**Application for accreditation of research centres in the framework of Innoviris’ Innovation Vouchers (2025)**

**To be submitted electronically (DOC/ODT format) to funding-request@innoviris.brussels**

**Name of the R&D centre**

|  |
| --- |
| Type of application |
| Choose an item from the drop-down list |

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# Summary sheet

## Identities

## Individuals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identity of a natural person** | **Name** | **First name** | **Function** | **Telephone** | **Email** |
| Writer of this application for approval |  |  |  |  |  |
| Person legally authorised to bind the centre\*. |  |  |  |  |  |
| Person(s) responsible for programme coordination\*\* (in French) |  |  |  |  |  |
| Contact(s) within the Research Unit 1 |  |  |  |  |  |
| Contact(s) within the research unit X |  |  |  |  |  |

*\* These are the persons legally authorised to bind the legal entity (e.g. the university, the Haute Ecole, the ASBL for centres structured in this way), and not the heads of each research unit or laboratory that may make up this entity.*

*\*\* Also indicate who is responsible for the overall coordination of this programme, i.e. who is in charge, where applicable, of centralising information and managing relations between Innoviris, the legal entity and the research units (TTO, KTO, contact person within the De Groote centre).*

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identity of the entity** | **Name** | **Legal form** | **Head office** | **Head office(s)**  | **Company no.** | **Account no.**  | **Creation date** | **Website** |
| Research centre |  | *SPRL/SA/SNC/ASBL/...* | *Full address* | *If different from registered office* | *BE...* | *BE...**(RIB attached)* | *dd/mm/yyyy* |  |

*\* If the form concerns several research units integrated into an academic institution or a collective centre, indicate here the information relating to the legal entity (university, Haute Ecole, collective centre).*

## Qualification

|  |
| --- |
| **Explanatory note to be deleted** |
| If the centre is part of, or originates from, an entity that is accredited in its own right (e.g. a Belgian university) or has equivalent recognition (e.g. a foreign university), indicate which entity is involved here.**Please attach :*** The document attesting to the fact that the applicant is recognised by the Belgian Federal State, the French Community, the Flemish Community or the German-speaking Community, or is a Groote centre, or is recognised by a foreign body competent in the field of scientific research and higher education, or has the prerogatives to award higher education diplomas recognised by the State of which it is a national.
* Supporting documents (e.g. articles of association)
 |

|  |  |
| --- | --- |
| **Nature of the centre** | * Groote Centre
* Research units at universities and colleges recognised by the Federal State, the French Community, the Flemish Community and the German-speaking Community
* University and college research units recognised by a competent foreign body
 |

The centre is automatically approved or applies for exemption from the approval procedure because it is part of or originates from:

# Presentation of the research centre

## History and activities

## From the centre

|  |
| --- |
| **Explanatory note to be deleted** |
| The purpose of this section is to present the centre, and in particular its history and activities. **In the case of a university or college, it is not necessary to describe its history and overall activities, and this section can therefore be left blank. Nor is it necessary to provide an organisation chart. However, this is useful in the case of a separate NPO or a Groote Centre.****The information in this section may be used to present the centre on our website.**History* Briefly explain the origins of the centre and its main activity (business sector)
* Describe the history of the centre and its development, mentioning key events;

Activities* Give an overall description of the centre's R&D (including subcontracting), knowledge dissemination and technology guidance activities.
* Explain the nature of the centre's customer base and the market covered by the services offered
* Describe any links and dependencies with other companies or entities.

**Please attach :*** *Curricula vitae* of the centre's key personnel;
* An organisation chart ;
* A copy of the centre's most recent annual reports
 |

## Research units

|  |
| --- |
| **Explanatory note to be deleted** |
| Brief description of the research unit's activities and area of expertiseThis section details the skills available within the centre. If the centre is active in only one field, only one sub-section may be completed. If the centre is developing activities in several fields or at several sites, or if the form concerns several research units, several sub-sections may be completed.If the number of research units justifies it, the information requested may also be provided in the form of an annexed table. |

## Composition of share capital or Board of Directors

|  |
| --- |
| **Explanatory note to be deleted** |
| **This section only applies to centres that have their own legal personality but derive their status as an approved centre in their own right from their links with an educational institution (e.g. ASBL created by an HE for activities aimed at third parties). De Groote centres and educational institutions themselves do not therefore have to fulfil this requirement.**If applicable, provide details of the centre's ownership structure.Mention in the table the profile of the shareholders (company, individual, public investment company or venture capital company, etc.).For NPOs, list the members of the Board and the bodies from which they are drawn if the Articles of Association provide for election by list (e.g. public bodies, etc.). Also mention any links with other bodies, for example in the composition of the AGM. |

|  |  |
| --- | --- |
| **Amount of capital** | **k€** |

|  |  |  |
| --- | --- | --- |
| **Name** | **Identification** | **Percentage or number of shares** |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| MR ZYZ | Individuals | 5% | X |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |

|  |  |
| --- | --- |
| **Total number of shares** | **X** |

**Explanation of changes in shareholding in previous years**

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

Board of Directors :

## Staff

|  |
| --- |
| **Explanatory note to be deleted** |
| Data relating to personnel (in FTE - full-time equivalent) should make it possible to assess changes in the proportion of the centre's human resources allocated to R&D, as well as changes in employment in Brussels Region. |

| Year | 2025\* | 2024 | 2023 |
| --- | --- | --- | --- |
| *Total staff (FTE)* |  |  |  |
|  *University graduates (FTE)* |  |  |  |
|  *Higher education (FTE)* |  |  |  |
|  *Other (FTE)* |  |  |  |

*\*Forecast figures if not yet published*

## The centre's intellectual property strategy

|  |
| --- |
| **Explanatory note to be deleted** |
| When submitting an application for an innovation cheque, it is important to specify the management of the rights arising from the service, which are normally granted in their entirety to the commissioning company. The centre can include the relevant clauses in its contracts so that they do not have to be submitted for each application.**Please attach :**A copy of a standard contract |

# R&D, technology watch and guidance activities

## Equipment and technological resources allocated to R&D activities

|  |
| --- |
| **Explanatory note to be deleted** |
| List the equipment, facilities and technological resources (laboratories, specific installations, machinery, IT or other infrastructure, etc.) available within the centre and which could be used as part of this programme.**This is only necessary if specific equipment is used - it is not necessary to list the "standard" equipment in the field.** |

## Pricing conditions for services

|  |
| --- |
| **Explanatory note to be deleted** |
| * Give details of the pricing policy currently in force for R&D&I services provided for third parties. If the centre has not yet provided this type of service, explain the planned policy and how prices are set.
* The budget for the services provided under this programme is made up of four parts:
* Number of ½ days worked by an engineer or equivalent (Master's, Doctorate)
	+ Number of ½ days worked by a technician or equivalent (Bachelor or other)
	+ Exceptional operating costs, to cover consumables that are not normally available in the laboratory, very high consumption of energy or raw materials, the (flat-rate) costs of using a specific infrastructure or carrying out certain tests, etc.
	+ Any sub-contracting costs

The cost of instruments and equipment (investment costs) may also be taken into account, particularly for expensive equipment that needs to be depreciated.Staff costs are calculated to cover both staff costs in the *strict sense of the term* and the operating costs normally inherent in the work of staff (overheads, small consumables, etc.). **If a research unit has equipment that involves significant operating or depreciation costs in relation to the salaries of the staff involved in providing the services, or whose costs are not directly linked to the volume of work to be carried out by the staff, please indicate this in the description of the current pricing policy.**Indicate which lump sums are or will be requested under this programme. This information will be used by Innoviris to assess your request and evaluate your pricing policy. It will not be published on our website. **Please attach :*** Supporting documents to substantiate the pricing policy currently in force (preferably anonymised invoices issued to customers for the last financial year -- If these invoices do not include a breakdown in man-days, supporting documents to substantiate the pricing policy described).
* Any other document that can be used to assess the centre's cost structure.
 |

* + Current pricing policy
	+ Amounts envisaged for this programme

Engineers: € per half-day

Technicians: € per half-day

*If there are significant operating or depreciation costs, please also specify the cost per half-day of staff and these operating/depreciation costs.*

*Example: use of a test chamber = fixed price of x € / day + x € / test + 1 day's work by a technician at the standard rate.*

## List of areas of expertise and types of services provided by the centre

|  |
| --- |
| **Explanatory note to be deleted** |
| Important: this part of the form will be used to inform project sponsors of the areas of expertise and types of services that will be offered by the centre. These should be listed exhaustively, while remaining sufficiently concise. It is therefore advisable to indicate broad categories of services (field + type of service) rather than overly specific tasks.  |

## Estimated number of innovation cheques to be requested annually

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the estimated number of innovation vouchers that will be requested per year. This number may vary (e.g. gradual increase in the number of vouchers). Also briefly describe the actions that will be put in place to ensure visibility of the action (communication on the website, events in which the centre is taking part, newsletter, etc.). |

## List of any certifications held by the centre

|  |
| --- |
| **Explanatory note to be deleted** |
| Where applicable, indicate the certifications held by the centre. This is particularly important when these certifications attest to compliance with essential quality standards in the field in question.  |

# Annexes and signatures

## Summary of annexes to be provided

* The document certifying that the applicant is recognised by the competent body for teaching and research or that it is a Groote centre.
* If applicable, an organisation chart
* If applicable, a copy of the most recent annual reports of the centre or research units
* Documents to support the pricing policy and cost structure
* A standard contract for the management of intellectual property
* Any other document in support of the application for aid

For foreign centres seeking exemption from the approval procedure

* Proof of recognition by the local authorities responsible for research or teaching, or proof that it has the prerogatives to award higher education diplomas recognised by the State of which it is a national.

## Data protection policy

The personal data collected by Innoviris, the data controller, by means of this form is used to process your funding application (which involves analysis and evaluation by Innoviris or external experts). 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 person concerned 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 that required to achieve the purposes of the processing concerned. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the RGPD, please contact dpo@innoviris.brussels or consult our "privacy" web page.

## Declaration of honour and commitments

I/We, the undersigned (LAST NAME(S) - FIRST NAME(S) and position................................................... certify that the .......................................... centre is aware of the following provisions and undertakes to comply with them *(tick the appropriate boxes)*:

* Have familiarised themselves with the conditions of approval and the Action Guide and undertake to comply with the conditions and commitments set out therein;
* That the centre will inform Innoviris as soon as possible of any change that could affect its eligibility as an approved centre, as well as any situation that could call this approval into question.
* That the centre undertakes to provide, even after the end of the projects, any information requested by Innoviris in order to verify the correct use of the subsidy and to carry out a posteriori monitoring of the projects.
* That the centre has fulfilled all its commitments under previous grants from the Region.
* That the centre acknowledges that Innoviris has the right to verify the accuracy of the information and the correct use of the subsidy, for example by means of documentary and/or on-site checks, including unannounced checks.

## Authorisation and signature

I authorise Innoviris to carry out the investigations necessary for the examination of this application and certify that the information contained in this form is true and accurate.

|  |  |
| --- | --- |
| Date : | Authorised signature : |
|  | For the research centre : |