

# Innovation Vouchers

## Accreditation of research centres



# 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.

## Prestations éligibles

### Phase d'exploration:

- Essais, calculs et analyses préliminaires

### Phase de conception:

- IP: analyse du Freedom to Operate ou éligibilité pour brevetage
- Réalisation en tout ou partie d'un cahier de charges en vue de la conception et/ou de l'adaptation de produits, procédés et services innovants
- Validation d'un procédé, produit ou service innovant (élaboration de méthodes de contrôle spécifiques, optimisation et validation de protocoles d'essais, réalisation d'analyses et de bilans, ...)
- Réalisation de «proof of concept»

### Phase de pré-industrialisation

- Sélection du state of the art le mieux adapté au cahier de charges (niveau des composants du produit, niveau de la production et de la fabrication)
- Réalisation de prototypes basiques en vue de la démonstration
- Réalisation d'études d'évaluation du cycle de vie des nouveaux produits et d'impact des procédés, produits et services innovants
- Accompagnement pour la préparation de l'industrialisation: élaboration du cahier des charges techniques en vue, notamment, de la conception de flow-sheets de production et du schéma d'implantation technique
- Validation des coûts de production et de revient et estimation de la marge d'un produit innovant

### Exploratiefase

- Tests, berekeningen en voorgaande analyses

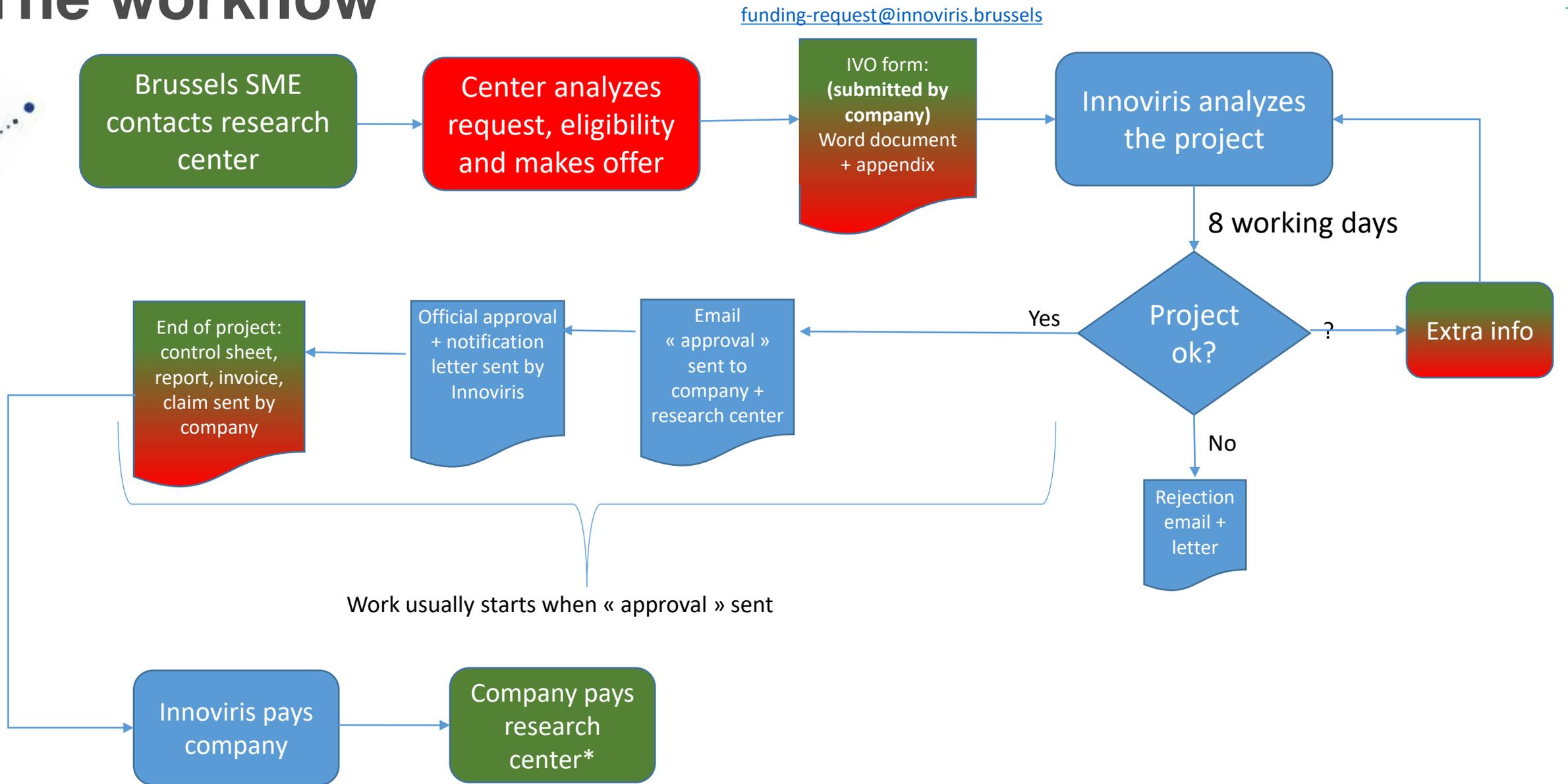
### Conceptuele fase

- IP: analyse van de Freedom to Operate of mogelijkheid tot patentering
- Gedeeltelijke of volledige samenstelling van een lastenboek voor de ontwikkeling en/of de aanpassing van vernieuwende producten, processen of diensten
- Validatie van een vernieuwend proces, product of dienst (opstellen van specifieke controlemethodes, optimalisatie en validatie van proefprotocollen, uitvoering van analyses en balansen, ...)
- Uitvoering van de proof of concept

### Pre-industriële fase

- Selectie van de state of the art die het meest aansluit op het lastenboek (samenstellingsniveau van het product, productie-en fabricageniveau)
- Ontwikkeling van basisprototypes voor de demonstratie
- Evaluatiestudies van de levensduur van de nieuwe producten en de impact van de vernieuwende processen, producten en diensten
- Begeleiding van de industrialisatievoorbereiding: opstellen van een technisch lastenboek voor de ontwikkeling van flow-sheets voor de productie en van het technisch implementeringsplan
- Validatie van de productiekosten en de kostprijs en schatting van de foutenmarge van een vernieuwend product

# The workflow



\*Research centre may ask company to already pay own share at the beginning of the project



# 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 1/4/2024 to 30/6/2024
- 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>
- 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

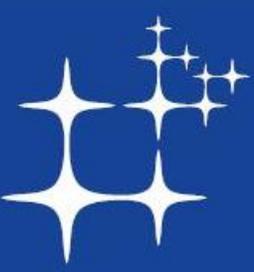
- If you're not sure about whether a project is eligible, feel free to contact us before writing the entire proposal!



[vmartzloff@innoviris.brussels](mailto:vmartzloff@innoviris.brussels)



[nvautrin@innoviris.brussels](mailto:nvautrin@innoviris.brussels)



# Call for Research Centres



# Call for the accreditation of research centres



- ✦✦✦ Launch of the call: May
- ✦✦✦ End of the call: End of June
- ✦✦✦ Approval: between May and August

## Two sub-calls:

- ✦✦✦ For research centers that benefit from an as of right agreement: universities, HE institutions and their research centers, De Groote 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](mailto: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 Gouvernement (as a package)
- ✦✦ Once approved, you may start submitting projects

# For further questions:



[vmartzloff@innoviris.brussels](mailto:vmartzloff@innoviris.brussels)



[nvautrin@innoviris.brussels](mailto:nvautrin@innoviris.brussels)