**R&D Projects – Covid-19**

(2020[[1]](#footnote-2))

**Funding application form for Brussels companies.**

**Submit in two double-sided copies + send a digital version (DOC/ODT format) to** [funding-request@innoviris.brussels](mailto:funding-request@innoviris.brusselsfunding-request@innoviris.brussels)

**Company name**

*"Project title"*

|  |  |
| --- | --- |
| **Start date of the project** | *DD/MM/YYYY[[2]](#footnote-3)* |
| **Duration of the project** | *XX* **months** |
| **Budget** | **€***XXXX* |
| **Requested level of contribution** | *80* **%[[3]](#footnote-4)** |
| **Requested subsidy** | **€***XXXX* |
| **Company's share** | 20 **%** |
| **€**XXX |

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# Overview

## Drafter(s) of the present funding application

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the person(s) (internal or external) and/or organisations who/which have participated in drafting the present funding application (surname, first name, identity, function and possible divisions for which this person is responsible). |

* ................................
* ................................

## Identity of the applicant

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the company and legal form | | | XXX SPRL-BVBA/SA-NV | |  |
|  |  | | | | |
| Registered office | *Full address* | | | | |
|  |  | |  | |  |
| Company number | BE | | Date of incorporation | |  |
| Account No.  (Bank details in annex) | BE | | Industrial sector (NACE code) | |  |
|  |  | |  | |  |
| Telephone |  | | E-mail | |  |
| Website |  | | | | |
|  |  | | | | |
| Place(s) of business  (if different from the registered office) | |  | |  | |

## Persons responsible for the project & the company

**Person legally authorised to bind the company**

Surname, first name………………………………………… Function …………… ..…………………………………

Tel………………………………………….. Email…….……………………………………………..

Street……………………………………………….……………Number…………Box...........

Post code..............................................Town.......................................................................

**Administrative manager for the project**

Surname, first name………………………………………… Function……………..…………………………………

Tel................................................... E-mail:……….………………………………………………...

**Technical and scientific manager for the project**

Surname, first name………………………………………… Function……………..…………………………………

Tel................................................... E-mail:……….………………………………………………...

## Description of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| * *Indicate the full title of the project (give details of acronyms);* * *Summarise the project in a few sentences: the information contained in this summary may be used by Innoviris in the context of external communication (e.g. annual report).* * *List some key words which describe the essence of your project.* |

***Project title:***

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

……………………………………………………………………..................…. *(maximum 2 lines)*

***Summary of the project:***

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

*……………………………………………………………………..................…. (between 5 and 10 lines)*

***Relevance of the Covid-19 pandemic project:***

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

*……………………………………………………………………..................…. (between 5 and 10 lines)*

***Keywords:***

*………………………………………………………………......………. (3 minimum and 7 maximum)*

***Area:***

* Vaccine
* Medicine / Treatment
* Medical Device
* Product and Medical Equipment/Hospital Facilities

## Nature of the project & type of financial aid

|  |
| --- |
| **Explanatory note to be deleted** |
| **Industrial research (TRL 1 to 4)**   * An **industrial or commercial aim** has been identified but the **scientific expertise** required to realise this aim must be **gained**. * Some academic or industrial research may already exist but is **insufficient to launch the development** of a new product, service or process. * The state of the art has been examined (**preliminary literature review**), a **research** programme has been put in place, and the key milestones have been laid down. * At the end of the project, the **new expertise** required to develop a new product, process or service will have been gained. **The state of the art will have been exceeded**. **A POC or prototype in a laboratory environment** may be produced.   **Experimental development (TRL 4 to TRL 7):**   * You wish to **develop an innovative product, service or process**. * You have an **initial idea of the feasibility of your project**, for example because you have already developed a POC. * The needs in terms of functionalities and/or purpose are essentially known, even if they may still evolve at the margins. * There are still **unknowns and risks** associated with the specific use of the technologies envisaged for the proposed project and their integration into the product, process or service which will be developed, and/or the existing solution. For example, a choice may still have to be made between 2-3 technologies, whose theoretical characteristics and advantages/disadvantages have already been studied at least preliminarily. * A **development plan** has been put in place and the **key milestones** have been laid down.   At the end of the project, **the prototype will have been validated in a real environment,** for example after being applied to a pilot case. |

 Industrial research

 Experimental development

Briefly explain this choice

…………………………………………………………………………………………………………………………...……………………………………..................…................................................................................................

*……………………………………………………………………..................…. (maximum 5 lines)*

## Start date and duration of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify here the duration of the project, indicating start and end dates.  Within the framework of Projects R&D Covid-19, the start date of the project can be before the date on which INNOVIRIS receives your application. Only the allowable costs incurred after **1 February 2020** are eligible.  For projects started before 1 February 2020, the applicant must justify the incentive effect of the grant, i.e. if the aid is necessary to accelerate or widen the scope of the project. In such cases, only the additional costs in relation to the acceleration efforts or the widened scope shall be eligible for aid; |

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

# Presentation of the company

## Background and activities

|  |
| --- |
| **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. |

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… (max 5 pages)

## 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**

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

## 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)* |  |  |  |
| *Staff in the BCR (in FTE)* |  |  |  |
| *R&D staff in the BCR (in FTE)* |  |  |  |

# 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). |

## 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. |

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

## 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) |

## 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).  **Other operating costs:**  These costs cover current expenses related to supplies, materials, products and missions, directly related to the implementation of the project; this also includes subscriptions (e.g. cloud services).  Detail all of the budget sub-items (unit cost x quantity).  **Costs for instruments and equipment:**  These costs correspond to the amortisation of the equipment used for the project:   * Digital equipment: hardware (computers, screens, servers, cameras...) and software (user rights or license); * diagnostic tools * data collection and processing tools   Amortisation is calculated *prorata* of the duration of the project and the utilisation rate of the equipment, adjusted over a period of three years for computer equipment and five years for scientific and technical apparatus.  **Calculation formula:**   * Computer equipment:   (Quantity x Unit costs x Number of months of use during the project x utilisation rate)/36   * Other equipment:   (Quantity x Unit costs x Number of months of use during the project x utilisation 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 operating costs (2) and salaried staff costs (1.1).  **Costs of contract research, knowledge and patents:**  These costs cover the following expenses:   * costs related to R&D services, pre-clinical and clinical trials (trial phases I-II) * costs related to obtaining, validating and defending patents and other intangible assets * costs related to obtaining conformity assessments and/or authorisations necessary for the placing on the market of new and improved vaccines and medicinal products, medical devices, hospital and medical equipment, disinfectants and personal protective equipment * cost of consultancy or equivalent services used exclusively for the project ; * the services of third parties (outsourced work);   **Attach in annex:**   * the specifications and the tenders submitted by subcontractors. |

Period from ... / ... / 20 ... to ... / ... / 20 ...

Eligible costs from the 1st of February 2020



Explain the costs indicated in headings 2, 3 and 5 of the budget.

...........

*…….… (maximum 15 lines)*

# Impact and valorisation of the project

## Impact and valorisation of the project

* + 1. Impact of the project on the Covid-19 pandemic

|  |
| --- |
| **Explanatory note to be deleted** |
| The following elements must be included:   * Explain how and why your project tackles the current Covid-19 pandemic   + What will be the short-term impact of your solution on this current health situation (at local and international level)?   + What will be the long-term impact? * In what way does your project distinguish itself from the other initiatives that provide a short-term solution on a national and international level? |
|  |

## 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** |
| The following elements must be included:   * impact on the turnover; * impact on the evolution of staff in the business and in the BCR; * impact on the development of the BCR (direct jobs, economy, environment, etc.); * other forms of valorisation in the BCR, in other regions, or abroad. |

## 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.). |

# Annexes and signatures

## Summary of the annexes to be provided

 bank account details ( = official document from the bank, and not an e-banking screenshot)

 provisional balance sheet less than 3 months for the current financial year, **turnover included**

 the CVs of the key people

 an organigram of the company

 the full diagram and its electronic version

 the specifications and the tenders submitted by sub-contractors

 the business plan for the product or the company (containing the financial plan)

 the documents confirming the ability of the company to guarantee its share in the project

 any other document which could support the application for aid:

* + List of the appended documents:

## Sworn declaration and undertakings

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 company has, or will implement before the commencement of the project/programme, a mechanism to monitor the costs relating to the R&D project/programme, which will make it possible to justify the costs incurred during the project/programme, and audit them;
*  the R&D project/programme 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 R&D project/programme in the form of "know-how", or technical industrial property rights;
*  if the aid applied for reaches the aid intervention ceilings, the costs incurred in the context of the R&D project/programme 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 R&D project/programme 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/programme (cessation, placing on standby, or decrease in the size of the project/programme, 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/programmes, or in the event of non-compliance with one or more of its commitments.

## Authorisation and signature

I authorise 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: | Authorised signature: |
|  |  |

1. The aid is granted in the form of direct grants by 31 December 2020 [↑](#footnote-ref-2)
2. Possibility of retroactive funding to 01/02/2020 for all projects started before the submission date. [↑](#footnote-ref-3)
3. This percentage is increased by 15% if the project is carried out as part of a cross-border cooperation with a research centre or an enterprise. [↑](#footnote-ref-4)