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|  |  |
| Chaussée de Charleroi 110 - 1060 Brussels T +32 2 600 50 36  [www.innoviris.brussels](http://www.innoviris.brussels) | *Logo of the applicant* |

**PROOF OF CONCEPT**

**FUNDING APPLICATION FORM**

**To be sent in two recto-verso printed paper copies   
as well as in an electronic version to [funding-request@innoviris.brussels](mailto:funding-request@innoviris.brussels)  
(cc [agrosfils@innoviris.brussels](mailto:agrosfils@innoviris.brussels)) with the following title:   
POC – *Project acronym***

|  |  |
| --- | --- |
| **Name of the research organisation** |  |
| **Supervisor** |  |
| **Title of the project** |  |
| **Acronym** |  |
| **Starting date of the project** | *DD/MM/YYYY* |
| **Duration of the project** | *XX* **months** |
| **Budget** | **€***XXXX* |

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# Rules

## OBJECTIVE OF THE ACTION

*This action aims to finance the demonstration of the feasibility and viability of a technology, method, or an innovative idea with a view to the valorisation of the results of the scientific research already obtained.*

*It enables the financing of projects, the objectives of which are to obtain:*

1. *proof of concept of interesting results from scientific research via short, incomplete or reduced scale implementation into the said technologies, methods, or ideas, as well as the validation of tests or on-site demonstrations*
2. *proof of socio-economic interest showing the potential for the transfer of results with a view to their valorisation, in particular via spin-offs or licences.*

*The projects funded must have a positive impact on the economy, employment and environment of the Brussels-Capital Region.*

## BENEFICIARY

*The Beneficiaries of this programme are research organisations which are conform to the definition of point 15 ee of the Framework for State aid for research and development and innovation 2014/C 198/01 (universities, higher education institution, De Groote centres, etc.) that have at least one operating office in the Brussels-Capital Region.*

## PROJECT SET-UP

*A project funded in the frame of this action is submitted by a supervisor wishing to obtain proof of concept for research results already acquired in its laboratory with a view to valorisation in the Brussels-Capital Region.*

*The supervisor is an experienced professor or senior researcher from the beneficiary research organisation. More specifically, if the Beneficiary is not a university, or a higher education institution, the supervisor is the head of research. He or she submits the project for approval to a hierarchical superior (rector, managing director, person legally authorised to commit the research organisation) which submits it to Innoviris on behalf of his or her organisation.*

*The project is implemented by a researcher, who may benefit from the support of a technician and/or a business support. The supervisor is responsible for the project's scientific management and the team's supervision. If applicable, it benefits from the support of the KTO/KTI for valorisation aspects.*

## PROJECT DURATION

*The support which may be obtained via this action covers a period between 6 and 15 months which may not be prolonged or renewed.*

## AMOUNT OF FUNDING

*The financial support covers staff costs, prototyping, technical validation or preliminary clinical trials, market research, technological positioning or consulting, and overheads.*

*Eligible costs are as follows:*

1. *Staff costs (researcher, technician, business support)*
2. *Cost of the instruments and equipment used provided that and for as long as they are used for the project*
3. *Other running costs/Operating costs (IT costs, consumables, missions in Belgium and overseas, patients' participation costs, etc.)*
4. *the cost of contractual research, knowledge and patents purchased or taken under licence from external sources under the condition of full competition, as well as the cost of services ad advice and equivalent services used solely for the purpose of the project*
5. *Fixed general costs (10% of staff costs and other operating costs).*

***!!! Costs related to obtaining proof of concept should represent at least three-quarters of the project's total budget for obtaining proof of concept and proof of socio-economic interest.***

*The grant covers 100% of the eligible expenses.*

*All expenditure should be the subject of supporting documents and be approved by Innoviris.*

*A grant decree and agreement will indicate the eligible expenditure and the payment procedure.*

## SUBMITTING YOUR APPLICATION

*The applications are drawn up using the form available on the Innoviris website ([www.innoviris.brussels](http://www.innoviris.brussels)). Applications submitted using a method other than this form will not be taken into consideration.*

*They are submitted by the beneficiary research organisation and must have received the approval of the latter's authorities. They may be submitted at any time.*

## PROCESSING OF YOUR APPLICATION

### Receipt

*On receipt of your application, Innoviris' services will send you a confirmation of receipt within 5 days following the submission of the application.*

### Admissibility

*Within the month, you will receive a letter informing you of the administrative admissibility of the application. The admissibility conditions are as follows:*

1. *The project must target the obtaining of a proof of concept for research results already acquired with a view to valorisation in the Brussels-Capital Region*
2. *The project must not have started before the submission of the application*
3. *The project duration is between 6 and 15 months*
4. *The application must be complete*
5. *The supervisor is an experienced professor or researcher from the research organisation or is the applicant's research manager*
6. *The application is submitted to Innoviris under the authority of the Rector, Director-Chairman of the higher education institution, or the person legally authorised to commit the research organisation*
7. *The applicant must have at least one operating headquarter in the Region's territory*
8. *The applicant must have fulfilled their obligations in the context of any previous aids awarded by the Brussels-Capital Region.*

### EVALUATION

*After this step, your application, if it is admissible, is subject to analyses by Innoviris' scientific advisors in order to evaluate its quality and its impact on the economy, employment and environment of the Brussels-Capital Region.*

*The evaluation is based on the analysis of the documents submitted by the applicant. The evaluation criteria are as follows:*

* *The innovative character and scientific quality of the work concerned by the proof of concept*
* *The relevance and feasibility of the project in general (schedule, problem of intellectual property, etc.)*
* *The competence of the team in charge of the project's implementation*
* *The valorisation prospects for the project's results and the impact of this valorisation for the Region.*

*In the frame of the evaluation, Innoviris reserves the right, exceptionally, to:*

* *Request additional information necessary for the correct evaluation of the application*
* *Meet the team in charge of the project*
* *Request external expertise.*

*In the case of a positive evaluation, Innoviris sends an argued report to the Secretary of State in charge of Scientific Research proposing the awarding of the grant.*

## MONITORING PROCEDURE

*The beneficiary provide Innoviris, at time intervals defined in the agreement, the following documents:*

* *Activity reports (state of progress of the implementation of the project, the results of the plan in RDI, finance, business development)*
* *Financial reports (debt obligation note, supporting documents, and payments)*
* *Report on the industrial use and promotion of the results of the subsidised project three years after its completion.*

*Templates are provided by Innoviris that allow the beneficiary to draw up the reports and files requested according to the needs of the follow-up evaluation.*

## CUMULATION WITH OTHER SOURCES OF FUNDING

*The Proof-of-concept project cannot benefit from financial aid from other Belgian, foreign or international institutions and/or public authorities for the same eligible/admissible expenditure.*

*The promoter informs Innoviris immediately of any financial aid application made and any received from other institutions in the frame of the project for the Beneficiary.*

*Innoviris' financial intervention is not guaranteed in the case of the project obtaining partial aid from another public authority.*

## Compatibility with the *SPIN-OFF* action (FORMERLY *LAUNCH-Brussels Spin-off*)

***!!!*** *This action offers project sponsors the opportunity to demonstrate the technical feasibility of their idea as well as market interest and to determine the best way for valorisation. A Proof of concept project allows to assess the relevance of launching a spin-off. It may not be carried out simultaneously or following a SPIN-OFF project supported by Innoviris targeting the valorisation of the same results.*

**For further information: Aline Grosfils, agrosfils@innoviris.brussels, +32 2 600 50 66**

# General information

|  |
| --- |
| ***The general information provides the basic data for the application.*** |
| BENEFICIARY |

|  |
| --- |
| Name of the research organisation:  Legal form:  Company number:  Date of creation: |
| Head office: Street: Number/Postbox:  Postcode: Locality:  Operating office where the project will be executed:  Street: Number/Postbox:  Postcode: Locality:  Telephone:  E-mail: |
| Bank account number: (Enclose bank details in the annex.) IBAN: BIC: |
| Person legally authorised to bind the company  Last name, first name: Position:  Administrative manager for the project  Last name, first name: Position:  E-mail: Tel: |

|  |
| --- |
| PROJECT SUPERVISOR (Technical and scientific manager for the project) |

|  |
| --- |
| Last name, First name:  Position:  Department:  Address: Street: Number/Postbox:  Postcode: Locality:  Telephone:  E-mail:  Research fields: |

|  |
| --- |
| PERSON RESPONSIBLE AT THE INTERFACE (if applicable) |

*Contact the "Interface" department (Knowledge Transfer Office/Interface– KTO/KTI) of the research organisation. The interface's representative helps with the project's preparation and coordinates the submission of applications to Innoviris.*

Last name, First name:

Position:

Telephone:

E-mail:

|  |
| --- |
| PROJECT TITLE |

*Indicate the title of the project and an acronym.*

**Project title:**

**Acronym:**

|  |
| --- |
| KEYWORDS |

*Indicate the most relevant keywords in relation to your project.*

**Keywords:**

|  |
| --- |
| SECTOR |

*Please tick a sector of application for the project from among the 8 proposed (only tick one sector).*

|  |  |
| --- | --- |
| * *ICT/Telecoms* * *Chemicals/materials* * *Environment/Energy/Transport & Mobility* * *Health & Biology* | * *Construction/urbanism* * *Industry/robotics* * *Economy/management/law* * *Art, education & society* |

*Below are examples of sub-sectors linked to the applicable sectors*

|  |  |
| --- | --- |
| **Applicable sectors** | **Examples of linked sub-sectors** |
| ICT/Telecom | Software, Hardware, Data, Networks, Security |
| Chemicals/materials | Chemicals, Additive manufacturing, Advanced materials |
| Environment / Energy / Transport & Mobility | Mobility, Logistics, Energy networks and storage |
| Health & Biology | Biotechnology, Pharmaceutics, Medicine, e-health, medical devices |
| Construction/urbanism | Urbanism & Social Geography, Eco-construction, Architecture |
| Industry/robotics | Industrial production, 4.0 Industry |
| Economy/management/law | Economy & Management, Social economy, Law & Politics, HR, Finance/insurance, Consulting |
| Art, education & society | Psychology, Communication & Education, Philosophy, Arts & Letters, Cultural and creative industries, Sustainable food, Public and political administrations, Social sciences |

|  |
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| PROJECT SUMMARY |

*Provide a non-confidential summary (0.5-1 page) of the project.*

*The summary should indicate*

* *the context of the project*
* *the technology, method or innovative idea resulting from prior research, the feasibility and viability of which must be shown*
* *the challenges, risks and current uncertainties which make feasibility and viability all the more uncertain*
* *the activities to be carried out in the frame of this project in order demonstrate the feasibility and viability of the technology, method, or innovative idea.*

*!! Except for an explicit justification by the beneficiary that justifies the confidentiality of the information, the information in this summary shall be considered to be non-confidential. The beneficiary gives Innoviris the permission to use the information for a publication or other form of communication with the public.*

**Project summary (non-confidential):**

|  |
| --- |
| STARTING DATE AND DURATION |

*Indicate the duration of the project with details of start and end dates.*

*The starting date of the project must be after the date on which Innoviris receives your application.*

*In all cases, the project will always start on the 1st of the month.*

*Only admissible expenses incurred within the indicated duration of the project will be taken into consideration.*

**Period:** from ../../.. to ../../.. (min 6 months, max 15 months)

|  |
| --- |
| BUDGET FOR THE PROJECT'S IMPLEMENTATION |

*Indicate the amount of the budget and the grant for the period requested.*

**Total amount in €**:

# Presentation of the applicant

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| ***The information requested below is used to describe the profile of the host organisation, the supervisor and the team*** |
| PROFILE OF THE APPLICANT |

***!!! To be completed solely if the applicant is not a university or a collegehigher education institution.***

* *Provide a description of the activities (production, services and R&D) of the research organisation*
* *Explain the breakdown of activities (if several)*
* *Describe the evolution of the research organisation with details of key events*
* *Describe the evolution of the research organisation's staff, turnover and R&D budget and complete the table below*

| Year | N (Last financial year closed) | N-1 | N-2 |
| --- | --- | --- | --- |
| *Total staff headcount (in 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)* |  |  |  |
| *Turnover* |  |  |  |
| *R&D budget* |  |  |  |
| *R&D budget in BCR* |  |  |  |
| *Public aids for R&D in BCR* |  |  |  |

* *Describe the links and dependencies with other companies. If the research organisation is part of a group, mention all of the group's activities and indicate the name, location, and main activity of all the group's national and international operating offices.*
* *Outline the profile and experience of key people (CEO, CTO, CFO and any other director) in the research organisation.*
* *Indicate if the research organisation is currently facing bank debts, supplier debts, or debts with public administrations (NSSO, VAT, payroll tax, etc.). Where appropriate, specify payment arrears and any negotiated repayment plan.*

**Annexes to be added**

* *the curricula vitae of the research organisation's key people*
* *an organisation chart*
* *bank account identity*
* *the declaration concerning the qualification of the applicant as a research organisation (see Annex 1.d)*

|  |
| --- |
| PROFILE OF THE SUPERVISOR AND HIS RESEARCH DEPARTMENT |

### Research activities

*Describe the research fields of your unit*

### Experience in the research field

*Provide a list of prior and/or existing research projects related to this project. For each project cited, mention the source of funding (European Union, Federal, Communities and/or Regions), the duration, the amount and the way in which the results constitute the basis of this project.*

### Motivation of the supervisor

*Outline the supervisor's motivations with regard to the opportunity for promoting the research results already acquired in the form of a product, process, or service for which proof of concept must be obtained.*

### Profile and competences of the researcher

*Describe the profile sought for the project's implementation. What are the competences required for the researcher to implement the project's scientific programme.*

*If the researcher is already identified, please indicate his or her identity.*

**Annexes to be added**

* *CV of the supervisor*
* *a list of recent and relevant publications concerning this proposal*
* *CV of the researcher in charge of the project (if identified)*

# Presentation of the project

|  |
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| ***This section aims to describe the context of the project as well as the needs of the sector addresses by the project, and present the product, process, or service to be developed.*** |
| CONTEXT OF THE PROJECT |

* *Present the history that led to the submission of this application.*

|  |
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| STATE OF THE ART AND SCIENTIFIC ACHIEVEMENTS |

* *Briefly describe the state of the art in the project field.*
* *In relation to the state of the art, describe the achievements of the organisation's R&D activities. The scientific contribution and the innovative character of the achievements in relation to the state of the art must be clearly identified.*
* *Explain why you do not yet have proof of concept. What are the challenges, risks and uncertainties that exist which make feasibility and viability all the more uncertain.*
* *If applicable, describe what has already been done or what will be done to analyse the freedom to operate.*

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| OBJECTIVE |

*In relation to the project context, describe the results expected after this project.*

*Explain how the results achieved will not yet constitute a Minimum Viable Product.*

*As a reminder, the project must not target the development, implementation, or optimisation of a technology, idea, or method. The objective should be to demonstrate its feasibility and its viability. List clearly what should be demonstrated or validated.*

*With regard to the project's economic objective, proof of socio-economic interest should not lead to the drafting of a business plan and the associated financial plan.*

|  |
| --- |
| ***The description of the implementation programme should allow the evaluation of the relevance of the approach, the feasibility of the implementation of the objective within the given timescale, and the compatibility between the resources and the tasks to be performed.*** |
| PROJECT'S PROGRAMME |

*The programme presents the tasks concerning the obtaining of the proof of concept as well as the proof of socio-economic interest.*

*Subdivide the work programme into work packages presenting the following information:*

*WP X:*

|  |  |  |
| --- | --- | --- |
| FTE | Starting month | Duration |

***Objectives and criteria:***

*Provide a short description of the objective of this work package*

***Tasks and methodology***

*Provide a more detailed description of the actions, methods, and techniques. Provide a short explanation of the way in which the task will be carried out, and to what extent existing methods/tools/techniques/software, or those which still need to be developed, will be used.*

*Specify when and to what extent sub-contracting services will be necessary.*

***Risk assessment***

*What are the specific risks associated with carrying out the tasks of this work package and how they will be managed. For major risks, mention the alternative arrangements that will be made.*

***Deliverables:***

*Describe the tangible deliverables expected at the end of this work package.*

***Follow-up indicators:***

*Describe the quantitative or qualitative criteria that will allow the implementation of the work package to be evaluated.*

**Annexes to be added**

* *A GANTT chart also describing as precisely as possible the schedule for the work packages and an estimate of the staff time allocated to each work package*

# Valorisation

|  |
| --- |
| ***This information is provided in order to evaluate the project's economic valorisation potential in the Brussels-Capital Region.*** |
| VALORISATION PERSPECTIVES |

* *Describe the demand expressed by the company or the market and to which the technology, the method, or the innovative idea to be validated is likely to meet. In particular, describe the reasons for there currently not being any satisfactory solution that meets market demand.*
* *What is the added value of the solution to be validated in the frame of this project in relation to existing alternative solutions on the market?*
* *Explain the exploitation perspectives for the results of this project in the Brussels-Capital Region.*
* *At the end of the project, what will be the technical developments to be implemented in order to obtain a Minimum Viable Product?*

|  |
| --- |
| PROVISIONS CONCERNING INTELLECTUAL PROPERTY RIGHTS |

* *What is the current situation in terms of intellectual property rights?*
* *Draw up the list of patents already submitted and held by the organisation with details of:*
  + *the date of the application's submission*
  + *the application's submission number*
  + *the title of the invention*
  + *the countries of application concerned*
  + *the patent's date of issue, if applicable.*
* *Outline the rights to be acquired from third parties.*
* *What is the nature of the knowledge to protect or disseminate?*
* *Describe the approach that will be implemented to protect intellectual property.*

# Budget

*Draw up the budget for the project for the relevant period using the template provided.*

## BUDGET (Period from …/…/… to …/…/… (… months)

|  |
| --- |
| **Staff costs:**  ***This combines expenditure for staff (researcher, technician and business support). A distinction must be made between salaried staff (1.1) and self-employed staff (1.2).***  **Costs for instruments and equipment:**  ***These costs correspond to the amortisation of the instruments and equipment used in the frame of the project.***  ***When these instruments and this equipment are not used throughout their lifespan in the frame of the project, only the depreciation costs corresponding to the duration of the project, calculated in accordance with generally accepted accounting principles, are deemed to be admissible.***  ***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 formulae:***   * ***IT equipment: (Quantity \* Unit cost \* Number of months of use during the project \* utilisation rate)/36*** * ***Other equipment: (Quantity \* Unit cost \* Number of months of use during the project \* utilisation rate)/60***   **Other running costs (former title "Operating costs"):**  ***These costs cover related current expenses:***   * ***IT costs (a laptop or a desktop computer per person budgeted, software licences for the period of the project, calculation costs)*** * ***Small technical and scientific equipment*** * ***Consumable supplies (chemicals, materials)*** * ***Books and documentation*** * ***Mission costs in Belgium or overseas (seminars, conferences, shows, fairs, occasional technical training, travel)*** * ***Miscellaneous (outsourcing of photocopies, temporary student employees, patient participation costs).***   ***Detail all of the budget sub-items (unit cost \* quantity).***  **The cost of contractual research, knowledge and patents purchased or taken under licence from external sources under no compulsion, as well as the cost of consultancy services and equivalent services used solely for the purpose of the project**  **Overheads:**  ***This is a fixed amount to cover additional costs incurred while carrying out the R&D project (secretariat, bookkeeping, telecommunications, etc.). The fixed amount is set at 10% of the amount of the operating costs (2) and salaried staff costs (1.1).*** |

Explain the costs indicated in headings 2, 3 and 4 of the budget.



# Summary of the annexes to be provided

1. ***If the applicant is not a university or a college.***
   1. CV of the key people in the research organisation
   2. An organisation chart of the research organisation
   3. Bank account details
   4. Declaration concerning the qualification of the applicant as a research organisation
2. CV of the supervisor
3. a list of recent and relevant publications concerning this proposal.
4. CV of the researcher in charge of the project (if identified)
5. GANTT-diagram

# Signatures

|  |
| --- |
| SIGNATURE AND DECLARATION OF THE SUPERVISOR |

The supervisor of the project:

* declares having read the rules for the *Proof of Concept* action and undertakes to comply with them
* undertakes to provide the team in charge of the project with the conditions required for the project execution
* declares that all the information provided in this form is complete and correct.

Name: .............................................................. Date:

Signed:

|  |
| --- |
| SIGNATURE AND DECLARATION OF THE PERSON LEGALLY AUTHORISED TO BIND THE RESEARCH ORGANISATION |

…………………………………(Last name, first name, position)

(person legally authorised to bind the entity)

* declares having read the regulations for the *Proof of Concept* action and undertakes to comply with them
* undertakes to provide the team with the conditions required for the project execution implementation
* declares that all the information provided in this form is complete and correct
* undertakes to valorise the project's results in the Brussels-Capital Region.

Name: .............................................................. Date:

Signed:

# Annex 1.d: Declaration regarding the qualification of the applicant as a research organisation

*The goal of this form is to facilitate the qualification of the applicant as a research organisation, non-profit organisation or a company as defined by European law to confirm the existence of State aid and evaluate the authorised rate of public aid.*

**Review of definitions**

***A research organisation*** *is defined in Article 1.3 of the Framework for State aid for research and development and innovation (2014/C 198/01) as follows: 'research and knowledge dissemination organisation' or 'research organisation' means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, for example in the quality of shareholders or members, may not enjoy a preferential access to the results generated by it.'*

***Activities considered non-economic by the European Commission (non-exhaustive list):***

* *education for more and better skilled human resources. Public education organised within the national education system, entirely or primarily funded by and supervised by the State*
* *independent R&D activities*
* *R&D activities with effective collaboration*
* *dissemination activities of research results on a non-exclusive and non-discriminatory basis*
* *knowledge transfer activities where all profits resulting from these activities are reinvested in the primary activities of the research organisation.*

***Enterprise:*** *any entity irrespective of its legal form and even not-for-profit once it regularly exercises an economic activity. Economic activity is defined as any offer of goods or services which corresponds to a market and which may enter into competition with offers provided by other economic actors. The fact that these activities/services may be exercised/provided, with or without compensation, by the State itself or by a non-profit organisation is irrelevant. Each individual activity must be examined to determine whether is qualifies as economic, verifying whether other companies offer the same service and if competition has developed in the relevant sector. As an example, many non-profit organisations offering extracurricular activities for children in need may enter into competition with others and are thus considered an enterprise under European law.*

***Specifically, an entity that concurrently exercises economic activities and non-economic activities shall not qualify as an enterprise when***

***- the economic activities consume the exact same input (such as material, equipment, labour, fixed capital, etc.) as the non-economic activities***

***AND***

***- the capacity allocated each year to economic activities does not exceed 20% of the overall annual capacity of the relevant entity.***

*A* ***non-profit organisation*** *is understood to be an entity, separate from a research organisation, which does not exercise an economic activity, or that exercises an economic activity in a purely ancillary nature and which is independent from an enterprise. In other terms, your entity is a non-profit organisation when it is neither a research organisation nor an enterprise.*

***Please complete all fields below.***

**Name and legal form of applicant**:

**Registered office address:**

**Company number/VAT:**

**Name and title of the senior managers:**

1. **Autonomy and independence**
2. My entity is controlled at a rate greater than 25% by one or more other entities

* NO
* YES and this (these) entity (entities) is (are) a research organisation(s)
* YES and this (these) entity (entities) is (are) a company (companies) as defined above

1. The intellectual property rights generated outside of research collaborations are reserved a priori, by the contractual, statutory or regulatory provisions of one or more entities

* NO
* YES and this (these) entity (entities) is (are) a research organisation(s)
* YES and this (these) entity (entities) is (are) a company (companies) as defined above

1. Entities that can exert a decisive influence on my entity (shareholders or members) may enjoy a preferential access to the results generated

* YES
* NO

**Does my entity have:**

|  |  |  |
| --- | --- | --- |
| a legal personality? | * Yes | * No |
| decision-making autonomy? | * Yes | * No |
| administrative autonomy? | * Yes | * No |
| its own budget? | * Yes | * No |
| its own accounts? | * Yes | * No |
| Is it controlled by another entity? (majority of voting rights/right to appoint or remove the majority of members in the administrative body/contractual or statutory right to exercise a dominant influence | * Yes | * No |
| Are the material or personnel used by my entity shared with one more other entities? | * Yes | * No |
| Are research programmes determined by my entity itself? | * Yes | * No |

*A laboratory, research centre or department that possesses an organisational structure, capital, material and personnel allowing it to autonomously and on its own carry out its activities is considered an autonomous entity whether or not it has a legal personality separate from a university or college.*

Considering the information provided in this section, is your entity independent?

* YES
* NO
* ***If your entity is not independent, the rest of the form should be completed with the consolidated data of the entire group to which your entity (entities) is (are) affiliated.***
* ***If your entity is independent, the rest of the form should be completed based on your own data.***

1. **Key activities**
2. The primary objective of my entity is to independently conduct fundamental research, industrial research or experimental development activities.

* YES
* NO

1. The primary objective of my entity is to widely disseminate the results of these activities through education, publications or knowledge transfers.

* YES
* NO

1. **Presence of economic activities**
2. Does my entity exercise an activity offering/producing goods or providing services?

* YES
* NO

1. Is there a market (other operators desiring to and capable of producing this good or providing this service)?

* YES
* NO

1. **Separate accounting for economic activities and non-economic activities linked to the primary objective of the research organisation**
2. When my entity also exercises economic activities, these latter are purely ancillary. Specifically:

* they are directly related to the functioning of the entity and are necessary for it,

or

* they are intrinsically related to the primary non-economic use of the entity and are limited in scope
* YES
* NO

1. When my entity also exercises economic activities, the funding for these economic activities is accounted for separately from that linked to non-economic activities

* YES
* NO

1. When my entity also exercises economic activities, the costs of these economic activities are accounted for separately from those linked to non-economic activities

* YES
* NO

1. When my entity also exercises economic activities, the income from these economic activities is accounted for separately from that linked to non-economic activities

* YES
* NO

1. When the economic activities exercised by my entity generate income or benefits, these are reinvested in the primary non-economic activities of my entity, specifically independent research, the widespread dissemination of research results or education

* YES
* NO

1. **Overall funding methods of the entity**

|  |  |  |
| --- | --- | --- |
|  | **Reference period** | |
| **Funding methods** | **Last financial year closed (N)** | **Previous financial year (N-1)** |
| Grants/allocations | (€) | (€) |
| Membership dues | (€) | (€) |
| Gifts and bequests | (€) | (€) |
| Sales turnovers (sales/benefits/revenue) | (€) | (€) |
| Other (please specify): | (€) | (€) |
| **Total** | **(€)** | **(€)** |

1. **Assignment of funding**

|  |  |  |
| --- | --- | --- |
|  | **Reference period** | |
| **Use** | **Last financial year closed (N)** | **Previous financial year (N-1)** |
| Intangible assets (patents, etc.) | (€) | (€) |
| Tangible assets (machinery, land, buildings, etc.) | (€) | (€) |
| Labour costs (volunteer, employee, independent, etc.) | (€) | (€) |
| **Total** | **(€)** | **(€)** |

1. **Overall listing of activities**

*Please provide in detail the different types of activities that you conduct. The activities listed in the table are purely for illustration.*

|  |  |
| --- | --- |
| **Reference period** | |
| **Last financial year closed (N)** | **Previous financial year (N-1)** |
| *Training and educational activities* | *Awareness activities* |
| *Fair* | *Colloquium* |
| *Show* | *…* |
| *Research activities* | *…* |
| *Conference* | *…* |
| *Exhibition* |  |
| … |  |

1. **Assignment of funding to activities**

*Please complete the following table for each type of activity listed in Point 3.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Methods used for implementation of activities in (%) or in (€)**[[1]](#footnote-2) | | | |
| **Activities** | | Intangible assets (patents, etc.)  ***(%) or (€)*** | Tangible assets (machinery, land, buildings, etc.)  ***(%) or (€)*** | Labour costs (volunteer, employee, independent, etc.)  ***(%) or (€)*** | **…** |
| **Financial year (N)** | *Training and educational activities* |  |  |  |  |
| *Fair* |  |  |  |  |
| *Exhibition* |  |  |  |  |
| *Conference* |  |  |  |  |
| **Financial year (N-1)** | *Colloquium* |  |  |  |  |
| *Research activities* |  |  |  |  |
| *Show* |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |

**Table analysis:**

Given the information reported in the tables above:

1. Does my entity use the same inputs (material, equipment, labour) to conduct economic activities and non-economic activities?

* YES
* NO

1. Does the implementation of economic activities in my entity require the provision of over 20% of the inputs indicated above?

* YES
* NO

**Conclusion:**

Given the data provided above, I ............................................................................................ (Name, Title) declare that the entity for which I am responsible is:

* A research organisation
* An enterprise
* A non-profit organisation

**Done in Brussels, on ......**

**Signature**

*(By signing, I certify that these data are complete, genuine and accurate.)*

*Innoviris notes that an incorrect classification of the beneficiary entity may result in enforced reimbursement of amounts unduly received, plus interest calculated in accordance with the European regulations applicable for this purpose.*

*Contact person for confirmation of the information communicated in this document:*

*Name:*

*Tel:*

**For any questions about completing this annex, please contact   
Catherine Moné, cmone[@innoviris.brussels](mailto:cmoné@innoviris.brussels), +32 2 600 50 69**

1. Data may be expressed in percentages or in euros. [↑](#footnote-ref-2)