



IMEC.ICON MANUAL

CALL 2018-I

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I CONTEXT AND OBJECTIVE

This manual provides an explanation of the imec.icon projects (Interdisciplinary Collaborative Research).

imec.icon projects are interdisciplinary collaborative projects between external partners and imec.

The imec.icon procedure has been highly tailored to the industrial R&D project procedures from Agentschap Innoveren & Ondernemen (VLAIO), to allow external partners based in the Flanders or the Brussels Capital region to apply for respectively VLAIO funding¹ or Innoviris funding, embedded in the imec.icon application. The decision-making procedure is the joint responsibility of Agentschap Innoveren & Ondernemen, Innoviris and imec. Hereinafter Agentschap Innoveren & Ondernemen (VLAIO) and Innoviris will be referred to as regional funding agencies.

imec.icon projects have to comply with imec' mission, which is to generate an economic and social added value through excellent research and the creation of human capital within the ICT-branch.

To accomplish this mission, imec wants to:

- carry out interdisciplinary demand-driven research in an open-innovation context;
- generate an added value through close collaboration with economic and social players in Flanders and in the whole world;
- support researchers and companies in becoming world players.

One of imec' major instruments in achieving this goal is imec.icon: by carrying out multidisciplinary research, imec wants to contribute to overall solutions, combining multiple domains, including not only technological research, but also legal and social aspects.

¹ With support from the Hermesfonds. Het Agentschap Innoveren & Ondernemen fulfills the operational functioning in name of and on behalf of the Hermesfonds.

2 CHARACTERISTICS OF IMEC.ICON PROJECTS

The main characteristics of imec.icon projects are the following:

- demand-driven;
- within the scope of the imec market segments;
- collaborative and interdisciplinary consortium;
- well-balanced composition of the consortium;
- economic, cultural and/or social added value;
- delivering demonstrators;
- duration of 2 years
- the joint contribution of the external partners in the project should be at least 50 % of the total project cost

Each of these characteristics is clarified below.

2.1 DEMAND-DRIVEN

Interdisciplinary Collaborative Research is based on demand from the (Flemish) social, cultural or industrial sector or public authorities. Project proposals are realized bottom-up from the perspective of users and/or stakeholders and executors.

2.2 WITHIN THE SCOPE OF THE IMEC MARKET SEGMENTS

The imec.icon projects should be situated in one of imec' market segments:

- ICT
- Media
- Health
- Smart Cities
- Manufacturing

A description of these market segments can be found on the imec website.

2.3 THE CONSORTIUM

Projects should always be submitted by a consortium in which several partners may participate. There is no restriction with respect to organizational structures, i.e. the public sector, non-profit organizations, SMEs, as well as large companies and local branches of multinationals can participate together with the imec research groups.

Partners who wish to apply within their imec.icon project for funding with one of the regional funding agencies should also comply with the guidelines for funding. All companies, from SMEs to small non-profit organizations or the Flemish or Brussels branch of a multinational company, can submit an R&D project funding application on the condition that they are a legal entity at the time the funding

agreement is signed. Applicants must also have significant valorization prospects for the results in (although not exclusively) Flanders -for funding from Agentschap Innoveren & Ondernemen- and in the Brussels Capital Region -for Innoviris funding.

2.3.1 COLLABORATIVE AND INTERDISCIPLINARY CONSORTIUM

The consortium should have a collaborative and interdisciplinary composition. This implies that a (sufficient) number of companies or cultural or social institutions take an active part in the project, together with imec research groups and preferably also with potential clients and users. Furthermore, there should be a mix of large and small enterprises and, preferably, at least one SME should participate. In order to maximize the quality and the usability of the research results, the project should aim at an interdisciplinary collaboration and approach. The participation of representative actors within the value chain of the project as well as multiple complementary research groups with different competences guarantees the interdisciplinary nature of the project.

2.3.2 WELL-BALANCED COMPOSITION OF THE CONSORTIUM

The composition of the consortium is based on the complementary roles of the partners in the research project, i.e., a supplier of technological solutions, a group of customers or users, a company providing services etc. The consortium should be composed in a balanced way with each partner providing added value to the success of the project. Each partner's contribution should be relevant and in proportion to the size and capacity of the company.

2.3.3 USER GROUP

The consortium can decide to set up a user group if this is useful to the progress of the project. The user group is a counselling committee with representatives of (a) relevant economic and/or societal target group(s). Their task is to give advice concerning the progress of the imec.icon project and the valorisation possibilities of the developed foreground.

A user group is not a project partner and hence cannot apply for funding from Agentschap Innoveren & Ondernemen or from Innoviris within the imec.icon project nor can they claim the developed IPR.

2.4 ECONOMIC, CULTURAL AND/OR SOCIAL ADDED VALUE

The projects must generate an economic, cultural and/or social added value. This means that 'not for profit'-projects are also eligible on the condition that added value can be generated for the target group. For example, social added value can be found in the cultural, healthcare or public sector, etc.

2.5 DELIVERING DEMONSTRATORS

Apart from research results, "demonstrators" should be delivered at the end of a project. By preference, this is done at one or more users or customers in the market segment of the research

project. A demonstrator is not a solution pilot ready for commercialization, but should be a “proof-of-concept” test set-up, allowing demonstration of the research results in a setting that is as realistic as feasible.

2.6 FORMAL CHARACTERISTICS

2.6.1 DURATION OF 2 YEARS OR A MAXIMUM OF 3 YEARS

As a rule, imec.icon projects have a 2-year duration, which can be extended to a maximum of 3 years. In the latter case, there will be an interim assessment after 2 years at the latest, according to criteria that were established during the evaluation procedure.

2.6.2 MINIMUM CONTRIBUTION OF 50 % BY THE EXTERNAL PARTNERS

The joint contribution of the external partners with funding² in the project should be more than the joint contribution of the research partners over the total duration and realization of the project³. Imec will only finance the imec research share in the project.

2.6.3 THE RESEARCH LEADER IS AN IMEC RESEARCH GROUP LEADER

The research leader is either an imec research group leader or a person assigned within his/her own research group. The research leader is the first point of contact from the imec research group and will co-ordinate and lead the research activities.

² From Agentschap Innoveren en Ondernemen, innvoiris or any other funding agency

³ When calculating the balance, strategic research centers VIB and VITO need to be left out of the calculation.

3 SELECTION AND EVALUATION PROCEDURE

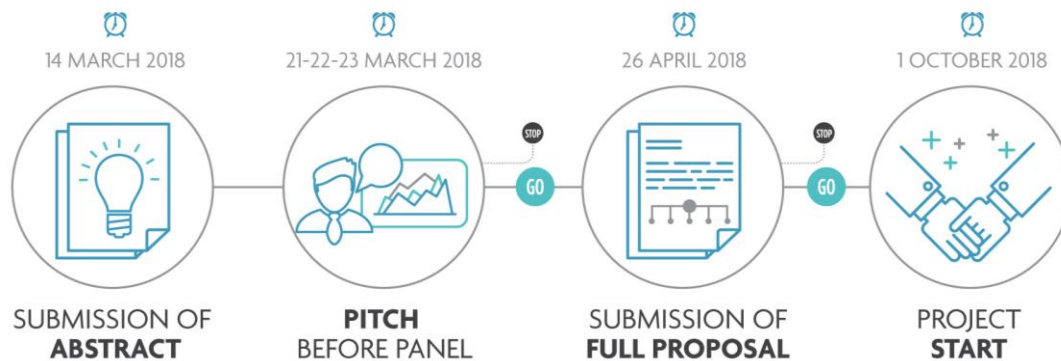


Figure 1: Overview of the 2 phases of the submission procedure: extended abstract and full proposal

3.1 SUBMISSION AND EVALUATION OF THE EXTENDED ABSTRACT

3.1.1 SUBMITTING THE EXTENDED ABSTRACT

The extended abstract must be submitted on time in order to be eligible for the submission of a full proposal. The extended abstract must elaborate following items:

- Project idea and innovation objectives, what are the cause and the context of the project?
- An explanation concerning the expected social and economic added value of the project.
- The consortium: which **external partners and imec research group(s)** are involved? For the external partners, a distinction must be made between core partners and other partners. Core partners are essential to the project in such extent that the full proposal will only be eligible when all core partners mentioned in the extended abstract are also included in the full proposal. In the period between the submission of the extended abstract and the full proposal, new core partners can join, but applicants must consider that the collaborative nature of the consortium will be an important criterion for the evaluation of the abstracts. Other external partners also enter into an agreement, but if they go back on their commitment, this goes without a penalty. A minimum of 1 imec research group is necessary.
- The names of the project leader and the research group leader must be mentioned.
- In the abstract each partner must illustrate the added value of his contribution to the project as well as the importance of the project for the partner. The imec research groups will also illustrate the importance of the project for their strategy.
- **Each partner** will indicate the expected workload for the project as well as the most important milestones / deliverables.

The extended abstract must be in English and has to be submitted via the MyProjects platform. More detailed instructions can be found in the Abstract template on the [imec website](#).

In the following situations, extra documents need to be handed in:

- The project already has been submitted in a previous imec.icon call (side letter resubmission, see also 3.3.2).
- A research group requesting imec funding participates for the first time in an imec.icon call

For more info on these extra documents, please consult the Abstract template on the imec website.

3.1.2 ELIGIBILITY OF THE EXTENDED ABSTRACT

The extended abstracts have to comply with the formal criteria for eligibility, which will be verified by imec. Only projects with a positive score on every criterion will be eligible for further selection and evaluation.

The abstract was submitted using the provided templates
The proposal was submitted on time
The prescribed character limit is complied with
There is a minimum of 2 research groups of which 1 imec research group
There is a minimum of 3 Flemish industry partners
The 50/50 rule is complied with (see 4.1)

3.1.3 SHORT PRESENTATION OF THE PROJECT IDEA TO A PANEL (“PITCH”)

The consortium will give a short presentation based on the extended abstract to an imec panel. The most relevant partners of the consortium need to be present, with a maximum of 5 people.

Members of the imec panel will be representatives of imec as well as external experts, appointed by imec.

There will be a very short presentation, followed by 10 minutes Q&A. The panel will then deliberate behind closed doors. The panel members will not be giving personal/direct feedback to the project submitters afterwards.

Each project is scored on these aspects:

- Assessment of clearly defined and realistic research objectives;
- To what extent is the project proposal in line with imec’ vision, mission and strategy?
- Assessment of the proposed (social and / or economic) valorisation of the project
- Assessment of the composition of the consortium, taking into account the participation of core partners, other partners and imec research groups.

Detailed evaluation criteria will be published on the [imec website](#).

3.1.4 ADVISORY REPORT OF THE PANEL TO IMEC' MANAGEMENT

The panel will deliver an advisory report to imec' management concerning the selection of the abstracts that get a go / no go to submit a full proposal.

3.1.5 DECISION OF IMEC' MANAGEMENT

The management will decide on every abstract, taking into account the (not binding) advice of the panel. This decision can be:

- **Admission to submit a full proposal**
The management decides that the project is in line with imec' mission, vision and strategy and that it answers to an existing need. Furthermore, the quality of the abstract and the consortium justify investing in a full proposal. This decision however holds no guarantee that the project will in fact receive support. There will be a final selection of all full proposals, taking into account the number of eligible proposals, the quality (valorisation potential and research quality) of the proposals and the available funding.
The management can issue directives for the adjustment of the project and/or the consortium. During the final evaluation of the full proposals the level of adjustment according to the advice will be taken into account.
- **No admission to submit a full proposal**
The management decides that the project is insufficiently in line with imec' mission, vision and strategy and /or that the demand-driven aspect is not demonstrated adequately. Furthermore, the management board can decide that the initial quality of the proposal or the consortium is insufficient to justify investing in a full proposal. The consortium will therefore not be admitted to submit a full proposal during the current call.

Communicating the decision of the management board

Each consortium will receive the motivated decision (feedback form) of the management board by email.

Upon request, a feedback meeting with imec is possible.

3.2 SUBMISSION AND EVALUATION OF THE FULL PROPOSAL

Only projects for which an extended abstract was submitted and that received a positive decision of the management board are allowed to submit a full proposal. All other proposals are inaccessible.

Firstly it will be verified whether the projects meet the formal requirements for eligibility (3.2.1). Special attention will be paid to the fact whether the alterations in the project between abstract and full proposal are allowed. Only the projects that meet this requirement will be evaluated.

3.2.1 FULL PROPOSAL - ELIGIBILITY

Evaluation of formal eligibility by imec

The eligibility of the proposals will be verified by imec. This evaluation will be carried out by the imec administration and the imec management. Only projects with a positive score on every criterion will be eligible for further selection and evaluation.

An eligible extended abstract was submitted
The consortium was given admission to submit a full proposal
LOI for each partner was submitted
The file contains enough information to start the scientific evaluation
The file contains enough information to assess the valorisation potential (general information + more detailed info for partners requesting funding)?
The proposal was submitted on time
The 50/50 rule is complied with (see 4.1)
Research leader is an imec research group leader or someone appointed within his/her group
There is no current imec.icon evaluation procedure for this proposal
The prescribed maximum number of characters is complied with

Possible alterations in the Full proposal in relation to the abstract

The project idea, including the project context and the innovation objectives cannot be altered in the full proposal in comparison to the abstract. Refinements and a more detailed explanation are allowed.

The valorisation path needs to remain the same in essence, the business case can however be refined.

The proposed core partners within the consortium must remain, other (non core) partners are allowed to opt out, be replaced or added.

New partners – both core and other – are allowed to enter the project in the phase between abstract and full proposal.

The full proposal takes into account the advice and the directives that the imec management board sends to the consortium along with the admission to submit a full proposal.

The budget of the imec research groups in the full proposal must be in line with the budgets (represented by man-months) specified in the abstract.

The final assessment on whether the proposal meets all the requested formal criteria is an unambiguous YES or NO.

Early start of the project by imec

For reasons of effective collaboration, it is important for the project members to aim for a synchronisation of the start date.

If a partner is considering starting early, this must be discussed with your imec Innovation manager.

The start date of the imec.icon project is October 1st 2018. External partners may start earlier on their own risk (at earliest the first day of the month following the submission of an eligible project at VLAIO, i.e. May 1st 2018). This is a project start 'on their own risk'. 'On their own risk' means that in case the project is not approved, they can't reclaim the costs within the scope of support. Nor is there a condition stipulating that the research groups have to start as well.

Eligibility of the regional funding agencies

The regional funding agencies decide on the eligibility for funding applications and will communicate its decision to the project leader.

3.2.2 FULL PROPOSAL - EVALUATION

The evaluation procedure with external experts is starting immediately after submission; consequently there is no opportunity to change the project text.

During an **instruction meeting**, the regional funding agencies advisors will discuss the application in detail with the applicants in the presence of an imec representative. If necessary, the advisor(s) will ask the consortium to give additional oral or written information.

Representatives of all parties are expected to take part in the instruction meeting, especially representatives of all companies applying for funding. To have a meeting in the most optimal conditions, it is crucial that all partners present sufficiently detailed valorisation sections (sections B and C of the full proposal).

Constructive and prompt cooperation by the applicants is essential for the smooth completion of the process.

Furthermore, Agentschap Innoveren & Ondernemen (VLAIO) organizes a **written referee procedure** with mainly non-Flemish experts, in order to obtain 2 to 3 written evaluations per imec.icon proposal. When choosing the external experts, VLAIO makes sure not to use potential competitors and other interested parties. Applicants are invited to submit a short list of experts to be avoided (during abstract phase). This list with experts to be avoided is the same for abstract and full proposal phase. The applicants will receive feedback on the written evaluations and will have the opportunity to respond **in writing**.

The consortium will have a minimum of 5 workdays to make a small (5 pages) amendment to their proposal in response to questions formulated during the instruction meeting and in the written evaluations.

The funding modalities for partners requesting Innoviris funding will be evaluated according to the Innoviris procedure.

Evaluation Grid

Each project will be judged as a whole, taking into account possible amendments delivered during the evaluation process.

A positive advice can be made subject to specific conditions that have to be fulfilled at the start or during the project. These conditions can either be organisational, financial or with respect to content.

The evaluation criteria are aligned with those of VLAIO R&D projects.

Consultation meeting imec - regional funding agencies

During a consultation meeting with imec and the regional funding agencies, the referee reports and the applicants' answers will be discussed and a recommendation will be drawn up based on the evaluation grid.

Final Approval/Decision

Based on all available information, including the recommendations of the external experts as well as the recommendation following the consultation meeting, a report will be drawn up, containing the information on the project (with emphasis on the innovation purpose), the fully completed evaluation grid and a budget proposal. For those projects requesting funding, the valorization potential will also be evaluated extensively. Concerning possible funding from Agentschap Innoveren & Ondernemen, these projects will be assessed according to the regular selection mechanism for company R&D funding. Depending on their scores, projects will be classified in different priority categories. The VLAIO and Innoviris Boards of Directors will decide whether or not to grant respectively VLAIO or Innoviris funding and will advise imec on whether or not to grant funding.

Subsequently the decisions of the Boards of Directors will be communicated to the imec Executive Board, which will then decide on possible imec funding.

The recommendation of the regional funding agencies on imec.icon evaluations is binding as far as the quality classification goes, and the imec Executive Board will respect these classifications (as well as the recommended ranking when given) in its choices that have to be in conformity with imec' budgetary limits and R&D portfolio.

Relation imec.icon – R&D Application

The evaluation of the imec.icon application is an evaluation of the complete proposal and is the responsibility of imec. If there is an funding application with a regional funding agency embedded in the imec.icon file, that funding application is the sole responsibility of that regional funding agency. The general regulatory process for VLAIO industrial R&D projects will therefore be applicable in full on this segment.

However, it should be noted that participation in an imec.icon project by an external partner should not depend on whether or not that partner will receive funding, as this would jeopardize the efforts of the consortium as a whole.

Below, we have listed a number of possible (theoretical) combinations of decisions. If the application for funding receives a positive evaluation, the funding can only be allocated definitely when the imec.icon project has been approved by the imec Executive Board (and will be implemented).

ICON file = imec decision
Industry funding = VLAIO or Innoviris decision

ICON file	Industry funding application	Possible outcome
		Both ICON project and VLAIO/ <u>Innoviris</u> funding are approved
		ICON project <u>approved</u> but no VLAIO/ <u>Innoviris</u> funding
	Not evaluated	No ICON project <u>and</u> no VLAIO/ <u>Innoviris</u> funding granted

3.3 CONFIDENTIALITY, RESUBMISSION, RECONSIDERATION, COMPLAINT

3.3.1 CONFIDENTIALITY

All staff members of imec and the involved researchers, the regional funding agencies, external experts and members of the Board of Directors of VLAIO, Innoviris and imec are obliged to keep all information made available to them confidential and will not provide any of that information to third parties or use it for their own benefit. In case of a conflict of interest, the jury member will refrain from reading and evaluating the proposal.

3.3.2 RESUBMISSION

In case of a rejected abstract or full proposal, a reworked project idea can be submitted in a next call, on the condition of a feedback meeting and an approved side letter. A side letter contains a description of the most important changes between this submission and the previous one (what shall be added/deleted/clarified w.r.t. the previous project idea). This letter has to be submitted to the imec.icon instrument leader before the feedback meeting, and afterwards needs to be uploaded on the MyProjects platform (same deadline as abstract submission). For more details see the abstract template on the imec website.

If an imec.icon project is rejected, company partners who had requested funding through the imec.icon project are allowed to apply for funding with the regional funding agencies for a regular industrial project that is not linked to an imec.icon project.

3.3.3 RECONSIDERATION

As for the abstract, there can be no requests for reconsideration.

As for the full proposal: via the proposal manager the consortium can request to reconsider an application that has been rejected by the imec Executive Board, in which case the Executive Board will decide on the reconsideration during the next imec.icon call.

This request for reconsideration has to be submitted within 30 working days following the Board's decision and must be based on clear and verifiable elements. These can be elements that, according to the applicants, were not appraised in a correct manner, or relevant additional information that did not reach imec/the regional funding agencies in time, or important adjustments in response to the comments. The new elements have to be significant enough to reconsider the decision. The imec Executive Board will report on the status of the reconsideration within 75 working days following receipt of the request for reconsideration. This period will be extended by an additional 30 working days if new external experts have to be consulted. The results of a possible reconsideration can only be implemented within the framework of a next imec.icon call.

The innovation goal cannot be changed in a request for reconsideration. If the innovation goal has been altered thoroughly, a new application can be submitted (at a next abstract deadline) which will be subject to the same terms and conditions, including the terms with respect to the start date and the period for justification of costs.

3.3.4 COMPLAINT

In case applicants are dissatisfied with the way their application was handled, the consortium can submit a written or electronic complaint via the proposal manager. Complaints will be dealt with within 45 days following receipt.

4 FINANCING MODEL

4.1 MINIMUM CONTRIBUTION OF 50% OF THE TOTAL PROJECT COST BY THE EXTERNAL PARTNERS

The joint contribution by the external partners with funding (see 4.1) in the project must be more than the joint contribution of the research partners for the total duration and implementation of the project⁴. Apart from a contribution of manpower and operation costs, the contribution of external partners can also be “out-of-pocket”. This can be either a financial contribution or a contribution in kind. A contribution in kind can be e.g. making equipment or a staff member from the company available for joint project research in the research groups (so-called “residents”). Should the “out-of-pocket” cost consist of capital equipment, a separate agreement must be drawn up to cover this.

Only the imec research in the project will be funded by imec.

4.2 THE COST MODEL

Approved project costs consist of personnel expenses (personnel expenses and PHD grants for research institutions) on the one hand and operational costs on the other hand. For operational costs we distinguish between direct and indirect costs.

For the external partners, the cost model of the regional funding agency applies in full.

Agentschap Innoveren & Ondernemen:

https://www.vlaio.be/sites/default/files/2017-11/innovatiesteun_kostenmodel_jan2016.pdf

Innoviris:

For research: <http://www.innoviris.be/nl/financiele-steun-aan-ondernemingen/brusselse-programmas/explore-industrial-research>

For development: <http://www.innoviris.be/nl/financiele-steun-aan-ondernemingen/brusselse-programmas/shape-experimental-development>

For the **research groups** funded by imec, the VLAIO cost model is used as a basis (for personnel costs, not for operational costs). The operational costs are limited to maximum 35% of the personnel costs, taking into account that the indirect costs cannot exceed 20% of the personnel costs. For the operational cost for PHD grants the 35 % will be calculated based on the personnel cost for a junior researcher. For the imec research part, PhD grants CAN be taken into account, in accordance with VLAIO rules for SBO projects.

⁴ When calculating the balance, strategic research centers VIB and VITO need to be left out of account

4.3 SUBCONTRACTING

Subcontractor costs can be accepted as direct costs in the projects, but research activities can never be subcontracted, either in part or in full, without the prior written consent from imec.

This consent is a.o. not necessary for routine tasks that are not part of the core components of the project and that are not taken on directly by one of the partners (i.e. routine testing, development of part of a prototype, part of the programming, etc.). For more information please contact a Innovation manager.

For non-routine tasks, please contact your Innovation Manager.

Subcontracting between project partners is not permitted.

Companies can only operate as subcontractors in a project when they are not participating at their own risks, when they have no valorisation ratio and when they don't acquire intellectual property.

5 AGREEMENTS CONCERNING COOPERATION

5.1 THE IMEC.ICON COLLABORATION AGREEMENT (CA)

The imec.icon Collaboration Agreement covers all practical rules concerning collaboration, financing, confidentiality, IPR rules, reporting and some other rights and obligations between the partners in the consortium. Moreover, the Collaboration Agreement is an essential condition for activating the Funding Agreement of the regional funding agency (see below). At the same time, the partners in the consortium commit themselves to their intended efforts by means of the Letter of Intent, regardless of whether the regional funding agency will grant funding.

In the imec.icon Collaboration Agreement the intellectual property rights (Article 8) are defined in such a way, that they fit in with the EICTA arrangement that is standard for FP7 projects. In general, the IPR arrangement can be outlined as follows:

Principles of ownership

- Background = ownership of contributing party
- Foreground from own work = ownership of generating party
- Foreground from work of one or more knowledge institutions = ownership knowledge institution(s) + co-ownership imec
- Foreground of which the contribution of the related project partners cannot or cannot properly be separated = co-ownership by the related project partners

Principles of co-ownership

- Every co-owner owns the non-exclusive right to exploit co-ownership and grant non-exclusive licenses to third parties without consent from or compensation to other co-owners (“without accountancy”)
- Protection (e.g. Patent) is arranged in consultation
- Damage claim for breaches is arranged in consultation

Access rights

- Listing Background/Sideground through positive list
- Criterion = “needed”
- Granted after written motivated request unless granted through an agreement
- Non-exclusive and worldwide
- No transfer costs
- Rights expire 2 years after termination of the project

Negotiation on conditions should be in writing and within 2 years following termination of the project. Patent application can extend this term to a maximum of 6 months after publication of search report

Connected entities have equal access rights

Schematic representation of ownership and access rights

Ownership	Each partner is and remains sole owner of own Background, Sideground en Foreground Co-ownership only when the contribution to the Foreground cannot or cannot properly be separated. Co-ownership between all parties that contributed	
Access rights necessary for project execution	Background/Sideground/Foreground: free of charge	
	Same work package	Different work package
Access rights when necessary for exploitation/use of own Foreground	Back & Sideground: Favorable Foreground: Free of charge	Back&Sideground: Reasonable and non-discriminatory Foreground: Favorable

Specific agreements on:

- Access rights to Software
- Access rights to Object code and/or API
- Access rights to Source code
- Open source policy
- Admission Party after start of project
- Excluded or withdrawn Party

The signing of the imec.icon Collaboration Agreement within 4 months following the start of the project is a condition precedent with respect to acceptance of project costs of the imec.icon project by both imec and Agentschap Innoveren & Ondernemen.

5.2 THE FUNDING AGREEMENT

5.2.1 FUNDING AGREEMENT FROM AGENTSCHAP INNOVEREN & ONDERNEMEN (VLAIO)

With respect to project-specific conditions, the VLAIO Funding Agreement with the lead partner will be co-signed by imec as coordinator of the imec.icon project. Although imec does not receive funding from VLAIO, imec has to co-sign because of the mutual reporting requirements of each partner and to keep an eye on the mutual IPR agreement within the consortium.

It is recommended that the project leader in the imec.icon project is also the lead partner in the VLAIO Funding Agreement in order to ensure an optimal flow of information and reporting.

The imec.icon Collaboration Agreement is a condition sine qua non for the VLAIO Funding Agreement and should be signed by the partners in the consortium within 4 months following the signing of the funding agreement.

5.2.2 INNOVIRIS FUNDING AGREEMENT

With respect to project-specific conditions, the Innoviris Funding Agreement with the lead partner will be co-signed by imec as coordinator of the imec.icon project. Although imec does not receive funding from Innoviris, imec has to co-sign because of the mutual reporting requirements of each partner and to keep an eye on the mutual IPR agreement within the consortium.

It is recommended that the project leader in the imec.icon project is also the lead partner in the Innoviris Funding Agreement in order to ensure an optimal flow of information and reporting.

The imec.icon Collaboration Agreement is a condition sine qua non for the Innoviris Funding Agreement and should be signed by the partners in the consortium within 4 months following the signing of the funding agreement.

6 REPORTING

6.1 IMEC.ICON STATUS REPORT – PROGRESS REPORT

The imec.icon status reports describe the progress of the project. The project leader submits the reports to imec on a 6-monthly basis by using the MyProjects platform. imec will pass on the report to the regional funding agency where they will regard this as a progress report in case of funding.

Within the scope of granted regional funding, the regional funding agency can implement supplementary conditions concerning reporting. These conditions will be stipulated in the funding agreement of the regional funding agency.

Status reports – Terms:

- On project level
- At least once every 6 months
- Using MyProjects
- By the project leader
- imec will forward to the regional funding agency

6.2 STEERING GROUP MINUTES

The project steering group will assemble at least once every six months. The project leader will submit the minutes of this meeting to imec via MyProjects.

Steering Group Minutes – Terms:

- On project level
- At least once every 6 months
- By the project leader
- Using MyProjects
- imec will not forward to the regional funding agency

6.3 YEARLY FINANCIAL REPORTS

All partners are obligated to submit a financial report per calendar year.

On 31st January of each year at the latest each partner must submit a financial report using the MyProjects platform. This report contains a detailed breakdown of used resources and people. The research groups add the necessary evidence in case of a claim. Only actual costs in accordance with the cost model are eligible.

6.4 END REPORT

The end report should be submitted to imec via MyProjects within 2 months following the end of the project.

This end report contains collective and individual reporting:

- a collective narrative (content) report;
- individual valorisation reports, both for research groups and partners.

Partners receiving VLAIO funding have the possibility to submit this part directly to VLAIO if it contains confidential information that cannot be shared with other partners.

Overview sections of the final report:

	Content	What
Final report	Section I Collective report	1 doc/project
	Section II Individual valorisation report for Companies	1 doc/partner
	Section III Individual valorisation report for Research groups	1 doc/research group

The final report needs to be submitted via MyProjects.

As regards the financial reporting, the imec research groups and the partners have to make sure they have delivered all yearly financial reports to imec (see 6.3). No additional report needs to be submitted to the regional funding agency.

The end report is only admissible after all parts have been handed in.

6.5 OVERVIEW REPORTING

	Status report	Steering committee minutes	Yearly financial report	Final report
What	Report regarding content	Meeting reports of Steerco	Financial and MM report	Report regarding content
When	Min. every 6 months	Min. every 6 months	Each calendar year + no later than 2m. after project end	No later than 2m. after project end
How	MyProjects	MyProjects	imec groups: Excel Others: MyProjects	MyProjects
Submitted by	Project lead – one report per project	Project lead – one report per project	Financial responsible - one report per partner	1 collective report + 1 report per partner
The regional funding agency	imec transfers to the regional funding agency	No transfer to the regional funding agency	imec transfers to the regional funding agency for companies with R&D funding	imec transfers to the regional funding agency

7 PRACTICAL GUIDELINES FOR APPLICATION

7.1 DEVELOPING AN IMEC.ICON IDEA

If you have a project idea, the best thing to do is to contact imec (els.vanbruyse@imec.be). They will give you more information and they will refer you to the relevant collaborators within the research groups. In case of specific questions on the application for funding, preliminary discussions with the regional funding agency can be organised.

7.2 SUBMITTING AN EXTENDED ABSTRACT

An extended abstract consists of multiple elements (see table in the [abstract template](#)). Some of the information needs to be submitted directly in the MyProjects platform, other information needs to be uploaded on the MyProjects platform in the form of a .doc or .pdf document.

The proposal must be submitted in English because of the international referees.

7.3 SUBMITTING A FULL PROPOSAL

The proposal must be submitted in English because of the international referees.

The following parts have to be translated into Dutch as well:

- The title
- The management summary
- The innovation purpose.

An imec.icon proposal must be submitted by a consortium of companies and institutions, the proposal manager/submission coordinator will be responsible for the consistency of the application file. The imec.icon proposal should be submitted using the MyProjects platform. imec.icon proposals including an application for partial funding by individual external partners must be submitted to imec. However, imec will not serve as intermediary for VLAIO R&D funding applications that are not linked to an imec icon proposal. These latter types of applications should be addressed to the regional funding agencies directly.

As imec is responsible for the eligibility assessment of the proposals, all **components should be submitted to imec**. This implies that failure by one of the partners to submit a document can lead to imec blocking the complete file.

The imec.icon proposal must consist of a number of sections. The table below lists who should complete which sections and how it should be submitted. The proposal will only be eligible once all required sections have been submitted.

Next to the general part, which is being submitted by the proposal manager, the proposal also contains a number of sections that have to be submitted by the partners directly. It is therefore crucial that the naming of the files be consistent.

The following guidelines should be observed.

	Documents	Section	Content	Sent to experts ?
Idoc/project	Document A/collective B	Section A	Information on the whole imec.icon project	✓
		Section collective B	Big picture on valorization	
	Document B	Section B	Partner-specific information on valorization	
Idoc/partner	Document C	Section C	Additional information on the partners	✗
	LOI	Letter of Intent	Intention of each partner to implement its own task package + Acceptance of CA	

7.4 LETTER OF INTENT AND CONFIDENTIALITY AGREEMENT

The application (full proposal) can only be eligible when every party has submitted a signed Letter of Intent based on the imec template (see www.imec.be). When submitting an extended abstract, no letter of intent is needed.

A PDF copy of the signed document should be uploaded on the MyProjects platform. Submission of the Letter of Intent is subject to the same deadline as submission of the proposal.

Preceding the signing of the LoI, the partners can protect the preparatory proposal discussions by signing an NDA. For this purpose, you can use an imec-template NDA that you can request at icon@imec.be

7.5 OVERVIEW OF THE DOCUMENTS

- imec.icon Manual
This document describes the characteristics and goals of imec.icon projects, as well as the evaluation and selection procedure
- Template for an Extended Abstract
- Template for a Full proposal
- Only proposals that are correctly submitted via the MyProjects platform are eligible for the selection procedure.

Reporting

The different types of reporting should be done via MyProjects:

- Status reports
- Steering Group minutes
- Yearly financial reports per partner
- Final narrative report by the consortium

8 QUESTIONS

If you have any further questions about this manual, please contact imec (icon@imec.be), Innoviris (smaas@innoviris.irisnet.be) or Agentschap Innoveren & Ondernemen (Veerle.desmet@vlaio.be).