**Project Description**

**for Proposals – Type B non-economic use**

Version 1.1

|  |  |
| --- | --- |
| **R&D Infrastructure Funding** | **2nd Call** |
| **Project title:** | *Project title (max.* *120 characters)* |
| **Short title:** | *Acronym (max. 20 characters)* |
| **Applicant:** | *Name of company or institute*  |
| **Owner of funded R&D infrastructure:** | *Address of company or institute(branch or permanent establishment in Austria)* |
| **Location of funded R&D infrastructure:** | *Address of planned location of funded R&D infrastructure* |
| **Project partners:** | *Name(s) of organisation(s)* |
| **Co-financing organisations:** | *Name(s) of organisation(s)* |
| **Project period:** | *Planned project period from – to (DD.MM.YYYY)* |
| **Project duration in months:** | *Number of months (max. 60 months)* |
| **Depreciation period:** | *Planned depreciation period of funded R&D infrastructure, from - to (DD.MM.YYYY)* |
| **Depreciation period in years:** | *Number of years* |
| **Costs:**  | *Costs Module 1 Infrastructureacquisition [€]* | *Costs Module 2 Start-up costs [€]:* | *Total costs [€]:* |
| **Funding:** | *Total funding [€]:* |
| **SYNOPSIS (in German and English):***Short description of planned R&D infrastructure and "start-up phase" (if applicable) as well as the objectives and planned use. The synopsis should provide a clear and concise overview of the objectives to be achieved with the planned R&D infrastructure (max. 5 sentences)* |

**0.1 Checklist for submission**

The information given in section 0 is designed to guide you through the application process and can be deleted in the final application document which is uploaded as an annex via eCall.

**0.1.1 Checklist for formal check**

The formal check serves to examine the proposal for accuracy and completeness. Please note: **If the formal requirements are not met and the deficiencies cannot be corrected, the proposal will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Items checked** | **Can deficiency be corrected?** | **Consequence** |
| **Completeness of project description** |
| Use of correct forms(Instrument in eCall conforms with project description)  | *Project description (see Download Center* [*https://www.ffg.at/FuE-Infrastrukturfoerderung\_2\_AS*](https://www.ffg.at/FuE-Infrastrukturfoerderung_2_AS)*)* | *no* | Rejection for formal reasons |
| Project description is complete and the correct language is used.  | The Project Description form must be completed in full; alteration and addition of chapters or headings are not permitted!Language: English  | *no* | Rejection for formal reasons |
| Obligatory attachments are available [can be rectified] | * CV of project manager(as pdf file in eCall under ”personal costs”)
* At least 2 Letters of Interest (LOI) of co-financing organisations and/or potential users of the funded R&D infrastructure
* If application is submitted by a university or university of applied sciences:

Written statement by the university (Rector's office as legal representative) confirming that the residual amount (max. 15% of total project costs) will be contributed in the event of a positive funding decision.   | *yes* | Rectification via eCall after submission |
| **Eligibility** |
| The applicants/partners are eligible to submit an application | Any legal entities, partnerships or sole proprietorshipsthat are not part of the federal administration are eligible to receive funding, including but not limited to:* **Institutions for research and knowledge dissemination** (research institutions)
	+ Universities (universities and universities of applied sciences)
	+ Non-university research institutions
	+ Technology transfer institutions, innovation intermediaries and other research-oriented organisations (e.g. dedicated associations)
* **Other non-commercial institutions**
	+ Autonomous administrative bodies
	+ Other institutions, e.g., non-profit organisations (NPO)[[1]](#footnote-1)
 | *no* | Rejection for formal reasons |
| Duration | Max. 60 months,Latest start date: 01 June 2019 | *no* | Rejection for formal reasons |
| Amount of funding,total costs of the project | The project does not exceed the maximum funding limit of **EUR 1,500,000**.Projects with **total costs** **less than** **EUR 500,000** are not eligible for funding under this funding scheme (total costs = costs of Module 1 plus costs of Module 2, if applicable)  | *no* | Rejection for formal reasons |
| Country of origin of R&D infrastructure owner | Owner of the funded R&D infrastructure has a permanent establishment or branch in Austria | *no* | Rejection for formal reasons |

# Costs and funding rate

|  |  |
| --- | --- |
| Costs | Funding is granted subject to the provisions of the Cost Guidelines 2.1 (<https://www.ffg.at/recht-finanzen/kostenleitfaden/version-21>) Additional provisions:* The acquisition costs of the R&D infrastructure (Module 1) are funded in full. The purchase order date of the R&D infrastructure must be within the funding period. No overhead costs can be charged for infrastructure acquisition (Module 1).
* The "start-up" costs (Module 2) must not exceed 15% of the approved total costs. In Module 2, funding is only granted for costs that are necessary for the start-up of the R&D infrastructure, but not for regular operation.
* In-kind contributions are calculated on the basis of the acquisition costs, less deductions for previous use (remaining book value), if applicable. It is not possible to contribute fully or partially funded facilities or facility parts.

The following applies both for acquisition (Module 1) and start-up costs (Module 2):* Funding applicants and funded partners must not act as subcontractors (third-party service providers).
* Funding for non-Austrian partners must not exceed 20% of the total funding amount.
 |
| Funding rate | Max. 85% of eligible total costs  |

# Format

Both formatting requirements as well as the specified maximum number of pages help the jury members to read and compare the proposals. Not following them may negatively affect the jury decision.

|  |  |
| --- | --- |
| Format | * Font: Arial, 11 pt,
* Line spacing: 1.3
* Colour: black
* Pages numbered
 |

|  |  |
| --- | --- |
| Max. number of pages | * Project description: **max. 25 pages for Module 1** (for projects without start-up costs, Module 2) **or max. 35 pages for Module 1 plus Module 2** (for projects with start-up costs, Module 2);1 additional page for each additional consortium partner (pages are counted from Section 1 "Quality of the Project" up to and including Chapter 4 “Relevance of R&D Infrastructure and Associated Research").
* Optional annex: supplements, overviews, graphical representations etc., max. 5 pages in total (1 additional page for each additional consortium partner)
 |

# General points

* Please adhere to the questions. The questions, comments and notes marked in blue cannot/must not be overwritten (deleted).
* Please ensure the information in the application forms agrees with that submitted via eCall. In the event of a discrepancy between the eCall and the application forms, information in the **application forms will be legally binding**.
* A full set of application documents consists of the **Project Description** (presentation of content) and the **Cost Plan in eCall** (presentation of costs).
* Describe your project in sufficient detail for reviewers to form an accurate impression of your planned project. Try to keep your text precise and to the point.
* The maximum number of pages is NOT to be taken as a request to reach this limit. Applications should enable the reviewers to understand the topic and the benefits resulting from the proposed project. Quality is more important than quantity.
* In the event of any questions please refer to your contact person at the FFG (contact information is available in the call guidelines).

# 0.2 Submission

Project proposals **must** be submitted **in full by the specified deadline** by **electronic submission via eCall** at [**https://ecall.ffg.at**](https://ecall.ffg.at).

**Please see the detailed eCall tutorial at:** [**https://ecall.ffg.at/Cockpit/Help.aspx**](https://ecall.ffg.at/Cockpit/Help.aspx)

The main proposal may only be submitted if **all partners** have previously **completed and submitted** their partner proposals via eCall.

A project proposal is considered to have been submitted if the **eCall application has been finalised** by clicking the “Submit“ (*Einreichung abschicken*) button. On successful submission a **confirmation** will be sent by e-mail. It is not possible to resubmit the proposal or parts of it or to revise the proposal after the submission deadline.

In the event of any questions about eCall please refer to your contact person at the FFG (contact information is available in the call guidelines).

It is **NOT required** to send a **duly signed copy of the proposal** submitted online.

All proposals submitted will only be made available to the persons involved in processing the call. All these persons are **subject to strict confidentiality**. In particular, the national and international experts who take part in the evaluation procedure must sign a declaration of confidentiality before they start their work.

|  |
| --- |
| **Submission deadlines:****Deadline 1: Abstracts must be received via eCall no later than** **01 June 2018, 12:00:00 noon (CEST / Central European Summer Time)!****Deadline 2: Full proposals must be received via eCall no later than11 July 2018, 12:00:00 noon (CEST / Central European Summer Time)!** |

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# Abstract

Corresponds to summary from eCall project data (max. 1 page).

The abstract should be concise and include the following points:

* Initial situation and the need for the new R&D infrastructure
* Planned acquisition of R&D infrastructure (Module 1)
* Planned use of the new R&D infrastructure
* If applicable: planned "start-up costs" (Module 2)

>Text<

# Project Type B (non-economic use)

Describe the key points why the new R&D infrastructure is to be classified as non-economic use:

* The R&D infrastructure is used for primary activities of research institutions and R&D infrastructures (according to the EU 'Framework for state aid for research and development and innovation') and/or for knowledge transfer activities.

(For details see: Call Guidelines for R&D Infrastructure Funding, 2nd Call, Section 3.2)

Economic use in Type B as an ancillary activity:

* The ancillary activity is limited in scope: economic use does not exceed 20% of total annual capacity of the R&D infrastructure

**and**

* The ancillary activity is directly related to and necessary for the operation of the infrastructure

**or**

* The ancillary activity is intrinsically linked to the main non-economic activity, i.e. it involves the same input (e.g. material, equipment, personnel, investment capital) as the non-economic activities.

**Additional provisions**

* If the infrastructure is used by companies (economic use as an ancillary activity) the costs of use are charged at market price/full cost including a profit margin.
* Access to and/or use of the infrastructure is open to several users (beyond the consortium, if any) and is granted under transparent and non-discriminatory conditions.
* "Preferential access" and/or "preferential treatment" is granted only to partners and organisations co-financing at least 10% of the costs of the new R&D infrastructure.
* The conditions under which "preferential treatment" is granted are made public.

(For details see: Call Guidelines for R&D Infrastructure Funding, 2nd Call, Section 3.2)

>Text<

# Quality of the Project

## Fundamental improvement over the state of the art

Describe the state of the art/state of knowledge relevant for the project based on the following criteria:

* State of the art/state of knowledge
	+ in the company or research institution itself
	+ in the national innovation system
	+ in Europe (including EU projects) and internationally
	+ results of patent searches
* Relevant products, processes and services already on the market
	+ by the company / group of companies itself
	+ by competitors
* Relevant alternative technologies, processes and approaches that are in competition with the proposed approach

>Text<

## Activities and results from funded projects

Please fully explain the differences to other projects carried out by the consortium partners in the past three years. Include in particular all submitted, ongoing and completed projects of thematic relevance. Special focus should be placed on the results you intend to use for your project and potential synergies. Use the description to underline that you have the expertise and experience to carry out the proposed project (supplementary to Section 2, Suitability of Applicant/Project Partners).

If these projects were funded by the FFG, please indicate the FFG project number and the project title.

Use the following table to provide the relevant information:

Table 1: Existing results and deliverables from publicly funded projects which provide the basis of or feed into the proposed project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding provider** | **Project No. (if FFG project)** | **Title** | **Description of results already obtained and relevant deliverables (verifiable results/products of R&D activities) with relevance to the proposed project** | **Location and type of documentation (e.g. link to homepage, publications, proceedings, interim report, final report, …)** |
|  |  |  |  |  |
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## Quality of planning

## Overview and description of work packages

The number of work packages is limited to 10. The information given here should be consistent with the eCall.

Please insert additional rows if necessary: place cursor in last row and select “Table 🡪 insert 🡪 row below” from the menu bar.

**Table 2: Work packages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP****No.** | **Work package title** | **Duration****(months)** | **StartMM/YY** | **EndMM/YY** | **Planned result** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| n |  |  |  |  |  |

**Table 3: Milestones**

List the milestones in chronological order and with reference to the relevant work packages. Key milestones include for example the results to be obtained at the end of a work step, but also important events such as the planned purchase date of the R&D infrastructure or events in Module 2 such as training courses, information events, workshops etc. Reports to be submitted to the FFG do not qualify as milestones.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone title** | **Work packages involved** | **Expected date** | **Milestone is achieved when** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| n |  |  |  |  |

## Detailed description of work packages

Describe the planned activities of each work package, the expected results and the milestones. The **methods** and steps must be clearly and consistently defined and described (approx. 1 page per work package).

The table should be copied and completed separately for each work package (WP).

Table 4: Description of work package

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.** | 1 | **WP title:** |  |
| **Participating organisation (applicant/partner):** |
|  |

|  |
| --- |
| **Goals:** |
|  |

|  |
| --- |
| **Description of contents:** |
|  |

|  |
| --- |
| **Methods/Approaches:** |
|  |

|  |
| --- |
| **Milestones, results and deliverables:** |
|  |

##

## Work and time schedule (Gantt chart)

Insert a detailed graphical work and time schedule (e.g. permit procedure, acquisition, supply and assembly stages, regular operation, etc.). Please ensure that the work and time schedule is clear and easy to read.

>Text<

## Details on costs applied for

Briefly explain the relevance of the items listed in the cost plan for the R&D infrastructure project.

Acquisition costs of the R&D infrastructure

>Text<

Personnel costs

>Text<

Costs of materials

>Text<

Third-party costs

>Text<

Travel costs (especially the purpose of travel)

>Text<

Payment plan (if different from standard scheme according to call guidelines)

A deviation from the FFG payment plan is possible only in exceptional circumstances. In this case, the applicant is required to explain the reason and present a plausible payment plan which must be in line with the financial plan. Please note that the final instalment must be min. 10% of the total funding. The remaining instalments can be chosen freely but must be min. 5% of the total funding.

Table 5: Payment plan

|  |  |
| --- | --- |
| **Payment plan** | **Payment plan (%)** |
| Initial instalment |  |
| 2nd instalment  |  |
| 3rd instalment |  |
| 4th instalment |  |
| 5th instalment |  |
| Final instalment |  |

## Quality of the concept of use

Present the concept of use (strategy of use, capacity planning, management of use) in a plausible manner based on the following points:

* Research fields / R&D areas involved
* Concept for the management of use of the R&D infrastructure and the acquisition of users
* Coherence of the planned R&D infrastructure in terms of its purpose of use
* Connectivity of the new range of services and activities enabled by the R&D infrastructure to the existing range of services and activities, development planning and profile building of the funding applicant(s)
* Assessment of personnel and resources available for establishment and use of the R&D infrastructure
* Planned demand, usage and capacity utilisation (including demand and usage by potential users other than the funding applicant or consortium)
* Strategy of use and planned collaborative use
* Planned conditions and access conditions for third parties
* Access for co-financing partners (if any), including planned scope and assessment of preferential treatment of these partners in term of infrastructure use
* In the event of non-economic use: planned proportions of economic/non-economic use
* Procedure used for calculating full costs including profit margin and market price (also applies to economic use of infrastructures for non-economic use as part of ancillary activities)
* Calculation of follow-up costs, operating costs and replacement investments, including a sustainable financing concept
* Regulation of ownership structure

>Text<

## Consideration of gender-specific aspects in the project

If the research fields enabled by the new R&D infrastructure relate to people, describe how gender-specific topics have been taken into consideration in project planning.

If in your opinion, the research fields enabled by the new R&D infrastructure do not involve gender-specific topics, please give clear reasons to substantiate your opinion.

>Text<

# Suitability of Funding Applicants/Project Partners

## Consortium overview

Add additional rows if required.

**Table 6**

|  |
| --- |
| **Applicant** |
| **Name of institution (acc. to company register extract)** | **Type of organisation \*** | **Federal province \*\*** |
|  |  |  |
| **Project partners** |
| **Name of institution (acc. to company register extract)** | **Type of organisation \*** | **Federal province \*\*** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Co-financing organisations** |
| **Name of institution (acc. to company register extract)** | **Type of organisation \*** | **Federal province \*\*** |
|  |  |  |
|  |  |  |
|  |  |  |

**\* Type of organisation:** please use the following abbreviations

|  |  |
| --- | --- |
| Microenterprise | KKU |
| Small enterprise | KU |
| Medium-sized enterprise | MU |
| Large enterprise | GU |
| University | Uni |
| University of applied sciences | FH |
| Competence centre | KompZ |
| Cooperative research institution | KoopFE |
| Non-university institution | AuE |
| Technology and start-up centres, clusters | TIZ |
| Other | Sonst |

**\*\*** **Federal province:** please use the following abbreviations

B: Burgenland, K: Carinthia, NÖ: Lower Austria, OÖ: Upper Austria, S: Salzburg,
ST: Styria, T: Tyrol, V: Vorarlberg, W: Vienna, A: Outside Austria

##

## Expertise of project partners

## Applicant (A)

(max. 1 page)

1. Name of company or institution

>Text<

1. Describe the relevant expertise and abilities of the organisation and the staff involved in the project (upload CVs of project managers as attachments to personnel costs via eCall).

>Text<

1. Description of know-how relevant to the project

>Text<

1. If applicable, describe any existing equipment and infrastructure relevant to the project and the potential use of these facilities in the planned project.

>Text<

## Project partners

This page is to be completed individually and separately for each project partner (max. 1 page per partner).

1. Name of company or institution

>Text<

1. Describe the relevant expertise and abilities of the organisation and the staff involved in the project.

Describe the technical expertise, task and role of the partner in achieving the project goals.

>Text<

1. Description of know-how relevant to the project

>Text<

1. If applicable, describe any existing equipment and infrastructure relevant to the project and the potential use of these facilities in the planned project.

>Text<

## Partners from outside Austria (if applicable)

Please explain how the partners from outside Austria meet the relevant funding criteria specified in the call guidelines. Describe what advantage the participation of the non-Austrian partner/s brings as compared to an Austrian organisation. Describe the benefits for Austria as a business and research location.

>Text<

## Third-party expertise (if applicable)

Please note that third-party service providers and/or third-party services are only possible in Module 2 (start-up costs). Please describe the fields of expertise that are not covered by the consortium and must therefore be contributed by a third party (e.g. via subcontracts).

## Composition of project team with regard to gender balance (gender mainstreaming)

Please describe why the gender balance in the project team is an improvement over current conditions in the sector. Alternatively, justify why it is not possible to achieve a better gender balance.

>Text<

# Use and Exploitation

## Strategy for exploiting the knowledge and know-how gained

Describe how you plan to exploit the knowledge and know-how gained from the acquisition of the new R&D infrastructure in academic terms. How do you plan to use the results in future research?

>Text<

## Expected impact on future research performance

Describe the expected impact of the additional opportunities created by the new R&D infrastructure on future research performance in both quantitative and qualitative terms:

* Expected results of high scientific quality (results with a high degree of innovation and novelty)
* Creation of new opportunities for collaboration based on the research results achieved (follow-up collaborations with industry and/or other research institutions and universities)
* Increased international visibility of the applicant/consortium
* Benefit and unique selling proposition for Austria as a research location
* Added value and benefits for an extended user group (external benefit beyond the funding applicant/consortium partners or the location of the R&D infrastructure)
* Improved opportunities for the funding applicant or consortium to carry out interdisciplinary and/or multidisciplinary research and development

>Text<

## Exploitation potential

Describe the expected exploitation potential, e.g. publications or patents.

>Text<

# Relevance of R&D Infrastructure and Associated Research

## Demand analysis

Describe the demand for new R&D infrastructure with reference to the planned R&D activities and areas of your organisation.

Please also refer to existing infrastructure resources in Austria and Europe, depending on the size and type of the planned R&D infrastructure.

>Text<

## Integration into the development strategy and connectivity of new research portfolio

Describe how the new R&D infrastructure fits into the development strategy of the funding applicant or consortium partners. Describe in what way the new research portfolio enabled by the R&D infrastructure connects to the existing portfolio (e.g. research areas of universities or fields of expertise of research institutions; contribution to the scientific advancement of funding applicants or consortium partners, if any).

>Text<

## Relevance for the development of (new) research and business fields

Describe how the new R&D infrastructure will enable the funding applicant or consortium partners (if any) to develop a (new) research field or research branch and/or business field.

>Text<

## Contribution of funding to the implementation, acceleration, scope and range of the planned project

Describe the incentive effect of the funding: How does the funding change the project? What effects will the funding have that would not be achieved without this support?

* **The funding will enable the project to be implemented in the first place**
* **Acceleration of the project**

Explain to what extent and why the project can be completed in a significantly shorter period of time than possible without funding.

* **The size of the project can be increased**

Give reasons why the size of the project can be increased significantly compared to the project being carried out without funding (increase of total costs).

* **Increase the scope of the project**

Give reasons why the funding significantly expands the scope of the project (e.g. does it make the project more ambitious?). A higher level of ambition can mean that the project

* + is focussed on more radical innovation approaches
	+ follows a more long-term (non-market oriented) and more R&D intensive approach [as opposed to market oriented and development intensive]
	+ involves higher technical risks
	+ involves higher market risks
	+ leads to new or extended collaborations

Describe the incentive effect of funding according to the above **criteria only for the points applicable to the project**.

>Text<

1. “Non-profit organisations” do not distribute profits to their owners, members or other natural persons or legal entities in accordance with their legal status or articles of association. [↑](#footnote-ref-1)