FLOW CHART

Innovation vouchers procedure

centrope_tt
TECHNOLOGY TRANSFER COMMUNITY
POWERED & CONNECTED BY CENTROPE

Opening of the Call

Date 1st July 2010

Call is open until the 31st January 2011.

Call documents and templates:

- Letter to the applicants
- Call
- Guideline for Applicants
- Application form
- 3-party agreement template

Available on www.centrope-tt.info and on the homepages of all WP5 partners.

SMEs are contacting the centrope_tt regional contact point

SMEs interested in the centrope_tt voucher are contacting their regional intermediaries for further information and support.

Find your regional contact: www.centrope-tt.info

SME prepares the application package

SME fills in the application form, supported by the regional **intermediary**.

SME submits its application form to contact points

SME send its application to the regional **Intermediary**, which forwards it to the WP5 responsible partner, who collects the applications for the **Project Approval Committee**.

Project Approval Committee is deciding about the project proposals and prepares official minutes about approved project.

Project Approval Committee

takes the decision on the project approval

(on monthly meetings)

Decision on the best R&D service provider.

The best R&D service provider has to be chosen (in case of more providers, 3 offers are needed). **Intermediaries** are supporting the cross-border partner search. **R&D providers are** offering a detailed price quotation.

SME and R&D provider fill in a short questionnaire on their expectations.

Signing of the '3-party-agreement' by SME, R&D service provider and Intermediary

Realisation of the contracted services

SME and R&D provider are cooperating on the realization of the contracted services.

R&D sends an final service result to the SME

R&D provider describes the result of the service.

SME proves correctness of received R&D services: sends the signed Act of Acceptance to R&D

SME reads the service report, signs the Act of Acceptance, sends back to R&D and fills in a short "results questionnaire".

R&D issues the original invoice and sends to the intermediary of the SME

R&D forwards the following documents to the Intermediary: original invoice; original copy of the final service result report, signed Act of Acceptance. **R&D forwards** one copy of the invoice to the SME

The invoice is issued to the name of the Intermediary

Payment of R&D services by Intermediary to R&D provider.

Intermediary verifies received documents and pays R&D services to R&D provider.