**Application for accreditation of research centres in the framework of Innoviris’ Innovation Vouchers (2023)**

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

**Name of the R&D centre**

|  |
| --- |
| Type of project |
| Application for approval |

[Part A. Summary sheet 3](#_Toc80608630)

[A.1. Identities 4](#_Toc80608631)

[A.1.1 Individuals 4](#_Toc80608632)

[A.1.2 Entities 5](#_Toc80608633)

[A.2. Qualification 6](#_Toc80608634)

[Part B. Presentation of the research centre 7](#_Toc80608635)

[B.1. History and activities of the centre 8](#_Toc80608636)

[B.2. Composition of share capital or Board of Directors 8](#_Toc80608637)

[B.3. Financial information 9](#_Toc80608638)

[B.4. Financial plan 9](#_Toc80608639)

[B.5. Statement of debts and arrears 10](#_Toc80608640)

[B.6. Staff 10](#_Toc80608641)

[B.7. Previous financial assistance from public authorities 11](#_Toc80608642)

[B.7.1 In RBC 11](#_Toc80608643)

[B.7.2 Other regions / federal aid 11](#_Toc80608644)

[B.7.3 In EU 11](#_Toc80608645)

[B.8. The centre's intellectual property strategy 11](#_Toc80608646)

[B.9. Accounting and internal control procedures 12](#_Toc80608647)

[Part C. R&D, technology watch and guidance activities 13](#_Toc80608648)

[C.1. R&D activities 14](#_Toc80608649)

[C.2. Research, development and innovation work carried out over the last three financial years 14](#_Toc80608650)

[C.3. Activities to disseminate knowledge and scientific progress 14](#_Toc80608651)

[C.4. Human resources assigned to R&D and technological guidance activities 15](#_Toc80608652)

[C.5. Equipment and technological resources allocated to R&D activities 15](#_Toc80608653)

[C.6. Pricing conditions for services 15](#_Toc80608654)

[C.7. List of areas of expertise and types of services provided by the centre 16](#_Toc80608655)

[C.8. Estimated number of innovation cheques to be requested annually 16](#_Toc80608656)

[C.9. List of any certifications held by the centre 17](#_Toc80608657)

[Part D. Appendices and signatures 18](#_Toc80608658)

[D.1. Summary of annexes to be provided 19](#_Toc80608659)

[D.2. Data protection policy 19](#_Toc80608660)

[D.3. Declaration of honour and undertakings 19](#_Toc80608661)

[D.4. Authorisation and signature 20](#_Toc80608662)

# 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 hire the centre |  |  |  |  |  |
| Centre coordinator(s) |  |  |  |  |  |

## 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* |  |

## Qualification

|  |
| --- |
| **Explanatory note to be deleted** |
| Please complete the Declaration relating to the qualification of the applicant's activities (to be provided in the appendix) and tick the box corresponding to your situation. |

|  |  |
| --- | --- |
| **Nature of the centre** | * Research organisation * Centre * Non-profit organisation |

# Presentation of the research centre

## History and activities of the centre

|  |
| --- |
| **Explanatory note to be deleted** |
| The purpose of this section is to present the centre, and in particular its history and activities.  History   * Briefly explain the origins of the centre and its main activity (business sector) * Develop the profile and experience of the centre's key people (founders, directors and any other administrators); * Describe the history of the centre and its development, mentioning key events;   Activities   * Give a description of the centre's activities (production, services and R&D) and the products/services marketed/manufactured; indicate their respective importance. * Describe the development of the centre's business, staff and turnover; * Describe the links and dependencies with other companies or entities (group to which the centre belongs, suppliers, customers, third parties).   Customers and centre locations   * Explain the nature of the centre's customer base and the market covered by the services/products on offer * Indicate the name, location and main activity of all the national and international head offices. Indicate whether these other establishments will also provide services under this programme. If they have their own legal personality, they should complete a separate application.   **Please attach :**   * *Curricula vitae* of the centre's key personnel; * An organisation chart ; * A copy of the centre's most recent annual reports |

## Composition of share capital or Board of Directors

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the ownership structure of the centre.  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 :

## Financial data

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate changes in financial data for the **last three financial years**.  If the accounts have not yet been published, we would ask you to send us the forecast data for the current financial year.  **Please attach :**  Copy of annual accounts |

| Year | 2023\* | 2021 | 2020 |
| --- | --- | --- | --- |
| *Shareholders' equity (in k€)*  [Balance sheet codes 10/15] |  |  |  |
| *Sales (in k€)*  [Balance sheet code 70] |  |  |  |
| *Operating profit, EBIT (in k€)*  [Balance sheet code 9901] |  |  |  |

*\*Forecast figures if not yet published*

## Financial plan

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to establish the sustainability of the centre and its sources of funding.  The first step is to briefly describe the sources of funding on which the centre can rely (recurring or one-off subsidies, services provided for third parties, etc.).  A costed three-year financial plan must also be attached to the application, together with its construction assumptions. |

## Statement of debts and arrears

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate whether the centre currently has debts to banks, suppliers or public authorities (ONSS, VAT, withholding tax, etc.). Specify any payment arrears and payment plans negotiated.  Please attach any relevant documents. |

## 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 | 2023\* | 2022 | 2021 |
| --- | --- | --- | --- |
| *Total staff (FTE)* |  |  |  |
| *University graduates (FTE)* |  |  |  |
| *Higher education (FTE)* |  |  |  |
| *Other (FTE)* |  |  |  |
| *Employees (FTE)*  [Social Report Code 105] |  |  |  |
| *Self-employed (in FTEs)* |  |  |  |
| *Staff in Brussels Region (in FTE)* |  |  |  |
| *R&D personnel in Brussels Region (in FTE)* |  |  |  |
| *University graduates (FTE)* |  |  |  |
| *Higher education (FTE)* |  |  |  |

*\*Forecast figures if not yet published*

## Previous financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate any support the centre has already received **over the last five years** or is currently receiving at regional, federal and European level.  **Also indicate any aid that the centre is currently applying for, even if a decision has not yet been made to grant it.**  Specify the purpose of the aid, the amount, the rate of assistance and the period of application. |

## In RBC

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **File no.** | **Project title** | **Grant (EUR)** |
| *XXXX* |  | *3.000,00 €* |

* **Other aid in Brussels Region** (L'Administration de l'Économie et de l'Emploi, BIE, SRIB, SDRB, Fonds de Participation, Fonds de Garantie etc.) :

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File no.** | **Grant (+ period)** | **Grant (EUR)** |
| *Admin Eco and Employment* | *XXXX* | *Training subsidies* | *3.000,00 €* |

## Other regions / federal aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File no.** | **Grant (+ period)** | **Grant (EUR)** |
| *Federal* | *XXXX* | *Reduction in withholding tax* | *3.000,00 €* |

## In EU

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **File no.** | **Grant (+ period)** | **Grant (EUR)** |
|  | *XXXX* |  | *3.000,00 €* |

## 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 |

## Accounting and internal control procedures

|  |
| --- |
| **Explanatory note to be deleted** |
| The centre must have cost accounting to be able to provide services under this programme.  Describe the internal control procedures that ensure that the accounts are properly kept (separation of functions, etc.) and that the services provided are correctly accounted for (timesheets, etc.).  **Please attach :**   * Proof of cost accounting. |

The centre has a cost accounting system

The centre has internal control procedures which are described below (the document can also be appended):

# R&D, technology watch and guidance activities

## R&D activities

|  |
| --- |
| **Explanatory note to be deleted** |
| These data should make it possible to assess changes in the proportion of the centre's resources allocated to R&D. |

## 

| Year | 2023\* | 2021 | 2020 |
| --- | --- | --- | --- |
| *Total R&D budget (in €k) (including public funding)*   * *R&D carried out on own account* * *R&D carried out for third parties* |  |  |  |
| *RBC R&D budget (in €k)*   * *R&D carried out on own account* * *R&D carried out for third parties* |  |  |  |
| *Public R&D grants from RBC (in €k)* |  |  |  |

*\*Provisional figures if not yet published*

## Research, development and innovation work carried out over the last three financial years

|  |
| --- |
| **Explanatory note to be deleted** |
| An important criterion for granting approval is that the company carries out, or intends to carry out in the near future, R&D activities of a sufficiently general nature to be of interest to companies facing the same needs in the fields of activity concerned.  The purpose of this section is to provide a detailed list of research and development projects carried out over the last three financial years. Both projects carried out for the centre's own account and for third parties must be included.  In the case of a centre which plans to carry out these activities in the near future, the projects already planned should be indicated with a sufficient degree of certainty. |

* Project 1 *(*start date - end date) (own account/sub-contracting): *brief description (5-10 lines) of the project*.

Budget

Area of expertise :

## Disseminating knowledge and scientific progress

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the activities and resources implemented by the centre to keep abreast of scientific knowledge and advances and to disseminate them to companies (publications, conferences, workshops, etc.). |

## Human resources assigned to R&D and technology guidance activities

|  |
| --- |
| **Explanatory note to be deleted** |
| List the human resources (FTE) assigned to R&D and technological guidance activities, and their level of qualification (Engineer / Technician).  The table should be adapted if the centre has other locations. |

R&D

|  |  |
| --- | --- |
| Engineers |  |
| Technicians |  |

Guidance

|  |  |
| --- | --- |
| Engineers |  |
| Technicians |  |

## 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 where the costs are not directly related 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

* A copy of the centre's most recent annual accounts and social balance sheet
* CVs of key people
* An organisation chart of the centre
* The financial plan
* Any other document in support of the application for assistance
* Declaration form concerning the qualification of the applicant's activities
* Copy of (anonymised) invoices issued to customers for R&D services for the last financial year or supporting documents to substantiate the pricing policy
* Proof of cost accounting
* Proof of the existence of an internal control system to ensure that the centre's accounts are properly kept (separation of authorisation and control functions, etc.).
* A standard contract for intellectual property management

## 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 (SURNAME(S) - FIRST NAME(S) and capacity................................................... 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 check 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 : |