**Procedure for the realization   
of a collaborative project  
and innovation support**

Implementation program NRP 2024 – 2027  
of the canton of Fribourg

# Introduction

In the realization of the implementation program NRP 2024-2027, the canton of Fribourg supports the development of collaborative projects. The present document refers to the implementing regulations for collaborative projects and describes the procedure for the realization of such a project having obtained NRP funding as well as the innovation support in leveraging project results.

# Objective of the procedure

This procedure is part of the implementing regulations for collaborative projects. Its objective is to guide the project manager in the realization of a sectorial collaborative project, to define the financial procedures and the validation of the intermediate and final reports of the project realization. It also aims to increase the impact of projects for businesses. This procedure describes in 12 chronological steps, the activities and documents (what), the people involved (who) and descriptions of the activities of the procedure to be carried out (how).

# Definition

Project : Collaborative project with NRP funding

PR Responsible : Responsible for the regional policy of the canton of Fribourg

NRP Projects portfolio manager : Administrative Manager of NPR collaborative projects mandated by the PromFR

Evaluation Committee : Commission for Measures to Promote Economic Development in the Canton of Fribourg (CAPE)

COVAL : Committee for valorizing the results of collaborative projects

Project Account : Financial management account of the collaborative project of sectorial type managed by one of the academic partners.

# Description of the project implementation procedure

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| --- | --- | --- | --- | --- |
| **What ?** | **Who ?** | | **How ?** | |
| **Step 1 - Establishing and signing of the project consortium and funding agreements** | | | | |
| Project consortium agreement | Project leader Project partners | | The project partners establish a project consortium agreement regulating intellectual property rights, admission of new members or exclusion of members on the basis of a model contract. | |
| Project consortium and funding agreements signed | Project leader Project partners | | The project consortium and funding agreements contracts signed by all partners and PromFR, as well as the scheduled dates of the kick-off meeting, intermediate report and final report, are sent by email to the Projects portfolio manager. [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) | |
| **Step 2 - Payment of the first part of NRP funding** | | | | |
| Payment of 50% of NRP funding | Projects portfolio manager | | As soon as the funding agreements contract is signed, the Projects portfolio manager makes the payment of 50% of the project NRP funding to the project account. | |
| **Step 3 - Payment of the first half of the co-financing from the project partners** | | | | |
| Invoicing of first half of co-financing | Project leader | | As soon as the project consortium and the funding agreements contracts have been signed, the project leader will send invoices to the project partners for payment of the first half of their co-financing in cash, in accordance with the financial plan in the project funding application. | |
| Payment of the first half  co-financing | Project partners | | The project partners make the payment of the first half of their respective co-financing to the project leader. | |
| **Step 4 - Realization and follow-up of the project** | | | | |
| Project Tracking Sheet | Project leader | | The project is carried out according to the project planning defined in the funding application.  The project begins with a kick-off meeting, project team meetings are organized as needed during the project and a closing meeting finalizes the project.  A tracking form, according to the given template, is sent to the projects portfolio manager at least every two months, i.e. in even months (February, April, June, August, October and December), at the latest by the 15th of the month. It is strongly recommended that this monitoring sheet be distributed to the project partners. The project leader may freely decide to make this project sheet on a monthly basis. | |
|  | Projects portfolio manager | | In the event of significant deviations between planning and execution or major difficulties in achieving the project's objectives, costs and deadlines, the PR Manager and the Projects portfolio Manager may request corrective measures from the Project Manager. | |
| Use of the  NRP logo | Project leader | | The NRP logo must be used for publications concerning the NRP granted project, reports and other texts, on websites, information boards, etc. | |
| **Step 5 – Writing the intermediate report** | | | | |
| Intermediate project report | Project leader Project partners | | The report is written jointly with the project partners according to an ad-hoc model. | |
| Submission of the intermediate project report | Project leader | | The report is emailed to the Projects portfolio manager: [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) | |
| **Step 6 - Validation of the interim report** | | | | |
| Validation of the intermediate report | PR responsible Projects portfolio manager | | The PR responsible and the Projects portfolio manager decide whether or not to validate the intermediate project report. | |
| Written attestation of acceptance of the interim report | Projects portfolio manager | | The projects portfolio manager transmits to the project leader the certificate of acceptance of the intermediate report or in case of non validation the required complements. | |
| Invoicing  of the second half of co-financing | Project leader | | As soon as the interim project report has been validated, the project leader will send the project partners the invoices for payment of the second half of their co-financing in cash in accordance with the financial plan in the project funding application. | |
| **Step 7 - Payment of the 2nd half of the co-financing  and the 2nd part of NRP financing** | | | | |
| Payment of the second half of the co-financings | Project partners | | The project partners make the payment of the second half of their respective co-financing to the project leader. | |
| Payment of 40% of NRP funding | Projects portfolio manager | | As soon as the intermediate project report is validated, the Projects portfolio manager makes the payment of 40% of the NRP funding for the project. | |
| **Step 8 - Writing the final report** | | | | |
| Final report of the project | Project leader Project partners | | The final project report is written jointly with the project partners according to an ad-hoc template. This report contains the documents defined in the funding application. | |
| Submission of  the final report  with the evaluation sheets | Project leader Project partners | | The report is emailed to the project portfolio manager along with the evaluation sheets for each project partner: [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) | |
| Project Poster Video Capsule | Project leader Project partners | | The project poster and video capsule are attached to the final project report. The video capsule is produced with the support of INNOSQUARE partners. The poster and the video capsule of the project are published on the website www.innosquare.com | |
| **Step 9 - Validation of the final report** | | | | |
| Validation of the final report | PR responsible Projects portfolio manager | | On the basis of the final report, the PR manager and the project portfolio manager decide on the validation of the report. | |
| Written attestation of acceptance of the final report | Projects portfolio manager | | The Projects portfolio manager sends to the project leader the certificate of acceptance of the final report or, in the event of non-validation, the required complements. | |
| Presentation of project results | Projects portfolio manager | | The presentation of the project results carried out with its valorizations is updated on the INNOSQUARE website. | |
| **Step 10 - Payment of the 3rd and final part of NRP funding** | | | | |
| Payment of the balance of NRP funding | Projects portfolio manager | | If the final project report is validated, the projects portfolio manager makes the payment of the balance of the NRP funding corresponding to 10% of the project NRP funding to the project account. | |
| Financial closing of the project | Projects portfolio manager | | The Projects portfolio manager informs the PR responsible of the financial closure of the project. | |
| **Step 11 – Valorization of results** | | | | |
| Oral presentation of project results and their valorization | | Project leader Representative of a partner company | | Upon invitation by COVAL, the project leader, accompanied by a representative from a partner company, presents the project results, collaboration experience, and the utilization of results by the companies. |
| Valorization recommendations | | COVAL | | COVAL establishes recommendations regarding the exploitation of the results by companies in the form of a orientation plan in order to strengthen the impact of the project (Planning of implementation by companies according to their own resources, support by existing support measures, application for Push Innovation Voucher). |
| Orientation Plan | | Projects portfolio manager | | The Projects portfolio manager provides partner companies with a guidance plan for valorizing the results of the project. |
| Puch Innovation Voucher request | | Industrial partners | | Based on the orientation plan established by COVAL, industrial partners can submit a request for a Push Innovation Voucher for the development of a prototype or proof of concept. |
| Decision to grant the Push Innovation Voucher | | COVAL | | If the Puch Innovation Voucher request is validated by COVAL, a voucher of up to 25,000 CHF from NPR funds can be allocated. |
| **Step 12 – Evaluation of the project impact** | | | | |
| Evaluation of the project impact | | Projects portfolio manager | | In the months/years following the project closure and according to the recommendations of the orientation plan, the Projects portfolio manager contacts the partner companies to assess the impacts of the project in their entities. |

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