**Application form**

**PROPOSAL FOR INNOVATIVE PROJECT**

**BASIC PROJECT INFORMATION**

|  |  |
| --- | --- |
| Full name of the Applicant  |  |
| Project title |  |
| Acronym |  |
| Project keywords |  |
| Project manager |  |
|  |  |
| Thematic Priority[[1]](#footnote-1)  |  |
| Project duration(*day/month/year)* | from\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Amount requested for co-financing**

|  |  |
| --- | --- |
| Total project budget |  |
| Amount requested from the Ministry of Science |  |

*Note:*

*The amount of funds allocated from the state budget for project financing shall be determined according to the accepted calculation in the amount not exceeding:*

* *70% for micro enterprises with less than 10 employees and small businesses and organizations that have between 10 and 49 employees;*
	+ *60% for medium-sized enterprises and organizations with 50 to 249 employees; and*
	+ *50% for large enterprises and organizations with over 250 employees*.

**1. INFORMATION ABOUT THE APPLICANT AND PROJECT PARTNERS**

1. **Applicant details**

|  |  |
| --- | --- |
| Full name of innovative organization:  |  |
| Legal form: |  |
| VAT number : |  |
| Headquarters of innovative organization |  |
| Main activity sector:*Public / private / higher education / non-profit* |  |
| Area of economic activity: *(4-digit code from the Law on Classification of Activities, 2010)* |  |
| Frascati Field of science classification – [link](http://www.mna.gov.me/rubrike/Statistika_istrazivanja_i_razvoja/178245/Statisticke-klasifikacije-u-naucnoistrazivackoj-djelatnosti.html)  |  |
| Frascati classification by socio-economic goal – [link](http://www.mna.gov.me/rubrike/Statistika_istrazivanja_i_razvoja/178245/Statisticke-klasifikacije-u-naucnoistrazivackoj-djelatnosti.html) |  |
| Address: |  |
| Director/Dean: |  |
| Telephone number: |  | Number of employees: |  |
| E-mail address and website:  |  | Number of researchers: |  |
| Number of persons working on the project:  |  |
| Contact person for the project (name and position):  |  |
| Contact details (e-mail and phone) of the contact person:  |  |

**b. Project partners**

*Note: Please be aware that the table related to project partners should be filled in only if it is relevant for the project application (in case of several partners, it is necessary to fill in a separate table for each of them)*

|  |  |
| --- | --- |
| Name of the Institution/Company- ***Partner no.1***  |  |
| Legal form: |  |
| VAT number: |  |
| Main activity sector:*Public / private / high education / non profit* |  |
| Area of economic activity: *(4-digit code from the Law on Classification of Activities, 2010)* |  |
| Director /Dean: |  |
| Contact person for the project (name and position):  |  |
| Address: |  |
| Telephone/Fax number: |  | Number of employees: |  |
| E-mail address and website |  | Number of researchers: |  |

 **c. Legal status of the project:**

*Describe how the implementation of the project is regulated in legal terms, i.e how the partnerships between the Applicant and the other project partners will be regulated. Also, please describe how the IPR issues will be solved (in particular, if project partners are IPR holders)?*

*Please enclose all relevant documents with this Application form, i.e. agreements/contracts between partners, if signed during the project preparation phase. Otherwise, you will have to submit them before signing the Agreement on grant implementation with the Ministry.*

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| *(Maximum 500 words)* |

**2. INNOVATIVE AND COMMERCIAL POTENTIAL OF THE PROJECT**

2.1  *Please describe the Project;*

*Please indicate the main goal of the project, key activities, expected results and impact*

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| (Maximum 1000 words) |

2.2 *Please describe the state-of-the-art of the technology, i.e. current developments in this field*

(Maximum 500 words)

2.3 *Describe the innovative solution and technological development envisaged and indicate issues to be addressed. Please indicate and explain if there are similar solutions on the market;*

*Indicate the present status of Technology Readiness Level of the proposed innovation and determine the TRL level to be achieved by the end of the project, (i.e from TRL 4 to TRL 8)*

*(Please see the Programme handbook for more info about TRL)*

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| (Maximum 500 words) |

2.4 *Describe the concrete results expected at the end of the project (new product, prototype, IPR, processes, etc.)*

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| (Maximum 500 words) |

2.5 *Describe the expected impact of the project;*

*Please refer to the expected employment growth of highly qualified personnel within the research and innovation sector during the project implementation, as well as after the project (if applicable);*

*Please estimate the impact that project implementation would have on your turnover, as %, for the first two years after the project completion? (confidential)*

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| (Maximum 500 words) |

2.6 *Please provide a brief analysis of market potential and describe the possibilities for commercialization of project results.*

*Describe the estimated market size and the expected market share. Also, identify the markets you plan to target with the proposed innovation (national, regional, global).*

*Please identify the potential users of your solutions.*

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| (Maximum 1000 words) |

*\* Please attach any document that you consider relevant for the project evaluation (e.g. Invention disclosure, State of the art document, Market analysis for innovation, etc.)*

**3. RISK MANAGEMENT**

*Please list and describe all risks that may arise during the project implementation.*

*Also, specify one or several measures to mitigate the risks.*

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| (Maximum 500 words) |

**4. Ethical issues**

*If the project implies some ethical issues, describe how these issues will be addressed.*

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| (Maximum 500 words) |

**5. PROJECT TEAM**

5.1 Project Manager (coordinator) of the innovative project

|  |  |
| --- | --- |
| Full name |  |
| Name of Institution/Company |  |
| Title / position |  |
| Phone / e-mail |  |

5.2 Key experts within the project team in charge of the project implementation

|  |  |  |
| --- | --- | --- |
| Full namePhone / e-mail | Name of partner institution/ partner company | Role in the project |
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5.3 External experts and advisors / consultants / international partners

|  |  |  |
| --- | --- | --- |
| Full namePhone / e-mail | Name of Institution/ Company | Role/contribution |
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***Note****: Resumes (CVs) for the Project manager, team key experts and external advisors / consultants / international partners should be the integral part of the Project application.*

5.4 Is it foreseen a full time employment of qualified staff during the project lifetime?

If yes, please indicate tasks and main qualifications required.

If applicable, please provide CV(s) of the person(s) to be employed

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| (Maximum 500 words) |

5.5Describe the project management structure

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| (Maximum 500 words) |

**6. Project activity plan**

*Describe a detailed plan: work packages, tasks and activities, including responsible persons for each specific task*

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| (Maximum 1000 words) |

**6.1 BUSINESS PLAN**

***(Optional)*** *Describe or attach your business plan/model for the implementation of the project proposal / market potential / competition / marketing plan / financial projection / risk analysis*

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| (Maximum 1000 words) |

**6.2 Gantt Chart – Graphic overview of activities**

*(Please enter the number and name of the activity and define the monthly implementation timeline)*

***1st year of the project implementation***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WP/Task/ activity number | **Activity Name**  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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***2nd year of the project implementation***

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| WP/Task/ activity number | **Activity Name** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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**7. Budget of the project**

**7.1 Financial structure – detailed cost overview**

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| 1. *Personnel costs (Names and gross salaries for the fulltime staff, names and honoraria amounts for the part time engaged experts and consultancies for R&D and other specified services)*
2. *Equipment and supplies - Description and costs of equipment to be procured or rented*
3. *Material and consumables*
4. Costs for IPR protection, i.e. patent application etc.
5. Travel costs description
6. Other costs
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**Note:**

***Eligible costs:***

* Costs related to the engagement of project team members, to the extent of their involvement in the project implementation;
* Costs of recruiting highly qualified full-time staff during the project lifetime;
* Development of business plan;
* Procurement and purchase of relevant equipment (up to 50% of grant value);
* Prototype production costs;
* Expert/consulting services for research and development (up to 20% of grant value);
* Intellectual property protection costs (patent application and accompanying costs, certification, standards, substantive patent examination, etc.);
* Other operating costs, including the costs of materials, consumables and similar products in direct relation to the result of research / innovation activity;
* Other costs that the expert team estimates as necessary and suitable for the project implementation.

The grant cannot be used for co-financing only one cost from among the above listed eligible costs (e.g. exclusively the procurement and purchase of equipment, or only the costs of engaging the project team, etc.).

***Non eligible costs:***

* Costs already financed through another project, program or company/institution;
* Any costs incurred before the start date of the project;
* Purchase and lease of land and real estate, purchase of vehicles, buildings, construction works, including any reconstruction;
* Losses due to negative exchange rate differences, fees and penalties;
* Repayment of interest or debt towards anyone;
* Costs of hosting, marketing, sales and/or distribution of products or services;
* Representation costs;
* Patent maintenance costs;
* Advance payments, unless there is an advance guarantee or if an adequate proof of purchase is provided (e.g. invoices, delivery notes, consultant reports, etc.);
* Other costs evaluated by the expert team as unnecessary, unauthorized or inappropriate, either due to their amount or content.

**7.2 Project budget overview**

*(amounts presented here should be consistent with the amounts presented in the project budget)*

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| --- | --- | --- |
| **Total budget of the project** | **Requested grant for co-financing** | **Amount co-financed by the Applicant** |
|  |  |  |

**8. SIGNATURES**

**Applicant institution/**

**company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Manager name: Director/Dean name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Signature and stamp**

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1. *In line with the Strategy on innovation activities (2016-2020)* [↑](#footnote-ref-1)