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| Chaussée de Charleroi 112 - 1060 BruxellesT +32 2 600 50 37 [www.innoviris.brussels](http://www.innoviris.brussels) | *Applicant’s logo* |

**SPIN-OFF 2022**

**FUNDING APPLICATION**

**Deadline for submission: 21 January 2022, 12.00 am**

***Before filling in this form, we ask you to read carefully the rules 2022 of the programme. You can download these on*** [***www.innoviris.brussels***](http://www.innoviris.brussels) ***on the page dedicated to this programme.***

*Applications for funding must be submitted electronically via the IRISBox platform by the research organisation, and its "interface” when applicable. Applications must therefore be submitted to this department before the above deadline.* ***Please contact this department as soon as possible to find out your organisation ‘s internal deadline and start preparing your application.***

*An electronic version will also be sent to agrosfils@innoviris.brussels.*

*Please note that the form consists of 2 parts:*

1. *the first one including the general information related to the project and that must be encoded on the IRISBox platform ;*
2. *the second one including the description of the team, the project and the valorisation perspectives. It has to be uploaded on IRISBox in .doc or .odt format.*

***Please note : the ´SPIN-OFF project´ is different from ´the future spin-off company´. Please express yourself clearly and differentiate the SPIN-OFF project from the future spin-off company.***

**Part 2 – Project, team and valorisation aspects**

***This part of the form must be uploaded on the IRISBox platform in word (or odt) format.***

|  |  |
| --- | --- |
| **Name of the research organisation** |  |
| **Department/Unit** |  |
| **Promoter** |  |
| **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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**Protection of personal data**

*The personal data collected by Innoviris, the data controller, by means of this form is used to process your funding application (which involves analysis and evaluation by Innoviris or even external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e. the l’ordonnance à finalité non-économique*[[1]](#footnote-2) *and its arrêté d’exécution*[[2]](#footnote-3)*) and to perform a task in the public interest or in the exercise of the public authority vested in the data controller. No data is shared with third parties without the prior consent of the person concerned or unless a legal obligation obliges Innoviris to do so. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The retention time shall be that necessary to accomplish the purposes of the processing concerned. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the GDPR, please contact dpo@innoviris.brussels or visit our "privacy" webpage.*

#  PRESENTATION OF THE APPLICANT AND THE TEAM

##  Profile of the host institution

*!!! Only to be filled in if the applicant is not a university or higher education institution.*

* *Provide a description of the activities (production, services and R&D) of the research institution*
* *Explain the distribution of the activities (if there are multiple activities)*
* *Describe the evolution of the research institution by means of important events.*
* *Describe the evolution of staff, turnover, the R&D budget of the research institute and fill in the table below.*

| Year | N (Last closed financial year) | N-1 | N-2 |
| --- | --- | --- | --- |
| *Total staff (in FTE)*  |  |  |  |
| *Employees (in FTE)* [Social code 105] |  |  |  |
| *Self-employed (in FTE)* |  |  |  |
| *Staff in BCR (in FTE)*  |  |  |  |
| *R&D staff in BCR (in FTE)*  |  |  |  |
| *Turnover*  |  |  |  |
| *R&D budget*  |  |  |  |
| *R&D budget in BCR* |  |  |  |
| *State aid for R&D in BCR*  |  |  |  |

* *Describe the links with and dependence on other organisations. If the research institution is part of a group, all the activities of this group must be included. Provide the name, location and main activity of all national and international operating offices of the group.*
* *Describe the profile and experience of the key people (CEO, CTO, CFO and any other director) of the research institution.*
* *Indicate whether the research institution currently has debts with banks, suppliers or government institutions (NSSO, VAT professional withholding tax). If necessary, clarify any arrears and the agreed repayment plan.*

**Attachments to be appended**

* *The CVs of the key persons of the research institution*
* *An organisational chart*
* *A bank extract*
* *A declaration of the competence of the applicant as a research institution*

|  |
| --- |
|  Presentation of the promoter and its research unit |

###  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 spin-off 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 promoter

*Outline the promoter's motivations for setting up a spin-off in the Brussels-Capital Region and describe how he/she sees their his/her possible involvement in the spin-off.*

**Attachments to be appended**

* *CV of the promoter*
* *A list of recent and important publications of the unit relating to the current proposal*

##  Profile of the candidate

###  Competencies in the field of research

*Describe and explain why the researcher-entrepreneur is suitable to undertake the technological programme of the project.*

*If the researcher-entrepreneur does not hold at least a Master's degree, explain why he/she has acquired similar competencies through his/her experience.*

###  Entrepreneurial competencies

*Describe and explain why the researcher-entrepreneur has the necessary entrepreneurial spirit to undertake the aspects of the programme associated with the creation of a spin-off (management, autonomy, versatility, etc.).*

**Attachments to be appended***:*

* *CV of the candidate researcher-entrepreneur*
* *Cover letter of the candidate researcher-entrepreneur*

##  Profile of the alter-ego (if this is already known)

*Describe and explain why the proposed alter ego is competent in business development (economic aspects, financial plan, financial and communication strategy, organisation, etc.).*

*Explain how the alter ego complements the profile of the researcher-entrepreneur and why they can form a techno-economic tandem.*

**Attachments to be appended**:

* *CV of the alter ego*
* *Cover letter of the proposed alter ego*

##  Profile of the sponsors

###  Sponsor 1

####  Description of the activities and competencies of the sponsor

*Explain the goal and the activities of the company or organization in which the sponsor carries out his/her role.*

*Describe the role of the sponsor within this organization and his/her competencies related to the goal of the present project.*

####  Terms of guidance

*Explain the terms of guidance of the sponsor in the project.*

####  Sponsor's motivation

*Explain the sponsor's motivation to guide the researcher-entrepreneur in his/her work for creating the spin-off.*

###  Sponsor 2

####  Description of the activities and competencies of the sponsor

*Explain the goal and the activities of the company or organization in which the sponsor carries out his/her role.*

*Describe the role of the sponsor within this organization and his/her competencies related to the goal of the present project.*

####  Terms of guidance

*Explain the terms of guidance of the sponsor in the project.*

####  Sponsor's motivation

*Explain the sponsor's motivations to guide the researcher-entrepreneur in his/her work for creating the spin-off.*

**Attachments to be appended**

* *CV of the sponsors*
* *Cooperation agreements with the sponsors*

|  |
| --- |
|  PRESENTATION OF THE PROJECT |

##  Context

###  Background to the funding application

*Describe the background which led to the submission of the current application.*

###  Market demand

*Describe the demand expressed by the target sector of the future spin-off and how the project tries to meet it. Please also explain why no solution currently fully meets market demand.*

##  State of the art and acquired research results

###  State of the art

*Briefly describe the state of the art in the domain of the project.*

###  Acquired research results

*Describe the acquired research results of the host institution with respect to the state of the art. Clearly state which research results will be transferred to the spin-off. The scientific added value and the innovative nature of the results with respect to the state of the art must be clearly defined.*

###  Proof of concept

*Explain in what sense you already have a proof of concept[[3]](#footnote-4) of the product/process/service that you plan to valorise.*

###  Freedom to operate

*Describe, if applicable, which steps will be taken to analyse the freedom to operate.*

##  Objective : Product/process/service

*Within the context of your project, describe the product, process or service that you plan to develop and that will be commercialised by the spin-off.*

*Describe why the product, process or service can provide a possible solution to current problems.*

##  Scientific challenges / experimental development

*Indicate whether there are still experimental development challenges with respect to the state of the art and your scientific achievements. Describe the scientific and technical issues that still pose a risk to the commercialization of the targeted innovation.*

*As a reminder: the technical part of the project should not only focus on tasks without challenges or only related to the industrialisation of the product/process/service (e.g.: GUI, ergonomics, etc.).*

##  Programme

*The programme must describe both the tasks involved in the development of the product, process or service and in the creation of the spin-off.*

*The programme must be subdivided into work packages that contain 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 detailed description of the actions, methods, and techniques. Provide a short explanation of how the task will be carried out, and to what extent existing and/or to be developed methods/tools/techniques/software 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 (plan B).*

***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.*

**Attachments to be appended**

* *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*

##  Training plan

*Describe the programme of training that the researcher-entrepreneur will follow to acquire basic competences in business management and entrepreneurship.*

*If the researcher-entrepreneur has already followed this training, provide the certifying documents in order to obtain an exemption from this training.*

#  VALORISATION

## Valorisation potential

###  Market

*Explain the market structure and potential competitors and alternatives to the product, process or service. What is the size of the relevant market? Is it still a growing market? Are there environmental factors (legal, regulatory, political, etc.) that can influence the valorisation (positively or negatively)?*

###  Positioning and differentiation factors

*What is the position with respect to competitors and existing alternatives (competitive advantage, etc.)? Emphasise the niche market that you wish to occupy in relation to the above market.*

##  Valorisation strategy

* *Describe the valorisation strategy. Explain how the creation of a new company is the best way to valorise your product/process/service.*
* *What business model do you have in mind?*

##  Potential impact of valorisation on the Region

* *Describe the impact of the creation of the spin-off and commercialisation of the envisaged product/process/service on the citizen, the environment or the regional ecosystem (partnerships, expertise, strategic areas of activity, ...)?*

##  Provisions concerning intellectual property rights

###  Current state, patents and rights to be acquired

*What is the current situation in terms of intellectual property rights?*

*Draw up a list of the patents related to the project that have already been filed and are already held by the organisation and provide the following information:*

* + *The date of filing of the application*
	+ *The filing number of the application*
	+ *The title of the invention*
	+ *The applicable countries*
	+ *Where applicable, the date of issue of the patent*
* *Explain what rights, if any, need to be acquired from third parties.*

###  Nature of the knowledge that needs to be protected and the approach that will be taken

*What kind of knowledge needs to be protected or disseminated?*

*Describe the method that will be used to protect intellectual property.*

###  Transfer of rights to the future spin-off

*Explain which strategy will be applied when transferring the intellectual property rights.*

## . Summary table

*Fill in this summary table concisely. If your project is funded, this table will be used to monitor your project.*

|  |  |  |
| --- | --- | --- |
| 1 | Who are the main stakeholders (end users, partners, regulators)? |  |
| 2 | Which needs are met by the product/process/service? |  |
| 3 | Who is the * end user?
* paying customer?
 |  |
| 4 | How would you describe the competition? |  |
| 5 | What is your Unique Selling Proposition?  |  |
| 6 | What is your situation at IP level? |  |

#  BUDGET

|  |
| --- |
| Recapitulation of eligible costs (see [accounting directives](https://innoviris.brussels/sites/default/files/documents/general_accounting_directives_2021.pdf) for more information)Staff costs: *These are all costs related to the staff (the researcher, the alter ego on the payroll and the part-time technical support staff).* **Costs related to the execution of the technical objective** 1. **Operating costs** *These costs cover the current expenditure relating to:*
* *Consumables (chemicals, materials, tools)*
* *Small scientific and technical equipment*
* *Costs linked to the acquisition of technologies or data, or the hiring of data storage space from third parties (according to the applicable legal basis)*
* *Logistics support for the completion of the project: equipment rental, student workers, infrastructure and material rental*

*Clarify all budgetary sub-items (unit cost \* quantity).*1. **Additional operating costs:** *A flat-rate amount of 5% of the total amount of the salaried staff costs and the operating costs is calculated to cover the following operating costs: small IT equipment (keyboard, mouse, USB key, software, etc.), books and subscriptions, publication and dissemination costs, demonstration (rental of a utility vehicle), foreign and Belgian assignment costs: registration fees, cost of travel and stay of staff allocated to the budget in the agreement.*
2. **Costs of tools and equipment:** *These costs correspond to the depreciation of instruments and equipment used for the project, the value of which exceed €999. If instruments and equipment are not used for the project for their entire lifetime, only the depreciation costs which correspond to the duration of the project are authorised, calculated on the basis of generally applicable accounting principles.*

 *The depreciation is calculated in proportion to the duration of the project and the percentage of use of the equipment. The whole is reduced to a period of three years for IT equipment and a period of five years for scientific and technical equipment.* *Calculation:** *IT equipment: (Quantity \* Unit cost \* Number of months of use during the project \* percentage of use) / 36*
* *Other equipment: (Quantity \* Unit cost \* Number of months of use during the project \* percentage of use) / 60*

  1. **The costs of contractual research, knowledge and patents purchased or licensed from external sources under the condition of full competition as well as the costs of consultancy and similar services used solely for the purposes of the project.**

 **General costs**: *A flat-rate sum is calculated corresponding to 10% of the total of the other operating costs and the salaried staff costs.**These are general costs incurred in supporting the execution of the research or development project, and**that are part of the general operation of the project, such as: use (rental and maintenance) of internal**premises and car parks, meeting rooms and premises with standard office and IT (PC) equipment, the costs**of heating, lighting, electricity, gas, water, insurance, telecommunications costs, secretariat, accounting and**social secretariat costs, office supplies, copying, correspondence, postal charges, electronic and**telecommunications equipment, the cost of developing and maintaining a website, the provision of rooms by**the research centre, representation costs, subscriptions, working clothes, catering costs and business gifts.***Costs for innovation advisory and innovation support services***:* * Training costs: (max €4,000/2 years): *These costs cover the registration costs of the researcher-entrepreneur for a training course in business management and entrepreneurship (e.g. Solvay Business School, ICHEC, Louvain School of Management, etc.). Any other type of training is not allowed in this section.*
* Consultation costs: *For legal, marketing (logo, website, brochures, business cards), financial and economic advice associated with the creation of the spin-off, including the income of the alter ego, if applicable.*
* *For economic demonstrations (trade fairs, customer acquisition, certification, etc.)*
* *Patenting (costs associated with acquiring, approving and defending the patent linked to the project).*
 |

## . BUDGET FOR … MONTHS: PERIOD FROM … / … / 20 … tot … / … / 20 …

Please list each item to justify the amounts requested. The expenses listed in the table are given as an example.

**

#  SUMMARY OF THE ATTACHEMENTS TO BE APPENDED

**In a single pdf document :**

1. If the applicant is not a university or college:
	1. The CVs of the key persons of the research institution
	2. An organisational chart
	3. A bank extract
	4. A declaration of the competence of the applicant as a research institution
2. CV of the promoter
3. A list of recent and important publications linked to the current proposal
4. CV of the candidate researcher-entrepreneur
5. Cover letter of the candidate researcher-entrepreneur
6. CV of the candidate alter ego (if known)
7. Cover letter of the alter ego
8. CV of the sponsors
9. Cooperation agreements with the sponsors
10. GANTT diagram
11. The signatures of the applicant, the promoter and the person legally authorised to bind the research organisation
12. If the project had already been submitted to a previous call of the programme, but was not selected: a document showing that the new version of the project has addressed the shortcomings identified during the evaluation.
1. *Ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l'innovation par l'octroi d'aides à finalité non économique en faveur des organisations non marchandes, des organismes de recherche et des entreprises.* [↑](#footnote-ref-2)
2. *Arrêté du Gouvernement de la Région de Bruxelles-Capitale du 21 février 2019 portant exécution de l’ordonnance du 27 juillet 2017 visant à promouvoir la recherche, le développement et l’innovation par l’octroi d’aides à finalité non-économique en faveur des organisations non-marchandes, des organismes de recherche et des entreprises, notamment son article 2 §1er .* [↑](#footnote-ref-3)
3. *"Proof of Concept": objective demonstration of the feasibility and reliability of a technology, method or idea through the short, incomplete or small-scale implementation of the technology, method or idea.*  [↑](#footnote-ref-4)