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imec.icon Call 2018-1

Instructions for Application

First of all: read the imec.icon manual that is available on the imec website!

Applications with imec

- An imec.icon extended abstract should be submitted by a consortium of industry and research partners.

- The proposal manager is responsible for submitting all the necessary information. An extended abstract consists of multiple elements (see table hereunder). Some of the information needs to be filled in directly in the MyProjects platform, other information needs to be uploaded on the MyProjects platform in the form of a .doc and .pdf document.

Table 1: The abstract application consists of multiple elements

What	How	Deadline
- Project metadata - Partners + MM - Steerco members - Executive summary	Directly in MyProjects platform	Wednesday March 14, 12 o'clock noon
- Cause & context - Innovation goals - SOTA - Outcome - Valorisation - Details on every partner *If applicable:* - Motivation letter(s) for first-time research groups *If applicable:* - Resubmission letter	.doc and.pdf upload on MyProjects platform	
- Pitch slides		Tuesday March 20, 12 o'clock noon

Motivation letter for first-time research groups

- First-time research groups in imec.icon that want to request research funding from imec, have to provide a motivational side letter which has to be submitted to the MyProjects platform (same deadline as the abstract document).

- This document is free format, but needs to contain the following elements:

  o Which research group? (university - faculty – research group...)

  o Why did the consortium choose this research group?

  o The document needs to be signed by the Research lead.

  o Lenght: 0,5 to 1 A4 page
    Language: free choice Dutch or English

Resubmission of an imec.icon project

If an imec.icon project already has been submitted in a previous call, the following procedure needs to followed:

- Prior to resubmission, a **mandatory meeting** has to be set up with the imec.icon instrument leader to discuss the feedback & modifications for resubmission. Please contact icon@imec.be in order to set up such a meeting (at least 4 weeks before the abstract submission deadline).

- Prepare a resubmission document prior to the meeting, that contains a description of the major changes between this submission and the previous one (what will be added/removed/clarified,…). This document is free format (e.g. one pager, slideset).

- The meeting will result in a decision if a resubmission will be considered.

- The resubmission document needs –apart from being handed over to the imec.icon instrument leader prior to the meeting- to be uploaded on the MyProjects platform (same deadline as the abstract document).

- FYI: The resubmission document will be sent to the evaluation panel together with the abstract information.

- FYI: MyProjects contains a clone function for projects that want to resubmit. This allows you to reuse information that was previously submitted. In MyProjects, go to the original project and click the "clone" button.

Language

- The file should always be submitted in English for the benefit of the international referees.

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Lay out

- The structure of the document, including the page numbering in the header, should not be changed.

- Don't forget to insert the acronym of your project in the footer.

- Please delete all instructions and guiding information for completion (purple print) before final submission! Purlple print that is not removed will be counted for the character limit.

MyProjects

- If you are wondering whether all the necessary information for your proposal has been filled in and you don't want to wait until the deadline to find out, you can always use the Validate button. It's located on the Dashboard tab. By clicking this button, MyProjects will check whether all necessary information has been filled in. This does not submit your abstract.

- If you want to know what your abstract will look like (the information in MyProjects, not the information from the "offline" templates), go to Dashboard in MyProjects and click on "Generate PDF". *Mind: you do not need to send this .pdf, imec takes care of this.* After your abstract has been declared eligible, you will receive an e-mail with a pdf of the complete abstract.

Character limits

- There are strict character limits in place. Exceeding these limits will result in none-eligibility of the abstract.
- Bear in mind that this concerns a maximum and that a good application doesn't necessarily need the maximum length.
- These character limits are excluding spaces and excluding pictures, but including everything else such as (but not limited to): titles, subtitles, tables, footnotes, endnotes, references, …

Table 2: Overview of character limits

	Sections 1-5	Section 6
Character limit	Max. 12.500	Max. 1.800 per partner *

- *It's the grand total of Section 6 that will be checked (not the text of every individual partner).*

  Definition of partner (only for character limits) = external partner (such as companies or NPOs), research group or subcontractor. A user group always counts as 1 partner, even if it consists of multiple organisations (e.g. 3 organisations in a user group counts as 1 partner for the character limits).

Pitch info session

- There is an info session on delivering an imec.icon pitch on Fri March 16 (10:00-11:00am, Ghent). You can register via the link that you will receive after submitting your abstract.

- The content of the info session will be roughly the same as last year. Newcomers are advised to be present during this info session.

1 CAUSE AND CONTEXT OF THE PROJECT

Describe the immediate cause (problem, opportunity,…) and the way in which the project took shape.

Describe the context of the project and the main research challenge it will tackle. Describe why a collaborative project is needed to tackle this and what the added value is of the cooperation between the partners.

xxx

2 INNOVATION GOALS

Which *results* do you want to achieve by the end of the project? With which results do you want to make a difference? These results are partially linked to the leap of knowledge.

xxx

3 STATE OF THE ART AND LEAP OF KNOWLEDGE

Explain how the project will be different from the relevant SOTA. The indicative questions below can help you formulate this section:

- If the project is about changing the SOTA *process*, describe the process.
- If there are relevant or comparable *products*, please describe these products.
- How does the proposed *project* relates to, and/or builds on results of, and differentiates from, other (past or running) projects tackling related issues?
- Are there other projects around the same topic (iMinds, Flanders, EU, rest of the world)? How's your project different from other projects?
- If it doesn't exist yet, explain why.
- Etcetera

xxx

4 PROJECT OUTCOME

What do you expect to be the concrete end results of this project? Will it be mainly new knowledge, patents, reports, software libraries, apps, business models, user insights, market knowledge, technological advancements, algorithms, …

Describe the (main) demonstrator this project will deliver.

XXX

5 VALORIZATION AND SOCIAL/ECONOMIC BENEFIT

The key questions here are:

- Why is it important for the non-research partners (what return will they have)?
- Why is it important for the sector/society (if applicable)?
- Why does this project need to be funded?

Based on the assumption that the envisioned project objectives will be achieved, describe briefly how *each* enterprise will exploit the results or, in case of non-commercial organisations, describe how the organisation will benefit from the results.

Include in this description the impact on the enterprise/Flemish branch (continuity/expansion of a main activity/part of the activity, new activity, etc.).

Describe how the research project connects to social and economic agendas and policies and how the results will be of social/economic benefit.

XXX

6 INFORMATION ON THE PARTNERS

Max. 1.800 characters per partner *(details on counting the character limits can be found in the first section of this document)*.

6.1 <NAME PARTNER 1>

Describe the current activities and/or products of the partner and motivate the participation and contribution in the imec.icon. The indicative questions below can help you formulating this section:

- Brief presentation of the partner (point to the website for more details).

- What is the relevant expertise of the partner needed in the consortium and link this to the value chain/network?

- Why is the partner important for this project (what part of the project would have to be removed if the partner wouldn't be in the project)?

- What is the relevance / strategic importance of this imec.icon for the partner?

xxx

6.2 <NAME PARTNER 2>

xxx

6.3 <NAME PARTNER 3>

xxx

6.4 <NAME PARTNER 4>

xxx

6.5 <NAME PARTNER 5>

xxx

6.6 <NAME RESEARCH GROUP 1>

Describe the current activities of the research group and motivate the participation and contribution in the imec.icon. The indicative questions below can help you formulating this section:

- What expertise of the research group will be used in this project?

- Why is your research group important for this project (what part of the project would have to be removed if you wouldn't be in the project)? What's the main contribution to this imec.icon project?

- Motivate the relevance of the project for the research strategy of the group.

XXX

6.7 <NAME RESEARCH GROUP 2>

XXX

6.8 <NAME RESEARCH GROUP 3>

XXX

6.9 <NAME RESEARCH GROUP 4>

XXX