**GENAI Program January 2025**

**To be submitted in electronic version (DOCX format) to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels) & **jduplicy@innoviris.brussels**

**Deadline: March 20, 2025, 2 p.m.**

**Name of the Company**

*Title of the project*

|  |  |
| --- | --- |
| Project duration | XX Months |
| Total Budget Amount | XXXX€ |
| Amount of the subsidy requested | XXXX€ |

**Preliminary remark: please read carefully the rules associated with the GENAI program available on the Innoviris website, before filling in this form**

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# Part A Summary sheet

## Identities

## Company

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Legal form**  **(SA, SRL, ...)** | **Head office** | **Headquarters(s) of operation** | **Company number** | **Account number**  **(RIB attached)** | **Creation date** | **Website** |
|  |  | Full address | So different from the head office |  | BE...  (RIB attached) | dd/mm/y |  |

## Individuals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identity of the persons** | **Last Name** | **First Name** | **Function** | **Telephone** | **Email** |
| Person legally authorized to bind the company | Xx |  |  |  |  |
| Technical Project Manager |  |  |  |  |  |
| Project Administrative Manager |  |  |  |  |  |

## Project definition

***Non-confidential summary:***

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***Field of activity:***

* ICT/Telecom
* Chemistry/Materials
* Environment / Energy / Transport & Mobility
* Health & Biology
* Construction/urban planning
* Industry/Robotics
* Economics/Management/Law
* Art, education and society

## Project start date and duration

|  |
| --- |
| **Explanatory note to be deleted** |
| The project can start at the earliest on the 1st of the month following receipt of the application. |

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

# Part B Company Overview

## Activities

|  |
| --- |
| **Explanatory note to be deleted** |
| Briefly present the company, and in particular its history (genesis, key events, experience, etc.) and the nature of its activities. Be explicit but concise! |

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## Composition of the share capital

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Denomination** | **Identification** | **Percentage or number of shares** | |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| M. ZYZ | Natural person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

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

## Company size

* Small Company
* Medium Company
* Large Company

## Financial data

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide a copy of your most recently published balance sheet/income statement (if available) as an appendix. Also provide the forecast data for the current fiscal year. |

## Previous financial aid from public authorities other than Innoviris

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all public aid excluding Innoviris that the company has already received **over the last five** years. Also indicate all the aid that the company is currently applying for, even if it has not yet been the subject of a decision to grant it. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority**  (Communal, Regional, Federal, EU) | **Project Title** | **Period** | **Subsidy (EUR)** |
| *Xxx* | *XXXX* | *Xxx* | *x €* |
| *Xxx* | *XXXX* | *Xxx* | *x €* |
| *Xxx* | *XXXX* | *Xxx* | *x €* |
| *Xxx* | *XXXX* | *Xxx* | *x €* |

# Part C Presentation of the project

## Presentation of the project

## Origin and context of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the identified internal or market need(s) that a generative AI solution would aim to address.  Justify/demonstrate the innovative nature of the solution. |

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## Project Issues

|  |
| --- |
| **Explanatory note to be deleted** |
| List here the questions that the project aims to answer.  The questions can be technical or non-technical and include business dimensions.  Examples of questions can be found on page 2 of the program rules. |

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## Proof of concept

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the proof of concept that will be carried out here.  What will be its features and technical characteristics?  How does it contribute to answering the questions posed in the C.1.2. |

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## 

## Implementation

## 

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the work methodology associated with the project.  Describe the profiles that will be involved in the project.  If tasks are performed by subcontractors, please specify how these tasks will be coordinated and tracked by the company. Also provide the plan for the internalization of the outsourced skills, as planned in the long term.  Fill in the identification forms for subcontractors. Include the offers of these in the appendix. |

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[Subcontractor identification sheet: delete if no subcontractor, duplicate if more than one subcontractor]

|  |  |
| --- | --- |
| **Subcontractor 1** | |
| **Name and legal form** |  |
| **Business number** |  |
| **Headquarters** |  |
| **Website** |  |
| **Contact person** |  |
| **Amount of the benefit** |  |

## Detailed work programme

|  |
| --- |
| **Explanatory note to be deleted** |
| The description of the work programme should allow for an assessment of the appropriateness of the approach, the feasibility of achieving the objectives within the time frame, and the adequacy of the resources and the tasks to be carried out.  Subdivide the work program into work packages according to the model below.  Include in the appendix a Gantt chart illustrating the temporal articulation of the WPs. |

|  |  |
| --- | --- |
| Workpackage 1: *WP Title* | |
| **Start-up months** | T0 + *X* months |
| **Duration** | *Y* months |
| **Resources** | *Z* man-months |
| **Description** | * WP Objectives: *xxxx* * Description of WP component tasks:   + Task 1.1 (*xxx* man-months): *xxxx*   + Task 1.2 (*xxx* man-months): *xxxx*   + *…*   [Specify when and to what extent subcontracting services may be required, and provide a strong rationale for the need for subcontracting.] |
| **Deliverables** |  |

## 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. | |
|  |

**! The maximum budget of the project may not exceed 80.000 euros (excluding VAT).**



Justify the costs announced in section 2; 3 and 5 of the budget sheet.

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# Part D Valorization of the project

## Economic value

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| **Explanatory note to be deleted** |
| Present here an initial analysis of the return on investment of the solution envisaged and justifying the present project. |

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## Social, environmental and ecosystem enhancement of the project in the BCR

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| --- |
| **Explanatory note to be deleted** |
| Describe here the positive and negative impacts of the product/service/process at the heart of the project from the point of view of:   * **Social** (impact on inequalities, on working conditions, on jobs rooted in the territory, impact on the well-being of individuals and their health, etc.) * **Environmental**: (impact on energy and resource consumption, development or use of renewable energy, impact on ecosystems, on climate change, impact on the production, reuse or recycling of waste, etc.) * **Regional ecosystem** (collaboration with Brussels partners and the local ecosystem, creation and promotion of Brussels expertise/specificities, creation of local user communities, development of a new sector with a positive impact, etc.) |

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# Part E Equal opportunities and legal framework

## Equal opportunities: impact of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| List the specificities and/or problems identified for each criterion checked.  Explain how you took this into account, or mention the phases (preparation, implementation, evaluation) of your project that take into account the issues and specificities related to each criterion ticked. |

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

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## 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/EN/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.**

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**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?**

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# Part F Appendices and signatures

## Summary of the annexes to be provided

* A bank account statement (= official document from the bank, not an e-banking screenshot)
* Resumes of key people
* Gantt Chart illustrating the temporal articulation of work packages
* Specifications and bids from potential subcontractors
* Any other documents to support the application for assistance

## 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

## Declaration of honour and commitments

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 work program did not commence before the submission of the aid application with Innoviris
* The company has, or will implement before the commencement of the project, a mechanism to monitor the costs relating to the project, which will make it possible to justify the costs incurred during the project, and audit them
* The GENAI project 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 project in the form of "know-how", or technical industrial property rights
* The costs incurred in the context of the project 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 project 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 (cessation, placing on standby, or decrease in the size of the project, 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, 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\_en.pdf [↑](#footnote-ref-3)