Project Description

for Proposals

VERSION 1.0 – 01.06.2021

Table 1: Key data of project

|  |  |
| --- | --- |
| **COMET:** | ***COMET Centre (K1), 6th Call*** |
| **Full title:** | *Full title COMET Centre* |
| **Short title:** | *Short title COMET Centre (max.20 characters)* |
| **eCall application number** |  |
| **Applicant:** | *Leader of consortium - name of organisation and contact person* |
| **Planned duration:** | * Start date: *DD.MM.YYYY*
* End date: *DD.MM.YYYY*
* Duration in years: 4
 |
| **Total costs:** | Total costs in Euro: |
| **Funding:** | * Total federal funding in Euro:
* Total provincial funding in Euro:
 |
| **Project type:** | [ ]  Follow-up projectFormer COMET Centre *short title*[ ]  New project[ ]  Resubmission of former rejected COMET Centre application |
| **Date:** | ***DD.MM.YYYY*** |

Table of Contents

[List of Tables iii](#_Toc73090823)

[Checkliste für die Antragseinreichung iv](#_Toc73090824)

[Checkliste Formalvoraussetzungen iv](#_Toc73090825)

[Einreichmodalitäten vi](#_Toc73090826)

[Abstract 0](#_Toc73090827)

[1 Quality of the Project 1](#_Toc73090828)

[1.1 Vision and strategy 1](#_Toc73090829)

[1.2 Overall research programme 1](#_Toc73090830)

[1.2.1 Objectives of the overall research programme 1](#_Toc73090831)

[1.2.2 State-of-the-art and novelty of research 1](#_Toc73090832)

[1.2.3 Main results of the previous related research work 2](#_Toc73090833)

[1.2.3.1 Related funded projects 2](#_Toc73090834)

[1.2.4 Approaches and methods 2](#_Toc73090835)

[1.2.5 Expected main results 2](#_Toc73090836)

[1.2.6 Integration of gender-specific aspects 2](#_Toc73090837)

[1.3 Consideration of sustainability effects 2](#_Toc73090838)

[1.4 Work plan and time schedule of the research programme 4](#_Toc73090839)

[1.5 Description of the Areas 5](#_Toc73090840)

[1.5.1 Area 1 5](#_Toc73090841)

[1.5.2 Area 2 5](#_Toc73090842)

[1.5.3 Area x 5](#_Toc73090843)

[1.6 Description of Costs and Financing 5](#_Toc73090844)

[1.6.1 Description of the cost tables 5](#_Toc73090845)

[1.6.2 Description of the financing tables 6](#_Toc73090846)

[2 Suitability of the Applicant/ Project Partners 6](#_Toc73090847)

[2.1 Structure of the consortium 6](#_Toc73090848)

[2.1.1 Scientific partners 7](#_Toc73090849)

[2.1.2 Company partners 7](#_Toc73090850)

[2.2 Management and organisation 7](#_Toc73090851)

[2.2.1 Organisational structure 7](#_Toc73090852)

[2.2.2 Legal structure and location(s) 7](#_Toc73090853)

[2.2.3 Management of the Centre 8](#_Toc73090854)

[2.2.4 Public Relations 8](#_Toc73090855)

[3 Benefit and Exploitation 8](#_Toc73090856)

[3.1 Economic benefit of the research results 8](#_Toc73090857)

[3.1.1 Benefit of the research results for users and company partners 8](#_Toc73090858)

[3.1.2 Market potential and economic exploitation 9](#_Toc73090859)

[3.1.3 Measures for technology transfer and knowledge transfer 9](#_Toc73090860)

[3.2 Exploitation strategy of the Centre 9](#_Toc73090861)

[3.2.1 Intellectual property rights (IPR) 9](#_Toc73090862)

[3.2.2 Target values 9](#_Toc73090863)

[3.2.2.1 General target values 9](#_Toc73090864)

[3.2.2.2 Centre specific target values 10](#_Toc73090865)

[4 Relevance of the Project to the Call 10](#_Toc73090866)

[4.1 Human resources 10](#_Toc73090867)

[4.1.1 Recruitment of personnel 10](#_Toc73090868)

[4.1.2 Human resources development 10](#_Toc73090869)

[4.1.3 Gender mainstreaming 11](#_Toc73090870)

[4.2 Internationalisation 11](#_Toc73090871)

[4.2.1 Involvement of international partners 11](#_Toc73090872)

[4.2.2 International benchmarking 11](#_Toc73090873)

[4.2.3 International engagement of the Centre 11](#_Toc73090874)

[4.3 Incentive effect of funding 12](#_Toc73090875)

[Annex 13](#_Toc73090876)

[Tables of application 13](#_Toc73090877)

List of Tables

[Table 1: Key data of project i](#_Toc72923899)

[Table 2: Formalprüfungscheckliste „Kosten / Finanzierung” v](#_Toc72923900)

[Table 3: Formalprüfungscheckliste „eCall Uploads” v](#_Toc72923901)

[Table 4: Formalprüfungscheckliste „Vorgaben für Seitenanzahl und Formatierung” vi](#_Toc72923902)

[Table 5: Work plan and time schedule of the research programme 4](#_Toc72923903)

[Table 6: Legal structure 8](#_Toc72923904)

# Checkliste für die Antragseinreichung

Die Informationen in diesem Kapitel dienen als Hilfestellung zur Einreichung. Dieses Kapitel kann in der finalen Projektbeschreibung gelöscht werden!

## Checkliste Formalvoraussetzungen

Bei der Formalprüfung wird das Förderungsansuchen auf formale Richtigkeit und Vollständigkeit geprüft. Sind die Formalvoraussetzungen nicht erfüllt und handelt es sich um nicht-behebbare Mängel, wird das Förderungsansuchen bei der Formalprüfung aufgrund der erforderlichen Gleichbehandlung aller Förderungsansuchen aus dem weiteren Verfahren ausgeschieden und formal abgelehnt.

Hinweise zur Formalprüfung siehe Ausschreibungsleitfaden für COMET- Zentren (K1) Pkt. 6.1.

Tabelle2: Formalprüfungscheckliste „Vollständigkeit des Projektantrags”

|  |  |
| --- | --- |
| *Kriterium* | *Prüfinhalt* |
| Fristgerechte Übermittlung des Antrags bis 16.11.2021, 12:00 Uhr MEZ(nicht behebbar) | Abschluss elektronische Einreichung im eCall |
| Teilnahmeberechtigung(nicht behebbar) | * Der Förderungswerber/die Förderungswerberin (Konsortialführung) ist berechtigt, einen Antrag einzureichen.
* Die Mindestanforderungen an das Konsortium sind erfüllt:
	+ mindestens 1 wissenschaftlicher Partner (WP) und
	+ mindestens 5 unabhängige Unternehmenspartner (UP)
 |
| Vollständigkeit des Antrags(siehe Leitfaden Pkt. 4.13) | * Project Description **(nicht behebbar)**
* Financial Tables FP1
* Monitoring Tables
* Annexe 0 bzw. 1 bis 7
 |
| Sprache (nicht behebbar) | Englisch |
| Richtige Formulare verwendet | [www.ffg.at/ausschreibungen/comet-zentren-k1-6-ausschreibung](http://www.ffg.at/ausschreibungen/comet-zentren-k1-6-ausschreibung)  |
| Beantragte Laufzeit(nicht behebbar) | 4 Jahre (1. Förderungsperiode) |
| Single-Firm Projekte | Max. 20% der Gesamtkosten des Forschungsprogramms |
| Definierte Projekte | Mind. 60% der Gesamtkosten des Forschungsprogramms |

Table 2: Formalprüfungscheckliste „Kosten / Finanzierung”

|  |  |
| --- | --- |
| *Kriterium* | *Prüfinhalt* |
| Kosten | Gesamtkosten entsprechen der Gesamtfinanzierung |
| Förderquoten und Höhe der Förderung | * Beantragte Bundesförderung maximal 1,7 Mio. EUR/Jahr
* Beantragte Förderquote (Bund und Land) 40% bis 55%
* Verhältnis von Bundes- und Landesförderung 2:1
* Die Landesförderung ist durch schriftliche Stellungnahmen der Länder gedeckt (bei Einreichung zumindest des Sitzbundeslandes des Zentrums).
 |
| Finanzierung UP/WP | * Beiträge der WP mindestens 5% der Gesamtkosten
* Beiträge der UP mindestens 40% der Gesamtkosten
* Verhältnis Cash/In-Kind-Beiträge bei UP: mind. 50% Cash-Anteil
* Die Höhe der Kosten der UP entspricht den In-Kind-Beiträgen
 |
| Letters of Commitment (LOC) | Es liegen alle LOC der in den Financial Tables angeführten Konsortialpartner (WP und UP) vor.**Hinweis**: Achten Sie auf die Deckung der in den Financial Tables ausgewiesenen Beiträge pro Partner (In-Kind/Cash) durch die LOCs! |
| Übereinstimmung der Angaben im eCall mit Financial Tables | * Gesamtkosten
* Beantragte Bundesförderung und Landesförderung
* Finanzierung UP und WP
* Projekttitel (Kurztitel und Langtitel)
 |

Table 3: Formalprüfungscheckliste „eCall Uploads”

|  |  |
| --- | --- |
| *Kriterium* | *Prüfinhalt* |
| eCall Uploads | Max. 20 MB pro Datei; es dürfen keine sonstigen Anhänge beigefügt werden! |
| Im Subordner:Zentrumsbeschreibung | * Project\_Description (pdf)
* Financial\_Tables\_FP1 (xls)

Als weitere Uploads:* Monitoring\_Tables (xls)
* Annex0\_Review\_existingCentre (nur für bestehende COMET-Zentren)
* Annex1\_References (pdf)
* Annex2\_ProjectSheets (pdf)
* Annex3\_PartnerDescriptions (pdf)
 |
| Im Subordner:CVs und Publikationen | * Annex4\_CVs\_Publications(alle in einem Dokument, pdf, kein Scan)
 |
| Im Subordner:Absichtserklärungen | * Annex5\_LOC\_ScientificPartners (pdf)
* Annex6\_LOC\_CompanyPartners (pdf)
* Annex7\_Declaration\_FederalProvinces (pdf)
 |

Die Vorgaben für **Seitenanzahl und Formatierung** dienen der Vergleichbarkeit und Lesbarkeit der Anträge. Werden die Vorgaben nicht eingehalten, wirkt sich dies entsprechend negativ in der Jurybewertung aus.

Table 4: Formalprüfungscheckliste „Vorgaben für Seitenanzahl und Formatierung”

|  |  |
| --- | --- |
| *Kriterium* | *Prüfinhalt* |
| SeitenanzahlProject Description  | Die Seitenanzahl von maximal 100 Seiten (ab Kapitel Quality of the Project) wurde nicht überschritten.  |
| Formatierung | * Schriftformatierung: Calibri, 11 Punkt (ausgenommen Tabellen und Annex)
* Zeilenabstand: mindestens 13,5 Pt.
* Schriftfarbe: schwarz
* Seiten wurden nummeriert
 |

Bitte beachten Sie folgende Punkte:

* Halten Sie sich bitte an die vorgegebenen Fragen! Die in blauer Schrift angeführten Hinweise, Fragen und Anmerkungen im Antragsformular können gelöscht werden!
* Die in schwarzer Schrift angeführten Querverweise sind nicht zu löschen.
* Bitte beachten Sie die Übereinstimmung zwischen den Angaben in den Antragsformularen und denen im eCall. Wenn Unterschiede zwischen Angaben im eCall und Angaben in den **Antragsformularen auftreten, so sind die Antragsformulare als verbindliche Dokumente anzusehen**.
* Generelle Hinweise zum Antrag: Ein Projektantrag besteht aus der Projektbeschreibung (inhaltliche Darstellung) samt **Tabellenteilen** (Monitoring und Financial Tables) und **Anhängen**.
* Vermitteln Sie die wesentlichen Inhalte in übersichtlicher Art und Weise.
* Stellen Sie eine klare Abgrenzung des gegenständlichen Vorhabens zu anderen bereits geförderten laufenden bzw. beantragten Vorhaben sicher.
* Führen Sie Ihre Angaben so detailliert aus, dass sich die Gutachter\*innen ein Bild zu Ihrem geplanten Projekt machen können. Versuchen Sie trotzdem, knapp und präzise zu formulieren.
* Die Angabe der maximalen Seitenzahl ist NICHT als Aufforderung zu verstehen, diesen Richtwert auch erreichen zu müssen. Verfassen Sie den Antrag so, dass für die prüfenden Expert\*innen der Gehalt und Nutzen Ihres geplanten Projekts erkennbar werden.
* Sollten Sie Fragen haben, wenden Sie sich bitte an Ihre Ansprechperson in der FFG (Kontaktinformationen siehe Ausschreibungsleitfaden).

## Einreichmodalitäten

Das Förderungsansuchen ist ausschließlich in elektronischer Form via [eCall](https://ecall.ffg.at) vor Ablauf der Einreichfrist einzureichen.

Weitere Hinweise zur elektronischen Einreichung finden Sie im Leitfaden Pkt. 5.1.

**Es steht Ihnen ein** [**detailliertes Tutorial zum eCall**](https://ecall.ffg.at/Cockpit/Help.aspx) **zur Verfügung.**

Der Hauptantrag kann nur eingereicht werden, wenn **alle eingeladenen Partner** zuvor Ihre Partneranträge im eCall **ausgefüllt und eingereicht** haben!

Ein Förderungsansuchen ist dann eingereicht, wenn **im eCall der Antrag abgeschlossen** und der Button „Einreichung abschicken“ gedrückt wurde. Nach erfolgreicher Einreichung wird automatisch eine **Einreichbestätigung** per Email versendet. Eine Nachreichung (auch von einzelnen Teilen des Antragformulars) ist nicht möglich! Sobald ein Förderungsansuchen abgeschickt wurde, ist eine weitere Bearbeitung nach der Einreichfrist nicht mehr möglich.

Bitte wenden Sie sich bei Fragen zum eCall an Ihre Ansprechperson in der FFG (Kontaktinformationen siehe Ausschreibungsleitfaden).

Alle eingereichten Projektanträge werden nur den mit der Abwicklung der Ausschreibung befassten Stellen zur Einsicht vorgelegt. Alle beteiligten Personen sind **zur Vertraulichkeit verpflichtet**. Insbesondere müssen in das Bewertungsverfahren eingebundene nationale und internationale Expert\*innen vor Aufnahme ihrer Tätigkeit eine Vertraulichkeitserklärung abgeben.

**Ende der Einreichfrist:**

**Förderungsansuchen müssen spätestens
am 16. November 2021 bis 12:00 Uhr via eCall eingelangt sein!**

**Hinweis:** Des Weiteren müssen die Förderungswerber\*innen das Förderungsansuchen an die zuständige Stelle des betreffenden Bundeslandes bzw. der betreffenden Bundesländer zu den jeweils vorgegebenen Bedingungen übermitteln. Bis zum **27. Oktober 2021** ist an die betreffenden Stellen eine sogenannte **Core-Form** zu übermitteln. Die Vorlage ist bei den Kontaktstellen der Länder erhältlich bzw. steht auf der FFG-Website zur Verfügung.

Abstract

Add an executive summary (max. 1 page, limit 4.000 characters) of the overall project that is the COMET Centre including the following points:

* Initial situation, problems to solve and motivation to carry out the COMET Centre project
* Overall goals of the COMET Centre project
* Scientific-technological challenges and the main features of the applied COMET research programme

The executive summary must be included in German and in English in the FFG-eCall under “Projektdaten/Zentrumsdaten” in the fields “Kurzfassung” and “Abstract”.

>Text<

# Quality of the Project

## Vision and strategy

Describe the overall vision and long-term strategy of the applied COMET Centre referring also to the COMET programme objectives (see Call Guidelines pt.3).

Describe the added value and USP (see also chapter 4.2.2 benchmarking) created by the COMET Centre. Explain why this COMET Centre is needed in a national and international context.

>Text<

## Overall research programme

* *List of projects see Monitoring Tables*

Describe the key features of the proposed research programme (see also Call Guidelines pt. 4.1) including:

* Area structure as well as Area allocations and interactions. For existing centres: indicate changes in area structure compared to previous funding period.
* Added value of the overall research programme and synergy effects

>Text<

### Objectives of the overall research programme

Describe the overall objectives of your research programme and its scientific and technological relevance.

>Text<

### State-of-the-art and novelty of research

*List of references see Annex 1*

Describe the international state-of-the-art and the novelty of your proposed research as well as your estimated contribution beyond state of the art. Refer to existing research activities and related work performed by other groups in the national and international context.

A list of references (verwendete Literatur) has to be indicated in Annex 1.

>Text<

### Main results of the previous related research work

Describe the main scientific and technological results as well as initiated products/processes or services of previous R&D work carried out by the Centre/ consortium related to this application.

Highlight the five most important publications resulting from the previous related research work.

>Text<

#### Related funded projects

*(List of related funded project: see Monitoring Tables)*

Please list relevant ongoing or completed funded projects (within last three years) of the Centre/ consortium, which are thematically connected to this application. Indicate the respective funding agency and participating partners involved. If these projects were funded by FFG, please indicate the FFG Project number and title. If necessary, a complete list can be provided in the monitoring tables. In any case, please indicate the main projects of the Centre in the text below.

>Text<

### Approaches and methods

Describe methods, approaches, models and tools chosen to address the objectives of the proposed research programme.

>Text<

### Expected main results

Describe the expected main scientific and technological results and developments.

>Text<

### Integration of gender-specific aspects

If the application relates to people, please explain how and in which parts of the research programme (Areas/projects)gender-specific aspects have been taken into account in the methodological approach.

>Text<

## Consideration of sustainability effects

Please describe what contribution the planned project will make to the ecological/social/economic sustainability goals that you think are relevant, indicating the key relevant Sustainable Development Goals of the United Nations (UN SDGs) and, if applicable, the EU Green Deal. Sustainability goals from other strategy documents may also be included. Please refer to the Call Guidelines for further information about the topic of sustainability.

Please refer to the Call Guidelines for further information about the topic of sustainability.

Please provide the following information with regard to the above sustainability goals:

* Description of the positive effects (ecological, social or economic effects)
* Provide plans for qualitative and quantitative assessment of the positive effects.

Centre specific target values related to sustainability can be defined in the Monitoring Tables or be described also in chapter 3.2.2 (target values)

* Description and consideration of system boundaries / system relevant issues (e.g. effects within value networks,…)

Please note: Negative displacement effects should also be taken into account.
If the planned project is not expected to achieve explicitly positive effects / contributions to sustainability goals at any time (research, benefit and exploitation, ex-post impact monitoring and beyond), we would ask you to explain and justify this neutral status / effect.
Please note that projects producing overall (net) negative effects will score 0 points in this criterion.

>Text<

## Work plan and time schedule of the research programme

*Detailed project sheets see Annex 2*

Fill in the individual projects of the research programme in the table below and indicate planned starting dates (S) and finishing dates (E) for each project. Outline the most significant milestones (M1, M2 …) and deliverables of the research programme.

Table 5: Work plan and time schedule of the research programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project  | Year 1 | Year 2 | Year 3 | Year 4 |
| Area 1: Title | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Project 1.1: Title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Area 2: Title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.1: Title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project 2.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Area x: Title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.1: Title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project x.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

>Text<

## Description of the Areas

* *Detailed project sheets see Annex 2*
* *List of projects see Monitoring Tables*

Describe the research programme of each Area considering the following aspects:

* Positioning of the Area within the Centre; interaction with other Areas; contribution of the Area to the overall objectives of the research programme, complementarity of sub-projects
* State-of-the-art
* Objectives and methodology: objectives, approaches and novel methods chosen to address the research objectives
* Expected results: planned scientific-technological developments and innovations
* Highlight further the key projects of each Area. Please note that individual projects are to be described in detail in the project sheets in Annex 2 by indicating also the key data of each Area. The percentage of strategic projects needs to be defined as a target value
(see Monitoring Tables - target values).
* Undefined projects need to be argued and their costs stated as N.N. in the tables.

### Area 1

>Text<

### Area 2

>Text<

### Area x

>Text<

## Description of Costs and Financing

*Detailed figures see Financial Tables FP1*

Explain the financing tables of your Centre application.

### Description of the cost tables

Describe the cost categories, estimated development of costs during FP1 and indicate the highest cost position of each point.

1. **Personnel costs (Centre)**
2. **Material costs (Centre)**
* Third-party services: indicate which external services are purchased from third-parties
1. **Use of R&D infrastructure (Centre):**Which of the two reporting methods for the planned investments of the Centre (use of R&D infrastructure) will be selected?
* Claiming the yearly allowance for depreciation or
* Reporting the full costs of acquisition in the year of acquisition and correcting the eligible costs by the residual book value in the final year. The residual book value has to be considered in the table Use of R&D Infrastructure (Centre).
* Additionally, the optional use of machinery used in COMET can be applied for via machine hours and machine hour rates (if the facility has not been previously funded).
1. **Other direct costs/income (Centre)**
2. **Scientific partners – Costs**
* State the planned costs of the scientific partners. Please note that the planned cost of the scientific partners also include the in-kind contributions indicated in the financing table.
1. **Company partners - in-kind-costs**
* State the planned costs of the company partners
* Please note that line 6 “company partners – in-kind-costs” of the total costs table is consistent (equal) with line 4b “CP – in-kind-contributions (personnel and other costs)” of **the financing table**

(Details regarding eligible costs see Cost Guidelines and Call Guidelines, pt. 4.10)

>Text<

### Description of the financing tables

Describe the following points in detail:

* Contributions of the co-funding federal provinces (if applicable indicate the relevant distribution among individual provinces)
* Explain the applied public funding rate
* If applicable, indicate and argue the financial contributions which are not covered by Letter of Commitments (LOC) by scientific- or company partners

(Details regarding financing see Call Guidelines, pt. 4.7 – 4.9)

>Text<

# Suitability of the Applicant/ Project Partners

* *List of partners see Monitoring Tables*
* *Partner descriptions see Annex 3*
* *Scientific key persons see Monitoring Tables*
* *CVs and publications of key persons see Annex 4*
* *Costs and financing per partner (SP and CP) see Financial Tables FP1*

## Structure of the consortium

Describe the structure of the consortium, considering especially following aspects:

* Relevant existing co-operation structures on which the Centre was/is built and anticipated developments during the upcoming funding period
* Complementarity of partners etc.
* Describe the consortium leader and its special role within the consortium.

>Text<

### Scientific partners

Describe the structure of the participating scientific partners (SP) and their involvement into the proposed COMET Centre. Indicate if additional scientific partners are foreseen to join during the upcoming funding period. Highlight the key scientific partners and key persons/key researchers and explain their contribution to the scientific challenges of the proposed research programme. For each scientific partner a LOC has to be attached in Annex 5.

>Text<

### Company partners

Describe the structure of the participating company partners and their involvement into the proposed COMET Centre. Indicate if additional company partners are foreseen to join during the upcoming funding period. Highlight the key company partners and key persons and explain the core competences they bring into the COMET Centre. For each company partner a LOC has to be attached in Annex 6.

>Text<

## Management and organisation

>Text<

### Organisational structure

Please draw up an organigram of the planned COMET Centre referring to the aspects below and describe the organisational structure and relevant boards of the Centre and their tasks. Which bodies will assume important strategic, advisory and supervising tasks (see Call Guidelines pt. 4.2)?

* Boards
* Management
* Research Areas
* Other positions (controlling, human resources, PR etc.)

>Text<

### Legal structure and location(s)

COMET Centres must be established as legal entities if funding is granted. As a legal form, a company with limited liability under Austrian law, or a comparable legal form is a precondition. Describe which legal form has been chosen and argue how a balanced ownership structure without dominance of a single owner can be achieved (see Call Guidelines pt. 4.2). For existing Centres: indicate changes in ownership structure compared to previous funding period.

>Text<

Table 6: Legal structure

|  |  |
| --- | --- |
| Owner | Share (%) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Describe the present or planned location of the Centre. If more than one location is planned, please state the reasons why and explain how the Centre character will be ensured (see Call Guidelines pt.4.2).

>Text<

### Management of the Centre

Describe central management positions (such as Centre manager, scientific director, Area manager, key researcher etc.) and explain how these positions are/or shall be staffed. Furthermore, describe the decision-making structures in the Centre. Explain how the goals of the Centre management will be achieved in order to operate the business efficiently (see Call Guidelines pt. 4.2).

>Text<

### Public Relations

Describe the planned measures of the Centre’s public appearance and external presentation (e.g. corporate identity, PR measures, website in English and German, general publications, events etc.).

>Text<

# Benefit and Exploitation

*Expected benefit for each partner, see partner description Annex 3*

## Economic benefit of the research results

### Benefit of the research results for users and company partners

Describe the benefits of the research results and/or new technologies and planned innovations for the users as well as company partners involved in the application in qualitative and quantitative terms.

Describe potential new products, processes or services at company level to be initiated by the proposed research programme in qualitative and quantitative terms.

>Text<

### Market potential and economic exploitation

Describe the market potential of expected research results and how the economic exploitation is planned. Highlight the planned activities for economic exploitation and estimate the size of the expected target markets for the research results (in Austria, in neighbouring countries, worldwide).

>Text<

### Measures for technology transfer and knowledge transfer

Indicate which measures of technology transfer and knowledge transfer towards industry are planned.

## Exploitation strategy of the Centre

Describe the strategy of the Centre to exploit the research results in qualitative and quantitative terms. Please refer to the scientific and economic exploitation (e.g. publications, master theses, PhD, workshops, events and conferences, patent applications, licences, IPR’s, projects in the Non-COMET area, spin-offs, etc.). What are/ will be the main features of the Centre’s business plan?

Point out how the expertise and knowledge base can be secured at the Centre.

Describe the positive sustainability effects during exploitation, indicating any sustainable economic perspectives created for the **Centre** as well as any additional societal / social effects.

>Text<

### Intellectual property rights (IPR)

Describe the planned policy on intellectual property rights of the proposed Centre.

Base your description on the following aspects:

* Development of a common knowledge base at the Centre
* How the IP of the Centre’s project results will be allocated among the participating partners (Centre, SP, CP) taking into account the different types of projects: company projects (multi- and single firm projects) as well as strategic projects
* Management of joint ownership etc.

>Text<

### Target values

*Quantitative target values see Monitoring Tables.*

#### General target values

If necessary, explain the target values of the proposed Centre for the first funding period indicated in the monitoring tables.

>Text<

#### Centre specific target values

Define at least three additional specific target values appropriate to present the development of the proposed Centre within its thematic area (thereof at least one related to sustainability)

>Text<

# Relevance of the Project to the Call

## Human resources

*Planned employees at the Centre see Monitoring Tables*

Outline the structural and organisational implementation of HR measures at the Centre (e.g. HR manager).

Explain how the Centre´s personnel planning supports the Centre´s goals and needs (e.g. expansion /reduction of staff, mix of qualification levels and expertise, interdisciplinarity, diversity of personnel).

Please refer to the HR relevant target values and monitoring tables and the designated budgets for HR measures.

>Text<

### Recruitment of personnel

Describe the planned measures for personnel recruitment in order to build up adequate staff at the Centre, especially focusing on measures and incentives to attract (internationally) renowned researchers and high potentials.

>Text<

### Human resources development

Describe plans and measures referring to the Centre´s goals for:

* qualification and further development of the (research) personnel (e.g. a qualification programme for scientific / technical skills, mentoring system, management and leadership trainings, performance reviews etc.)
* structured career models for researchers
promoting the careers at the Centre and beyond
* inter-sectoral mobility of researchers (exchange between science and industry) in order to strengthen know how transfer
* cross-border mobility (incoming and outgoing) and internships (e.g. FFG Talente Praktika).
* possibilities for communication and exchange, etc.

>Text<

### Gender mainstreaming

Describe your approach and measures to provide equal opportunities for gender-sensitive appointments at all levels including decision-making boards.

Outline how these measures contribute to the improvement of sector-specific conditions in the research field. Highlight measures such as:

* recruitment of female researchers
* Gender Equality Plans
* instalment of an equal opportunity officer
* strategies to reduce pay gaps
* gender quotas for leading positions
* establishing a company culture concept e.g. use a gender-sensitive language

>Text<

## Internationalisation

Please describe the internationalisation strategy of the Centre and its international attractiveness as a cooperation partner.

>Text<

### Involvement of international partners

Describe the current international cooperation and planned involvement of international partners with relevance for the Centre from a scientific and economic point of view. Explain the reasons for choosing these partners and indicate the added value of the cooperation:

* **International scientific organisations and scientists:** describe the involvement of international scientific partners in the COMET Research Programme
* **International Companies:** describe the involvement of international Company Partners (headquarters outside Austria) in the COMET Research Programme

If applicable, indicate other relevant international (associated) partners who are not or not yet part of the consortium.

>Text<

### International benchmarking

Explain your benchmarking approach comparing your proposed Centre with other organisations in the field at an international level, and indicate the USP (unique selling proposition) of your proposed Centre.

>Text<

### International engagement of the Centre

Describe the planned participation of the Centre in international or European research projects (e.g. EU-projects in Horizon 2020 etc.). Explain the planned activities of the Centre in relevant international boards or committees. Describe the involvement of the Centre in international events (such as conferences, workshops etc.):

>Text<

## Incentive effect of funding

Please explain how funding changes the project in terms of

* **Enabling:** The project could not be carried out without funding.
Explain why funding is necessary to enable the project.
* **Duration:** The project can be completed within a shorter period than possible without funding
Explain to what extent and why funding helps to speed up the completion of the project.
* **Size:** Size of the project can be increased compared to the project being carried out without funding
Give reasons why the size of the project can be increased compared to the project being carried out without funding.
* **Scope:** The scope of the project can be increased.
Give reasons why the funding makes the project more ambitious. A higher level of ambition can mean that the project
	+ is focused on more radical leaps in innovation
	+ follows a more long-term and research-intensive [as opposed to market oriented and development intensive] approach
	+ involves a higher technical risk
	+ involves a higher market risk
	+ leads to new or more extensive collaborations

Please demonstrate the incentive effect of the funding in accordance only with the criteria applicable to the project.

>Text<

Annex

Annex 0 Review existing Centres (nur für bestehende COMET-Zentren)

Annex 1 References

Annex 2 Project Sheets

Annex 3 Partner Descriptions

Annex 4 CVs and List of Publications

Annex 5 Letters of Commitment (LOC) scientific partners

Annex 6 Letters of Commitment (LOC) company partners

Annex 7 Declaration(s) of Federal Province(s)

Tables of application

Financial Tables

Monitoring Tables