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**Application for collaborative project funding (CP)**

**Please delete the indications in blue before submitting the application.**

**Date application submitted:** month, year

**Project title**

|  |  |
| --- | --- |
|  | |
| **Project acronym** | |
|  | |

**Project sponsor** name of project leader, school / institute

|  |
| --- |
|  |

**Project summary** (for publication)  
2500 characters maximum

Describe the challenge(s)/problem(s) to be solved, the main objective, the results and the expected spin-offs/impacts.

Add **1 photo** to be used for the publication of the project.

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| --- |
|  |

**Keywords** 4-8 keywords, separated by commas

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| --- |
|  |

**Planned project start/end** dates

|  |
| --- |
|  |

**Main applicant (project leader)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school / institute | Surname, first name, title  of the principal applicant | Postal address | Telephone | Email |
|  |  |  |  |  |

**Co-applicants**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of  the company | Surname, first name, title  and function of the representative | Telephone | Email |
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If the project is approved, the project summary, the illustration and the names of the project partners will be published on the www.innosquare.com website.

1. **Presentation of the project partners**

Presentation of the project's industrial and academic partners.

The following points can be detailed: Do the various industrial partners represent a value chain or are they in a sector of activity linked to the project? How is this consortium relevant to the success of the project (skills, expertise, diversity, complementarity, etc.)?

**Industrial partners :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names of industrial partners | Canton | Company name | Field / sector of activity | Brief description of main activities |
| In addition to the name, logos and website addresses can be added. | FR or **other** |  |  |  |
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**Academic partner(s) :**

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| --- | --- | --- |
| Name of academic partner (school/institute) | Field of activity | Brief description of the expertise |
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1. **Project background**

Describe the context of the project, the needs it is intended to meet, the current challenges/problems, technological developments in the broad sense, new framework conditions (political, legal, regulatory), description of the concepts if they are highly innovative/specific and non-obvious to a non-expert in the field, etc.

1. **State of the art**

Describe the state of the art in the field: main achievements and publications, pre-projects or preliminary research, existing / competing products and services, patents, etc.

To conclude this section :

To what extent does the project go beyond the state of the art?

How is the project innovative?

How is the project integrated with existing projects and solution approaches? How is the project positioned?

What challenges (technical, economic, specific implementation, etc.) remain?

Is there a potential for patentability?

1. **Project objectives**

**Main objective of the** project

What is the main aim of the project?

**Specific objectives of the project**

What are the specific objectives of the project?

What are the specific objectives of each of the project's industrial partners?

1. **Detailed description of the solution and project methodology**

What are the proposed solutions?

What working methods are planned?

What type of project (feasibility study, methodology project, innovation project, pre-competitive challenge, value creation, intelligent transformation, skills enhancement, etc.)?

Description of concepts if they are highly innovative/specific and non-obvious to a non-expert in the field

What is the uniqueness of the proposal (USP)?

Specify what the industrial players will bring / details of their participation (expertise, knowledge, input elements, qualification tests, validation elements, etc.).

Examples and diagrams summarising the solution and/or methodology are recommended to facilitate understanding.

1. **Project planning**

**Description** of **project stages / work packages**

What are the project work packages?

What activities are envisaged in each of the stages and by whom are they being carried out (don't forget to include the collaboration of industrial partners)?

Define and quantify the deliverables for each work package.

If necessary, a more detailed risk analysis can be carried out.

**WP0: Project Management and Communication**

|  |  |  |
| --- | --- | --- |
| **Manager** |  | |
| **Tasks / Activities** | The tasks must be precise and specific (e.g. what methods, tools or processes will be used, etc.). | |
| **Deliverables** | Deliverables should be as quantifiable as possible. What are the success criteria? | |
| **Risks / Mitigations** | Risk | Mitigation |

**WPx: xxxx**

|  |  |  |
| --- | --- | --- |
| **Manager** |  | |
| **Tasks / Activities** | The tasks must be precise and specific (e.g. what methods, tools or processes will be used, etc.). | |
| **Deliverables** | Deliverables should be as quantifiable as possible. What are the success criteria? | |
| **Risks / Mitigations** | Risk | Mitigation |

**Project timetable**

Draw up a Gantt chart for the project.

Milestones can be indicated on the Gantt by a diamond and then described in the following paragraph.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP#** | **Manager** | **Work package title** | **Month 1** | **Month 2** | **Month 3** |  |  |  |  | **Month n** |
| WP0 |  | Project management and communication |  |  |  |  |  |  |  |  |
| WP1 |  | Work package title |  |  |  |  |  |  |  |  |
| WPn |  | Work package title |  |  |  |  |  |  |  |  |

**Project milestones**

Define the project milestones and the success criteria for each milestone.

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| --- | --- | --- | --- |
| **Milestone #** | **Deadline** | **Description of the milestone** | **Success criteria** |
| Milestone 1 |  |  | Quantifiable success criteria |

1. **Project results**

Define and quantify the results (if possible, globally and not for each WP deliverable as already done in the previous paragraph) of the project, allowing an evaluation of the results obtained.

What are the criteria for success?

1. **Impact and exploitation of project results**

**How does the project contribute to the development of partner companies?**

How will the results of the project contribute to the development of the partner companies (job creation, investment, growth, development of skills, extension of product portfolio, new sector of activity, training, etc.)?

How will the industrial partners use/implement/value the results of the project?

**How will the project contribute to the economic development of the canton of Fribourg?**

How will the results of the project contribute to the canton's economic development (job creation, investment, growth, etc.)?

**How does the project contribute to sustainable development and the measures in the cantonal climate plan?**

How will the results of the project contribute to sustainable development and the [sustainable development strategy of the State of Fribourg?](https://www.fr.ch/sites/default/files/2023-12/EtatFR_strategie_brochure_202311.pdf)

Attach a simplified assessment report using the Compass 21 software, based on the 17 SDGs of Agenda 2023, developing 2 or 3 of the project's 20 major sustainable development criteria.

<https://www.boussole21.ch/>

**Project development plan**

What measures are planned to enhance the value of the project and in what timeframe?

* industrial partners
* academic partner(s): publications, conferences, etc.
* professionals in the field related to the project

taking into account the components

* scientific and technical
* human
* structural
* sustainable

1. **Financial plan for the project**

10% of the total project budget must be allocated to project management by the project manager

To draw up the financial plan, please check that the following conditions are met:

* Current distribution key: max. 65% / max. 150 kCHF financed by NPR. Co-financing by the project's partner companies amounts to at least 35% of the total budgeted cost of the project, including at least 30% of the NPR grant in cash (excluding tax) and the remainder in project collaboration hours.
* Total project budget (100%) = total expenditure, including partner collaboration hours (D1+D2+D3+D4)
* Cash from partners (F1) + NPR funding (F3) = total expenditure by academic partners (D1+D2+D3)
* D4=F2

The budget will be drawn up in the attached Excel document, and a screen capture will be added below in the application.



1. **Project summary - in the form of an Intervention Logic / Project Effectiveness Model**

The information in this table should summarise the information given in the application.

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| --- | --- | --- | --- | --- |
| **Challenge / Context** | Summarise the main challenge/context that the project aims to address | | | |
|  | | | | |
| **Main objective** | Repeat the objective defined in point 4 of the funding application | | | |
|  |  |  |  |  |
| **Inputs /**  **Resources** | Project duration: xxxx months / planned project start and end dates | | | |
| Total project budget: xxx CHF | | | |
| NPR funding: CHF xxx (xx% of total budget) | | | |
| Co-financing from industrial partners - Cash: xx CHF | | | |
| Co-financing from industrial partners - Collaboration: xx CHF | | | |
| Industrial partners: company xxx, xxx, xxx | | | |
| Academic partners: xxx school/institute, xxx, xxx | | | |
| Material resources: xxx CHF (for which material?) - if necessary | | | |
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|  | **Description** | **Indicators** | **Target values**  **indicators** | **Source / Method of obtaining  indicator values** |
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| **Outputs**  (project results) |  |  |  |  |
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| **Outcomes**  (short/medium-term effects of project results) |  |  |  |  |
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| **Impacts**  (wider, long-term effects) |  |  |  |  |
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1. **Bibliography and References**

List of references

1. **Signatures**

We recommend using DocuSign to obtain signatures

|  |
| --- |
| **Place, Date, Signature of principal applicant** |
| Project manager's signature  Signature of the Head of Ra&D |

|  |
| --- |
| **Place, Date, Signature of co-applicants** |
| Signature of each industrial partner |

**Appendix(es):**

List of project appendices