| --- | --- |
| **Size of the company** | **Level of contribution subsidy** |
| **Micro enterprise** | 50% |
| **Medium-sized enterprise** | 50% |
| **Large enterprise (in effective collaboration with an SME)** | 15% |

**More information is available at** [**https://innoviris.brussels/**](https://innoviris.brussels/) **regarding:*** levels of contribution
* the conditions for granting an increase in the level of contribution in the event of effective collaboration.
 |

|  |  |
| --- | --- |
| **Total budget** | € |
| **Contribution level** | % |
| **Aid applied for**(Total budget \* level of contribution) | € |

# Company presentation

## Background and activities

## Company

|  |
| --- |
| **Explanatory note to be deleted** |
| This section is intended to present the company, in particular its background and activities. Background* Briefly explain the origins of the company and its main activity (sector of activity)
* Outline the profile and experience of key people (founders, CEO, CTO, CFO and any other director) in the company
* Describe the company's background, its evolution and indicate key events

Activities* Provide a description of the activities (production, services, and R&D) of the company and the products/services sold/made. Indicate their respective importance.
* Describe the evolution of the company's activity, its staff, and sales revenues
* Describe the links and dependencies with other companies (the group of which the company is part, suppliers, customers and third parties)

The company and its market* Explain the nature of the company's customer base, and the market covered by their proposed services/products
* Indicate the name, location, and main activity of all the national and international operational headquarters.

**Attach in annex:*** The *curricula vitae* of the key persons in the company and involved in the project
* An organigram
 |

## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide details of the company's shareholder structure.Indicate in the table the profile of the shareholders (company, physical person, public investment companies or venture capital companies, etc.). |

|  |  |
| --- | --- |
| **Capital amount** | **k€** |

|  |  |  |
| --- | --- | --- |
| **Business name** | **Identity** | **Percentage or number of shares** |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| M. ZYZ | Physical person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total shares** | **X** |

**Explanation of the evolution in the shareholding in recent years**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Company size

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your company: * [**European guide to calculating the size of a company**](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)
* [**Form for calculating the size of a company**](https://innoviris.brussels/sites/default/files/documents/declaration_company_size.pdf)

The following table, taken from the European guide, provides a summary of the thresholds of the various categories. This table is indicative and it is advisable to consult the **Guide**.A **change of category** occurs when a company has **exceeded the thresholds for two consecutive financial years**, so as not to penalise growing businesses. **Please note**: in the event of a **shareholder change** (e.g.: acquisition by a Large Enterprise), the loss of SME status can be **immediate**.**If your company might not be an autonomous enterprise** (e.g.: if it has a shareholding > 25% in another company or if another company has a shareholding >25% in your company), it is **essential** that you complete the **form for calculating the size of a company** and attach it to your application. |

|  |  |
| --- | --- |
| **Company size** | * VSE (micro-enterprise)
* SE
* ME
* LE
 |

## Financial details

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the evolution of the financial details for **the last three financial years**. In the event that the accounts have not yet been published, we request that you provide the provisional details for the current financial year.**Join in annex:**Copy of the annual accounts |

| Year | 2024\* | 2020 | 2019 |
| --- | --- | --- | --- |
| *Equity (in €k)*[Balance sheet codes 10/15] |  |  |  |
| *Turnover (in €k)*[Balance sheet code 70] |  |  |  |
| *Operating income, EBIT (in €k)*[Balance sheet code 9901] |  |  |  |

*\* Forecast figures if not yet published*

## Explanation of the ability of the company to contribute its financial share

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail the way in which your company will contribute its financial share to the project (e.g.: by existing funds, equity injection, bank loan, company’s margin, etc.).**Attach in annex:*** Supporting documents (e.g.: order book, loan acceptance, capital increase, equity, etc.).
 |

## R&D Budget

|  |
| --- |
| **Explanatory note to be deleted** |
| This data must make it possible to assess the evolution of the financial resources of the company allocated to R&D. |

| Year | 2024\* | 2020 | 2019 |
| --- | --- | --- | --- |
| *Total R&D budget (in €k)**(Including public aid)* |  |  |  |
| *R&D budget in BCR (in €k)* |  |  |  |
| *Public aid for R&D from BCR (in €k)* |  |  |  |

*\*Forecast figures if not yet published*

## Statement of debts and payment arrears

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the company is currently confronted with bank debts, supplier debts, or debts with public administrations (NSSO, VAT, payroll tax, etc.). Where appropriate, specify payment arrears and any negotiated repayment plan.Attach any useful document in annex. |

## Staff

|  |
| --- |
| **Explanatory note to be deleted** |
| The details pertaining to staff (in FTE - full time equivalent) must make it possible to evaluate the evolution of the proportion of the human resources of the company used in R&D, as well as the evolution of employment in the BCR. |

| Year | 2024\* | 2020 | 2019 |
| --- | --- | --- | --- |
| *Total staff (in FTE)* |  |  |  |
|  *University graduates (FTE)* |  |  |  |
|  *Higher education (FTE)* |  |  |  |
|  *Other (FTE)* |  |  |  |
| *Salaried staff (in FTE)*[Social balance sheet code 105] |  |  |  |
| *Self-employed persons (in FTE)* |  |  |  |
| *Staff in the BCR (in FTE)* |  |  |  |
| *R&D staff in the BCR (in FTE)* |  |  |  |
|  *University graduates (FTE)* |  |  |  |
|  *Higher education (FTE)* |  |  |  |

*\*Forecast figures if not yet published*

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid that the company has received **over the last five years** or that it currently receives at the regional, federal, and European level. **Also indicate any aid that the company is currently applying for, even if there has not yet been any decision regarding the allocation of this aid.** Specify the purpose of the aid, the amount, the intervention rate, and the applicable period. |

## BCR aid

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **File number** | **Project title** | **Subsidy (EUR)** |
| *XXXX* |  | *3.000,00 €* |

* **Other aid in the BCR** (Brussels Economy and Employment, BIE, SRIB/Finance.brussels, SDRB/CityDev, Participation Fund, Guarantee Fund, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Admin Eco & Employment* | *XXXX* | *Training subsidies* | *3.000,00 €* |

## Other regions / Federal aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Federal* | *XXXX* | *Reduction of withholding tax* | *3.000,00 €* |

## EU aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
|  | *XXXX* |  | *3.000,00 €* |

# Project Presentation

## Project presentation: objectives and technical steps, technological positioning, implementation

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to describe in a detailed and technical manner what the projects intends to accomplish, and the resources incorporated to achieve these aims. The following aspects, detailed in the respective sub-sections, must be considered: * Origins and objectives of the project
* Technological positioning
* Implementation of the project
 |

## Project origins and objectives

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * Describe the problem(s) and the objective of the project, as well as its origin
* Describe the level of knowledge relating to your project, obtained by your company's technological surveillance or by preliminary research for the present project
* Describe the advances which the project represents with regards to the state of the art
* Specify the company's technological know-how
 |

## Technological (and strategical) positioning

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * Describe the technical steps of the project (and provide the necessary diagrams for a technological analysis of the project)
* Describe the main technological risks and how they can be overcome
* Describe the anticipated technological challenges and how they can be overcome;
* Detail the technological positioning (choice of material and components, third party tools and services used, techniques used [processes, engineering, programming language, etc.], etc.) and justify this positioning (*benchmark*, experience in the area, performance analysis, etc.).

**Important remark*** The technical elements must be described accurately and in full. E.g.: specify the specific types of algorithms or the specific machine learning techniques (where appropriate, append a more comprehensive technical/mathematical explanation), etc.
 |

## Implementation of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * Explain the methodology(ies) used to conduct and manage the project
* If tasks are carried out by subcontractors, please specify the strategy for managing subcontracting (how these tasks will be coordinated and followed up by the team)

**Important remark**: * It is not necessary to describe "standard" project management methodologies in detail (e.g.: SCRUM)
 |

## Project description that can be used for a presentation on the Innoviris website or in a press release

|  |
| --- |
| **Explanatory note to be deleted** |
| This non-confidential information will be used by our communication department to promote Innoviris and to inform the general public about the projects submitted and selected. About ten lines are sufficient.Do not forget to provide a logo (file of sufficient resolution) and some illustrative images among the electronic attachments. |

## Compliance with the legal framework covering research and development projects

|  |
| --- |
| **Explanatory note to be deleted** |
| The methodologies and applications of research and innovation projects are subject to national community and international legislation. The projects supported by Innoviris must comply with these legal provisions. If your project is concerned with one or more of the fields listed in the table below, you must check that it complies with the legal texts. In order to support you with this self-assessment, we recommend that you refer to the ethical self-assessment questionnaire for the European Union's framework program for research and innovation[[1]](#footnote-2). In addition, for the relevant fields, please indicate how and/or why you comply with the legislation.In the event that you do not comply with the legal provisions, your project cannot be supported by Innoviris.We would also remind you that certain experiments involving human embryos, fetuses, embryonic stem cells or non-human primates and even clinical trials trigger the legal obligation to obtain ethical approval from the appropriate ethics committee before beginning any related research activity. Please be aware that the ethics authorization procedure may take some time and you should therefore submit your ethics authorization application to the local ethics committee in good time.[1] Available here: https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=CELEX:52020XG0313(07) (or any amended version published in the Official Journal of the European Union.) |

 I hereby certify that I comply with the national, community and international legislation covering the methodologies and applications of research and development projects, and specifically

|  |  |  |
| --- | --- | --- |
|  | **Concerned** **(Yes/No)** | **If yes, compliant with the legislation (Yes/No/In progress)** |
| **Section 1: Embryos and human fetuses** |  |  |
| Your project involves human embryo stem cells; human embryos; tissue or cells from human fetuses |  |  |
| **Section 2: Human beings**  |  |  |
| Your project involves human participants; physical interventions on the participants in the study |  |  |
| **Section 3: Human cells/tissue**  |  |  |
| Your project involves human cells or human tissue |  |  |
| **Section 4: Personal data** |  |  |
| Your project involves processing personal data whether or not these have been previously collected; the use of publicly available data |  |  |
| Your project involves the export or import of personal data from the EU to non-EU countries |  |  |
| **Section 5: Animals** |  |  |
| Your project involves animals |  |  |
| **Section 6: Third party countries**  |  |  |
| If third party countries are involved, do the activities related to the research in these countries give rise to any ethical issues? |  |  |
| The plan is to use; import; export local resources (e.g. animals, human tissue, etc.) |  |  |
| In the event that the research involves low-income and/or lower middle-income countries, benefit sharing is planned |  |  |
| The situation in the country could endanger people taking part in the research |  |  |
| **Section 7: Environment, Health and Safety** |  |  |
| Your project involves the use of elements likely to harm the environment, animals or plants  |  |  |
| Your project focuses on endangered fauna and/or flora/protected areas |  |  |
| Your project involves the use of elements likely to cause harm to humans, including the personnel involved in the project |  |  |
| **Section 8: Dual use** |  |  |
| The project involves dual-use goods in the sense of regulation 428/2009, or other goods for which an authorisation is required |  |  |
| **Section 9: Exclusive focus on civil applications** |  |  |
| Your project may raise concerns regarding its exclusive focus on civil applications |  |  |
| **Section 10: Possible misuse of research results**  |  |  |
| There is a risk that the results of your project may be misused  |  |  |

**If your project concerns the fields listed in the previous table, explain how you comply with the applicable legal frameworks.**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**In your opinion, are there any other ethical issues not included in the framework above that could apply to your project? If yes, which ones?**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Place(s) where the project will be realized

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the name and location (complete address) of the units in charge of the project (including subcontractors):* If the entire project is carried out in the BCR, please indicate in which place(s)
* If part of the project is carried out outside the BCR, please indicate the place, and explain why
 |

## Detailed work program

|  |
| --- |
| **Explanatory note to be deleted** |
| The description of the work program should allow for the evaluation of the relevance of the approach, the feasibility of achieving the objective within the time frame, and the adequacy of the resources and tasks to be performed. |
| Define the steps of the work program in the form of "Work Packages" and tasks. |

**Please follow the outline below**

**WP X, Y:**

|  |  |
| --- | --- |
| 1. Overall FTE (days/hours)
2. Breakdown of the workload among the persons included in the budget (days/hours per person)
 | Start/End |

**Overall objective of WP X, Y:**

*Provide a description of the overall objective(s) of the work package*

......................................................................................................................................................................................................................................................................................................................................

***Task X, Y name:***

……………………………………………………………………………………………………………………….

|  |  |
| --- | --- |
| 1. Overall FTE (days/hours)
2. Breakdown of the workload among the persons included in the budget (days/hours per person)

**E.g.: M. X (10 days/hours) Ms. Y (20 days/hours) …** | Start/End |

***Objectives of task X, Y:***

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

***Description of the method:*** *Describe the envisaged actions, methods, and techniques. Explain the way in which the task must be carried out, and in what measure existing methods/tools/techniques/software, or those which still need to be developed, will be used. The aim is not to contextualize the information but to clearly describe "what the technical work to be carried out will be, to achieve the objective of the task".*

......................................................................................................................................................................................................................................................................................................................................

***Technological challenges associated with task X, Y:***

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

***Risks associated with task X, Y:***………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WP X, Y Deliverables:**

*Describe the expected deliverable(s) during the work package, as well as their respective deadlines E.g.: L1.1 Algorithm XXX implemented on the platform (30 June 2017)* ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

[In the descriptions, clearly indicate the division of labor among the various project partners]

## Planning

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| --- |
| **Explanatory note to be deleted** |
| * Provide a GANTT chart to illustrate the time link of the stages of the project (think about the sequential or parallel nature of the tasks)
* Provide an estimate of the staff time allocated to each stage
* You may use a specific project management tool or provide a suitable calculation sheet.

**Example:****Attach in annex:*** The complete diagram and its electronic version (preferably in an editable format, also showing the workload per task and per participant)
 |

## Budget

|  |
| --- |
| **Explanatory note to be deleted** |
| Draw up the budget for the project for the relevant period (including subcontractors and partners), using the template provided.If your company is liable for VAT, the expenses to be taken into consideration are excl. VAT.**Staff costs:**These group the staff-related costs together (researchers, technicians, and support staff) which constitute the team in charge of the project. A distinction must be made between salaried staff (1.1) and self-employed staff (1.2).For salaried staff, the accepted personnel costs are based on the standard hourly cost (S.H.C.) of the persons working on the project (all employer contribution included). This cost is multiplied by the number of hours of occupation on the project: calculation of the standard hourly cost (S.H.C.) = gross monthly full-time \* 1.2%.**Other operating costs:**As a reminder, the costs concern current expenses directly linked to the implementation of the project and on behalf of the persons present at the convention budget: * Consumables (chemicals, materials, tools)
* Small scientific and technical equipment
* publication and dissemination costs
* Expenses related to the acquisition of technology or data, or the rental of data storage space from third parties (legal basis in force)
* Organization of colloquia/seminar/surveys; meeting organization costs (meals, external meeting room,) when relevant only, and dissemination of project results other than through the publication of scientific articles
* Logistical support for project implementation: equipment rental, support staff, infrastructure, and material rental
* Mission expenses abroad :
	+ Travel and subsistence expenses for staff assigned to the budget of the agreement or to the amending budget validated by Innoviris, public transport expenses (plane tickets, train tickets, etc.) or car travel expenses (excluding local travel) at the applicable rate (according to the SPF mileage allowance circular),
	+ Accommodation costs (hotel and meals abroad). Only actual costs supported by documentary evidence will be taken into account. The amount is capped at the allowances per country shown on the SPF website (ministerial order of 10 January 2023: https://bosa.belgium.be/fr/themes/travailler-dans-la-fonction-publique/remuneration-et-avantages/allocations-et-indemnites-15#anchor-2).
* Miscellaneous: if not specified in the budget, only with the compulsory agreement of Innoviris - by e- mail to the scientific and accounting advisers: miscellaneous should be small amounts and used as little as possible.

Detail all of the budget sub-items (unit cost x quantity).**Costs for instruments and equipment:**These costs correspond to the depreciation of equipment and materials used in the project, with a value exceeding EUR 999 and according to the company's valuation rules.A longer depreciation period could be considered exceptionally for specific equipment depending on the accounting valuation rules of the beneficiary.**Calculation formula:*** Computer equipment:

(Quantity x Unit costs x Number of months of use during the project x utilization rate)/36* Other equipment:

(Quantity x Unit costs x Number of months of use during the project x utilization rate)/60**General costs:**This is a fixed amount to cover additional costs incurred while carrying out the R&D project (secretariat, bookkeeping, telecommunications, inspections, travel in Belgium, etc.). The fixed amount is set at 10% of the amount of the other operating costs (2.1) and salaried staff costs (1.1).**Costs of contract research, knowledge, and patents:**These costs cover the following expenses:* the cost of consulting services or equivalent, used exclusively for the project
* third party services (outsourced work)
* knowledge and patents purchased or licensed

**Attach in annex:*** the specifications and the tenders submitted by subcontractors.
 |
|  |

Period from ... / ... / 20 ... au ... / ... / 20 ...



Explain the costs indicated in headings 2, 3 and 5 of the budget

# Project Valorization

## Description of the competition – Added value of the solution envisaged by the project

**Competitor 1:** ………….

**Clear description of the solution:**

..................................................................................................................................................

**Added value of the envisaged solution:**

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**Competitor X:** ………….

**Clear description of the solution:**

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**Added value of the envisaged solution:**

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## Market study

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| **Explanatory note to be deleted** |
| This section aims to present the industrial and commercial relevance of the innovation, as well as its advantages in relation to existing products or services within your company, or competitor companies |

## Business plan

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| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * explain the evolution of the business model in relation with the expected results
* describe the actions envisaged for the economic valorization of the project
* justify the business plan with supporting elements (market study, signs of intention on the part of prospects, etc.)
* the volumes and respective envisaged market share at home and abroad, in the short and long term

**Attach in annex:*** The *business plan* for the product or the company (containing the financial plan).
 |

## Financial plan

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * Full financial plan (3-year projection) in annex
* Explanations regarding its assumptions
 |

## Brussels ecosystem, social and environmental impact

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the positive and negative impacts of the product/service/process which is central to the project from a:* **Social** perspective (impact on inequalities, on working conditions, on jobs established in the region, impact on the well-being of individuals and their health, etc.)
* **Environmental** perspective (impact on energy and resource consumption, development or use of renewable energy, impact on ecosystems, climate change, impact on production, waste re-use or recycling, etc.)
* **Regional ecosystem** perspective (collaboration with Brussels partners and the local ecosystem, creation and development of Brussels expertise/specific skills, creation of local user communities, development of a new sector with a positive impact, etc.)
 |

## Sustainability of the results

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included: * if part of the project is carried out by subcontractors, explain what the internal repatriation strategy is for the *know-how* related to the subcontracted tasks.
* the envisaged infrastructure for the exploitation of the results (in the event of existing infrastructure, indicate the development efforts or additional investments required for the exploitation).
* the envisaged protection of the results (patents, etc.).
 |

# Equal opportunities test

## Equal opportunities test

|  |
| --- |
| **Explanatory note to be deleted** |
| **To be completed only if your grant request is more than 30,000 EUR.**In the event that the Ministerial Cabinets and/or the Government of the Brussels-Capital Region validate this application, the subsidy granted to you will be subject to the "Equal Opportunities" test. Since 1 March 2019, this test has been mandatory for all draft decrees aiming to award a grant of an amount exceeding 30,000 EUR.The "Equal Opportunities" test is a new tool implemented by the Region in order to verify the impact of policy measures on different population groups whose situation and specific needs are often not taken into account.For more information, you can follow this link:<http://test.equal.brussels/> In order to help us to complete the test, please answer the questions in the following sections as clearly and succinctly as possible. |

## The project's impact on one (or more) of the following criteria

|  |
| --- |
| **Explanatory note to be deleted** |
| For each of the criteria selected, explain:How did you identify the issues or specific points with which people may be confronted based on one or more of these criteria?Give the identified specific points and/or issues for each criterion ticked.Explain how you have taken them into account, or give the phases (preparation, implementation, evaluation) of your project that take account of these issues and specific points related to each criterion ticked. |

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

## Evaluation of the project's impact on these criteria

|  |
| --- |
| **Explanatory note to be deleted** |
| Evaluate the impact of your project: positive, neutral, or negative.State the sources that you are using to evaluate the impact of your project: statistics, research, reference documents, institutions, and reference people, etc. |

## Criteria not selected

|  |
| --- |
| **Explanatory note to be deleted** |
| For every criterion that you have not ticked, explain:What do you need to take into account the specific points or issues related to this criterion/these criterion? Specify the difficulties encountered for each criterion not ticked.Do you plan to take these issues into account in the future?For example, in a subsequent phase of your project, where applicable, explain how. |

# Annexes and signatures

## Summary of the annexes to be provided

* Bank account details (= official document from the bank, and not an e-banking screenshot)
* Last 3 balance sheets + provisional balance sheet less than 3 months for the current financial year, **turnover included**
* The CVs of the key people
* An organigram of the company
* The full diagram and its electronic version
* The specifications and the tenders submitted by sub-contractors
* The business plan for the product or the company (containing the financial plan)
* The documents confirming the ability of the company to guarantee its share in the project
* Any other document which could support the application for aid

## Data protection policy

The personal data collected by Innoviris, the data controller, by means of this form are used to process your application for funding (which involves analysis and evaluation by Innoviris or external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e., the non-economic ordinance and its implementing decree) and to perform a task in the public interest or in the exercise of public authority vested in the data controller.

No data is shared with third parties without the prior consent of the data subject or unless Innoviris is required to do so by law. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The storage period is the necessary time to achieve the purposes of the data processing. 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 consult our "privacy" web page.

## Sworn declaration, undertakings, authorization, and signature

I, we, the undersigned (SURNAME(S) – FIRST NAME(S)) in the capacity of…………………...………… certify that the company …………………………….………… is aware of the provisions which follow and undertakes to observe them *(tick the relevant boxes)*:

* The company is in conformity with regards to its tax and social obligations
* The r&d project/programme did not commence before the submission of the aid application with Innoviris
* The company has, or will implement before the commencement of the project/programme, a mechanism to monitor the costs relating to the r&d project/programme, which will make it possible to justify the costs incurred during the project/programme, and audit them
* The r&d project/programme is not carried out, either partially or in full, on behalf of a third party
* The company will be the owner of the results of the r&d project/programme in the form of "know-how", or technical industrial property rights
* The costs incurred in the context of the r&d project/programme are not covered, either partially or in full, by any public aid measure. Likewise, the company undertakes not to make any new co-financing applications for costs incurred during the r&d project/programme to other regional, national or community authorities
* The company is in good financial health and has not initiated insolvency proceedings
* The company undertakes to immediately notify Innoviris of any substantial modification which occurs in the context of the project/programme (cessation, placing on standby, or decrease in the size of the project/programme, etc.) Or with regards to its situation (in particular in the event of insolvency, etc.)
* The company shall repay the paid capital grants, increased by the legally applicable interest rate, in the event of improper or non-compliant management regarding the general rules for research and development projects/programmes, or in the event of non-compliance with one or more of its commitments
* The project's implementation will not contravene the code of ethics for scientific research in belgium[[2]](#footnote-3)

## Authorization and signature

I authorize Innoviris to carry out the necessary enquiries for the examination of this application and declare that the information contained within this form is accurate and correct.

|  |  |
| --- | --- |
| Date : | Authorized signature: |
|  |  |

1. <https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-2)
2. http://www.belspo.be/belspo/organisation/publ/pub\_ostc/Eth\_code/ethcode\_fr.pdf [↑](#footnote-ref-3)