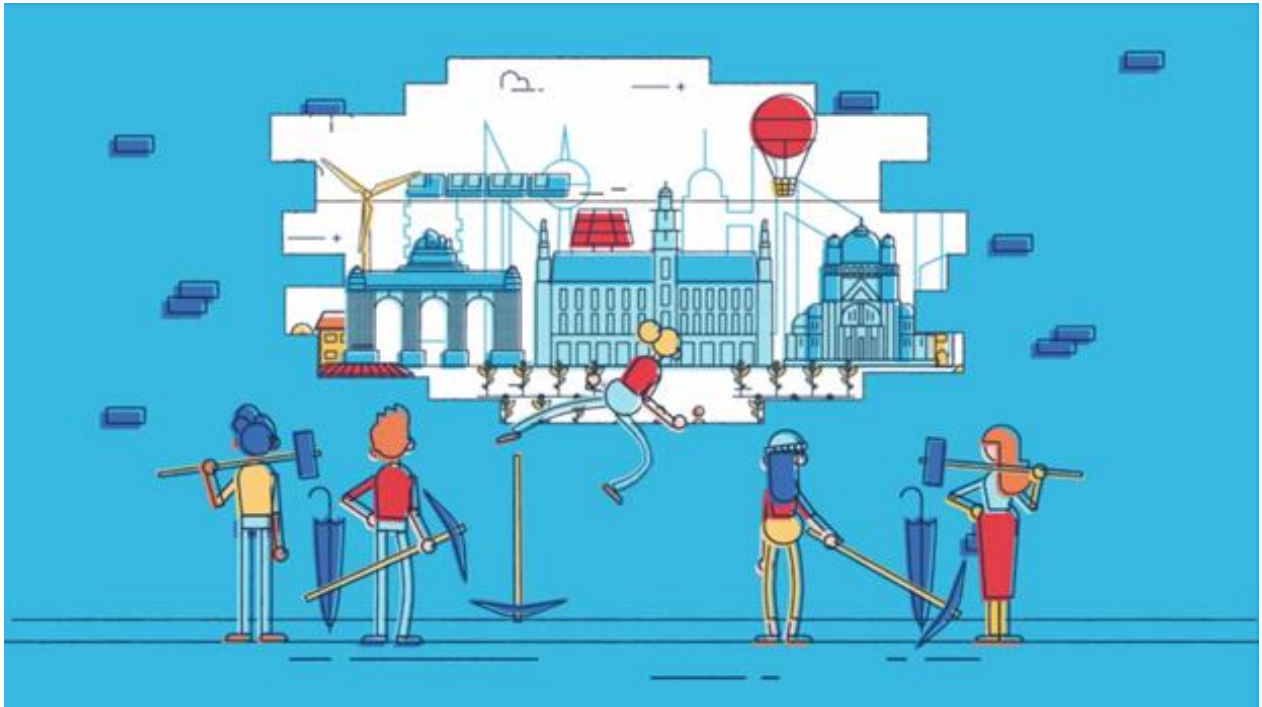


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# Co-Create



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Hello

This document presents the organization of the Co-Create program and the process of project submission and selection.

For any questions that remain unanswered after reading this document, we invite you to contact:

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## 1 The Co-Create program in 3 points

The Co-Create program is a funding program of Innoviris, the Brussels institute for research and innovation. This is a program aimed at supporting **research or experimental development projects carried out in co-creation for a sustainable Brussels society**.

1. A **research or experimental development project** is:
  - **Uncertain;**
  - **Exploratory;**
  - **Innovative.**
2. The co-creation targeted within the framework of the Co-Create program is based on:
  - The constitution of a "**community of sense making**" involving:
    - **The engagement** of the actors of change in the project.
    - **The construction of a common sense** around the objectives, designs, concepts and purposes of the project.
  - **A transdisciplinary approach** for the co-production of knowledge committed to a **knowledge democracy** and **open science**.
3. The purpose of **societal sustainability** invites us to:
  - Questioning and innovating in **the way we inhabit the world as an urban society**.
  - a **systemic analysis** involving:
    - to consider situations from the perspective of **the relationships between the components** of the societal system;
    - to think about conditions and **redirections**;
    - to carry out a **memory work**.
  - anchor the project in **responsible research and innovation**.

These elements are described here below.

### 1.1 Research and experimental development: uncertain, exploratory and innovative

A **research and experimental development** project supported under the Co-Create program is:

- **Innovative**. It is a question of questioning the root causes and of being part of the logic of **alternatives and not of assimilation**<sup>1</sup>, of getting out of dependencies on the path, of socio-

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<sup>1</sup> The logic of assimilation aims to manage the risk, the problem and the consequences: to what extent can we expose people to certain compounds without affecting their health? How much can we inflict on the Earth's ecosystems while preserving ecosystem services? How much dioxin is safe in breast milk? How much hazardous waste can be burned without increasing the risk of cancer for the people in the surrounding area? By what

technical unlockings, of getting out of situations of infernal alternatives<sup>2</sup> and/or of working on situations that are not or too little taken into consideration by institutional, political, administrative or commercial actors.

- **Uncertain.** Innoviris finances the risk associated with the uncertainty of research and experimental development. There must therefore be uncertainty about the results and outcomes: risk of finding nothing or leading to negative or inconvenient results. The project is justified by a lack of need in terms of the state of knowledge. This lack goes beyond the state of knowledge specific to the actors involved in the project. It is therefore not limited to a need to access, appropriate oneself or cross existing knowledge. There is therefore a need to produce new knowledge. Research or experimental development is a **necessity to remove uncertainties**.
- **Exploratory.** The project is part of an approach that involves
  - Moments of analysis, reflexivity, self-criticism, questioning in order to broaden the frames of reference, enrich the reference points and transform them;
  - To take steps aside and explore other paths than those corresponding to the operational and routine framework of each person's current situation.
  - For a co-research or co-development project, a clear research or experimental development **design** supporting a rigorous knowledge production process: sufficiently precise **research question**; **experiments** articulated with each other and with research questions, **methods** of analysis and validation, etc.
  - For a co-research or co-development project, an **iterative process** of experimentation with adaptations;
  - The integration of nuance and complexity.
  - The use of inconvenient results, i.e. results that invalidate preconceptions, forbidden aims, etc.;
  - The promotion of attempts that do not necessarily lead to solutions.

Remark. The uncertain nature and the exploratory approach bring a distinction with projects aimed at acquiring, mobilizing or crossing existing knowledge. This also distinguishes the project from studies that do not aim to produce new knowledge for which the degree of uncertainty and the creative approach are low and that are more concerned with the acquisition of information for operational purposes (planning, evaluating impacts, making choices, etc.).

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extent can the habitat of a species be reduced without this species disappearing? This logic obscures the logic of evaluating alternatives, which would ask questions such as: what are the alternatives to the industrial use of compounds that cause the presence of dioxin in an infant's tissues? What are the alternatives available to reduce the use of toxic products and the production of hazardous waste? What are the social and production alternatives that would avoid habitat degradation? What options do we have to remove our presence from damaged areas and restore ecosystems? How can we better integrate into our ecosystems. O'Brien, Mary H. "Being a Scientist Means Taking Sides." *BioScience*, vol. 43, no. 10, 1993, pp. 706–08. JSTOR, <https://doi.org/10.2307/1312342>.

<sup>2</sup> "These situations where we find ourselves faced with alternatives which, by the way they present themselves (by radically limiting the number of solutions and by "imposing" some of them), make us collectively powerless and put the people concerned in front of choices *that seem to emerge from reality itself*" Pignarre, P. (2004). *Learn to escape the infernal alternatives. Movements*, 32, 40-48. <https://doi.org/10.3917/mouv.032.0040>.

## 1.2 In co-creation: community of meaning and transdisciplinarity

The Co-Create program aims to support research and experimental development projects carried out in co-creation with actors of change. Whether they are active in public institutions, companies, research organisations, associations or residents of Brussels, these people are the ones who are confronted with the risk of change, those who will have to change their practices, want/can/have to carry, commit themselves to, or operate the responses, adapt, experiment, risk putting themselves outside their framework. The project works to ensure that changemakers have the capacity to address the research and experimental development challenges that may underline the societal issues targeted.

Note: this is a logic of inclusion and not an exclusivity reserved for actors of change. It is therefore not a question of disqualifying external expertise. This expertise is as necessary as that of the people concerned. However, the Co-Create program invites this expertise to be internalized. It invites the holders of this expertise to consider their commitment as an actor of change and not to limit themselves to a posture of allyship, of external support<sup>3</sup>

By supporting the production of knowledge in co-creation, the program aims to:

- contribute to a **knowledge democracy**.
- Maximize the impact of projects. The basic premise of the Co-Create program is that **the impact of research is at the scale of Co-creation**.
- Addressing the complexity and **systemic nature** of societal issues.
- Integrate **the mosaic of societal conceptions that make up Brussels** and avoid the production of homogenised, standardised urban forms based on a single way of thinking
- Supporting **responsible research and innovation**.

The co-creation targeted within the framework of the Co-Create program is based on:

- The constitution of a "**community of sense making**" involving
  - **The commitment** of the actors of change in the project
  - **The construction of a common sense** around the objectives, designs, concepts and purposes of the project.
- **A transdisciplinary approach** for the co-production of knowledge committed to a **democracy of knowledge** and **open science**.

**Not all issues require co-creation. Typically, the issues where co-creation is most relevant are those where a systemic dimension (cf. 1.3 societal sustainability) and a heterogeneity of social representations<sup>4</sup> are combined.**

**Engagement** in research or experimental development goes further than participation: The project is built on the issues of the co-researchers and their hypotheses. The problem is formulated from their situations. Their involvement is still active and these individuals have a crucial influence on the conduct of research, its design or methods, its products, its dissemination or its use.

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<sup>3</sup> This is explained in particular in Louis Staritzky's book, [\*Research as Experience\(s\). Towards a sociology of attempts.\*](#)

<sup>4</sup> It is about the way in which individuals and groups perceive, construct and express their collective perceptions and interpretations of reality.

**Common sense.** Common sense implies a shared understanding and a partial or at least mutually compatible convergence around the objectives, designs, concepts and purposes of the project. It is based on a recognition and use of the plurality and heterogeneity of the understanding of situations, objectives and social representations that the project underlies in order to develop common action strategies<sup>5</sup>. It is therefore a question of integration. It is therefore a question of integrating a plurality of conceptions without losing sight of the possibilities of the existence of values, knowledge and achievements that could be common, or become common.<sup>6</sup> Rem. Controversies, inequalities, power relations, disagreements, heterogeneities of points of view must be able to exist and worked on within a co-creation project. They are even indicative of effective co-creation. They must therefore neither be avoided nor considered as obstacles, malice or incompatibilities, but rather **as realities and possibilities for mutual transformation**. Tough, it must be anticipated, worked on and accompanied (see details and points of attention)

The figure below describes the expected characteristics of the levels of engagement and common sense within the constituted community. It should be noted that the program is designed to gradually build and consolidate this community. **Situations that do not allow for the commitment of actors of change should be problematized**. A "participation" level can, for example, be considered, but this must be particularly **analysed and justified in view of the issues, the characteristics of co-creation and the impact of the project**. This is particularly true at the level of pragmatism, involvement and risk of instrumentalization (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), the risk of isolation, of self-isolation, of strategies and methods of inclusion, of epistemic postures<sup>7</sup>, of relations to the targeted change, of common sense, of power relations, etc.

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<sup>5</sup> This aspect is described in: Tom Dedeurwaerdere: [Transdisciplinary Research, Sustainability, and Social Transformation Governance and Knowledge Co-Production](#) and more specifically the chapter "The pitfalls of unstructured pluralism of societal values". Published December 2023 by Routledge.

<sup>6</sup> From [an electronic edition](#) based on Professor Immanuel Wallerstein's text entitled OUVRIER LES SCIENCES SOCIALES. Report of the Gulbenkian Commission for the Restructuring of the Social Sciences, chaired by Immanuel Wallerstein. Translated from the American by Jean-Michel and Sophie Blanquer. Paris: Descartes & Cie, 1996, 117 pp.

<sup>7</sup> It is about the relationship of community members to knowledge: how they position themselves in relation to different knowledge systems and how they produce, acquire, use, legitimize, validate, transfer, etc. A self-assessment guide on epistemic injustices within participatory research projects is available in: [Godrie, B., Boucher, M., Bissonnette, S., Chaput, P., Flores, J., Dupéré, S., Gélinau, L., Piron, F., and Bandini, A. 2020. Epistemic Injustices and Participatory Research: A Research Agenda at the Crossroads of University and Communities. Gateways: International Journal of Community Research and Engagement, 13:1, Article ID 7110. <http://dx.doi.org/10.5130/ijcre.v13i1.7110>](#)

**Engagement.** The people are fully committed to the research process. The project is built from the issues, their hypotheses and the problem is formulated from their own situations. Their involvement is always active and they have a crucial influence on the conduct of research - on its design or methods, its products, its dissemination or its use.

**Participation.** People have more regular contact and interactions with the group of co-researcher/co-developpers. They provide expertise, opinions, advice, ideas, etc. They can also provide access to infrastructure or provide case studies. It can also be a question of a more active involvement in the realization of experiments. These people are solicited and mobilized by the Co-researchers/co-developpers. They do not control the research process, but there is a dialogue that can influence the project evolution. The problem can integrate their issues, point of view and hypothesis, but it is not necessarily formulated from their situated point of view.

**Consultation:** People provide data and information that will be used before, during, or downstream of the project.

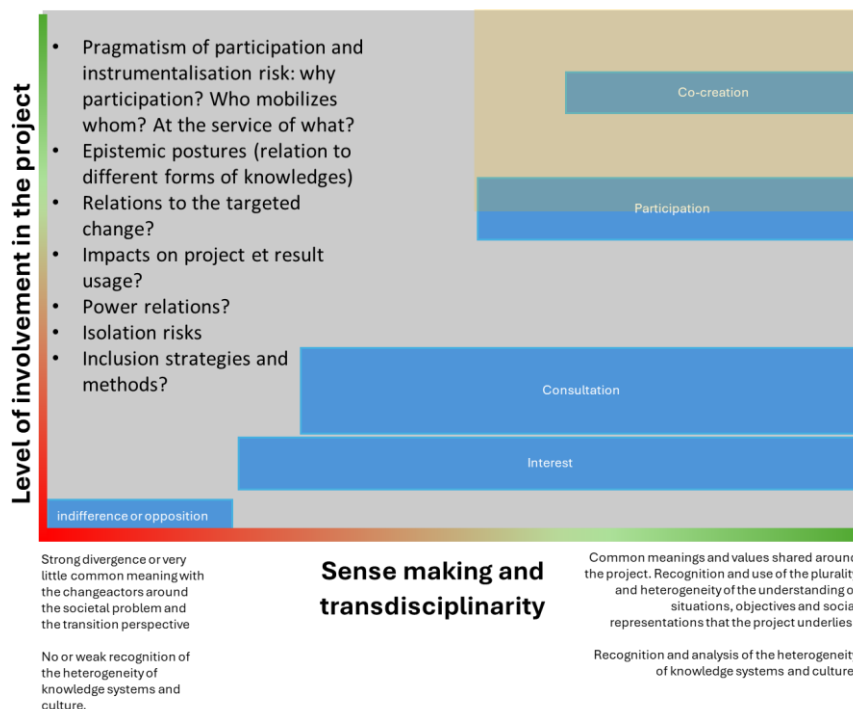
**Interest.** People have an active interest in the project. They take part in project monitoring committees or dissemination activities in order to keep abreast of the results.

**No involvement or blocking.** People are not involved in the project or even are blocking it.

To be problematized if they are changeactors

Fundable by Innoviris.

- Participation level → indirectly via working costs if validated and justified
- Engagement level → direct beneficiary (own budget).



**The transdisciplinary approach** is a dialogue and exchange that goes beyond (and not simply between) existing disciplines. The transdisciplinary approach recognizes the importance of incorporating this diversity of knowledge to understand the complexity and systemic nature of the challenges related to societal issues. This implies a respectful and constructive dialogue between distinct types of knowledge and their own logics. This approach presupposes an open rationality which, without denying itself, works, respects and reassesses the role of intuition, imagination, sensitivity and the body, myths and religions, art, and singularities in the production of knowledge. It is therefore part of a process of re-enchantment of our relationship with the world.<sup>8</sup> It is a question of proposing another approach to the construction of knowledge that "*far from rejecting science, places the latter in the context of the diversity of knowledge existing in contemporary societies*".<sup>9</sup>

Note: This is again a logic of inclusion, openness and dialogue. It is therefore not a question of disqualifying rationality or science.

<sup>8</sup> The elements of transdisciplinarity that are evoked are based in particular on: Edgar Morin "Pour une rationalité ouverte", p 129 of "Science avec Conscience", Ed. Du seuil, 1979-1990; and on [the charter of transdisciplinarity](#) adopted at the First World Congress of Transdisciplinarity, Convento da Arrábida, Portugal, 2-6 November 1994. The term "re-enchantment" is closely linked to that of "disenchantment" evoked by the sociologist Max Weber and is for example explained in [M. Taleb: The re-enchantment of our relationship to the world: a central value of the Era; Surveying the cultural, social and environmental humanities; 2024.](#)

<sup>9</sup> DE SOUSA SANTOS Boaventura, ARRISCADO NUNES João, MENESES Maria Paula, Translation MULLET-BLANDIN Isabelle, "Opening the canon of knowledge and recognizing difference", Participations, 2022 / 1 (No 32), p.51-91. DOI: <https://doi.org/10.3917/parti.032.0051>. [https://shs.cairn.info/article/PARTI\\_032\\_0051?lang=fr](https://shs.cairn.info/article/PARTI_032_0051?lang=fr)

As a result, the Co-Create program asks projects to be part of an approach for **knowledge democracy**<sup>10</sup> and **the opening of the sciences** integrating three dimensions: openness to society, openness to publication and data, openness to excluded knowledge and to different knowledge systems.<sup>11</sup>

### 1.3 Societal sustainability: questioning and innovating in the way we inhabit the world as a society, citizen science, societal innovation, systemic innovation, redirections, memory, research and responsible innovation.

Sustainability issues invite us to question and innovate in our **way of inhabiting the world as an urban society**.

In this context, the production of new knowledge supported in the Co-create program can have two types of purposes:

**Produce new citizen knowledge**<sup>12</sup>. The Co-Create program can support Brussels citizens who wish to produce new knowledge with scientists in order to understand, alert and make visible situations that concern them, that question our way of inhabiting the world, that are to the detriment of the general interest, that prevent the conditions for the emergence of desirable states or that are toxic to the health of the society and the environment, and that **are not or too little taken into consideration** by institutional, political, administrative or commercial actors. This is always done in transdisciplinary research and open science approach.

**Moving towards societal innovation**. The program aims to support Brussels residents who wish to take up the research or experimental development challenges that underpin societal change.

The program is designed to address wicked issues and address them from a **systemic perspective**. A systemic approach invites us to consider situations from the perspective of the **relationships between the components** of the societal system in question. In this approach, it is the relationship, the interaction between the components and the whole that becomes the main concept rather than the isolated description of the elements of the system.

Still in this relational approach, the program also invites us to think about the **necessary conditions** and **redirections**. It is a question of thinking about the articulation between desirable elements and what is no longer desirable, the changes targeted, what should be stopped, the deep causes that

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<sup>10</sup> The concept of knowledge democracy recognizes the importance of multiple knowledge systems, such as organic, spiritual and cultural systems, frameworks from social movements, and the knowledge of marginalized or excluded people. He asserts that knowledge is both created and represented in multiple forms, including text, image, numbers, history, music, drama, poetry, ceremony, and meditation. It is an open access to knowledge sharing, making it a powerful tool for action within social movements to deepen democracy and fight for a fairer and healthier world. Translated from HALL Budd and TANDON Rajesh, "Decolonization of knowledge, epistemicide, participatory research and higher education", Recherche pour tous, 2017, vol. 1, n° 1, pp. 6-19. DOI 10.18546/RFA.01.1.02. <https://unescochair-cbrsr.org/pdf/resource/RFA.pdf>

<sup>11</sup> CHAN, Leslie, HALL, Budd, PIRON, Florence, TANDON, Rajesh, and WILLIAMS, Lorna, "Open Science Beyond Open Access: For and with Communities. A Step Towards the Decolonization of Knowledge", IdeasLab of the Canadian Commission for UNESCO, Ottawa, Canada, July 2020. [https://unescochair-cbrsr.org/wp-content/uploads/2020/07/SO\\_Pour\\_et\\_avec\\_les\\_communaut%C3%A9s\\_FR.pdf](https://unescochair-cbrsr.org/wp-content/uploads/2020/07/SO_Pour_et_avec_les_communaut%C3%A9s_FR.pdf)

<sup>12</sup> The term citizen is used with reference to the notion of civil society as the self-organization of society, outside or in parallel with the political, administrative or commercial institutional framework. It is in this sense that they are committed to the project. They act in the project as actors of civil society.



prevent the conditions for the emergence of desirable states. It is also a question of thinking about how we are going to take into consideration what we should possibly give up; what should be dismantled, closed, reassigned and those who would be impacted by it.<sup>13</sup> It is also a question of reconsidering and reconfiguring the links of dependencies, the attachments, the needs and the way in which they are addressed.

Societal change cannot be done on the ground of amnesia. It is very likely that the situation was not always like this and that there were moments of bifurcation. It is therefore a question of carrying out a **memory work** and rooting the problem and the prospects for change in **our heritage**. It is essential, however, that this memory be a "living" raw material and coexist with active imagination so that it is not reduced to an imposed and burdensome past.

Finally, the program supports projects that meet the criteria of **responsible research and innovation**. This includes including work on the **normative backgrounds and effects** of the project in the project. Research is non-neutral. The implicit frames, the institutions that have trained us or from which we work, the equipment, the tools we mobilize, the history we inherit, our values, our intentions, etc... implicitly shape all aspects of our research. It is a question of identifying and working on these normative backgrounds. Knowledge also has productive effects. It is a question of reflecting on the aims and possible implications of the project as well as its results in particular in ethical terms, potential misuse in other social and political contexts, etc. Evaluate the negative externalities, rebound effects, acceptability, sustainability and social desirability of the results. Note that a necessary condition for the financing of a Co-Create project is that it does not cause any social, health or environmental harm.

## 2 Three types of projects

The Co-Create program provides funding for 3 distinct types of projects:

- Co-problematisation;
- Co-research;
- Co-development.

The choice between these different types of projects is made according to

- The innovative nature and state of knowledge.
- The level of maturity of the community of sense making and the transdisciplinary approach.

Innoviris reserves the right to reclassify your project according to one of these three typologies.

### 2.1 Co-problematisation

A co-problematisation project responds to an important **need to first build the societal problem**. This in order to finally ask the right questions and to better understand the nature of the problem (research problem, training problem, financial problem, awareness problem, political problem, organizational problem, etc.). There are therefore no specific questions of research or experimental development yet.

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<sup>13</sup> A. Monin, Bonnet E., Landivar D., Monnin A., 2021. *Heritage and Closure*, Editions Divergences, 150p

Regarding the state of knowledge, the project is significantly uncertain. The knowledge issues go beyond participant's knowledge. Changemakers are not yet able to formulate specific questions or specific innovation proposals, solutions, etc.

At the level of the community of sense making, a first core of co-researchers is formed with the actors of change. But there is **still a need to better understand the networks of actors**, the practices and the knowledge mobilized around the subject. Situations that do not allow actors of change to engage in the project should be problematized, particularly at the level of the key elements of the co-creation process.

The contours of a transdisciplinary approach still need to be worked on.

A common sense still needs to be developed around the societal issue. It is therefore a question of putting in place approaches/strategies/processes that aim to acquire a minimum level of mutual understanding to recognize the plurality and heterogeneity of the understanding of the societal problem and use them to explore the areas in which perspectives of convergence or strategies for common actions can be formulated.

Building a problem includes but is not limited to understanding the problem. The objectives of a co-problematisation are as follows:

- Deepen the understanding of the situation: what is its origin; how it manifests itself; how it unfolds; what are the blockages; what are the issues, etc.
- Develop the systemic basis of the question by integrating the 3 dimensions: relationships between components, redirections and memory.
- Consolidating the community of sense making: commitment and common sense.
- Develop the contours of a transdisciplinary.
- To develop a transdisciplinary state of knowledge.
- To explore and formulate needs and strategies for joint action.
- To set the normative background and think about the productive effects (impacts) of the project for the sustainability of the Region.

## 2.2 Co-research

The objective of the co-research project is to produce new knowledge around a **well-identified research problem** and to formulate and clarify path for innovation/change/transition to be developed further.

In terms of the state of knowledge:

- The project demonstrates a fine and in-depth understanding of the initial societal issue.
- Work on the normative background of the project and the productive effects of the project for the sustainability of the Region has begun.
- There are no concrete solutions or solutions that can yet be formulated and developed.
- The systemic basis is well laid: the societal system that is at the heart of the research is well identified and delineated. The components of the system, the various and interdependent aspects are sufficiently identified to be integrated into the research work. The characterization of this system may not yet be complete. The unknowns that persist are then part of the research problem. The elements of redirection and memory are integrated into the search problem.
- The project has an in-depth and transdisciplinary state of knowledge.

- The research need is proven. The state of knowledge demonstrates lack and uncertainties that justify and are the subject of the research. This lack of knowledge exceeds the knowledge of the project participant. The project is well circumscribed around this knowledge gap. Research work is a must for the objectives sought.

With regard to community of sense making and transdisciplinarity, to start a co-research project, it is expected that the foundations are established (possibly by means of a co-problematisation project). However, **consolidation work can be continued** during the project.

- A community of co-researchers (level of involvement "engagement") is formed with the actors of change. Situations that do not allow this level of commitment should **be problematized, particularly at the level of the key elements of co-creation and the impact of the project (the impact being at the level of co-creation)**: pragmatism of involvement (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), strategies and methods of inclusion, epistemic postures, relations to targeted change, common sense, power relations, risks of isolation etc.
- A common sense around the objectives, designs, concepts and purposes of the project is shared by the community. Or at least, the plurality of social representations and interests does not prevent from working towards a common goal. Situations that do not correspond to this are then integrated into the research problem.
- The contours of a transdisciplinary approach have been worked on. This implies a preliminary analysis of the heterogeneity of the systems and cultures of knowledge at play in the community. The aim is to analyse and discuss the way in which community members produce, acquire, use, legitimise, transfer and disseminate their knowledge. It is also a question of exploring the possible conflicts, tensions, and power relations that are played out at this level.

### 2.3 Co-development

The objective of a co-development is to validate a societal innovation proposal so that it can enter into a **short-term implementation process at the end of the project**.

In the context of a co-development project, there is **no longer a need for research, but there are still prior unknowns and risks**. Experimental development consists of systematic work based on knowledge obtained through research or practical experience and producing new knowledge with a view to creating and operationalizing an innovative device (new materials, products, processes, systems, services, or to significantly improve existing ones).<sup>14</sup> As part of this program, the innovative system brings together the elements of societal innovation that you wish to carry out in the short term after the project.

In terms of the **state of knowledge**:

- The project demonstrates a fine and in-depth understanding of the initial societal issue.
- A concrete innovation can be formulated and developed.
- The normative background of the project is explained, and a reflection is initiated on the productive effects of the project for the sustainability of the Region.

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<sup>14</sup> Frascati Manual 2015. Guidelines for the collection and reporting of research and experimental development data. [https://www.oecd.org/en/publications/frascati-manual-2015\\_9789264239012-en.html](https://www.oecd.org/en/publications/frascati-manual-2015_9789264239012-en.html)

- The systemic basis is well laid: the societal system that is at the heart of the targeted innovation is well identified and delineated. The relationships between the components of the system are sufficiently identified to be integrated into the experimental development work. The redirection and memory elements have been analyzed and are integrated into the experimental development problem.
- The project has an in-depth and transdisciplinary state of knowledge.
- The problem of experimental development is confirmed. The state of knowledge demonstrates issues and uncertainties that justify and are the subject of experimental development. There is no longer a need for research, but there are still unknowns and preliminary risks. It is still necessary to carry out experimental development activities before the implementation of the innovation (prototyping, first tests, choice between different technologies or methods, etc.). The project is well circumscribed around these issues and uncertainties. Experimental development work is a necessity for the targeted innovation (a "must have").

As far as the **community of sense making** is concerned, the expectations for a co-development project are:

- A community of co-developers ("commitment" level of involvement) is formed with the actors of change.
- A common sense around the objectives, designs, concepts and purposes of the project is shared by the community. Or at least, the plurality of social representations and interests does not prevent us from working towards a common goal. Situations that do not correspond to this are then integrated into the research problem.

Situations that do not allow this level of maturity must be justified, particularly in terms of the key elements of co-creation and the impact of the project (the impact being at the scale of co-creation): pragmatism of involvement (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), strategies and methods of inclusion, epistemic postures, relations to targeted change, common sense, power relations, risk of isolation, etc.

### 3 Eligibility

The Brussels entities that can apply for a subsidy from Innoviris under the Co-Create program are:

- **Enterprises** with at least one place of business located in the Brussels-Capital Region.
- **Non-profit organisations** with at least one place of business located in the Brussels-Capital Region.
- **Research organisations** (universities, colleges and collective research centres) with at least one place of business located in the Brussels-Capital Region.
- **The regional and municipal administrative authorities of the Brussels Capital Region (AA)**. AAs are eligible for a grant from Innoviris under the Co-Create program provided that
  - the roles, tasks, and implications fit well within the framework of a Co-Create project. This implies that the AA participates in the entire project process at the same level as the other actors. This is therefore not limited to the provision of expertise or infrastructure to enable experimentation. Nor does it act as a sponsor of works, supplies or services. The AAs must also verify the compliance of all their activities under the project with the law on public procurement. If the

acquisition of the project results by the administration is planned at the end of an experimental development project, the framework of Innovative Public Procurement must be considered.

- The roles, tasks and implications that the AA wishes to achieve in the project are not already funded by their endowments (and other sources of funding). It is up to the AAs to provide proof of the absence of double funding with regard to their missions and allocations (and other sources of funding).

Applicants must have fulfilled all the obligations imposed in the context of any previous granting of other aid by the Region.

Entities from outside Brussels or that do not fall into one of the above categories can be partners in but cannot claim a subsidy from the Region under the Co-Create program.

The project can be carried out by a single Brussels entity (isolated entity) or a consortium of Brussels entities that will be beneficiaries of the funding and referred to as "partners".

## 4 Link with regional competences

As the scientific research and innovation funding body for the Brussels-Capital Region, Innoviris is competent to grant aid to research and experimental development projects that are related to matters that explicitly fall within the competence of the Regions:

<https://www.parlement.brussels/les-competences/><sup>15</sup>

For each application, it is therefore essential to demonstrate the link of the project with a regional competence. However, it may be sufficient for that link to be indirect, provided that it is relevant and demonstrated in the proposal. In case of doubt, you are invited to contact Innoviris beforehand.

## 5 Start of the project

The start date of the project must be after the date of receipt of your application by INNOVIRIS. The project can start at the earliest on the 1st of the month following receipt of the application. However, it is worth noting that the evaluation process involves a delay of several months between the time of submission of the application and the decision to grant (or not) the requested funding.

If the project starts before the formal grant decision, it is at risk of the entity or consortium. If the subsidy is awarded, it is nevertheless possible to accept the expenses retroactively (and until the 1st of the month following the acknowledgement of receipt of the project by Innoviris at the earliest).

## 6 Submission of a proposal

Before submitting a complete and formal application for funding, it is strongly recommended to submit a project outline using the "Co-Create Project outline" form. This will allow Innoviris to provide you with initial feedback whether your projects fits with Innoviris' missions and the framework of the Co-Create program.

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<sup>15</sup> Article 6 of the [Special Law on Institutional Reforms](#).

Within the limits of the budget available for the Co-CreatE program, an application for funding can be submitted at any time of the year under this program.

The application form and the annexes must be submitted by the entity or consortium to Innoviris using the appropriate application form (co-problematisation, co-research, co-development).

The form must be submitted in

- 1 electronic copy in **MS Word or Open Office format**

And

- 1 electronic copy in **PDF format and electronically signed** (in accordance with [eIDAS](#) standards, e.g. Adobe sign or SignHere)

At the address: [funding-request@innoviris.brussels](mailto:funding-request@innoviris.brussels) and in copy to [xhulhoven@innoviris.brussels](mailto:xhulhoven@innoviris.brussels).

Please note: only the information contained in this form and in the requested annexes will be taken into consideration. Innoviris does not guarantee that other information provided via other media such as additional annexes or internet links will be taken into account.

Following receipt of the request, the Innoviris services will send you an acknowledgement of receipt within 5 working days of submitting the request. If an acknowledgement of receipt has not been received within this period, applicants are invited to contact the person in charge of the Co-CreatE programme: [xhulhoven@innoviris.brussels](mailto:xhulhoven@innoviris.brussels).

## 7 Evaluation of the proposal

After receiving the application, Innoviris analyses its admissibility. The following criteria will be taken into consideration:

- The budget availability of Innoviris for the Co-CreatE program;
- the eligibility of participating entities;
- the adequacy of the project with the missions of Innoviris and the framework of the program;
- the link with regional competences;
- the completeness of the form;
- the presence of all the annexes;
- the fact that the project cannot have started before the application for aid was submitted;
- the entity's financial capacity and, if applicable, their ability to fund their part of the budget.
- Compliance with the conditions set out in this regulation.

After confirmation of the admissibility of the application, Innoviris will assess the appropriateness of granting the requested subsidy. In this context, Innoviris reserves the right to:

- request additional information necessary for the proper evaluation of the file;
- call on external expertise(s);
- Ask the project team to present and defend it in the presence of external experts.

You will find on the Co-CreatE program website the detailed grid of evaluation criteria for each type of Co-creatE project (co-problematisation, co-research and co-development).

Innoviris will communicate its assessment to the competent authority (Minister/Secretary of State in charge of scientific research or Government of the Brussels-Capital Region) so that it can adopt a decision on whether or not to grant the requested subsidy.

## 8 Project duration

Co-problematisation	Co-research	Co-development
Maximum 15 months (including 1 to 2 months of closing and valuation)	Maximum 36 months (including 6 to 9 months of closing and valuation)	Maximum 36 months (including 6 to 9 months of closing and valuation)

## 9 Budget et subside

Each final proposal should include a budget for each partner using the template provided on the Co-Create program webpage.

There is no budget cap, but the budget and amount are part of the project assessment. As an indication, the average amount observed per partner for 12 months is €120,000.

Eligible expenses are presented in the [accounting guidelines](https://www.innoviris.brussels/general-accounting-directives).  
 (<https://www.innoviris.brussels/general-accounting-directives> )

For the different types of eligible applicants, the percentages of the budget covered by Innoviris (intervention rate) are as follows:

### 9.1 Research organisations

The Region's financial intervention rate corresponds to the following rate:

Co-problematisation	Co-research	Co-developement
100%	100%	80%*

\*For intervention rates below 100%, it is necessary for the entity to provide co-financing via other public, private or in-kind funds.

### 9.2 Non-profit organizations

The Region's financial intervention rate corresponds to the following rate:

Co-problematisation	Co-research	Co-developement
100%	100%	80%*

\* For intervention rates below 100%, it is necessary for the entity to provide co-financing via other public, private or in-kind funds.

Please note: the status of non-profit association does not automatically imply a non-commercial qualification. This depends on the activities of the non-profit organisation, the nature of the project and the tasks that the non-profit organisation will carry out within the framework of the project.

Innoviris will carry out an analysis on the basis of the proposal and the applicant's qualification statement accompanying the proposal. If, following this analysis, the non-profit organisation is not qualified as a non-profit organisation in the context of the project submitted, it will be assimilated to a company. In this case, it should refer to the section below dedicated to companies and its size will be evaluated according to the criteria set out at this address: <https://www.nbb.be/fr/centrale-des-bilans/etablir/criteres-de-taille/criteres-de-taille-pour-les-associations-et>

### 9.3 Enterprises

For a **Co-problematisation** project, the subsidy is granted on the basis of de minimis aid and in accordance with the provisions of Regulation No. 2023/2831 of the European Commission of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. This Regulation requires that the total amount of de minimis aid granted to the same beneficiary does not exceed €300,000 over a period of 3 years.

This applies regardless of the form and purpose of de minimis aid or subsidising entities (regional or national).

Pay attention to the fact that it is the responsibility of the beneficiary to provide to the Region full information on any other minimis aid that it may have received during the previous 3 years. To do so, the beneficiary must fill in the declaration of honour as an annex to the application form.

	Co-problematisation
De minimis aid framework	100%

For a **Co-research or Co-development** project or if the beneficiary cannot meet the conditions of the minimis aid framework in the context of a Co-problematisation project, the Region's intervention rate, in compliance with European rules, is expressed as a percentage of each partner's budget necessary to carry out the project. It varies according to the nature of the project and the size of the entity. The table below summarizes the intervention rates in effect.

	Co-problematisation (if the de minimis aid framework cannot apply)	Co-research	Co-development
Very Small Business / Small Business	70 %	70 %	45%
Medium-sized business	60 %	60 %	35%
Large company	50 %	50 %	25%

The intervention rates may be increased by 15% of eligible costs, up to max. 80%, if the project meets one of the following conditions:

- the project is carried out in the context of an effective collaboration between at least two companies independent of each other, including at least one small or medium-sized enterprise, and without any single company bearing more than 70% of the eligible costs of the collaborative project;



- the project is carried out in the context of an effective collaboration between at least two undertakings independent of each other and having their registered office in at least two Member States, without any single undertaking bearing more than 70 % of the eligible costs of the collaborative project;
- the project is carried out in effective collaboration with a research organisation which bears at least 10% of the eligible costs of the collaborative project and which has the right to publish the results of that project to the extent that they are the result of research carried out by it itself;
- The results of the project are widely disseminated through conferences, publications, open access repositories or open source software.

For intervention rates below 100%, it is necessary for the entity to demonstrate its ability to finance its share of the project via private funds. Proof of the share can be provided by various documents (balance sheet, account statement, capital, bank loans, etc.).

#### 9.4 The regional and municipal "administrative authorities" of the Brussels Capital Region (AA).

The table below summarizes the AA funding framework for a Co-Creat project. Explanatory details can be found in the document "Support for public authorities in the framework of a Co-Creat programme" available on [our website](#).

The activity of the AA is not considered to be an economic activity

Co-problematisation	Co-research	Co- development
100%	100%	80%*

The activity of the AA is considered to be an economic activity. But this is inseparable from its prerogatives as a public authority.

Co-problematisation	Co-research	Co-development
100%	100%	80%*

The AA's activity is considered to be an economic activity that can be dissociated from its prerogatives as a public authority.

\* the AA need to demonstrate its ability to finance its share of the project through other public, private or in-kind funds.

	Co-problematisation	Co-research	Co-development
Small AA	70 %	70 %	45%
Average AA	60 %	60 %	35%
Great AA	50 %	50 %	25%

The AA need to demonstrate its ability to finance its share of the project.

The intervention rates may be increased by 15% of eligible costs, up to max 80%, if the project meets one of the following conditions:

- the project is carried out in the context of an effective collaboration between at least two companies independent of each other, including at least one small or medium-sized enterprise, and without any single company bearing more than 70% of the eligible costs of the collaborative project;
- the project is carried out in the context of an effective collaboration between at least two undertakings independent of each other and having their registered office in at least two Member States, without any single undertaking bearing more than 70 % of the eligible costs of the collaborative project;
- the project is carried out in effective collaboration with a research organisation which bears at least 10% of the eligible costs of the collaborative project and which has the right to publish the results of that project to the extent that they are the result of research carried out by it itself;
- The results of the project are widely disseminated through conferences, publications, open access repositories or open source software.

## 9.5 Clarifications and points of attention

It should be remembered that one of the objectives of the program is to increase the capacity of actors of change to act by enabling them to meet the research or development needs. The funding is

primarily dedicated to support the risk of research and exploration. It must therefore support these actors and give them the means to enter into an exploratory process. The people working on the project must therefore be well qualified as actors of change. **These people must therefore be identified in the application form and budgets.**

Innoviris pays attention to the levels of commitment to projects. Engaging in a Co-Create project is a significant amount of work that is not feasible if the actors are only very partially involved in the project. Minimal assignments spread over several people are therefore not compatible with the expected level of engagement. This leads to situations of lack of responsibility, under-involvement or, on the contrary, to implications that are not recognized at their true value. Or it leads to confusion between the involvement of people in the research or development project and in their other activities. This element will therefore be taken into account in the evaluation of the project. More fragmented implications correspond more to a "participation" level (see Co-creation section)

A **co-creation and partnership management coordination** position for the entire project may be added. This ensures the coordination of work supporting the co-creation approach as targeted by the Co-Create program. The rate of assignment of this position is to be assessed according to the nature and size of the consortium. In any case, a full-time equivalent is considered a maximum.

A key factor in the success of Co-creation is mutual trust within the community of meaning. We invite you to provide reasonable resources to organize moments of conviviality, greening, etc.

Internal constraints of the project can seriously impact its feasibility. These may be too deep differences between the actors, the unavailability of some, the non-authorization of the hierarchy to enter into an exploratory approach, moral or professional dilemmas, etc. Rem. Controversies, disagreements, heterogeneities of points of view must be able to exist within a [co-creation](#) project. It is important to recognise this diversity and use it to explore areas where convergence perspectives or common action strategies can be formulated. However, if this aspect is not supported, it can very quickly impact the feasibility of the project. It is therefore important that the project shows in its mode of governance, its methods or the support provided, that it is attentive to these aspects as well as to the psycho-social aspects of group dynamics. Teams are invited support these aspects via the co-creation coordinator and/or subcontracted support.

If the people recruited do not work 100% on the project, we ask for a brief description of the professional situation that constitutes the rest of their working time (e.g. x% employees of this organisation, x% self-employed, job seeker, etc.).

The subcontracting budget is intended to fund specific and dedicated tasks that cannot be carried out by the consortium. It is therefore not a position to finance co-researchers.

Projects are invited to consider different forms and formats for the capitalisation, formalisation of their results (film, podcasts, books, comics, theatrical creation, etc.). Projects are encouraged to provide the necessary resources for this purpose.

9 months before the end of a co-research/co-development project, it will be requested to provide a closure and valorization plan that will be carried out during the last 9 to 6 months of the project. This plan should include, among other things, the organization of a closing event. Part of the duration of the project will be therefore be devoted to the implementation of this plan and the project teams are invited to allocate the necessary resources to do so.

## 10 Intellectual property

The intellectual property belongs to the project partners. A clear and agreeable consortium agreement will need to be established, including a distinction between pre-project intellectual property and intellectual property to be acquired as part of the project. This agreement must be attached to the subsidy application form. It will also be necessary to identify any barriers to the use of the knowledge gained.

However, it should be remembered that the Co-Create program aims at knowledge democracy and science openness. This includes, among other things, openness to society and openness to publication and data. The collaboration agreement must therefore be consistent with these aspects.

## 11 Information and contacts

Any further information can be obtained from Innoviris: [xhulhoven@innoviris.brussels](mailto:xhulhoven@innoviris.brussels)