**Procedure for submission and evaluation of a funding application   
for collaborative project**

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 (PC) and describes the procedure for submission and evaluation of a funding application for such a project.

# Objective of the procedure

# This procedure is part of the collaborative project implementation regulations. Its purpose is to guide project leaders in preparing and submitting their funding applications for a collaborative project and to define the validation and evaluation process for these applications. This procedure outlines, in four chronological steps, the activities and documents (what), the individuals involved (who), and the descriptions of the activities 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 Projects Portfolio Manager: Administrative Manager for NPR Collaborative Projects mandated by PromFR

Evaluation Committee: Commission for support measures to promote economic development in the canton of Fribourg (CAPE)

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

# Description of the procedure for submitting and evaluating funding applications

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| **What ?** | **Who ?** | **How ?** |
| **Step 1 - Definition of the need and request for funding** | | |
| NRP funding application | Project leader and partners | The NRP funding application for a collaborative project is the result of needs expressed by the project consortium.  The project leader, together with the project partners, writes a funding application using the corresponding template. The application must be signed by all project partners. |
| Submission of the application | Project leader | The application is emailed to the Projects portfolio manager [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) |
| Acknowledgement of receipt of application | Projects portfolio manager | An acknowledgement of receipt of the application is sent by email to the project leader. |
| **Step 2 - Validation of the application and notice of the experts** | | |
| Application validation | PR responsible Projects portfolio manager | The application for project funding is analyzed on the basis of NRP criteria and its financial plan. The application is validated and transmitted to external experts or returned to the project leader for modification. |
| Notice | Two external experts mandated | The application for project funding is evaluated in terms of its scientific content and degree of innovation. In case of discrepancies, the opinion of a third expert is requested.  The experts' feedback on the project's funding application will be communicated to the evaluation committee. |
| Supplement / Improvement of the application | Project leader | On the basis of the expert reports and the Projects portfolio manager's remarks, the Project Leader writes an appendix to the funding application by answering the additional questions formulated in the expert reports. |
| **Step 3 - Evaluation of the application for project funding** | | |
| Oral presentation of the project and its funding application | Project leader Representative of  a partner company | The project leader, accompanied by a representative of a partner company, presents and orally supports their project during a session of the evaluation committee. |
| Funding Decision | Evaluation Committee | The evaluation committee decides whether or not to grant NRP funding for the project. |
| Communication of the funding decision and promise of funding in case of acceptance | PR responsible | The PR responsible transmits to the project leader the letter of acceptance or refusal, accompanied in case of acceptance by a promise of financing describing the financial and organizational conditions for the realization of the project. |
| **Step 4 – Establishing the NPR funding agreement** | | |
| Funding agreement contract | PR responsible | If the funding project's application is accepted, a funding agreement contract established between PromFR and the project partners is sent to the project leader. |
| Signature of the funding agreement contract | Project leader Project partners | The project leader organizes the signatures of the project partners and forwards the signed agreement to the Projects Portfolio manager. |

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