

CENTROPE_TT VOUCHER

GUIDE FOR APPLICANTS

The following documentation is providing the applicants with useful information and advice to receive and use centrope_tt voucher. Please read the following instructions carefully. If you have questions please contact your **centrope_tt regional contact point**.

CENTROPE_TT VOUCHER | OVERALL OBJECTIVES

The centrope_tt voucher is designed to help small and medium sized enterprises (SME beneficiaries) in the CENTROPE region to purchase the R&D service provider's expertise to support the innovation of products and processes.

SUPPORTED ACTIVITIES

You can use centrope_tt innovation voucher for the following activities:

- Development of a new product, a prototype
- Business plan for an innovative product
- Development of new concepts, pre-feasibility and feasibility studies, studies for problem solving
- Development of a new service
- Tailored training in new technologies
- Product/service testing
- Economic impact assessment of new technologies
- Analysis of technology transfer potential

As part of a service material purchase is allowed

Priority is given to technology oriented service projects. All supported activities shall demonstrate innovative and scientific approach.

INELIGIBLE ACTIVITIES

The centrope_tt voucher does not support the following activities:

- Standard training courses
- Software purchase
- Internship for students
- Aid that would promote/ subsidize the cost of exports
- Design and production of advertising materials
- Sales services
- Legal services
- Grant consultancies
- Standard services (auditing, accounting)
- Material purchase

ELIGIBILITY OF COSTS

The only eligible cost is the honorary of the R&D institution. On base of the invoice given by the R&D service provider, the responsible centrope_tt regional contact point in the region of the SME pays the subsidy to the R&D service provider. The SMEs are subsidized indirectly.

FORM AND DURATION OF CENTROPE_TT VOUCHER

The form of the centrope_tt voucher is non-reimbursable subsidy in the value of maximum 5000 EUR; the duration of one project is **maximum 6 month**.

ESTIMATED NUMBER OF SUPPORTED PROJECTS

The form of the subsidy is non-reimbursable. Estimated number of project divided by countries:

Austria	20 vouchers
Czech Republic	10 vouchers
Slovakia	10 vouchers
Hungary	10 vouchers

CENTROPE_TT VOUCHER | APPLICATION RULES

1 Actors of one service project

The centrope_tt voucher means a transnational cooperation between actors of the market in the field of technology transfer and innovation. The technology transfer always will be realized exclusively between SME and R&D institution of a different participating country.

In case of 'A' and 'B' country the actors are:

centrope_tt regional contact point	from country 'A'
centrope_tt regional contact point	from country 'B'
SME	from country 'A'
R&D institution	from country 'B'

The centrope_tt regional contact points support the realization of 5-10 transnational cooperations between SMEs and R&D institutions in each involved regions. Each application will be financed in the value of 5000 EUR.

The centrope_tt voucher consortium, represented by the centrope_tt regional contact points, has defined basic criteria which have to be fulfilled by the applicants. The handed in applications will be accepted with the assistance of the centrope_tt Project Approval Committee.

2 Procedure for allocation of centrope_tt vouchers

Opening date	Closing date
1 st July 2010	31 st January 2011

2.1 Technical information:

a) Information and downloads

The application package can be downloaded from the project website: www.centrope-tt.info and from the websites of the centrope_tt regional contact points.

b) Submission of the application by the SME

1. Complete the **application form**. Please answer all questions.
2. Print and sign it (signature of the official representative and the stamp) **in one original exemplar**.

3. Send the signed application form **via post** to you centrope_tt regional contact point (see table 3).
4. Send the same document in electronic format (**via e-mail**) to you centrope_tt regional contact point. The e-mail subject should be written as followed: **name of region_name of sme**.
5. You receive feedback from your centrope_tt regional contact in e-mail about the reception of the application.

c) Evaluation and decision

1. The centrope_tt regional contact point checks the applications if the minimum criteria are fulfilled.
2. The Project Approval Committee decides on the winner applications.
3. The winner applicants will be informed by the centrope_tt regional contact point **via e-mail** about the decision of the Project Approval Committee and can start with the realization.
4. Contracting procedure initiated by the centrope_tt regional contact point.

2.2 Process description for Applicants in detail

- Preparation of application by the SME
- Choosing process of the winner applications
- Contracting
- Realization of the service
- Financing and reporting

Preparation of application by the SME

The participating SME ('A') defines its requirements on research and development. The SME is supported by the respective centrope_tt regional contact point and has the opportunity to search an appropriate R&D institution with help of the online database (<http://www.centrope-tt.info/rd-database-en>) to get information about the facilities of the R&D institutions acting in the centrope_tt region.

With the support of the centrope_tt regional contact points the SMEs submits the application documentation to the centrope_tt regional contact point 'A'.

The application form will be available on the **centrope_tt webpage** and on the webpage of the centrope_tt regional contact points.

Choosing process of the winner applications

The centrope_tt voucher consortium, represented by the centrope_tt regional contact points, has defined basic criteria which are listed in the centrope_tt voucher application form in Part 3 under 'Declarations' and which have to be fulfilled by the applicants.

The handed in applications will be chosen by a decision of the centrope_tt Project Approval Committee. The meetings of the Project Approval Committee will take place regularly on monthly basis.

Contracting

After positive decision the signing of the centrope_tt support contract between the three parties follows:

- centrope_tt regional contact point 'A',
- SME 'A', and
- R&D institution 'B'

For the preparation and signing of the three-party contract the centrope_tt regional contact points, the SMEs and R&Ds have maximum **two months**. In case the contract has not been signed in time, the centrope_tt Project Approval Committee has the right to redistribute the allocated voucher to another SME.

Realization of the service

With the signature of the centrope_tt support contract the realization of R&D services can be started and has to be finished by **6 month** of contract date.

In case a service project has not ended in time, the centrope_tt Project Approval Committee has the right to redistribute the allocated voucher to another SME.

Way of financing

According to the regulations stated in the centrope_tt support contract between SME, R&D institution and centrope_tt regional contact point the financing will be as followed:

The R&D institute has to realize the contracted services within the agreed timeframe. After finalization of the service he has to prepare and send a **final service result report** to the SME not later than 6 months after the contract date as result of the maid service.

The SME has to support the realization of the contracted service by providing necessary information requested by R&D institute for a successful and in-time realization of the contracted service.

After service realization the SME has to prove the correctness of the performed service according to the received original final service result by signing a confirmation of service realisation (**Act of Acceptance**). SME has to send the signed Act of acceptance to R&D service provider to enable the issue of the invoice.

The R&D institute is obliged to quote in his **invoice** the performed activities in detail and in accordance with his price quotation. R&D service provider has to indicate the following project name and reference '**centrope_tt / 1CE008P1**' in the text of the invoice.

R&D institute has to send a copy of the invoice to the SME beneficiary for verification.

R&D institute is obliged to forward the following documents to the centrope_tt regional contact point 'A' within 10 days after project realisation (*6 month after Contract date + 10 days*):

- the original invoice (addressed to official name and address of the centrope_tt regional contact point 'A')
- one original exemplar of the final service result report and
- the signed Act of acceptance (signed by SME and R&D institute)

The above mentioned three documents have to be sent to the address of the signing centrope_tt regional contact point 'A' by registered courier and an electronic copy by e-mail.

Based on the detailed invoice and after checking the **submitted documents** the centrope_tt regional contact point 'A' verifies the successful implementation of the service with signing the Act of Acceptance and pays the amount of the service (max. 5000 EUR) to the R&D provider. In this way the centrope_tt voucher is allocated to the SME.

See the detailed time frames in the following table.

Timeframes of technical coordination	
Maximum duration of one service project	6 month
Submitting of the 3 documents (original invoice, final service result report, signed Act of Acceptance) to the centrope_tt regional contact point by R&D institution	10 calendar days after finishing the realization
centrope_tt regional contact point sends an acceptance e-mail for the SME and R&D institution if all 3 documents are complete.	within next 15 calendar days
<u>OR</u>	
centrope_tt regional contact point sends a request of clarification for the SME and R&D via e-mail	within next 15 calendar days
SME and/or R&D institution has to submit eventual clarification of the above mentioned three documents	The deadline will be determined by the centrope_tt regional contact point in the e-mail
centrope_tt contact point sends an acceptance via e-mail for the SME and R&D institution if the clarification is complete.	Within next 15 calendar days after receiving the clarification
If all documents are complete the centrope_tt regional contact point transfers the amount of service directly to R&D institution	Within next 30 calendar days calculated from the date of the acceptance e-mail of the centrope_tt regional contact point

In case of any doubts and questions about the application procedure for the voucher scheme, please contact your centrope_tt regional contact point:

centrope_tt regional contact points (table 3.)

HUNGARY

West-Transdanubian Region

Pannon Business Network Association

Contact person: Ms Andrea Kurucz

E-mail to: andrea.kurucz@pbn.hu

Tel: +36 94 505 003

Homepage: <http://www.pbn.hu/>

AUSTRIA - Lower Austria

ecoplus. The Business Agency of Lower Austria GmbH

Contact person: Mr Harald Bleier

E-mail to: h.bleier@ecoplus.at
Tel: +43-2742-9000-ext. 19672 or 432622/823240
Homepage: <http://www.eco-plus.at/ecoplus/>

AUSTRIA – Lower Austria

Lower Austrian Chamber of Commerce, Technology- and Innovation-Partners (TIP)

Contact person: Mr Thomas Strodl
E-mail to: tip.technoscope@wknoe.at
Tel: 02742/851-16640
Homepage: <http://www.tip-noe.at/>

AUSTRIA – Burgenland

Technologie Offensive Burgenland GmbH.

Contact person 1: Mr. Johann Binder
E-mail to: binder@tobgld.at
Contact person 2: Mr. Thomas Schneemann
E-mail to: Thomas.schneemann@tobgld.at
Tel: +43 (0)5-9010-2250
Homepage: <http://www.tobgld.at/>

SLOVAKIA - Trnavsky kraj

Trnava Regional Chamber of Slovak Chamber of Commerce and Industry

Contact persons 1: Mr. Peter Kovar
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Homepage: <http://tt.sopk.sk/>

SLOVAKIA - Bratislavsky kraj

Slovak Chamber of Commerce and Industry,

Bratislava Regional Chamber SCCI
Contact person: Dr. Juraj Poledna
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CZECH REPUBLIC – Jihomoravsky kraj

South Moravian Innovation Centre

Contact person 1: Mr. David Jánošík
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PROJECT TITLE Tools for Transnational Innovation Support in Centrop
PROJECT CODE 1CE008P1
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