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| --- | --- |
|  |  |
| Chaussée de Charleroi 112 - 1060 Bruxelles T +32 2 600 50 37  [www.innoviris.brussels](http://www.innoviris.brussels) | *Applicant’s logo* |

**SPIN-OFF**

**FUNDING APPLICATION**

***Before filling in this form, we ask you to read carefully the rules 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 may be submitted at any time by the research organisation, and its Knowledge Transfer Office when applicable. They are sent in electronic form to the following addresses:* [*funding-request@innoviris.brussels*](mailto:funding-request@innoviris.brussels) *and* [*agrosfils@innoviris.brussels*](mailto:agrosfils@innoviris.brussels)*. The title of the e-mail must include: the name of the programme (SPIN-OFF) and the project acronym.*

*Applications include the following elements*

* *word version of the form ;*
* *pdf version of the form and appendices including electronic signatures;*
* *budget in Excel file (please check the calculations).*

***Please contact*** *the Knowledge Transfer Office*  ***as soon as possible to plan and prepare your application.***

***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.***

|  |  |
| --- | --- |
| **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* |

Table of Contents

[1 General information 4](#_Toc150866397)

[*1.1* Beneficiary 4](#_Toc150866398)

[*1.2* Promoter 4](#_Toc150866399)

[*1.3* Researcher-entrepreneur 5](#_Toc150866400)

[*1.4* Person responsible at the Knowledge Transfer Office (if applicable) 5](#_Toc150866401)

[*1.5* Contact person financial aspects 5](#_Toc150866402)

[*1.6* Sponsors 5](#_Toc150866403)

[*1.7* Project title 6](#_Toc150866404)

[*1.8* Sector 6](#_Toc150866405)

[*1.9* Starting date and duration 7](#_Toc150866406)

[*1.10* Budget 7](#_Toc150866407)

[*1.11* Project summary 7](#_Toc150866408)

[*1.12* Expertise 7](#_Toc150866409)

[*1.13* Equal opportunity 7](#_Toc150866410)

[2 PRESENTATION OF THE APPLICANT AND THE TEAM 8](#_Toc150866411)

[2.1 Profile of the host institution 8](#_Toc150866412)

[*2.2* Presentation of the promoter and its research unit 9](#_Toc150866413)

[*2.2.1* Research activities 9](#_Toc150866414)

[*2.2.2* Experience in the research field 9](#_Toc150866415)

[*2.2.3* Motivation of the promoter 9](#_Toc150866416)

[*2.3* Profile of the candidate 9](#_Toc150866417)

[*2.3.1* Competencies in the field of research 9](#_Toc150866418)

[*2.3.2* Entrepreneurial competencies 9](#_Toc150866419)

[*2.4* Profile of the alter-ego (if this is already known) 9](#_Toc150866420)

[*2.5* Profile of the sponsors 10](#_Toc150866421)

[2.5.1 Sponsor 1 10](#_Toc150866422)

[2.5.1.1 Description of the activities and competencies of the sponsor 10](#_Toc150866423)

[2.5.1.2 Terms of guidance 10](#_Toc150866424)

[2.5.1.3 Sponsor's motivation 10](#_Toc150866425)

[2.5.2 Sponsor 2 10](#_Toc150866426)

[2.5.2.1 Description of the activities and competencies of the sponsor 10](#_Toc150866427)

[2.5.2.2 Terms of guidance 10](#_Toc150866428)

[2.5.2.3 Sponsor's motivation 10](#_Toc150866429)

[3 PRESENTATION OF THE PROJECT 10](#_Toc150866430)

[*3.1* Context 10](#_Toc150866431)

[3.1.1 Background to the funding application 10](#_Toc150866432)

[3.1.2 Market demand 10](#_Toc150866433)

[3.2 State of the art and acquired research results 11](#_Toc150866434)

[3.2.1 State of the art 11](#_Toc150866435)

[3.2.2 Acquired research results 11](#_Toc150866436)

[3.2.3 Proof of concept 11](#_Toc150866437)

[3.2.4 Freedom to operate 11](#_Toc150866438)

[3.3 Objective : Product/process/service 11](#_Toc150866439)

[3.4 Scientific challenges / experimental development 11](#_Toc150866440)

[3.5 Programme 11](#_Toc150866441)

[*3.6* Training plan 12](#_Toc150866442)

[4 VALORISATION 13](#_Toc150866443)

[4.1 Valorisation potential 13](#_Toc150866444)

[4.1.1 Market 13](#_Toc150866445)

[4.1.2 Positioning and differentiation factors 13](#_Toc150866446)

[4.2 Valorisation strategy 13](#_Toc150866447)

[4.3 Potential impact of valorisation on the Region 13](#_Toc150866448)

[4.4 Provisions concerning intellectual property rights 13](#_Toc150866449)

[4.4.1 Current state, patents and rights to be acquired 13](#_Toc150866450)

[4.4.2 Nature of the knowledge that needs to be protected and the approach that will be taken 14](#_Toc150866451)

[4.4.3 Transfer of rights to the future spin-off 14](#_Toc150866452)

[4.5 . Summary table 14](#_Toc150866453)

[5 BUDGET 14](#_Toc150866454)

[5.1 . BUDGET FOR … MONTHS: PERIOD FROM … / … / 20 … tot … / … / 20 … 16](#_Toc150866455)

[6 SUMMARY OF THE ATTACHEMENTS TO BE APPENDED 17](#_Toc150866456)

[7 SIGNATURES 18](#_Toc150866457)

[7.1 Signature and declaration of the candidate 18](#_Toc150866458)

[7.2 Signature and declaration of the promoter 18](#_Toc150866459)

[7.3 Signature and declaration of the person responsible at the KTO/KTI 18](#_Toc150866460)

[7.4 Signature and declaration of the authorities of the promoter 18](#_Toc150866461)

**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.*

# General information

## Beneficiary

|  |
| --- |
| Name of the research organisation:  Legal form:  Company number: |
| Head office: Street: Number/Postbox:  Postcode: Locality:  Operating office where the project will be executed:  Street: Number/Postbox:  Postcode: Locality: |
| Bank account number: (Enclose bank details in the annex.)  IBAN: |
| Person legally authorised to bind the company  Surname, first name: Position: |

## Promoter

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

## Researcher-entrepreneur

|  |
| --- |
| Surname, First name:  Nationality: Place and date of birth:  Gender:  Address: Street: Number/Bus:  Postcode: Location:  Telephone: Email:  University degree(s):  Current function: |

## Person responsible at the Knowledge Transfer Office (if applicable)

*If applicable, contact the Knowledge Transfer Office of the research institution. The advisor of the Knowledge Transfer Office helps to prepare the project and coordinates the submission of the application.*

Surname, First name:

Position:

Telephone: E-mail:

## Contact person financial aspects

*This person works in the financial department of the research institution and is responsible for the financial aspects of the application. Please contact the "financial department" of the research institute. You can also contact the responsible Knowledge Transfer Office for the contact details of the finance officer.*

Surname, Firstname:

Position:

Telephone: E-mail:

## Sponsors

*As a reminder: the sponsors come from the economic or financial world and will assist the researcher-entrepreneur in the economic valorisation of the project within the framework of the steering committee (see the rules § 2.4/3).*

|  |
| --- |
| **Sponsor 1:**  Surname, First name:  Function:  Employment (Undertaking/Institution/...) Company number:  Address: Street: Number/Bus:  Postcode: Location:  Telephone: E-mail: |

|  |
| --- |
| **Sponsor 2:**  Surname, First name:  Function:  Employment (Undertaking/Institution/...) Company number:  Address: Street: Number/Bus:  Postcode: Location:  Telephone: E-mail: |

## Project title

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

**Project title:**

**Acronym:**

## 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 |

## Starting date and duration

*Indicate the starting date and duration of the project.*

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

*In any case, the project will always start on the 1st of the month.*

*Please note that the grant procedure takes several months (about 6 months). However, the beneficiary can start its project at its own risk from the first day of the month following the submission of the application.*

**Starting date***:*

**Duration** (in months):

## Budget

*Fill in the amount of the subsidy for the first two years of the project.*

**Total amount in €**:

## Project summary

*Provide a non-confidential summary of the project (0.5 - 1 page) which must include the following elements:*

* *the context of the project;*
* *the research results that will be valorised during the project;*
* *the product/process/service that will be bring to the market within the framework of the project;*
* *the R&D challenges in the context of the project;*
* *the socio-economic finality of the spin-off to be set up.*

*!! 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.*

**Summary of the project** (non-confidential)

## Expertise

*Provide the most relevant keywords for your project. On this basis, we will determine which experts will assess your application.*

**Keywords:**

*Please indicate any potential conflicts of interest that may arise between your laboratory and experts in the sector who are active in Belgium or in other countries.*

**Conflict of interest :**

*- Surname, first name, University, Department, Laboratory*

## Equal opportunity

*Do you consider that the theme and/or activities of the project may lead to discrimination of those directly or indirectly affected, according to gender, ethnic and cultural origin, sexual orientation, gender identity and expression, or social origin and situation?*

*If yes,*

1. *What would be the type of discrimination in relation to the project?*
2. *What would be the extent of its impact?*
3. *How did you take this into account when setting up your project?*
4. *How will you follow up on these aspects during the course of the project?*

# 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 society, the environment or the regional ecosystem.*  *Describe the possible positive and negative impacts :*
  + *at the social level (impact on inequalities, on working conditions, on jobs established in the territory, impact on the well-being of the individual and their health, etc.);*
  + *at the environmental level: (impact on the consumption of energy and resources, development or use of renewable energy, impact on ecosystems, on climate change, impact on the production, reuse or recycling of waste, etc.);*
  + *in terms of the regional ecosystem (cooperation with Brussels partners and the local ecosystem, development of a new sector with a positive impact, etc.).*

## 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/general-accounting-directives) 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* * *Costs for foreign assignments* * *Miscellaneous (to be specified).*   *Clarify all budgetary sub-items (unit cost \* quantity).*   1. **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. This flat-rate sum also includes the purchase of small IT equipment (keyboard, mouse, USB stick, standard software, etc.), books and subscriptions, the rental of a company vehicle for demonstration purposes, registration fees for training courses and costs for assignments in Belgium.*  **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. If the project had already been submitted but was not selected: a document showing that the new version of the project has addressed the shortcomings identified during the evaluation.

# SIGNATURES

|  |
| --- |
| Signature and declaration of the candidate |

The researcher-entrepreneur in charge of the project:

* declares to have read the [rules](http://www.innoviris.be/nl/documenten/reglement-launch) of the SPIN-OFF programme and agrees to respect them
* undertakes to make every effort to ensure the good execution of the programme
* declares all information in this form to be complete and correct
* undertakes to do its utmost to create and maintain a new company in the Brussels-Capital Region

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

Signature :

|  |
| --- |
| Signature and declaration of the promoter |

The project promoter:

* declares to have read the rules of the SPIN-OFF programme and agrees to respect them
* undertakes to provide the researcher-entrepreneur with the relevant environment for the good execution of the programme
* declares all information in this form to be complete and correct

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

Signature :

## Signature and declaration of the person responsible at the KTO/KTI

The project manager at the KTO/KTI

* declares to have read the rules of the SPIN-OFF programme and agrees to respect them
* undertakes to provide the researcher-entrepreneur with the relevant environment for the good execution of the programme
* confirm that all the information provided in this form is complete and correct;
* confirms that everything has been done to effectively transfer the research results to the spin-off, within the best possible conditions

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

Signature:

|  |
| --- |
| Signature and declaration of the authorities of the promoter |

…………………………………………(Name, Surname, function)

(Person legally authorised to commit the institution)

* declares to have read the rules of the SPIN-OFF programme and agrees to respect them
* undertakes to provide the researcher-entrepreneur with the relevant environment for the good execution of the programme
* declares all information in this form to be complete and correct
* undertakes to promote the creation of the new company in the Brussels-Capital Region

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

Signature:

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)