Innovation Vouchers

2022
Innovation Vouchers in a Nutshell

- Since 2013, Innovation Vouchers (formerly ‘Boost’) have allowed Brussels-based SMEs to benefit from the expertise of research centers.
- Wide range of eligible activities: feasibility studies, POC, prototyping, validation, certification, IP-related tasks, etc. All application domains are welcome (i.e. not only technological).
- 75% of eligible costs up to max 10,000 € / year / company.
- Rapid decision-making: first answer within 8 working days.
- 90+ research centers (but room for more).
- 100+ innovation vouchers “issued”
A few examples

- Innovative bicycle lock
- Fire-resistance of wall partitions
- Eco-design guidance
- Audit of the legal framework
- Evaluation of the discriminatory character of a product or service
- New beverages and foods
- Software and ML projects
- Etc.
The workflow

- **Brussels SME contacts research center**
- **Center analyzes request, eligibility and makes offer**
- **IVO form: Irisbox (submitted by company) or Word document + appendix**
- **Innoviris analyzes the project**

8 working days

- **Project ok?**
  - Yes
  - Rejection email + letter
  - Extra info
  - No

End of project: control sheet, report, invoice, claim sent by company

- Official approval + notification letter sent by Innoviris
- Email « approval » sent to company + research center

Work usually starts when « approval » sent

- Innoviris pays company
- Company pays research center*

*Research centre may ask company to already pay own share at the beginning of the project
How to get a project approved quickly

**DO use Irisbox**

- Irisbox can be used to request an innovation voucher
- Faster processing by Innoviris
- Integrated eligibility pre-checks
- No missing documents

How to get a project approved quickly

**DO remind the company to submit the **right** documents**

- Bank identification document (RIB): *official* document from the bank confirming ownership of the account (no screenshot)
- Proof of ability to fund their own share (25% + VAT): bank account balance/statements, annual accounts, etc. (also in your own interest) – *official* document
- Description of the project/goals/context by the company + commercial perspectives (DO re-read it if possible)
- Quote(s) from subcontractors (usually up to you)
- Your description of the work that will be performed + budget
- Form proving that they are a company (if ASBL)
How to get a project approved quickly

DO provide a (realistic) start and an end date

- “The project will last 3 months from the approval by Innoviris”
- The project will last from 1/4/2022 to 30/6/2022
- Must start after the submission (take it into account when choosing a start date)
- If in doubt, add an extra month (max: 15 months)
How to get a project approved quickly

- **DO put together your budget according to the approved rates and categories**
  - When you submitted your request for agreement, you listed daily rates for technicians and engineers. These cover labor + overhead (including ‘standard’ equipment)
  - For specific, high-cost equipment: list it as working cost (with justification/proof that ‘standard’ cost if was not listed in your application)
  - If you need to buy specific equipment: amortization
  - **DO NOT INCLUDE SUCH COSTS AS PERSONNEL COSTS! DO NOT BACK-CALCULATE!**
How to get a project approved quickly

DO conduct quick checks on the company and the project
- Is it a company?
- Is the company located in Brussels?
- Is it an SME? [https://op.europa.eu/lastedition/10abc892-251c-4d41-aa2b-7fe1ad83818c](https://op.europa.eu/lastedition/10abc892-251c-4d41-aa2b-7fe1ad83818c)
- Is it not in financial difficulty?
  - < 3 year old: not in financial difficulty
  - > 3 year old: check whether own funds (code 10/15) > ½ subscribed capital (code 100)
- Are the envisioned tasks eligible?
How to get a project approved quickly

**DO contact us when in doubt**
- If you’re not sure about whether a project is eligible, feel free to contact us before writing the entire proposal!

vmartzloff@innoviris.brussels  nvautrin@innoviris.brussels
2022 Call for Research Centres
IVOC 2022

- Launch of the call: April
- End of the call: 3rd of June @ 4PM
- Approval: between April and June

Two sub-calls:
- For research centers that benefit from an as of right agreement: universities, HE institutions and their research centers, De Grooté centers
  - Also applies to foreign institutions that have the same status
- For other research centers

Open to all domains of application (R&D in a broad sense, including IP tasks)

Word document to be submitted electronically to funding-request@innoviris.brussels
If you benefit from an as of right agreement

- You do not need to demonstrate your financial health and your scientific merits.
- We do not automatically approve institutions as a whole – research center by research center basis (but you can list them all in a single form).
- You do need to submit a form to give us some information:
  - Who should we contact?
  - Proof of your status (or equivalent status if foreign institution)
  - Brief description of the research center
  - List of your equipment
  - List of your domains of expertise and what you offer companies
  - Pricing schedule (daily rates including overhead for personnel, rates for the use of special equipment) + proof (e.g. anonymized invoices, rate sheet)
  - Copy of standard IP agreement
  - If available and applicable, copy of latest annual reports
If you do not, what are the conditions for recognition?

- **The good practices of the research centre which**
  - has analytical accounting and internal control procedures to ensure that the accounts are kept correctly
  - publishes an annual activity report
  - meets the essential quality standards in the sector. This covers, for example, ISO certifications or the recognitions which are necessary to ensure the quality of services in a given field.

- **The expertise of the research centre which**
  - carries out research, development and innovation activities which are sufficiently general to interest companies with the same needs in the sector of activity in question
  - is aware of the latest scientific developments and makes them known to companies, on top of the results of their research activities
  - has the human and material resources to perform services in the area of technical information, including technological audits of problems related to processes or products, or orientation advice regarding technological competencies.

- **The sustainability of the research centre which**
  - has sufficient financial resources
  - is willing to provide the services on a sustainable and regular basis
If you do not

- You need to demonstrate your financial health, good management and scientific merits
- You need to give us the same information as other centres
- Plus extra information:
  - More detailed overview of the research center and its activities
  - Proof that you already perform or will soon perform R&D tasks that are sufficiently broad to be of interest to other companies
  - Overview of your dissemination activities
  - R&D personnel
  - Proof that you use analytical/costs accounting and have internal control procedures
  - Financial statements (last 3 years) + financial plan (3 years)
Once we’ve received it

- Analysis by Innoviris
- If need be, extra information requested
- If need be, (virtual) meeting

When we have all the necessary information, legal documents are drafted to formalize the agreement
- If agreement as of right, signed by our Directors (on a rolling basis)
- Else, approved by the Government (as a package)
- Once approved, you may start submitting projects
For further questions:

vmartzloff@innoviris.brussels  nvautrin@innoviris.brussels