**Procedure for Application, Allocation, and Use of a Push Innovation Voucher**

Implementation program NRP 2024 – 2027

of the canton of Fribourg

# Introduction

In implementing the NPR 2024-2027 program, the Canton of Fribourg supports the development of collaborative projects. This document refers to the implementation regulations of a Push Innovation Voucher related to a completed collaborative project and outlines the procedure for applying for, allocating, and using such a voucher.

# Objective of the Procedure

This procedure is part of the implementation regulations for a Push Innovation Voucher. Its objective is to guide voucher applicants in the preparation and submission of their voucher application and to define the method of allocation and use of the voucher. This procedure outlines the activities and documents (what), the people involved (who), and the descriptions of the procedural activities to be carried out (how) in three chronological steps.

# Definition

Voucher : Push Innovation Voucher linked to a collaborative project funded by NPR from the Canton of Fribourg

Project : Collaborative project funded by NPR from the Canton of Fribourg linked to the voucher application

Complementary Project : Complementary project to a closed collaborative project that received NPR funding from the Canton of Fribourg

PR Manager : Head of Regional Policy for the Canton of Fribourg

Project portfolio manager : Administrative Manager of NPR Collaborative Projects appointed by PromFR

Valorization Committe : Collaborative Projects Valorization Committee (COVAL)

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

# Description of the procedure for application, allocation, and use of a Push Innovation Voucher

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| **What ?** | **Who ?** | **How ?** |
| **Step 1 - Defining the Voucher Request** | | |
| Drafting the Voucher Request | Applicant and Requestors of the Voucher Request | The request for a Push Innovation Voucher funded by NPR from the Canton of Fribourg aims to enhance the impact for companies involved in a collaborative project that has concluded with promising results and requires additional work to achieve a proof-of-concept or prototype.  Once the final report of the collaborative project related to the voucher request has been approved by the PR manager and project portfolio manager, a Push Innovation Voucher request can be submitted to the project manager.  The applicant and requestors of the voucher draft a request according to the specific form. The request must be signed by all requestors involved. |
| Submission of the Request | Applicant | The request is sent via email to the project portfolio manager. [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) |
| Acknowledgment of Receipt | Project portfolio manager | An acknowledgment of receipt of the request is sent to the applicant via email. |
| **Step 2 - Voucher Allocation** | | |
| Validation of the Request | PR Manager  Project Portfolio Manager | La demande de chèque est analysée sur la base des critères NPR et de son plan financier. La demande est validée et transmise aux membres du comité de valorisation ou est retournée au porteur du chèque pour modification. |
| Oral Presentation of the Voucher Request | Applicant and/or Representative of a Requesting Company | The applicant for the voucher, accompanied by a representative from the requesting company, orally supports the request during a session of the Valorization Committee (COVAL).  This presentation may coincide with the presentation of the final project report to the valorization committee. |
| Request evaluation | COVAL | COVAL provides a preliminary opinion on the check request to the attention of CAPE. |
| Allocation of the Voucher | CAPE | The CAPE decides whether to grant NPR funding for the voucher or not. |
| **Step 3 - Use of the Voucher** | | |
| Payment of the Voucher | Project Portfolio Manager | The project portfolio manager disburses the allocated voucher amount:   * Either into the account of a complementary project with the acronym of the project followed by "-Compl" created by the project leader as the academic service provider. * And/or into the account(s) of the beneficiary requesting companies. |
| Payment for INNOSQUARE Services | Complementary Project Partners | Complementary Project Partners pay 5% of the total Complementary Project budget in cash for INNOSQUARE services. |
| Execution of the R&D Service (External/Internal) | Project Manager | The complementary project manager oversees the project by establishing task tracking and financial monitoring of the activities completed. |
| Final Report of the Complementary Project | Project Manager | The final report of the complementary project is jointly drafted with project partners using a customized template. This report includes elements specified in the voucher request.  The project manager submits the final report of the complementary project, using the appropriate form, to the project manager. [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) |
| Submission of the final report along with evaluation sheets | Project Manager  Complementary Project Partners | The final report, along with evaluation sheets from each partner of the complementary project, is sent via email to the project manager. [nicolas.huet@innosquare.com](mailto:nicolas.huet@innosquare.com) |
| Written Acknowledgment of Acceptance of the Final Report | Project Portfolio Manager | The project portfolio manager provides the project manager with either an acknowledgment of acceptance of the final report or, in case of non-validation, requests additional necessary supplements. |
| Evaluation of the Project Impact | Project Portfolio Manager | In the months/years following project closure, the project manager reconnects with partner companies to assess the impacts of the complementary project within their organizations. |

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