

# Guidelines for Applicants

Interregional Cluster Innovation Projects  
in the field of Sustainable Chemistry and Plastics

version 25 September 2018



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# Table of Contents

1	Background and Introduction .....	3
2	Basic Requirements.....	3
2.1	Requirements for Projects .....	3
3	Time Schedule .....	6
4	Application Procedure.....	6
4.1	Project Proposal.....	6
4.1.1	Proposal Submission .....	6
4.2	Evaluation .....	7
4.3	Agreements and Contracts .....	7
4.3.1	Consortium Agreement.....	7
4.3.2	Funding Procedure and Agreement.....	8
5	Project Reporting and Monitoring .....	8
6	Further information .....	8
7	Definitions .....	8

## 1 Background and Introduction

The purpose of this document is to provide interested parties with information about participation in the call for interregional cluster projects. It is targeted at interregional innovation projects for companies within the domains of sustainable chemistry and plastics.

The main objective of this call is to strengthen the competitive capacity of companies involved by:

- increasing collaboration between companies and research institutes from different regions,
- increasing the cooperative and competitive capability of companies to work in interregional R&D networks,
- helping companies to develop new products, processes or technical services that exceed the existing state of the art and have good market opportunities by lowering the economic risks.

This call is an initiative of funding agencies in the regions Flanders (Flanders Innovation and Entrepreneurship), Wallonia (DG06) and Brussels (Innoviris) and the clusters Catalisti and GreenWin.

Participants from the participating regions can be funded according to the rules of the respective regional funding programme. Projects should fit at least within the roadmaps of one of the involved clusters. It is therefore highly recommended that interested parties contact one of these clusters in an early stage of the project definition.

## 2 Basic Requirements

This call encourages Belgian companies, whether or not in collaboration with research organisations, to collaborate through the pooling of expertise in order to develop a joint R&D project. However, since the funding will be granted at regional level (each funding agency will fund the partners from its own region), individual application forms will have to be introduced for the different regions. In addition, a comprehensive overall summary will have to be provided at the same time to explain the collaboration and the joint project.

As a consequence, in addition to the basic requirements for this interregional call, regional rules will apply at individual level. Please check the rules relevant for your project and get in contact with your local cluster or regional agency.

### 2.1 Requirements for Projects

To be selected, projects must be collaborative R&D projects, that receive funding from at least two regions and that fit within the strategy of at least one of the involved clusters. The fit with the strategy of the cluster should be confirmed by the cluster before submission of the project and is an eligibility criterion. The funding from the regions will be provided by the existing funding programmes, consequently the regional programme requirements should be full-filled.

Two main types of projects are possible:

- the collaboration between individual companies in at least two of the three regions, each receiving support from their respective regional regular R&D support programs;
- collaboration between a regional cluster project from Catalisti or Greenwin with, as an additional partner, one or more individual companies from another region.

For both project types the additional following criteria should be fulfilled:

- balanced partnership: none of the involved companies covers 70% or more of the project budget;
- clear participation of all companies in the economic results of the project, including economic impact in the involved regions;
- every participant has a defined role in the project (subproject) that contains research and development tasks with significant scientific challenges or technical risks, that can be delimited from the other subprojects (no redundancy) and is necessary for the project success;
- part of the work may be outsourced to subcontractors, this outsourcing should be compliant with the regional rules;
- regional rules will prevail, see regional funding schemes for details;
- other partners (large companies, other SMEs, RTOs, etc.) from other countries which do not take part in this call or partners from the participating regions that cannot be funded in the respective regional programmes may be part of the project consortium if their contribution is essential to reach the project goals. However, funding will not be available for them.

Depending on the regional rules, the requirements for projects differ. A brief overview of the regional programmes that are involved in this call is given in the table below:

Interregional project type	Flanders	Wallonia	Innoviris
<p>Individual companies: min. 2 companies funded by 2 funding agencies</p>	<ul style="list-style-type: none"> <li>• Research projects for companies <a href="https://www.vlaio.be/nl/subsidies-financiering/onderzoeksproject">https://www.vlaio.be/nl/subsidies-financiering/onderzoeksproject</a></li> <li>• Development projects for companies <a href="https://www.vlaio.be/nl/subsidies-financiering/ontwikkelingsproject">https://www.vlaio.be/nl/subsidies-financiering/ontwikkelingsproject</a></li> </ul>	<ul style="list-style-type: none"> <li>• Research or Development projects for companies <a href="http://www.wallonie.be/fr/demarches/20471-beneficier-d-aides-a-la-recherche-et-a-l-innovation-technologique">http://www.wallonie.be/fr/demarches/20471-beneficier-d-aides-a-la-recherche-et-a-l-innovation-technologique</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/explore-industrial-research">Explore</a> (Industrial research)</li> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/shape-experimental-development">Shape</a> (Experimental development)</li> </ul>
<p>Catalisti Cluster project + individual company/companies from Wallonia and/or Brussels</p>	<p>Project types:</p> <ul style="list-style-type: none"> <li>• cooperative R&amp;D-project: <ul style="list-style-type: none"> <li>- min. 3 Flemish companies</li> <li>- funding conditions: support for individual R&amp;D-projects above (see above)</li> </ul> </li> <li>• ICON: <ul style="list-style-type: none"> <li>- min. 3 Flemish companies and 1 research organisation</li> <li>- companies cover at least 50% of the regional project budget</li> </ul> </li> </ul> <p><a href="https://www.vlaio.be/nl/andere-doelgroepen/projecten-voor-speerpuntclusters/aanvraagprocedure">https://www.vlaio.be/nl/andere-doelgroepen/projecten-voor-speerpuntclusters/aanvraagprocedure</a></p>	<ul style="list-style-type: none"> <li>• Research or Development projects for companies <a href="http://www.wallonie.be/fr/demarches/20471-beneficier-d-aides-a-la-recherche-et-a-l-innovation-technologique">http://www.wallonie.be/fr/demarches/20471-beneficier-d-aides-a-la-recherche-et-a-l-innovation-technologique</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/explore-industrial-research">Explore</a> (Industrial research)</li> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/shape-experimental-development">Shape</a> (Experimental development)</li> </ul>
<p>GreenWin Cluster project + individual company/companies from Wallonia and/or Brussels</p>	<ul style="list-style-type: none"> <li>• Research projects for companies <a href="https://www.vlaio.be/nl/subsidies-financiering/onderzoeksproject">https://www.vlaio.be/nl/subsidies-financiering/onderzoeksproject</a></li> <li>• Development projects for companies <a href="https://www.vlaio.be/nl/subsidies-financiering/ontwikkelingsproject">https://www.vlaio.be/nl/subsidies-financiering/ontwikkelingsproject</a></li> </ul>	<p>Min. 2 companies (including 1 SME) &amp; 2 academic teams (RTO &amp; universities). At least 1 SME and 1 academic team from Wallonia.</p> <p>Companies cover at least 30% of the costs.</p> <p>Research and development project up to pilot scale</p> <p><a href="http://www.greenwin.be/fr/projets/appel">http://www.greenwin.be/fr/projets/appel</a></p>	<ul style="list-style-type: none"> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/explore-industrial-research">Explore</a> (Industrial research)</li> <li>• <a href="http://www.innoviris.be/en/financial-aid-for-companies/brussels-aid/shape-experimental-development">Shape</a> (Experimental development)</li> </ul>

### 3 Time Schedule

The evaluation of the proposals is done according to the timing of each region including the expectations for economic return to the region. The final funding decision will be made after completion of the regional evaluations.

Two calls will be organized in 2019.

#### Call 1:

Deadline for submission	Monday 28 <sup>th</sup> January 2019 10:00 hours (am)
Decision expected	End of May 2019 For projects that request support for GreenWin-cluster project: July 2019

#### Call 2:

Deadline for submission	Monday 29 <sup>th</sup> April 2019 10:00 hours (am)
Decision expected	Mid September 2019 For projects that request support for a GreenWin-cluster project: November 2019

### 4 Application Procedure

#### 4.1 Project Proposal

As mentioned here above, the interregional cluster projects are joint projects performed by consortiums. Each participant must, through the coordinating cluster, introduce to its regional funding agency an individual description of the work it will perform within the joint project and an additional very light umbrella form must be sent to describe the joint objectives and outline the benefit of the collaboration.

##### 4.1.1 Proposal Submission

#### Interregional Level

The template "Proposal Application Form" is available on the website of the three participating funding agencies and the two involved clusters. It includes the following sections:

- General information
- Project coordinator
- Partner(s)
- Letter of intent

It must be signed by each partner and submitted electronically by the project coordinator before the deadline to the cluster that is linked to the project coordinator. If the project coordinator is from the

Brussels region, the project coordinator will submit the proposal application form to the most relevant cluster organisation, based on the composition of consortium and the content of the project.

The application language for this part is **English**.

In addition the coordinator must submit a draft Consortium Agreement (not signed).

### **Regional Level**

Before the deadline, the regional forms describing the individual work plan, tasks, objectives and the valorisation forecast have to be submitted to the cluster that is linked to the project coordinator. If the project coordinator is from the Brussels region, the project coordinator will submit the proposal application form to the most relevant cluster organisation (see above). The involved cluster is responsible for distributing the regional applications forms to the respective funding agencies.

Each regional part is submitted using the existing templates from each region in compliance with the regulations of each region. The regional applications will be written **English**. This will allow the involved funding agencies and clusters to synchronise the evaluation processes with respect to their own rules and procedures.

## 4.2 Evaluation

A proposal will be evaluated by the respective funding agencies involved following the respective regional evaluation criteria and the joint criteria indicated in the section 2.1 “Requirements of the project”. A project will be funded when all involved funding agencies achieve a positive evaluation result. The results of the evaluation will be communicated to the coordinating cluster, that will inform the project coordinator.

## 4.3 Agreements and Contracts

### 4.3.1 Consortium Agreement

A Consortium Agreement between all the project partners is mandatory (only a draft at the submission stage). It will regulate, inter alia, the following:

- identity of the partners,
- IPR ownership, IPR use and exploitation of the results, subcontracting to third parties,
- contributions of each partner to the project,
- confidentiality,
- publications,
- duty for every partner to participate in a final report on the overall project, which will be signed by all partners in the consortium.

The Consortium Agreement should be signed after the funding decision has been communicated. Signature of the Consortium Agreement is a prerequisite for funding.

### 4.3.2 Funding Procedure and Agreement

After the communication of the evaluation results, the partners of the selected projects will be invited to contact their cluster or funding agencies to launch the process that will lead to the signature of the regional funding agreement. The procedure and the modalities related to funding will be determined following the respective regional agencies rules. For more details, we strongly advise you to contact your regional cluster or agency.

## 5 Project Reporting and Monitoring

Projects will be monitored according to the rules of the respective region. Hence, technical as well as financial reporting according to regional rules will be required. The regions and clusters will try to align reporting as much as possible.

The project coordinator will be required, in addition, to deliver a final report on the overall project to its regional cluster, which will be signed by all partners in the consortium.

## 6 Further information

For additional information and support, it is strongly recommended to contact the respective clusters or regional agencies:

- Catalisti: Tine Schaerlaekens | 0474 66 49 93 | [tschaerlaekens@catalisti.be](mailto:tschaerlaekens@catalisti.be)
- GreenWin: Emilie Etoundi | 0474 52 19 80 | [emilie.etoundi@greenwin.be](mailto:emilie.etoundi@greenwin.be)
- Wallonia : Vinciane Grimard | 081 33 45 77 | [vinciane.grimard@spw.wallonie.be](mailto:vinciane.grimard@spw.wallonie.be)
- Flanders: Corien Struijk | 02 432 42 87 | [corien.struijk@vlaio.be](mailto:corien.struijk@vlaio.be)
- Brussels : Stijn Maas | 02 600 50 67 | [smaas@innoviris.brussels](mailto:smaas@innoviris.brussels)

## 7 Definitions

<b>Consortium Agreement</b>	A contract between all project partners regulating the terms of their cooperation, including the handling of IPR and the dissemination plan
<b>Funding agencies</b>	Agencies which manage the relevant funding program(s) in the respective region
<b>Funding agreement</b>	Agreement between the funding agency and the funded project partner(s) in the respective region
<b>IPR</b>	Intellectual property rights



**Project coordinator**

One of the project partners. The coordinator submits the proposal, leads the project and reports on progress

**Project partners**

All the participants/partners involved in a project consortium

**Proposal**

A project description plus annexes (Letters of Intent of all project partners; draft Consortium Agreement) submitted by the project coordinator