**Call for projects Circular Innovation: Re-use & Recycle (2024)**

**Submit in digital version (DOCX format) to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels) **and gysebaert@innoviris.brussels**

**Company Name**

*Project Title*

|  |  |
| --- | --- |
| Start date of the project | DD/MM/YYYY |
| Duration of the project | XX Months |
| Total budget amount | XXXX€ |
| Rate of intervention requested | XX% |
| Requested subsidy | XXXX€ |

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# Overview

## Identities

## Individuals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual identity** | **Last name** | **First name** | **Position** | **Telephone number** | **Email** |
| Drafter(s) of the present funding application |  |  |  |  |  |
| Person(s) in charge of the project & the company  [Please duplicate this line in case of a multi-partner project] |  |  |  |  |  |
| Person legally authorized to bind the company  [Please duplicate this line in case of a multi-partner project] |  |  |  |  |  |

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity identity** | **Name** | **Legal form** | **Registered office** | **Place(s) of business** | **Company number** | **Account number** | **Date of incorporation** | **Website** |
| Industrial  [Please duplicate this line in case of a multi-partner project] |  | *SPRL/SA/SNC/ASBL/…* | *Full address* | *If different from the registered office* | *BE…* | *BE…*  *(Bank details in annex if not yet provided)* | *dd/mm/yyyy* |  |

## Project description

|  |
| --- |
| **Explanatory note to be deleted** |
| * Indicate the full title of the project (explain if there is an acronym) * Summarise the project in a few lines: describe in a few words the waste you wish to exploit, the offer you wish to develop as well as the objective of the experimentation project * The information contained in this summary may be used by Innoviris in its external communication (annual report, for example) |

***Project title:***

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

***Project summary:***

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

## Start date and duration of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| The project start date must be after the date of receipt of your application by INNOVIRIS. The project can start at the earliest on the 1st of the month following the submission of the application.  In the framework of this call, the minimum duration accepted is 6 months. |

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

## Aid amount

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the level of contribution of the Region, expressed as a percentage of the total budget of the project projet :   |  |  | | --- | --- | | **Company size** | **Level of contribution** | | Micro enterprise | 70% | | Medium-sized enterprise | 60% | | Large enterprise | 50% |   [Section to be duplicated in case of a multi-partner project] |

|  |  |
| --- | --- |
| **Total budget** | € |
| **Contribution level** | % |
| **Aid applied for** | € |

# Company presentation

[Please duplicate this chapter in case of a multi-partner project.]

## Background and activities

## Company

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to give a brief presentation of the enterprise, and in particular its history (genesis, key events, experience, etc.) and its activities (description of goods and/or services, market, staff, etc.).  In the case of a non-profit organisation, mention the evolution of the staff involved (voluntary or not) and the members, as well as the share of income generated directly by the non-profit organisation in full autonomy (donations, sales of products, fundraising...).  **Attach in annex:**   * The *curricula vitae* of the key persons in the company and involved in the project * An organigram |

## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Detail the shareholding structure of the company.  Mention in the table the profile of the shareholders (company, physical person, public investment companies or venture capital companies...).  In the case of a non-profit organisation, describe the composition of the board of directors and the management (role, competences, etc), its implementation modalities (interactions between board and management, frequency of meetings, content, etc) and possibly the competences allocated to the members. |

|  |  |
| --- | --- |
| **Capital amount** | **k€** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business name** | **Identity** | **Percentage or number of shares** | |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| M. ZYZ | Physical person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total shares** | **X** |

## Company size

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your company:   * [**European guide to calculating the size of a company**](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf) * [**Form for calculating the size of a company**](https://innoviris.brussels/sites/default/files/documents/declaration_company_size.pdf)   The following table, taken from the European guide, provides a summary of the thresholds of the various categories. This table is indicative and it is advisable to consult the **Guide**.  A **change of category** occurs when a company has **exceeded the thresholds for two consecutive financial years**, so as not to penalise growing businesses. **Please note**: in the event of a **shareholder change** (e.g.: acquisition by a Large Enterprise), the loss of SME status can be **immediate**.  **If your company might not be an autonomous enterprise** (e.g.: if it has a shareholding > 25% in another company or if another company has a shareholding >25% in your company), it is **essential** that you complete the **form for calculating the size of a company** and attach it to your application. |

|  |  |
| --- | --- |
| **Company size** |  VSE (microentreprise) or Micro-Non profit (and nano-non profit)  SE or small non-profit  ME  LE or large non-profit |

## Financial details

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide a copy of your latest published balance sheet/profit and loss account (if available) as an annex. Also provide forecast data for the current accounting year. |

## Explanation of the ability of the company to contribute its financial share

|  |
| --- |
| **Explanatory note to be deleted** |
| Innoviris does not cover 100% of the budget for this project. Explain in detail how your company will contribute financially to the project (e.g., through existing funds, through equity, through a bank loan, through the company's margin, etc.). |

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid that the company has already received over the last five years or that it is currently receiving at regional, federal, and European level.  **Also indicate all aid that the company is currently applying for, even if it has not yet been decided to grant it (e.g., application to the Becircular 2022 call for projects).**  Specify the purpose of the aid, its amount, the intervention rate and the period of application. |

## BCR aid

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **File number** | **Project title** | **Subsidy (EUR)** |
| *XXXX* |  | *3.000,00 €* |

* **Other aid in the BCR** (Brussels Economy and Employment, BIE, SRIB/Finance.brussels, SDRB/CityDev, Participation Fund, Guarantee Fund, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Admin Eco & Employment* | *XXXX* | *Training subsidies* | *3.000,00 €* |

## Other regions / Federal aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Federal* | *XXXX* | *Reduction of withholding tax* | *3.000,00 €* |

## EU aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
|  | *XXXX* |  | *3.000,00 €* |

# Project Presentation

## Project presentation

## Project origins and objectives

|  |
| --- |
| **Explanatory note to be deleted** |
| * Describe the context of the project as well as the targeted waste and how and why it has been identified. * Describe the product/service you want to implement based on the re-use or recycling of the identified waste. * Describe the state of the art of your project and the level of innovation compared to current practices. * Clearly state your value proposition and precisely describe the unknowns to be tested with this project * Demonstrate the need for and usefulness of the experimentation activities. * Present the clear and concrete objectives of the project and the hypotheses to be validated. |

## Technological (and strategical) positioning

|  |
| --- |
| **Explanatory note to be deleted** |
| * Detail and justify the technological positioning of the company in relation to the innovative product/service developed (choice of deposit, pre-treatment and packaging techniques, processing methods, etc.) * Detail and justify the strategic and business positioning in which the innovative product/service fits (identification of the market and customer needs, envisaged integration of the innovative product/service developed into the company's overall commercial offer, envisaged business model, strategic issues, etc.) * Detail the supply strategy implemented to ensure access to the targeted source/deposit. |

## Implementation of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| * Briefly describe the tasks to be carried out in the framework of the experimental project (a detailed explanation is provided in the work program). * Explain the methodology for conducting and managing the proposed project. * Describe the expertise needed to implement the project in relation to the skills available in-house. If tasks are carried out by third parties, please specify how these tasks will be coordinated and monitored by the company. |

## Project description that can be used for a presentation on the Innoviris website or in a press release

|  |
| --- |
| **Explanatory note to be deleted** |
| This non-confidential information will be used by our communication department to promote Innoviris and to inform the general public about the projects submitted and selected. About ten lines are sufficient.  Do not forget to provide a logo (file of sufficient resolution) and some illustrative images among the electronic attachments. |

## Compliance with the legal framework covering research and development projects

|  |
| --- |
| **Explanatory note to be deleted** |
| The methodologies and applications of research and innovation projects are subject to national community and international legislation. The projects supported by Innoviris must comply with these legal provisions.    If your project is concerned with one or more of the fields listed in the table below, you must check that it complies with the legal texts. In order to support you with this self-assessment, we recommend that you refer to the ethical self-assessment questionnaire for the European Union's framework program for research and innovation[[1]](#footnote-2).  In addition, for the relevant fields, please indicate how and/or why you comply with the legislation.  In the event that you do not comply with the legal provisions, your project cannot be supported by Innoviris.  We would also remind you that certain experiments involving human embryos, fetuses, embryonic stem cells or non-human primates and even clinical trials trigger the legal obligation to obtain ethical approval from the appropriate ethics committee before beginning any related research activity. Please be aware that the ethics authorization procedure may take some time and you should therefore submit your ethics authorization application to the local ethics committee in good time.  [1] Available here: https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=CELEX:52020XG0313(07) (or any amended version published in the Official Journal of the European Union.) |

 I hereby certify that I comply with the national, community and international legislation covering the methodologies and applications of research and development projects, and specifically

|  |  |  |
| --- | --- | --- |
|  | **Concerned**  **(Yes/No)** | **If yes, compliant with the legislation (Yes/No/In progress)** |
| **Section 1: Embryos and human fetuses** |  |  |
| Your project involves human embryo stem cells; human embryos; tissue or cells from human fetuses |  |  |
| **Section 2: Human beings** |  |  |
| Your project involves human participants; physical interventions on the participants in the study |  |  |
| **Section 3: Human cells/tissue** |  |  |
| Your project involves human cells or human tissue |  |  |
| **Section 4: Personal data** |  |  |
| Your project involves processing personal data whether or not these have been previously collected; the use of publicly available data |  |  |
| Your project involves the export or import of personal data from the EU to non-EU countries |  |  |
| **Section 5: Animals** |  |  |
| Your project involves animals |  |  |
| **Section 6: Third party countries** |  |  |
| If third party countries are involved, do the activities related to the research in these countries give rise to any ethical issues? |  |  |
| The plan is to use; import; export local resources (e.g. animals, human tissue, etc.) |  |  |
| In the event that the research involves low-income and/or lower middle-income countries, benefit sharing is planned |  |  |
| The situation in the country could endanger people taking part in the research |  |  |
| **Section 7: Environment, Health and Safety** |  |  |
| Your project involves the use of elements likely to harm the environment, animals or plants |  |  |
| Your project focuses on endangered fauna and/or flora/protected areas |  |  |
| Your project involves the use of elements likely to cause harm to humans, including the personnel involved in the project |  |  |
| **Section 8: Dual use** |  |  |
| The project involves dual-use goods in the sense of regulation 428/2009, or other goods for which an authorisation is required |  |  |
| **Section 9: Exclusive focus on civil applications** |  |  |
| Your project may raise concerns regarding its exclusive focus on civil applications |  |  |
| **Section 10: Possible misuse of research results** |  |  |
| There is a risk that the results of your project may be misused |  |  |

**If your project concerns the fields listed in the previous table, explain how you comply with the applicable legal frameworks.**

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

**In your opinion, are there any other ethical issues not included in the framework above that could apply to your project? If yes, which ones?**

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

## Detailed work program

|  |
| --- |
| **Explanatory note to be deleted** |
| The description of the work program should allow for an assessment of the relevance of the approach, the feasibility of achieving the objective within the time frame, and the adequacy of the resources and tasks to be undertaken.  The program includes tasks related to exploring the supply of materials, testing the design/improvement of the product itself, and validating the economic viability of the activity.  Define the stages of the work program in terms of work packages and tasks. |
|  |

**Please follow the outline below.**

**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 WP X, Y:**

*Provide a description of the overall objective(s) of the work package*

**Task 1: …**

|  |  |
| --- | --- |
| 1. Overall FTE (days/hours) 2. Breakdown of the workload among the persons included in the budget (days/hours per person) | Start/End |

**Task 1 objectives:** …

**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 contextualize the information but to clearly describe "what the technical work to be carried out will be to achieve the objective of the task".*

**Risks associated with task 1:**

*Describe the risks and mitigation strategies identified*

**Deliverables of task 1:**

*Describe the expected deliverable(s) during the work package, as well as their respective deadlines*

[In the case of a multi-partner project, clearly indicate the division of tasks between partners].

## Planning

|  |
| --- |
| **Explanatory note to be deleted** |
| * Provide a diagram to illustrate the timing of the project steps (consider whether the tasks are sequential or parallel)   **Example:** |

## 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).  For salaried staff, the accepted personnel costs are based on the standard hourly cost (S.H.C.) of the persons working on the project (all employer contribution included). This cost is multiplied by the number of hours of occupation on the project: calculation of the standard hourly cost (S.H.C.) = gross monthly full-time \* 1.2%.  **Other operating costs:**  As a reminder, the costs concern current expenses directly linked to the implementation of the project and on behalf of the persons present at the convention budget:   * Consumables (chemicals, materials, tools) * Small scientific and technical equipment * Expenses related to the acquisition of technology or data, or the rental of data storage space from third parties (legal basis in force) * Organization of colloquia/seminar/surveys; meeting organization costs (meals, external meeting room,) when relevant only, and dissemination of project results other than through the publication of scientific articles * Logistical support for project implementation: equipment rental, support staff, infrastructure, and material rental * Miscellaneous: if not specified in the budget, only with the compulsory agreement of Innoviris - by e- mail to the scientific and accounting advisers: miscellaneous should be small amounts and used as little as possible.   Detail all of the budget sub-items (unit cost x quantity).  **Costs for instruments and equipment:**  These costs correspond to the depreciation of equipment and materials used in the project, with a value exceeding EUR 999 and according to the company's valuation rules.  A longer depreciation period could be considered exceptionally for specific equipment depending on the accounting valuation rules of the beneficiary.  **Calculation formula:**   * Computer equipment:   (Quantity x Unit costs x Number of months of use during the project x utilization rate)/36   * Other equipment:   (Quantity x Unit costs x Number of months of use during the project x utilization 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 other operating costs (2.1) and salaried staff costs (1.1).  **Costs of contract research, knowledge, and patents:**  These costs cover the following expenses:   * the cost of consulting services or equivalent, used exclusively for the project * third party services (outsourced work) * knowledge and patents purchased or licensed   **Attach in annex:**   * the specifications and the tenders submitted by subcontractors. |
|  |

Period from ... / ... / 20 ... au ... / ... / 20 ...



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

# Project Valorisation

[Please duplicate sections D.1 - D.4 in case of a multi-partner project]

## Market Study

|  |
| --- |
| **Explanatory note to be deleted** |
| Present here how you have identified the market need that you wish to address with your product/service and how you have constructed your value proposition, regardless of the unknowns that remain to be tested in the project. Also present the supposed advantages of your innovation over the products or services of any competing companies |

## Business Plan

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail the envisaged business model, the size of the target market, and the working hypotheses to be tested as part of the feasibility assessment and commercial validation. Tools such as the business model canvas or the value proposition canvas can help you in this process.  **Attach in annex:**   * The product or company business plan (including the financial plan) |

## Financial plan

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide here or as an annex a complete financial plan (minimum 3 years), commenting on its construction assumptions, highlighting the unknowns to be tested in the project and their translation in terms of potential impact on the company's overall financial situation. |

## Brussels ecosystem, social and environmental impact

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the positive and negative impacts of the product/service/process which is central to the project from a:   * **Social** perspective (impact on inequalities, on working conditions, on jobs established in the region, impact on the well-being of individuals and their health, etc.) * **Environmental** perspective (impact on energy and resource consumption, development or use of renewable energy, impact on ecosystems, climate change, impact on production, waste re-use or recycling, etc.) * **Regional ecosystem** perspective (collaboration with Brussels partners and the local ecosystem, creation and development of Brussels expertise/specific skills, creation of local user communities, development of a new sector with a positive impact, etc.) |

# Equal opportunities test

## Equal opportunities test

|  |
| --- |
| **Explanatory note to be deleted** |
| **To be completed only if your grant request is more than 30,000 EUR.**  In the event that the Ministerial Cabinets and/or the Government of the Brussels-Capital Region validate this application, the subsidy granted to you will be subject to the "Equal Opportunities" test. Since 1 March 2019, this test has been mandatory for all draft decrees aiming to award a grant of an amount exceeding 30,000 EUR.  The "Equal Opportunities" test is a new tool implemented by the Region in order to verify the impact of policy measures on different population groups whose situation and specific needs are often not taken into account.  For more information, you can follow this link:  <http://test.equal.brussels/>  In order to help us to complete the test, please answer the questions in the following sections as clearly and succinctly as possible. |

## The project's impact on one (or more) of the following criteria

|  |
| --- |
| **Explanatory note to be deleted** |
| For each of the criteria selected, explain:  How did you identify the issues or specific points with which people may be confronted based on one or more of these criteria?  Give the identified specific points and/or issues for each criterion ticked.  Explain how you have taken them into account, or give the phases (preparation, implementation, evaluation) of your project that take account of these issues and specific points related to each criterion ticked. |

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

## Evaluation of the project's impact on these criteria

|  |
| --- |
| **Explanatory note to be deleted** |
| Evaluate the impact of your project: positive, neutral, or negative.  State the sources that you are using to evaluate the impact of your project: statistics, research, reference documents, institutions, and reference people, etc. |

## Criteria not selected

|  |
| --- |
| **Explanatory note to be deleted** |
| For every criterion that you have not ticked, explain:  What do you need to take into account the specific points or issues related to this criterion/these criterion? Specify the difficulties encountered for each criterion not ticked.  Do you plan to take these issues into account in the future?  For example, in a subsequent phase of your project, where applicable, explain how. |

# Annexes and signatures

## Summary of the annexes to be provided

* Bank account details (= official document from the bank, and not an e-banking screenshot)
* Last 3 balance sheets + 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

## Data protection policy

The personal data collected by Innoviris, the data controller, by means of this form are used to process your application for funding (which involves analysis and evaluation by Innoviris or external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e., the non-economic ordinance and its implementing decree) and to perform a task in the public interest or in the exercise of public authority vested in the data controller.

No data is shared with third parties without the prior consent of the data subject or unless Innoviris is required to do so by law. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The storage period is the necessary time to achieve the purposes of the data processing. 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 consult our "privacy" web page.

## Sworn declaration, undertakings, authorization, and signature

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 r&d project/programme did not commence before the submission of the aid application with Innoviris
* 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
* 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
* The project's implementation will not contravene the code of ethics for scientific research in belgium[[2]](#footnote-3)

## Authorization and signature

I authorize 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 : | Authorized signature: |
|  |  |

1. <https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-2)
2. http://www.belspo.be/belspo/organisation/publ/pub\_ostc/Eth\_code/ethcode\_fr.pdf [↑](#footnote-ref-3)