**R&D Projects – Annexe**

**Company name**

*"Project title"*

Table of Contents

[**Partie A.** Presentation of the company 4](#_Toc61366418)

[A.1. Background and activities 5](#_Toc61366419)

[A.2. Share capital structure 6](#_Toc61366420)

[A.3. Size of the company 7](#_Toc61366421)

[A.4. Financial details 8](#_Toc61366422)

[A.5. Explanation of the ability of the company to contribute its financial share 9](#_Toc61366423)

[A.6. R&D budget 9](#_Toc61366424)

[A.7. Statement of debts and payment arrears 9](#_Toc61366425)

[A.8. Staff 10](#_Toc61366426)

[A.9. Financial aid from public authorities 10](#_Toc61366427)

[**Partie B.** Presentation of the project 12](#_Toc61366428)

[B.1. Presentation of the project: objectives and technical steps, technological positioning, implementation 13](#_Toc61366429)

[B.1.1 Origins and objectives of the project 13](#_Toc61366430)

[B.1.2 Technological positioning 13](#_Toc61366431)

[B.1.3 Implementation of the project 14](#_Toc61366432)

[B.1.4 Compliance with the legal framework covering research and development projects 14](#_Toc61366433)

[B.2. Place(s) where the project will be realised 16](#_Toc61366434)

[B.3. Detailed work programme 16](#_Toc61366435)

[B.4. Planning 18](#_Toc61366436)

[**Partie C.** Valorisation of the project 19](#_Toc61366437)

[C.1. Description of the competition – Added value of the solution envisaged by the project 20](#_Toc61366438)

[C.2. Market study & valorisation prospects 20](#_Toc61366439)

[C.2.1 Market study 21](#_Toc61366440)

[C.2.2 Financial plan 21](#_Toc61366441)

[C.2.3 Business Plan 21](#_Toc61366442)

[C.2.4 Valorisation of the project in BCR 21](#_Toc61366443)

[C.2.5 Sustainability of the results 22](#_Toc61366444)

[**Partie D.** Equal opportunities test 23](#_Toc61366445)

[D.1. Equal opportunities test 24](#_Toc61366446)

[D.1.1 The project's impact on one (or more) of the following criteria 24](#_Toc61366447)

[D.1.2 Evaluation of the project's impact on these criteria 24](#_Toc61366448)

[D.1.3 Criteria not selected 25](#_Toc61366449)

# Presentation of the company

## Background and activities

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| --- |
| **Explanatory note to be deleted** |
| This section is intended to present the company, in particular its background and activities.  Background   * Briefly explain the origins of the company and its main activity (sector of activity) * Outline the profile and experience of key people (founders, CEO, CTO, CFO and any other director) in the company; * Describe the company's background and its evolution, indicating the key events;   Activities   * Provide a description of the activities (production, services and R&D) of the company and the products/services sold/made; Indicate their respective importance. * Describe the evolution of the company's activity, its staff and sales revenues; * Describe the links and dependencies with other companies (the group of which the company is part, suppliers, customers, third parties).   The company and its market   * Explain the nature of the company's customer base, and the market covered by their proposed services/products * Indicate the name, location and main activity of all of the national and international operational headquarters.   **Attach in annex:**   * The *curricula vitae* of the key persons in the company and involved in the project; * an organigram. |

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## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide details of the company's shareholder structure.  Indicate in the table the profile of the shareholders (company, physical person, public investment companies or venture capital companies, etc.). |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Business name** | **Identity** | **Percentage or number of shares** | |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| Mr. XYZ | Physical person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total of the shares** | **X** |

**Explanation of the evolution in the shareholding in recent years**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Size of the company

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your company:  **European guide to calculating the size of a company:**  <https://ec.europa.eu/docsroom/documents/15582/attachments/1/translations/en/renditions/pdf>  The following table, taken from the European guide, provides a summary of the thresholds of the various categories. This table is indicative and it is advisable to consult the **Guide**.  A **change of category** occurs when a company has **exceeded the thresholds for two consecutive financial years**, so as not to penalise growing businesses. **Please note**: in the event of a **shareholder change** (e.g.: acquisition by a Large Enterprise), the loss of SME status can be **immediate**.  **If your company might not be an autonomous enterprise** (e.g.: if it has a shareholding > 25% in another company or if another company has a shareholding >25% in your company), it is **essential** that you complete the **form for calculating the size of a company** and attach it to your application. |

|  |  |
| --- | --- |
| **Size of the company** |  VSE (micro-enterprise)  SE  ME  LE |

## Financial details

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the evolution of the financial details for **the last three financial years**.  In the event that the accounts have not yet been published, we request that you provide the provisional details for the current financial year. |

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Equity (in €k)*  [Balance sheet codes 10/15] |  |  |  |
| *Turnover (in €k)*  [Balance sheet code 70] |  |  |  |
| *Operating income, EBIT (in €k)*  [Balance sheet code 9901] |  |  |  |

* *Provisional figures if not yet published*

## Explanation of the ability of the company to contribute its financial share

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail the way in which your company will contribute its financial share to the project (e.g.: by existing funds, equity injection, bank loan, company's margin, etc.).  **Attach in annex:**   * Supporting documents (e.g.: order book, loan acceptance, capital increase, equity, etc.). |

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## R&D budget

|  |
| --- |
| **Explanatory note to be deleted** |
| These data must make it possible to assess the evolution of the financial resources of the company allocated to R&D. |

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Total R&D budget (in €k)*  *(including public aid)* |  |  |  |
| *R&D budget in BCR (in €k)* |  |  |  |
| *Public aid for R&D from BCR (in €k)* |  |  |  |
|  |  |  |  |

## Statement of debts and payment arrears

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the company is currently confronted with bank debts, supplier debts, or debts with public administrations (NSSO, VAT, payroll tax, etc.). Where appropriate, specify payment arrears and any negotiated repayment plan.  Attach any useful document in annex. |

…......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................(maximum 10 lines)

## Staff

|  |
| --- |
| **Explanatory note to be deleted** |
| The details pertaining to staff (in FTE - full time equivalent) must make it possible to evaluate the evolution of the proportion of the human resources of the company used in R&D, as well as the evolution of employment in the BCR. |

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Total staff headcount (in FTE)* |  |  |  |
| *university graduates (FTE)* |  |  |  |
| *higher education (FTE)* |  |  |  |
| *other (FTE)* |  |  |  |
| *salaried staff (in FTE)*  [Social balance sheet code 105] |  |  |  |
| *self-employed persons (in FTE)* |  |  |  |
| *Staff in the BCR (in FTE)* |  |  |  |
| *R&D staff in the BCR (in FTE)* |  |  |  |
| *university graduates (FTE)* |  |  |  |
| *higher education (FTE)* |  |  |  |

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid which the company has received **over the last five years** or which it currently receives at the regional, federal and European level.  **Also indicate any aid which the company is currently applying for, even if there has not yet been any decision regarding the allocation of this aid.**  Specify the purpose of the aid, the amount, the level of contribution and the applicable period. |

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **No. dossier** | **Title of the project** | **Subsidy (EUR)** |
|  |  |  |

* **Other aid in the BCR** (Brussels Economy and Employment, BIE, SRIB, SDRB, Participation Fund, Guarantee Fund, etc.):

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
| *Brussels Economy and Employment* | *XXXX* | *Training subsidies* | *€3,000.00* |

* **Aid from other regions/federal aid**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
| *Federal* | *XXXX* | *Tax reduction* | *€3,000.00* |

* **European aid**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
|  | *XXXX* |  | *€3,000.00* |

# Presentation of the project

## Presentation of the project: objectives and technical steps, technological positioning, implementation

|  |
| --- |
| **Explanatory note to be deleted** |
| This sections aims to describe in a detailed and technical manner what the projects intends to accomplish, and the resources incorporated to achieve these aims. The following aspects, detailed in the respective sub-sections, must be considered:   * Origins and objectives of the project * Technological positioning * Implementation of the project |

All of this section (C1.1 + C1.2 + C1.3) must be a maximum of 10 pages

## Origins and objectives of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * Describe the problem(s) and the objective of the project, as well as its origin. * Describe the level of knowledge relating to your project, obtained by your company's technological surveillance or by preliminary research for the present project; * Describe the advances which the project represents with regards to the state of the art; * Specify the company's technological know-how. |

## Technological positioning

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * Describe the technical steps of the project (and provide the necessary diagrams for a technological analysis of the project); * Describe the main technological risks and how they can be overcome; * Describe the anticipated technological challenges and how they can be overcome; * Detail the technological positioning (choice of material and components, third party tools and services used, techniques used [processes, engineering, programming language, etc.], etc.) and justify this positioning (*benchmark*, experience in the area, performance analysis, etc.).   **Important remark**:   * The technical elements must be described accurately and in full. E.g.: specify the specific types of algorithms or the specific machine learning techniques (where appropriate, append a more comprehensive technical/mathematical explanation), etc. |

## Implementation of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * Explain the methodology(ies) used to conduct and manage the project; * If tasks are carried out by subcontractors, please specify the strategy for managing subcontracting (how these tasks will be coordinated and followed up by the team).   **Important remark**:   * It is not necessary to describe "standard" project management methodologies in detail (e.g.: SCRUM). |

## 

## 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 programme 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 authorisation procedure may take some time and you should therefore submit your ethics authorisation application to the local ethics committee in good time.  [1] Available here: https://eur-lex.europa.eu/legal-content/FR/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.**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**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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## Place(s) where the project will be realised

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the name and location (complete address) of the units in charge of the project (including subcontractors):   * If the entire project is carried out in the BCR, please indicate in which place(s); * If part of the project is carried out outside the BCR, please indicate the place and explain why. |

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## Detailed work programme

|  |
| --- |
| **Explanatory note to be deleted** |
| Define the steps of the work programme, in the form of "*work packages*". |
| **Please follow the outline shown below, without exception.**  **WP X:**   |  |  | | --- | --- | | 1. overall FTE (days/hours) 2. Breakdown of the workload among the persons included in the budget (days/hours per person) | Start/End |   **Overall objective of the WP:**  *Provide a description of the overall objective(s) of the work package*  ....................................................................................................................................................................  ***Tasks 1: ……………………..***   |  |  | | --- | --- | | 1. overall FTE (days/hours) 2. Breakdown of the workload among the persons included in the budget (days/hours)   **E.g.: Mr. X (10 days/hours)  Mrs Y (20 days/hours)  …** | Start/End |   ***Objectives of task 1:*** .....................................................................................................................  ***Description of the method:*** *Describe the envisaged actions, methods and techniques. Explain the way in which the task must be carried out, and in what measure existing methods/tools/techniques/software, or those which still need to be developed, will be used. The aim is not to contextualise the information but to clearly describe "what the technical work to be carried out will be, to achieve the objective of the task".*  ...................................................................................................................................................................  ***Technological challenges associated with task 1:*** .....................................................................................................................  ...................................................................................................................................................................  ***Risks associated with task 1:*** .....................................................................................................................  ...................................................................................................................................................................  **Deliverables from WP X**  *Describe the expected deliverable(s) during the work package, as well as their respective deadlines*  *E.g.: L1.1 Algorithm XXX implemented on the platform (30 June 2017)*  ………………………………………………………………………………………………………………………… |

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………(max 20 pages)*

## Planning

|  |
| --- |
| **Explanatory note to be deleted** |
| * Provide a GANTT chart to illustrate the time link of the stages of the project (think about the sequential or parallel nature of the tasks); * Provide an estimate of the staff time allocated to each stage; * You may use a specific project management tool, or provide a suitable calculation sheet.   **Example**:    **Attach in annex:**   * The complete diagram and its electronic version (preferably in an editable format, also showing the workload per task and per participant) |

# Valorisation of the project

## Description of the competition – Added value of the solution envisaged by the project

**Competitor 1: ………….**

**Clear description of the solution:**

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

**Added value of the envisaged solution**

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

**Competitor 2: ………….**

**Clear description of the solution:**

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

**Added value of the envisaged solution**

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

## Market study & valorisation prospects

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the target market (new or existing), and the economic valorisation potential of the expected results.  This section must at least contain the following information:     * Market study * Financial plan * Business plan * Valorisation of the project in BCR * Sustainability of the results   The sub-sections below contain additional explanations for each of these.  **Attach in annex:**   * The *business plan* for the product or the company (containing the financial plan). |
|  |

This entire section (D2.1 + D2.2 + D2.3 + D2.4 + D2.5) must be a maximum of 8 pages

## Market study

|  |
| --- |
| **Explanatory note to be deleted** |
| This sub-section aims to present the industrial and commercial relevance of the innovation, as well as its advantages in relation to existing products or services within your company, or competitor companies; |

## Financial plan

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * Full financial plan (3 year projection) in annex; * Explanations regarding its assumptions. |

## Business Plan

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * explain the evolution of the business model in relation with the expected results; * describe the actions envisaged for the economic valorisation of the project; * justify the business plan with supporting elements (market study, signs of intention on the part of prospects, etc.); * the volumes and respective envisaged market share at home and abroad, in the short and long term;   **Attach in annex:**   * The *business plan* for the product or the company (containing the financial plan). |

## Valorisation of the project in BCR

|  |
| --- |
| **Explanatory note to be deleted** |
| **Social and environmental impact and impact on the Brussels ecosystem**  Describe the positive and negative impacts of the product/service/process which is central to the project from a:   * **Social** perspective (impact on inequalities, on working conditions, on jobs established in the region, impact on the well-being of individuals and their health, etc.) * **Environmental** perspective (impact on energy and resource consumption, development or use of renewable energy, impact on ecosystems, climate change, impact on production, waste re-use or recycling, etc.) * **Regional ecosystem** perspective (collaboration with Brussels partners and the local ecosystem, creation and development of Brussels expertise/specific skills, creation of local user communities, development of a new sector with a positive impact, etc.) |

## Sustainability of the results

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * if part of the project is carried out by subcontractors, explain what the internal repatriation strategy is for the *know-how* related to the subcontracted tasks; * the envisaged infrastructure for the exploitation of the results (in the event of existing infrastructure, indicate the development efforts or additional investments required for the exploitation); * the envisaged protection of the results (patents, etc.). |

# 

# Equal opportunities test

## Equal opportunities test

|  |
| --- |
| **Explanatory note to be deleted** |
| **To be completed only if your grant request is more than 30,000 EUR.**  In the event that the Ministerial Cabinets and/or the Government of the Brussels-Capital Region validate this application, the subsidy granted to you will be subject to the "Equal Opportunities" test. Since 1 March 2019, this test has been mandatory for all draft decrees aiming to award a grant of an amount exceeding 30,000 EUR.  The "Equal Opportunities" test is a new tool implemented by the Region in order to verify the impact of policy measures on different population groups whose situation and specific needs are often not taken into account.  For more information, you can follow the links:  <http://test.equal.brussels/>  In order to help us to complete the test, please answer the questions in the following sections as clearly and succinctly as possible. |

## The project's impact on one (or more) of the following criteria

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

|  |
| --- |
| **Explanatory note to be deleted** |
| For each of the criteria selected, explain:  How did you identify the issues or specific points with which people may be confronted based on one or more of these criteria?  Give the identified specific points and/or issues for each criterion ticked.  Explain how you have taken them into account, or give the phases (preparation, implementation, evaluation) of your project that take account of these issues and specific points related to each criterion ticked. |

## Evaluation of the project's impact on these criteria

|  |
| --- |
| **Explanatory note to be deleted** |
| Evaluate the impact of your project: positive, neutral or negative.  State the sources that you are using to evaluate the impact of your project: statistics, research, reference documents, institutions and reference people, etc. |

## Criteria not selected

|  |
| --- |
| **Explanatory note to be deleted** |
| For every criterion that you have not ticked, explain:  What do you need to take into account the specific points or issues related to this criterion/these criteria? Specify the difficulties encountered for each criterion not ticked.  Do you plan to take these issues into account in the future?  For example, in a subsequent phase of your project; where applicable, explain how. |

1. <https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-2)