

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM

A. Information about the Applicant

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Information about the applicant	Fill in the information requested under point A. Information about the applicant, co-applicant and partners.

B. Project Information

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Project Name	Enter the full name of the project you are proposing for funding that can be made public. We suggest that the name of the project should not be too long, that it should be clear and understandable, especially to those who are not experts in the subject area. Also, the name of the project must be written in English.
Key words of the project	Enter 1-5 keywords that best describe the topic of the project proposal.
The duration of the project (in months)	Up to 36 months
Areas of research	Choose one of the 6 research areas offered.
The area from the Strategy OF Smart Specialization to which the project refers	Choose one of the 5 areas offered.
Project summary for public release	The project summary should provide an overview of the entire project with all essential elements. The applicant should precisely (on max. 1 page) include the purpose and goals of the project, should present the implementation concept and expected results. Also, the summary must be written in English.
The path from idea to development of innovative solution	Describe how you see the path from the idea to the development of innovative product, technology, service or process.
Current technological readiness level (TRL) and the TRL at the end of the project implementation	Describe the current stage of the technology readiness level (TRL) and the level you will reach at the end of the implementation of the project.

C. PROPOSAL

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Background and Rationale including state of the art of the research field	Describe the motivation, background and focus of the proposed research project. Include information about the recent international progress in the field, and the relationship of this proposal to work in the field generally. Analyze context of the problem addressed and which research gaps are addressed and explain why existing research efforts are insufficient. The proposal shall clearly define the uniqueness of the research idea, product or service to be developed addressing specific market or community

	<p>challenges or needs. This should include a brief literature review of previous work and relevant ongoing research.</p> <p>Applicants should provide a clear explanation of the problem to be addressed, the impact on the market or community as well as how this research would fill a demonstrable gap on the market (in relation to innovation).</p>
Specific objectives of the proposal	<p>Provide clear and measurable goals that the proposed project intends to achieve. These objectives serve as the foundation for assessing the success and effectiveness of the project. They should be clear, measurable, down-to-earth and achievable within the duration of the action and with the funding available.</p>
Main idea, models or assumptions involved	<p>This information serves to provide a conceptual framework for understanding how the proposed project will function and what outcomes it aims to achieve. The main idea should be clear, concise, and compelling, effectively communicating the purpose and significance of the project. Models refer to conceptual frameworks or theoretical constructs used to represent and analyse various aspects of the project. These could include economic models, behavioural models, statistical models, or other theoretical frameworks. Assumptions represent the conditions or factors that are presumed to be true or valid but may not be explicitly stated or proven. Assumptions can relate to factors such as market conditions, technological feasibility, stakeholder behavior, or regulatory environment.</p>
Timeline	<p>Timeline provides a structured framework for planning and executing the research project, ensuring that key milestones¹ are achieved within a defined timeframe. Please provide a time line for main project activities including research, data collection, validation, testing etc by marking main key milestones as key events or achievements that mark significant progress in a project. They serve as checkpoints to assess the project's status and ensure alignment with objectives. The information shall facilitate to track progress, manage risks, and ensure successful completion of the project within the specified timeframe and budget.</p>
Implementation methodology	<p>Describe the methodology of carrying out the research and further activities, how it will take place experimentally and who will be in charge of which phase of implementation. From your current point of view, indicate what further steps you expect or are ready to take in regard to successful research and the development of innovative solution. How are these steps related to the expected results and output of this project?</p>
Expected results	<p>State what should be the final expected result of the project (e.g., Completed industrial research, Proof of concept made, Prototype made in a laboratory environment, Technical feasibility demonstrated, Verification made and/or protection procedure IV started, Market analysis made, Profitability study made, Concept and/or development strategy made).</p>
Key performance indicators (KPI)	<p>Write at least three indicators of key project activities that can be measured numerically in the middle and at the end of the implementation of the project. Key performance indicators should reflect relevant achievements that lead to the achievement of project aims.</p>

¹ Milestones are control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.

Ethical principles and issues	Research and innovation projects can potentially raise a myriad of ethical issues, spanning from the initial conception of the project to its execution and the dissemination of its findings. Some of the key ethical concerns that might arise are as follows: informed consent, privacy and data protection, conflict of interest, equity, research integrity, dual-use research, environmental impact, intellectual property rights.
Risk management	List the main threats and risks that could affect the positive outcome of the project. If any, include risks related to technology, market competition, some external factors such as legal regulations and environmental protection. In this part, it is also necessary to state the actions that will be taken in order to reduce the identified risks. Develop strategies for mitigating risks and overcoming obstacles to successful completion of objectives.

D. APPLICABILITY OF RESEARCH FINDINGS AND INNOVATIVENESS

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Description of proposed research addressing its applicability and degree of innovation in relation to the development of new or improved products, technologies, methods or processes	Clearly describe how the results of the proposed research could be applied and further developed. Explain what is the innovation of the solutions that will be developed during this project. State how your solution is significantly different from already known and existing solutions. Clearly demonstrate how the new solution or intellectual property resulting from this project will lead to commercialization and market advantage. List the keywords that define your invention and narrow field of technology.
Initial Intellectual Property	Indicate if there is any intellectual property related to or prior to this project and to whom it belongs. If it exists, briefly describe it, state what type it is (patent, previous research, concept, analysis of the market) and who is the right holder and how the relationship between the applicant and the right holder was resolved.
Describe possible barriers for further research, development, adoption and implementation?	Describe the difficulties which may be faced in delivering impact-related activities and generating impact from your research. These may be difficulties you will face yourself, or challenges faced by those in the implementing context. Be specific: outline the problems in the specific context of your research plans - do not describe general development challenges.

E. OPERATIONAL CAPACITY

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Expert team for working on the project	Introduce your expert team, state the names and surnames of the team members and their main expertise, and for which phase of implementation each member will be in charge. In particular, point out if any of the team members had relevant experience in the commercialization of new technologies or were involved in a start-up business up to now? Have all members of the proposed team already expressed their willingness to work on the proposed project and in what way? If you do not have enough qualified technical staff for the needs of this project, but you plan to employ them as part of the personnel costs, please state the reasons for the employment, i.e., the expected responsibilities/activities on the project.
Shortly describe each partner organization of the project team and their specific role in the project	Start by introducing each partner organization, including their name, mission, and background. Describe the capacity and resources that each partner organization brings to the project. This may include human resources, technical expertise, infrastructure, networks, and financial support.

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<p>Describe how the project is going to be managed between the partners. what are the main responsibilities of each partner</p>	<p>Outline the specific roles and responsibilities of each partner organization in the project. Clearly articulate how they will contribute to achieving the project's goals and objectives. It's essential to outline the management structure, decision-making processes, and roles and responsibilities of each partner.</p>
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F. IMPACT AND SUSTAINABILITY

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
<p>Protection of new intellectual property, if any as a result of the project</p>	<p>Discuss intellectual property considerations associated with the innovations, such as patents, trademarks, copyrights, or trade secrets. Explain how intellectual property rights will be protected and leveraged to create competitive advantage and generate revenue.</p>
<p>Describe target market (application, end users) and commercialization potential including possible barriers to reach the market</p>	<p>Focus on the target market segment instead of describing the market in general. Provide all relevant data about the target segment (that you have). State what trends are present in that market? Where are key customers/consumers geographically located? What does the market look like now, and what changes do you think will happen after your project is commercialized?</p> <p>Who the end users of the product/service are and what are the essential needs and problems to which your product/service will provide the best solution. Why do you think users will be willing to pay the commercial price of your product/service? Do you have convincing evidence for that, please specify which?</p> <p>Will the market be able to accept and apply your technological solution, innovation?</p>
<p>Describe market size and competition (competing technology - description and brief comparison of competing technology with yours)</p>	<p>Provide a simple overview of the market by providing answers to the following questions: Who are the customers? What problem or need does your technology solve for the customer? What is your estimate of the size of the market? Specify the approximate size of the market to which you are targeting your solution, innovation, e.g., if it is about hospitals, how many hospitals do you plan to direct your solution to, etc.</p> <p>List possible competitors of your future product in the market and show a basic comparison of their technology with yours.</p>

G. FINANCIAL PLAN

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
<p>Describe financial feasibility and cost-effectiveness of proposed budget</p>	<p>Provide overall justification of costs and details of how it provides value for money. Justify each budget item by explaining its necessity and relevance to the project's objectives and activities. Conduct a cost-effectiveness analysis to evaluate the efficiency and value for money of the project's activities and outputs. Compare the costs of achieving specific outcomes or impacts with the anticipated benefits or value generated. Demonstrate how the project maximizes impact while minimizing costs.</p>
<p>Prepare the financial plan on a special form</p>	<p>Excel document</p>
<p>Plans for future investments from own resources, private sector, applications to EU funds and other international funding / plans for future collaborations</p>	<p>Start by assessing your current financial standing and identifying areas where you can allocate resources for future investments.</p> <p>Explore opportunities for partnerships or investments from the private sector. This could involve seeking venture capital, private equity, or strategic partnerships with companies that share your vision and can provide resources, expertise, or access to new markets.</p>

	<p>Explore research and innovation available grants, loans, and other funding programs offered by the EU and international organizations.</p> <p>Identify potential collaborators, both domestically and internationally, who can complement your strengths and help achieve shared objectives. Collaborations can take various forms, such as joint research projects, co-development of products or services, knowledge exchange programs, or consortiums for applying to funding opportunities.</p>
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INSTRUCTIONS FOR FILLING OUT THE BIOGRAPHY FORM

QUESTION	INSTRUCTIONS FOR GIVING ANSWERS
Name and surname	Enter the team leader or project team member.
Education (enter the year of enrolment and completion of each degree in reverse chronological order)	Provide details of formal education, training, title by starting with current position.
Work experience (in reverse chronological order)	Provide details of your work experience in chronological order starting with your current position
Projects in which you participate or have participated	Provide details of projects you have led or participated in. Specify the name, place, duration, value, number of collaborators, your position, results and source of funding.
Scientific/professional awards received so far (if applicable)	List awards and honours received, including name and place.
Memberships in scientific and professional associations (if applicable)	Provide details of the scientific and professional associations in which you participated. Specify the name, place, duration, your position.
Entrepreneurial successes, innovative activities, granted patents	Provide details of your entrepreneurial experience and innovative activities (established companies, filed/approved patents, etc.).
Professional training and stay at international institutions (if applicable)	Please provide details about previous training and stays abroad. Specify the name, place, duration.
Other professional achievements (if applicable)	List all other professional achievements that you consider important for your resume.

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For each cost category that includes expenses from both the applicant and co-applicant, a table is provided summarizing these costs together. Applicant and co-applicant are required to fill in the last two columns of these tables, indicating the amount of co-financing from the Innovation Fund and the consortium's contribution for each respective cost.

Example is below:

TOTAL STAFF SALARY COSTS			Fund's financing	Consortium's financing
Applicant		EUR 12.660,00		
Co-applicant		EUR 12.660,00		
TOTAL COST		EUR 25.320,00	18.000,00 €	7.320,00 €

Please fill in the last two columns with the amount of co-financing by the Innovation Fund and amount of Consortium's co-financing for this cost. Note: If the cell is colored in red, then you have surpassed the allowed for this cost. The total co-financing by the Fund in this cost category cannot exceed 70% of the allocated grant funds.

2. Equipment and material costs

Equipment and material costs, in the scope and in the period in which they are used for the project. Equipment and material costs for the applicant and co-applicant (procured specifically for the project's needs; include purchased equipment, material costs, consumables, as well as leased equipment, online services, and tools). It is not possible to purchase refurbished/used equipment, although it can be leased for the project's needs.

The equipment item includes equipment whose unit value is greater than 300.00 euros VAT excluded. The applicant and co-applicant should take care that this equipment is really necessary for the project and prove that without this equipment the project could not be realized.

The total co-financing by the Fund in this cost category cannot exceed 50% of the awarded grant amount.

3. Costs of materials and small inventory

Costs of materials and small inventory for the project's needs for the applicant and co-applicant. The costs of materials and small inventory refer to materials and devices whose unit value is less than 300.00 euros VAT excluded. The total co-financing by the Fund in this cost category cannot exceed 10% of the allocated grant funds.

4. Costs of external services for the applicant

a) Costs of advisory services for innovation (advisory services and assistance in the field of knowledge transfer, acquisition, protection, and exploitation of intangible assets, application of standards and regulations covering them),

b) Costs of auxiliary services for innovation (relating to the provision of databases, market research, feasibility studies, preparation of laboratory commercialization studies or plans, product quality labelling, testing and certification for the development of more efficient products, processes, or services),

c) Costs of acquiring, validating, and protecting patents and other intangible assets (intellectual property),

d) Costs of patents or licenses purchased from external sources at market conditions.

The total co-financing by the Fund in this cost category cannot exceed 20% of the awarded grant amount.

Example of calculation of costs of external services for the applicant:

