

JIC INOVAČNÍ VOUCHERY



Inovační vouchery

Project manual

CALL 2011

www.inovacnivouchery.cz

Content

1. Project objectives.....	3
2. Actors.....	3
2.1 Financial sponsor.....	3
2.2 Implementing agency.....	3
2.3 Knowledge providers.....	3
2.4 Voucher recipients.....	3
3. How to apply for a voucher.....	4
3.1 Knowledge offer.....	4
3.2 Ineligible activities / costs.....	5
4. Selection procedure.....	5
4.1 Formal and contentual check.....	5
4.1.1 Assessment questions.....	6
4.2 Lottery.....	6
5. How to use a voucher?.....	7
5.1 Innovation voucher contract (<i>implementation agency – voucher recipient</i>).....	7
5.2 Knowledge contract (<i>voucher recipient – knowledge provider</i>).....	7
5.3 Subsidy request.....	7
5.4 Amount and form of the subsidy.....	7
6. System step-by-step.....	8
7. Evaluation.....	10
8. Webpage.....	10

1. Project objectives

Project “inovační vouchery” (hereafter Project) is a financial instrument supporting cooperation between companies and institutions with research capacities (hereafter knowledge providers). It is an integral part of the Regional Innovation Strategy of South Moravia.

The aim is to help breaking down mutual barriers and prejudices between companies and research institutions and developing new larger cooperation in the future. On one hand, competitiveness of companies might be strengthened; on the other, the commercialization of research result of the knowledge providers might become more effective.

Innovation voucher is a subsidy provided to a company in order to purchase a research service from a knowledge provider. This service is based on knowledge transfer, i. e. transfer of knowledge of scientific or technological nature that is new for the company and is not commonly available. Purchased knowledge must, at the same time, lead to strengthening of companies' competitiveness, mainly through innovating its product, process or service.

2. Actors

2.1 Financial sponsor

Financial sponsor of the Project is the City of Brno.

2.2 Implementing agency

Implementing agency of the Project is South Moravian Innovation Centre (hereafter implementing agency). Its main tasks are Project design, implementation and coordination – e. g. collecting of incoming application, selection of voucher recipients, paying out of subsidies, supervising and evaluation of the Project results.

2.3 Knowledge providers

Knowledge providers are institutions that have research capacities located within the territory of the City of Brno and that have signed a contract about participation on the Project.

Each knowledge provider appoints at least one contact person who coordinates Project at his/her institution. List of contact persons will be published at www.inovacnivouchery.cz.

2.4 Voucher recipients

An innovation voucher can be awarded to a legal person established for business purposes according to a law of any member state of the European Economic Area and with an official seat in a member state of the European Economic Area.

3. How to apply for a voucher

Application for an innovation voucher (hereafter application) is submitted by a legal person eligible for becoming a voucher recipient (hereafter applicant) within a call-for-applications period via webpage www.inovacnivouchery.cz.

Applicant must i. a. describe the way of using the purchased knowledge and specify the expected benefit for strengthening its competitiveness.

Each applicant is allowed to submit max. one application. Running projects cannot be supported by a voucher.

A conflict of interest between voucher recipient and knowledge provider is a reason for excluding an application from the selection procedure. Any of representatives of the applicant mustn't be, at the same time, an employee of the knowledge provider in a position to be able to influence conditions of the cooperation supported by a voucher. This has to be confirmed in the application form.

3.1 Knowledge offer

Knowledge offer is an obligatory part of the application. It must contain following information:

1. Who is the addressee of the offer;
2. Who will provide the service (research team, responsible researcher);
3. Subject of the cooperation (concrete and comprehensible description) – max. 500 words;
4. Expected outcomes;
5. Expected item budget and the overall value of the project without VAT (minimum value is 75 000 CZK);
6. Signature of responsible researcher;
7. Signature of contact person (appointed for the given knowledge provider).

Absence of some of the above mentioned points will be considered as a not-fulfilling formal criteria and the application will be excluded from the selection procedure. The knowledge offer mustn't be longer than four pages A4. Template of the knowledge offer will be placed on the Project webpage www.inovacnivouchery.cz.

The signature of the contact person serves mainly for more effective coordination and awareness of interactions between the knowledge provider and commercial actors. A contact person is not obliged to check the eligibility of the knowledge offer.

3.2 Ineligible activities / costs

The bellow mentioned activities / costs are ineligible for being undertaken within the supported cooperation. Applications that include these items will be excluded from the selection procedure:

1. standard training courses;
2. software purchases;
3. advertising materials - design and production (including website development);
4. standard services (e.g. auditing, accounting, sales activities, etc.);
5. legal services;
6. grant consulting;
7. internships for students
8. aid that would promote/subsidise the cost of exports
9. material purchases (excl. Material necessary for delivery of the service).

Activities that are not listed above are considered as eligible.

4. Selection procedure

Selection procedure consists of two phases. Phase one is a formal and contentual check (see 4.1). Phase 2 is a lottery (see 4.2).

4.1 Formal and contentual check

Formal and contentual check of the incoming applications is realised by a committee of experts that consists of delegates of knowledge providers. Names of the delegates will be announced on the Project website.

Through the formal check, the formal criteria will be considered.

Through the contentual check, the conformity with the eligibility criteria and with the Project objectives will be considered. The committee of experts has the right to exclude any application that doesn't comply with the objectives the Project.

The committee of experts has the right to award up to three applicants with a voucher, whose proposed projects are extraordinary good.

4.1.1 Assessment questions

While deciding on the eligibility of the applications, the committee of experts will enquire a positive answer to following questions:

FORMAL ELIGIBILITY:

1. Has the application been well filled-in and submitted? Does it fulfil all formal criteria?
2. Is the identification data of the applicant correct?
3. Is the applicant eligible for asking for a voucher (see 2.4)?
4. Was the exclusion of the conflict of interest confirmed? (see 3.)?
5. Is the knowledge offer signed by the contact person of the knowledge provider and by the responsible researcher?

CONTENTUAL ELIGIBILITY:

1. Does the knowledge offer describe the subject of proposed cooperation concretely and comprehensibly enough?
2. Does the knowledge offer contain eligible activities only?
3. Does the total price of proposed cooperation amount minimally 75 000 CZK without VAT?
4. Has the applicant described the way of using the purchased knowledge sufficiently?
5. Has the applicant specified the expected benefit for strengthening its competitiveness sufficiently?
6. Are the budget-costs adequate regarding the knowledge offer?
7. According to the application, is it possible to assume that the knowledge is new for the applicant and that it is not commonly available?
8. Is the application sufficient in order to persuade the committee of experts that the proposed cooperation complies with the Project objectives?

4.2 Lottery

In case the total number of eligible applications exceeds the number of vouchers available, the final selection of the voucher recipients happens randomly via lottery.

In addition, sufficient number of substitutes will be drawn. These will get a voucher in case a proper voucher recipient will lose its voucher or in case the whole voucher budget is not distributed.

The selection of voucher recipients is final and no revocation is acceptable.

5. How to use a voucher?

5.1 Innovation voucher contract (*implementation agency – voucher recipient*)

Implementation agency signs up an Innovation voucher contract with each voucher recipient. This contract specifies the duties for voucher recipient which have to be fulfilled before the financial subsidy is paid out. In case of breaching this contract, the implementation agency is entitled to offer the voucher to a substitute.

5.2 Knowledge contract (*voucher recipient – knowledge provider*)

Within three months from the conclusion of Innovation voucher contract, the voucher recipient signs up a Knowledge contract with knowledge provider. Obligatory supplements to this contract are: knowledge offer, signature of knowledge provider's contact person.

A copy of the knowledge contract must be sent to the implementation agency within 3 months after the signing of the Innovation voucher contract. Thereafter, the cooperation can be realized.

5.3 Subsidy request

After realization of the cooperation, the voucher recipient hands a subsidy request to the implementing agency. Along with the request, the recipient hands the following documents:

1. Copy of the invoice issued by the knowledge provider;
2. Copy of the statement of account evidencing the payment of the invoiced amount to the knowledge provider. This must contain the same amount, variable symbol and bank account number of the knowledge provider listed in the invoice.
3. Act of acceptance signed by the voucher recipient and the knowledge provider evidencing that the cooperation was realized properly and that the voucher recipient accepts the results;
4. Declaration about de minimis support.

The implementation agency accepts the subsidy request without undue delay and informs the voucher recipient. The implementation agency pays out the subsidy to the voucher recipient within 21 working days.

5.4 Amount and form of the subsidy

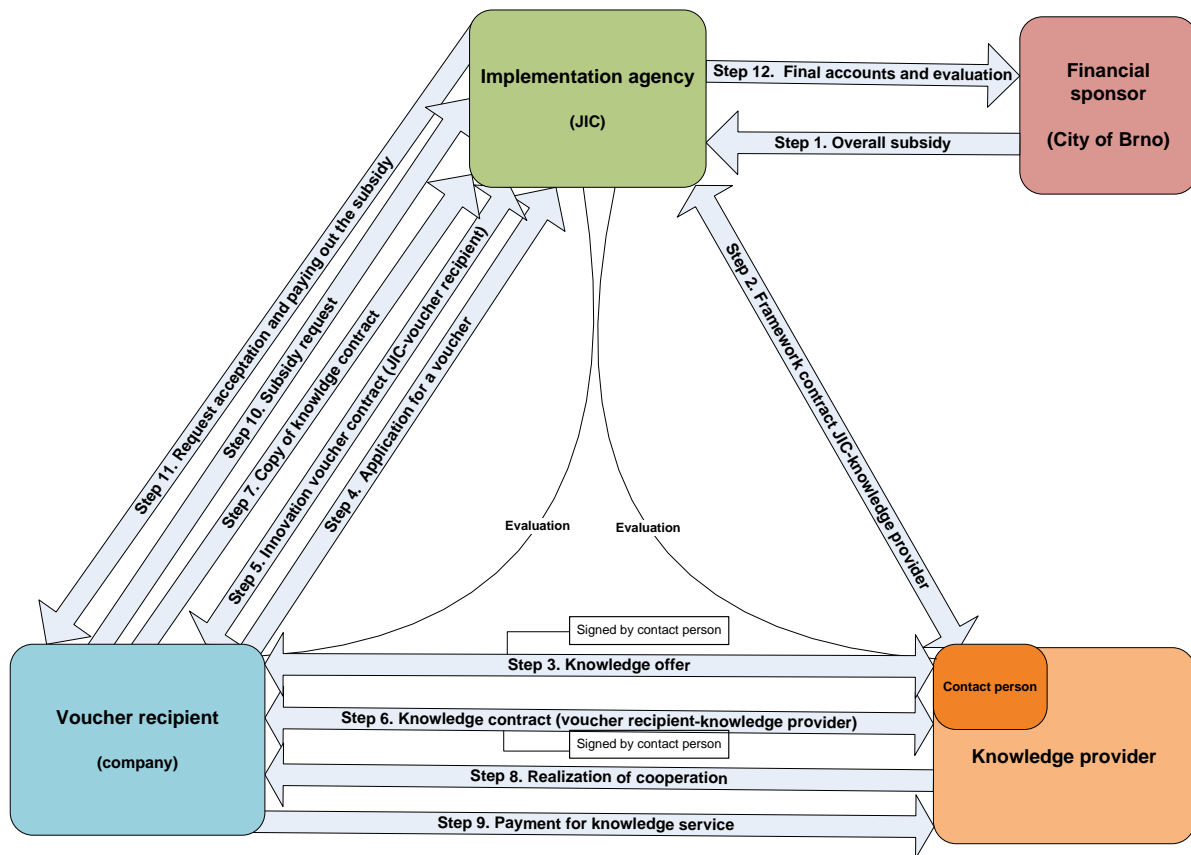
The subsidy paid out by the implementation agency to one voucher recipient covers 75 % of the price of the cooperation. However, the subsidy cannot exceed 150 000 CZK. Minimal price of one cooperation is 75 000 CZK without VAT. VAT can be covered only in case the voucher recipient is not a VAT payer.

The subsidy will be provided to the voucher recipient in the de minimis regime.¹ The subsidy mustn't be used to cover the same cost of a project financed completely or partially from other public grant schemes.

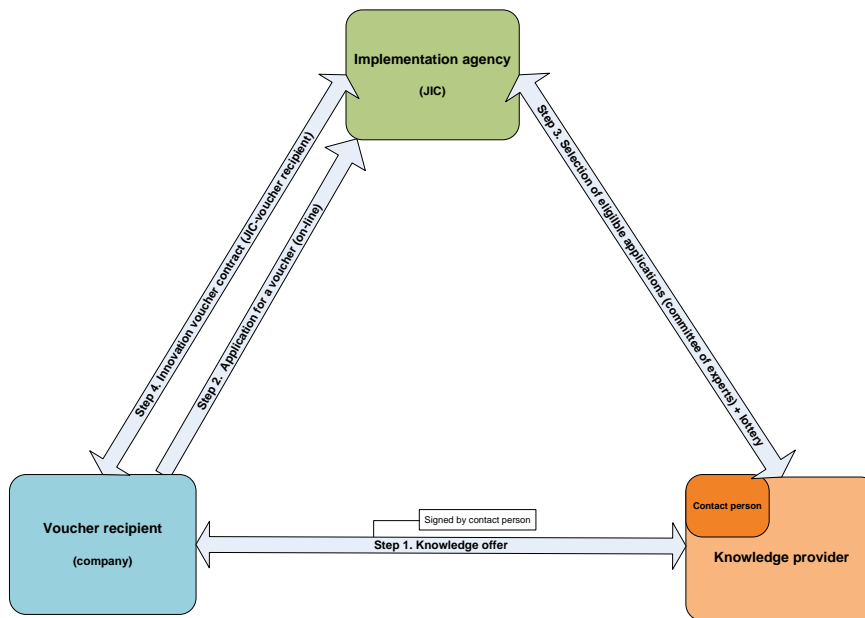
¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:379:0005:0010:EN:PDF>

6. System step-by-step

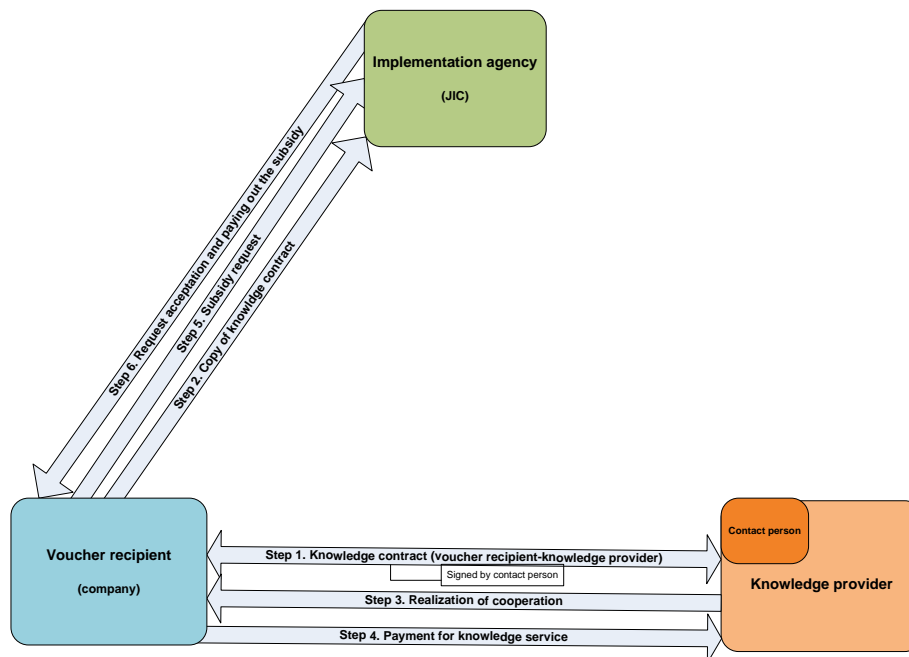
Scheme no. 1: Project diagram



Scheme no. 2: Application phase



Scheme no. 3: Realization phase



implementační agentura

finanční garant

mediální partner

partner

tento projekt je realizován v rámci
Regionální inovační strategie
Jihomoravského kraje

7. Evaluation

All participating subjects are obliged to provide the implementation agency with information necessary for evaluating the Project.

8. Webpage

Main communication means is webpage www.inovacnivouchery.cz.

