

## ICON: MANUAL (call February 2010)

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## 1 CONTEXT AND PURPOSE

This manual provides an explanation of the IBBT ICON projects (Interdisciplinary Collaborative Research).

ICON projects are interdisciplinary collaborative projects between external partners and IBBT, previously known as GBO projects.

The ICON procedure has been highly tailored to the IWT industrial R&D project procedures, to allow external partners to apply for IWT funding, embedded in the ICON application. The decision-making procedure is the joint responsibility of IWT and IBBT.

Companies located in the Brussels Capital region can direct their application for R&D funding to the Institute for the Promotion of Scientific Research and Innovation (Instituut ter bevordering van het Wetenschappelijk Onderzoek en de Innovatie) in Brussels, or abbreviated IRSIB-IWOIB <http://www.iwoib.irisnet.be>.

ICON projects must comply with IBBT's mission, which are the education of highly competent human capital and the execution of multidisciplinary research for the benefit of both the Flemish industry and authorities. Through investments in this multidisciplinary and interdisciplinary research, IBBT wants to convert Flanders into a leading and internationally acknowledged player in tomorrow's information society. By carrying out multidisciplinary research, IBBT wants to contribute to umbrella solutions, combining multiple domains: not only technological research, but also legal and social aspects. ICON projects constitute a major instrument in achieving this goal.

## 2 CHARACTERISTICS OF ICON PROJECTS

The main characteristics of ICON projects are the following:

- Based on demand
- Within the scope of the IBBT innovation themes
- Collaborative and interdisciplinary consortium
- Well-balanced composition of the consortium
- Economical, cultural and/or social added value
- Delivering demonstrators
- Duration of 2 years and at least 50% financed by external partners

All of these criteria will be checked in the 1<sup>st</sup> eligibility phase.

We elaborate on each of these characteristics below.

### 2.1 BASED ON DEMAND

Interdisciplinary Collaborative research should be based on demand from the (Flemish) social, cultural or industrial sector or authorities. Project proposals are realized bottom-up from the perspective of users and/or stakeholders and executors.

### 2.2 WITHIN THE SCOPE OF THE IBBT THEMES

The ICON projects should fit with one of IBBT's research themes:

- ICT in services for health and elderly care
- ICT and transport and logistics services
- ICT and digital media
- Enabling technologies in ICT

### 2.3 THE CONSORTIUM

Projects should always be submitted by a consortium in which several partners may participate. There is no limit with respect to organizational structure, which means that governmental bodies, non-profit organizations, SMEs, as well as large companies and local branches of multinationals can participate besides the IBBT research groups.

Partners who wish to apply within this ICON project for IWT funding in the framework of the IWT industrial R&D projects should also comply with the guidelines that are in force for this procedure. Every organization, be it a SME or small non-profit organization or the Flemish branch of a multinational company, can apply for IWT funding for industrial R&D projects. The condition hereby is that the organization should be a legal entity at the time of signing the IWT Funding Agreement. Furthermore, the applying organization must be capable to sufficiently (but not fully) exploit the results in Flanders.

#### 2.3.1 COLLABORATIVE AND INTERDISCIPLINARY CONSORTIUM

The consortium should be composed in a collaborative and interdisciplinary manner. This implies that a (sufficient) number of companies or cultural or social institutions are active in the project, together with IBBT research groups and preferably also potential clients and users. Moreover, there should be a mix of large and small enterprises and, as a rule of thumb, at least one SME should participate. In order to maximize quality and usability of the research results, the project should aim for an interdisciplinary collaboration and approach. The interdisciplinary nature of the project is guaranteed by the participation of representative actors within the value chain of the project as well as multiple complementary research groups with different competences.

### **2.3.2 WELL-BALANCED COMPOSITION OF THE CONSORTIUM**

The consortium is composed based on the complementary roles played by the partners in the research project, i.e., a supplier of technological solution, a group of customers or users, a service company, etc. The consortium should be well-balanced with each partner delivering added value aiming for the success of the project. Each partner's contribution should be relevant and in proportion its size and capacity.

### **2.4 ECONOMICAL, CULTURAL AND/OR SOCIAL ADDED VALUE**

The projects must generate an economical, cultural and/or social added value. Also projects that could be viewed as "not-for-profit" may be eligible; with the condition that added value can be generated for the target group. Social added value may, for instance, be found in the cultural, healthcare or the public sector, etc.

### **2.5 DELIVERING DEMONSTRATORS**

At the end the project, besides research results, "demonstrators" should be delivered. By preference, this is done with one or more users or customers in the application domain of the research project. A demonstrator is not a solution pilot ready for commercialization, but should be a "proof-of-concept" test set-up, allowing demonstration of the research results in a setting that is as realistic as feasible.

### **2.6 FORMAL CHARACTERISTICS**

#### **2.6.1 DURATION OF 2 YEARS OR A MAXIMUM OF 3 YEARS**

As a rule of thumb, ICON projects have a 2-year duration and can be extended to a maximum of 3 years. In the latter case, there should be an interim assessment after 2 years at the latest, according to criteria that are established during the assessment procedure.

#### **2.6.2 MINIMUM CONTRIBUTION OF 50% BY THE EXTERNAL PARTNERS**

The joint contribution of the external partners in the project should be at least half of the total project cost over the total duration and realization of the project. If desirable, IWT funding can be requested directly within the framework of the ICON application<sup>1</sup>. Only the IBBT research share will be financed by IBBT.

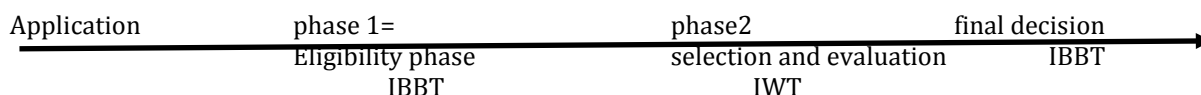
#### **2.6.3 THE RESEARCH LEADER IS AN IBBT RESEARCH GROUP LEADER OR A PERSON ASSIGNED BY HIM/HER**

The research leader is an IBBT research group leader or a designated person within his/her own research group. The research leader is the first point of contact from the IBBT research group and will co-ordinate and lead the research activities.

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<sup>1</sup> Companies located in the Brussels Capital region can direct their application for R&D funding to the Institute for the Promotion of Scientific Research and Innovation (Instituut ter bevordering van het Wetenschappelijk Onderzoek en de Innovatie) in Brussels, or abbreviated IRSIB-IWOIB <http://www.iwoib.irisnet.be>.

## 3 SELECTION AND EVALUATION PROCEDURE



In a first eligibility phase we check whether the projects comply with the requirements on specific formal and substantial IBBT-ICON characteristics. Only the projects that comply with these standards will pass on to the second assessment phase. The assessment is done by the IBBT management, reporting to the Board of Directors of IBBT.

In the second evaluation phase, the ICON projects will be analyzed in light of the specific evaluation criteria for ICON projects, based on the IWT criteria for industrial R&D projects (see doc “Evaluation criteria”). The second evaluation phase is performed by IWT. Only projects that get through this phase can be considered for approval. It is in this phase that applications for IWT funding are handled according to the usual IWT evaluation procedure.

Based on this evaluation, the IBBT Board of Directors will decide on the eventual approval or rejection of the projects.

### 3.1 FIRST ELIGIBILITY PHASE

#### 3.1.1 EVALUATION OF THE FORMAL ELIGIBILITY BY IBBT

The formal eligibility of the proposals is previously verified by IBBT. The evaluation is carried out by the IBBT administration and management. Only the projects that meet all the criteria will be considered for the further selection and evaluation procedure.

Letter of intent by each partner available?	Y/N
File fully completed?	Y/N
Announcement took place?	Y/N
Submitted on time?	Y/N
Financial aspect (50/50 IBBT – external partners)	Y/N
2-year duration (possible extension to 3 years)	Y/N
Research leader is an IBBT research group leader or a designated person within his/her group.	Y/N
There's no other ICON evaluation procedure in process for this proposal.	J/N

The final judgment on whether the formal criteria are met is an unambiguous YES or NO answer. It will not be possible to adjust any shortcomings through the course of the further selection procedure.

#### 3.1.2 EVALUATION OF THE SUBSTANTIAL ELIGIBILITY BY IBBT

Also the substantial eligibility of the proposal is verified by IBBT. In the evaluation we check to what extent the proposal complies with the substantial characteristics of the IBBT-ICON projects (see points 2.1 through 2.5). In other words, we verify to what extent the project proposal can contribute to reaching

IBBT's goals. In this phase we do not yet need the advice of external expert and the evaluation is done by the IBBT management.

To what extent is the proposal demand-driven (see 2.1)?	Insufficiently/poorly/well /very well
To what extent does it match with IBBT's innovation themes? (see 2.2)	Insufficiently/poorly/well /very well
Collaborative and interdisciplinary consortium? (see 2.3)	
The external partners	Insufficiently/poorly/well /very well
The research groups	Insufficiently/poorly/well /very well
Representation SMEs	Insufficiently/poorly/well /very well
Well-balanced composition of the consortium	Insufficiently/poorly/well /very well
What is the social added value of the proposal? (see 2.4)	
Social target group	Insufficiently/poorly/well /very well
Social opportunities	Insufficiently/poorly/well /very well
Target group/activities matrix	Insufficiently/poorly/well /very well
Experience with social valorization	Insufficiently/poorly/well /very well
Socially responsible undertaking (social and environmental gain) with the partners	Insufficiently/poorly/well /very well
Development of demonstrators in the project (see 2.5)	Insufficiently/poorly/well /very well

The final judgment on all substantial criteria will be expressed as “insufficiently, poorly, well and very well”, which is not by default a mathematical sum of the individual scores. Not every component has the same weighting in the eligibility assessment.

### 3.1.3 EARLY START OF THE PROJECT BY IBBT

The earliest possible start of the project is the 1<sup>st</sup> day of the month following the eligibility decision of the IBBT management board. With every call, this date will be communicated in the document called “ICON calls and timing”.

For the external partners, this early start date is not dependent on the decision of the IBBT management. On the 1<sup>st</sup> day of the month following the eligibility decision of the IBBT management, they can start the project at “their own risk”. The “own risk” implies that, in case the project is not approved, they cannot claim their costs within the scope of IWT funding. Neither is it guaranteed that the research groups will be able to start the project at that date.

The situation is different for the research groups, who are funding by IBBT. They do need a formal consent from the IBBT management. Upon special request by the consortium, the IBBT management may, pending the results from the further selection and evaluation procedure, decide to pre-finance the IBBT research groups in the project. An early start does, however, not imply a commitment to funding of the total project, but only to funding of the IBBT portion through the date of the final decision.

As such, the research groups cannot start before the external partners, whereas the reverse is possible, where external partners can start at their own risk before the research groups. In the event the project is eventually approved, the costs pertaining that period will be accepted in the justification for IWT funding

The first project year will start at the time the first partner starts. This is the baseline for the calculation of the data for reporting and end date of the project.

To keep ICON projects practically feasible, it is crucial that the partners aim for the same start date.

### **3.1.4 IWT-ELIGIBILITY**

IWT decides on the eligibility of the applications for IWT funding.

### **3.1.5 DECISION PHASE 1 AND NOTIFICATION TO CONSORTIUM BY IBBT**

The documented conclusions with respect to formal and substantial criteria and a possible early start will be notified to all proposal managers. We aim to notify within one month after the due date for proposal submission.

## **3.2 SECOND EVALUATION PHASE: IWT-AUDIT**

### **3.2.1 PROCEDURE**

Instruction discussions: IWT advisors will discuss the proposal with the applicants and in the presence of the IBBT program managers. At this time any additional oral or written information can be requested from the consortium. A constructive and timely co-operation by the applicants is key to a smooth procedural course. For the schedule of the instruction discussions, please see the document “calls and timing”.

IWT organizes a written referee procedure with predominantly non-Flemish experts, in order to obtain 2 to 3 written evaluations per ICON proposal. The applicants will receive feedback on the written evaluations and will have the opportunity to respond in writing.

Subsequently, IWT will lead aggregated evaluation discussions by an evaluation committee of experts (panel meeting), in the presence of IBBT staff members.

When selecting the external experts, IWT will avoid the inclusion of potential competitors or other interested parties. The applicants can also submit a limited list of experts to be avoided. The constitution of the committee should be ratified by IWT and IBBT. The constitution of the committee will be communicated to the Board of Directors of IWT and IBBT, but the individual referees will remain anonymous.

### **3.2.2 EVALUATION AND SELECTION CRITERIA**

Every project will be evaluated in full, taking into account any changes made during the selection process.

A positive recommendation can also depend on complying with specific conditions at the start of or during the project. These conditions can be organizational, substantial or financial by nature.

## **3.3 EVALUATION GRID**

Based on the grid for industrial R&D projects, we drafted a slightly modified grid to use for the evaluation. The majority of the criteria remain unchanged (except some adjustments to ICON terminology), but some criteria were added, including with the intention to take into account the demonstrator in the context of scientific quality and to more explicitly involve the social component in the context of valorization. In the context of valorization, the 4<sup>th</sup> criterion with respect to impact in Flanders will not be treated by the external expert. The quantitative subcriterion on added value in Flanders is not included in the IBBT assessment but is taken into account when evaluating for company funding.

Evaluation of scientific quality and valorization potential:

- The dimension “scientific quality” contains 3 main criteria (originality of the project and risks, quality of the implementation and competence of the actors).
- The respective criteria for the valorization potential are the relative advantage of the project to the project partner, market or target group opportunities and challenges, strengths/weaknesses

of the applicant and socio-economical impact of the project in Flanders. When interpreting the criterion “market opportunities and challenges”, the context of the project will be taken into account (market can also be interpreted as “sector” or “target group”)

Every project will receive a score of A, B+, B- or C on every evaluation aspect (scientific quality and valorization potential).

### 3.4 FINAL APPROVAL/DECISION

Based on all available information, including the recommendations of the external experts and panel meeting, a report will be drafted, comprising the information on the project (with emphasis on the innovation purpose), the fully completed scoring table and a budget proposal. For those projects requesting IWT funding, there will be also an extended evaluation of the valorization potential. These projects will further be assessed according to the customary selection mechanism for company R&D funding. Depending on the scores given to it, a project will be assigned to any of the different categories of priority. The IWT Board of Directors will decide whether or not IWT funding is granted and will advise IBBT on whether or not to grant funding.

The decisions of the IWT Board of Directors will subsequently be communicated to the IBBT Board of Directors, which will then decide on whether or not to grant IBBT funding.

The IWT recommendation on ICON evaluations is binding concerning the quality classification, and the IBBT board of Directors will depend its choices conform this classification and in accordance with its budgetary limits and R&D portfolio.

### 3.5 RELATION ICON – R&D APPLICATION

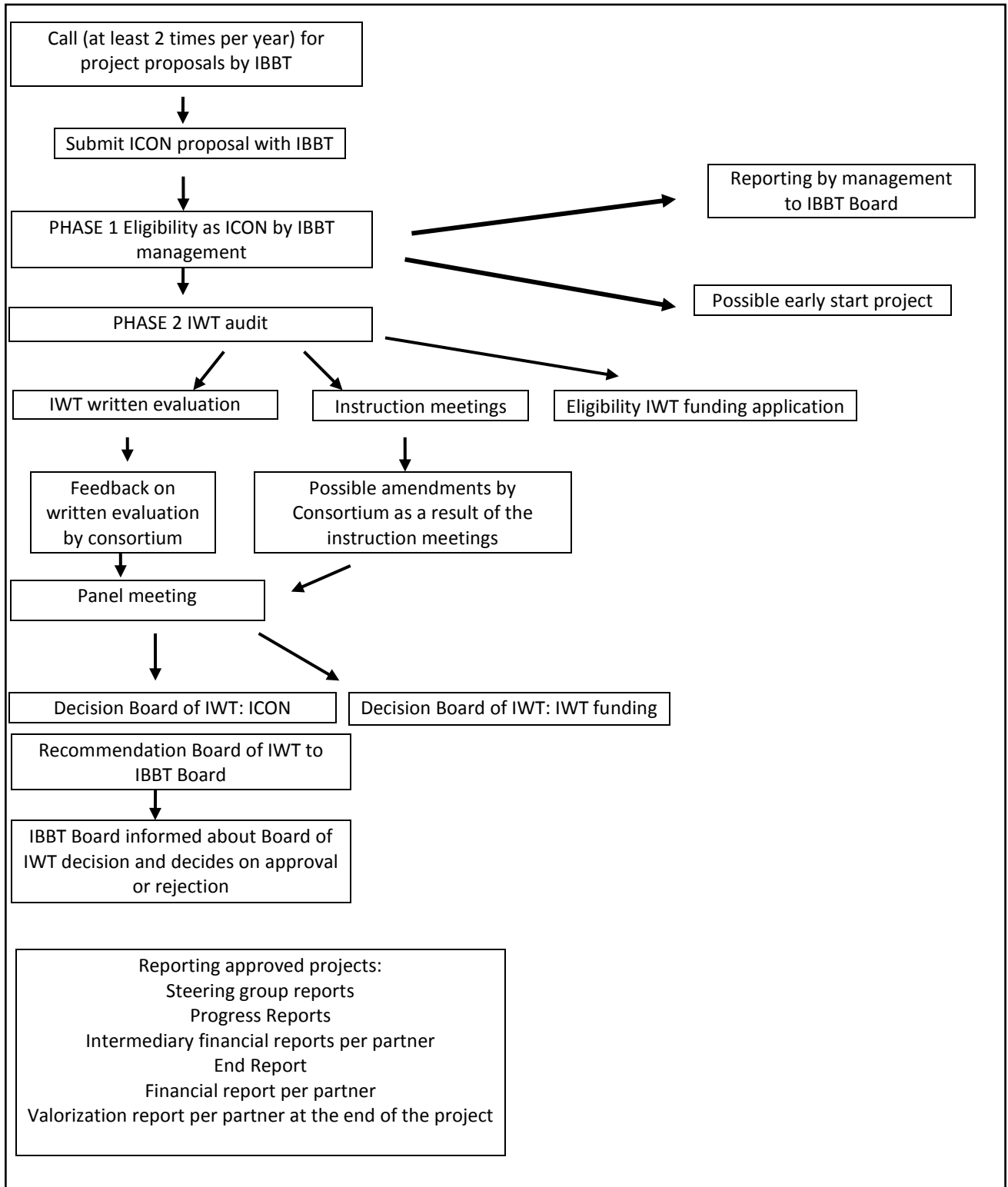
The evaluation of the ICON proposal is an evaluation of the file in full and the authority of IBBT. If there is an IWT funding application embedded in the ICON file the funding application is the sole responsibility of IWT. On this component, the general rules of IWT industrial R&D projects apply in full.

However, it should be noted that participation to an ICON project by an external partner should not depend on whether or not that partner will receive IWT funding, as this would jeopardize the efforts of the consortium as a whole.

Below, we list a number of possible (theoretical) combinations of decisions. If the application for IWT funding receives a positive evaluation, the funding can only be granted once the ICON project has been approved by the IBBT Board of Directors (and will be implemented).

ICON file = IBBT decision	IWT funding application = IWT decision	Result
+	+	Both ICON project and IWT are approved
+	-	ICON project approved but no IWT funding
-	-	No ICON project and no IWT funding
-	+	No ICON project and no IWT funding granted but possibility to file a separate IWT funding application

Diagram



## **3.6 CONFIDENTIALITY, RECONSIDERATION, COMPLAINT**

### **3.6.1 CONFIDENTIALITY**

All staff members of IBBT, IWT, external experts and members of the Board of Directors of IWT and IBBT are bound by confidentiality obligations with respect to all information made available to them and cannot not divulge any of that information to third parties or make use of it for their own benefit.

### **3.6.2 RECONSIDERATION**

Via the proposal manager, the consortium can request reconsideration of a rejection by the IBBT Board of Directors, who decides on this reconsideration with the next call. This request for reconsideration must be filed within 30 working days after the Board's decision and must be based on clear and verifiable elements. This can be elements that, according to the applicants, were not appreciated in a correct manner, or relevant additional information that did not reach IBBT/IWT in a timely manner, or important adjustments that reflect the comments. It goes without saying that the new elements should carry enough weight to reconsider the decision. The IBBT Board of Directors reports on the status of the reconsideration within 75 working days after receipt of the application for reconsideration. This term is extended by 30 days if new external experts are consulted. The results of a possible reconsideration can only be implemented within the framework of a next ICON call.

For a project under reconsideration, the innovation goal must be the same. If the innovation goal is altered thoroughly, a new application can be submitted under the normal rules, including the rules with respect to start date and justification of costs.

### **3.6.3 COMPLAINT**

In case of discontent about the way the file is handled, the consortium can file a written or electronic complaint via the proposal manager at all times. These complaints are handled within 45 days from receipt.

Complaints about the rejection of an application by the IBBT Board of Directors can only be submitted once the application for reconsideration has been submitted and treated.

## 4 FINANCING MODEL

### 4.1 MINIMUM CONTRIBUTION OF 50% OF THE TOTAL PROJECT COST BY THE EXTERNAL PARTNERS

The joint contribution by the external partners in the project must be at least half of the total cost of the project over the total duration and implementation of the project. Other than contribution of manpower and operation costs, the contribution by external partners can consist of an “out-of-pocket” contribution. This can be a financial contribution or a contribution in kind. A contribution in kind can be as such that equipment or a staff member from the company is made available for shared project research in the research groups (so-called “residents”). If investment goods are brought in as an “out-of-pocket” expense, a separate agreement needs to be signed to cover this.

Any approved IWT funding will not be deducted from the external partners’ contributions. This contribution should comply with the IWT cost model.

IBBT only funds the IBBT research portion of the project.

Total project cost	
External partners	Minimum 50%:
	- Own input
	- Possibly compensated through IWT funding
IBBT	Maximum 50% with respect to IBBT research portion

### 4.2 THE COST MODEL

Approved project costs consist of manpower costs (personnel costs and PHD grants for research institutions) on the one hand and operation costs on the other hand. Operation costs are divided into direct and indirect costs.

The sum of direct and indirect costs is usually a maximum of 50% of the personnel costs, but for external partners and provided sufficient evidence and motivation is presented, this can be increased to 80% or more (see IWT document “Regeling voor de kosten” – “Arrangements for Costs”). Indirect costs can never be more than 20% of the personnel costs. This IWT cost model applies in full to the external partners.

See also:

[http://www.iwt.be/sites/default/files/subsidies/documenten/O&O\\_KMO\\_toel\\_doc\\_kostenmodel\\_010620\\_08.pdf](http://www.iwt.be/sites/default/files/subsidies/documenten/O&O_KMO_toel_doc_kostenmodel_010620_08.pdf)

For the research groups funded by IBBT, the IWT cost model is used as a basis, but the operation costs cannot exceed 35% of the personnel costs, inclusive the indirect cost which cannot exceed 20% of the personnel costs. The operations cost for the PHD grants will be calculated as 35% of the personnel cost of a junior researcher. For the IBBT research part, PHD grants CAN be counted, in accordance with IWT rules for SBO projects.

### 4.3 SUBCONTRACTING

Subcontractor costs can be accepted as direct costs in the projects, but research activities can never be subcontracted, either in part or in full, without the prior written consent from IBBT.

The following are exempt from this obligation:

- (a) routine tasks which are not part of the core components of the project and which are not the direct responsibility of a partner (i.e., routine tests, development of part of a prototype, part of the programming, etc.);
- (b) the implementation of tasks by Connected Entities that are included in the proposal at the time of submission, including the specific description of the tasks;
- (c) (individual) consultant(s) as stipulated in the proposal.

Subcontracting between project partners is not permitted.

Subcontracting is only possible for firms without commercialization rationale, without participation on own account and without acquisition of intellectual property.

## 5 COLLABORATION MODEL

### 5.1 THE ICON COLLABORATION AGREEMENT

The ICON Collaboration Agreement covers all practical rules of collaboration, financing, confidential, IPR rules, reporting and some other rights and obligations between the partners in the consortium. Moreover, the Collaboration Agreement is a firm requirement for activating the IWT Funding Agreement (see below). At the same time, the partners in the consortium commit themselves to their intended efforts by means of the Letter of Intent, regardless of whether IWT will grant funding.

The ICON Collaboration Agreement is the same as the former GBO Collaboration Agreement, except for the section on intellectual property rights (Article 8), which was thoroughly revised and simplified, in order to be more similar to the EICTA arrangement that is common for FP7 projects. In general, the new IPR arrangement can be outlined as follows.

#### Principles of ownership

- Background = ownership of contributing party
- Foreground from own work = ownership of generating party
- Foreground from work of one or more knowledge institutions = ownership knowledge institution(s) + co-ownership IBBT
- Undividable Foreground = co-ownership participants in joint work

#### Principles of co-ownership

- IPR of joint Foreground is co-owned by co-owners
- Every co-owner owns the non-exclusive right to exploit co-ownership and grant non-exclusive licenses to third parties without consent from or compensation to other co-owners (“without accountancy”)
- Protection (e.g., Patent) is arranged through mutual deliberation
- Claim for damages for breaches is arranged through mutual deliberation

#### Access rights

- Listing Background/Sideground through positive list
- Criterion = “needed”
- Written motivated request unless granted through an agreement
- Non-exclusive and worldwide
- No transfer costs
- Right expire 2 years after termination of the project
- Negotiation on conditions should be in writing and within 2 years after termination of the project. Patent application can extend this term to a maximum of 6 months after publication of search report
- Connected entities have equal access rights

## Conditions

	Same work package	Different work package		
Ownership	Rule: Each partner is and remains sole owner of own Background, Sideground en Foreground			
	Co-ownership at work package level when explicitly stated. Co-ownership takes place between partners amongst them or between partners and knowledge centers + IBBT.	No co-ownership		
Access – Project execution	Background/Sideground free of charge Foreground free of charge			
Access when necessary for exploitation/use of own results	Back&Sideground Free of charge	Foreground Free of charge	Back&Sideground Reasonable and non-discriminatory	Foreground Favorable

## Specials

- Software
  - Object code and/or API
  - Source code
- Open source
- Admission Party after start of project
- Excluded or withdrawn Party

The signing of the ICON Collaboration Agreement within 4 months from the start of the project is a deferring condition with respect to acceptance of projects costs of the ICON project by both IBBT and IWT.

## 5.2 THE IWT FUNDING AGREEMENT

The IWT Funding Agreement with the lead partner will co-signed by IBBT as co-ordinator of the ICON project, and this with respect to project-specific conditions. Although IBBT does not receive funding from IWT, it does co-sign because of the mutual reporting requirements of each partner and the mutual IPR agreement within the consortium.

It is recommended that the project leader in the ICON project is also the lead partner for the IWT Funding Agreement to ensure an optimal flow of information and reporting.

The ICON Collaboration Agreement is a condition *sine qua non* for the IWT Funding Agreement, which should be signed by the partners in the consortium within 4 months after signing the funding agreement.

## 6 REPORTING

The reporting consists of 3 main components: financial, substantial and, more specifically, valorization.

### 6.1 PROGRESS REPORTS

These reports describe the progress of the project. They are submitted by the project leader to IBBT on a 6-monthly basis and will also serve as a report to IWT with respect to IWT funding. The reports must be based on the templates, with are available on the IBBT website.

You also need to submit reports pursuant to specific conditions imposed by IWT, within the scope of IWT funding.

### 6.2 STEERING GROUP MINUTES

The project steering group assembles at least once every six months. The minutes of this meeting are submitted to IBBT though the project leader.

### 6.3 YEARLY FINANCIAL REPORTS

All partners are obligated to submit a financial report per calendar year.

At the end of the first month following the end of each calendar year every partner must submit a financial report with IBBT (projectbeheer@ibbt.be) based on the IBBT template. This report contains a detailed breakdown of used resources and persons. The research group adds the necessary pieces of evidence in case of a claim. Only actual costs in accordance with the cost model are eligible.

### 6.4 END REPORT AND FINANCIAL END REPORT FOR PARTNERS WITH IWT FUNDING

The end report should be submitted to IBBT within 3 months after the end of the project. This end report contains an overview of the individual financial reports, a collective substantial report and a valorization section that is completed collectively. Due to confidentiality constraints, the partners submit their individual financial reports direct to IBBT separately.

Partners with IWT funding submit also the necessary IWT.financial endreporting on IWT template to IWT.

### 6.5 OVERVIEW REPORTING

Below you will find a table showing in a structured manner the different reporting means for each type of report for IWT and IBBT.

Type of report	To IBBT
Substantial report	Collectively - Progress report (6 monthly) - 6-monthly steering group minutes (minimum frequency)
Financial report	Per partner Intermediary: - Once per calendar year End report - Three months after termination of project at the latest - unless IWT report for IWT funding
End report	Collectively Three months after termination of project at the latest
Valorization report	Collectively = part of end report Individually = valorization sheet
Project-specific conditions	Possible extra reporting requirements as a result of evaluation procedure

## 7 PRACTICAL GUIDELINES FOR APPLICATION

### 7.1 DEVELOPING AN ICON IDEA

If you have a project idea, the best thing to do is to contact an IBBT program manager (Birgit.Morlion@ibbt.be or Nico.Verplancke@ibbt.be). They will put you in touch with the appropriate collaborators within the research groups to help you further.

In case of specific questions on possible requested/desired IWT funding, you can organize preliminary discussions with IWT.

### 7.2 LANGUAGE

- An English translation of the file should always be submitted for the benefit of the international referees.
- The following components should be translated into Dutch:
  - the title
  - the management summary
  - the innovation purpose

### 7.3 SUBMITTING A PROPOSAL

An ICON proposal should be submitted by a consortium of companies and institutions, amongst which the proposal manager/submission coordinator, who will be responsible for the consistency of the proposal file. The ICON proposal should be submitted electronically in the form of a Word file and e-mailed at projectbeheer@ibbt.be. ICON proposals including a request for partial IWT funding by individual external partners should be submitted with IBBT. However, IBBT will not serve as intermediary for IWT R&D funding applications that are separate from an IBBT ICON proposal. These types of applications should be addressed to IWT directly.

As IBBT is responsible for the eligibility assessment of the proposals, all components should be submitted with IBBT. This implies that failure by one of the partners to submit a document can lead to IBBT freezing the whole file.

The ICON proposal should be composed of a number of sections. The table below lists who should complete which sections and how it should be submitted. The proposal can only be deemed eligible once all required sections have been submitted.

Apart from the general part, which is being submitted by the proposal manager, the proposal also contains a number of sections that should be submitted by the partners directly. It is therefore crucial that the naming convention of the files be consistent.

The following guidelines should be observed. Also, provide an overview on page 5.

Section	What	Submitted by	Naming
Summary and Section A	To be completed by the whole consortium	Proposal manager to IBBT	Acronym-section A_B
Section B	Partner specific section B1-B2: by external partners		
	B3: IBBT research groups		
Section C	Partner specific section for partners applying for IWT funding	Each external partner applying for IWT support, to IBBT directly	Acronym-section C_D-company name
Section D	Research institutions by order of the partners applying for IWT support		
Letter of Intent	PDF copy of the signed Letter of Intent	Each partner to IBBT directly	Acronym-Letter of Intent-company name

#### 7.4 LETTER OF INTENT AND CONFIDENTIALITY AGREEMENT

The proposal can only be eligible as soon as every party has submitted a signed Letter of Intent based on the IBBT template. A PDF copy of the signed document should be e-mailed at [projectbeheer@ibbt.be](mailto:projectbeheer@ibbt.be). Submission of the Letter of Intent is subject to the same deadline as the proposal submission. See document "Letter of Intent"

#### 7.5 OVERVIEW DOCUMENTS

##### 1. ICON Manual

This document describes the characteristics and goals of ICON projects, as well as the evaluation and selection procedure  
Doc: ICON Manual

##### 2. Overview of calls and timing

Provides an overview of the dates of the most recent calls and possible start dates and timing of the projects.  
Doc: ICON calls and timing

##### 3. Submission of full project proposal

Only proposals based on the IBBT templates are eligible for the selection procedure. Documents need to be submitted at [projectbeheer@ibbt.be](mailto:projectbeheer@ibbt.be).

Section	Document
Summary and Section A	Proposal.section A_B
Section B	
Section C	Proposal.section C_D
Section D	
Letter of Intent	Letter of Intent

##### 4. Letter of Intent and confidentiality agreement

The proposal can only be eligible as soon as every party has submitted a signed Letter of Intent, including a confidentiality agreement. Submission of the Letter of Intent is subject to the same deadline as the proposal submission.

Doc: ICON Letter of Intent

## 5. Reporting

All necessary templates for the different types of reporting are available:

- Progress reports
- Steering Group minutes
- Yearly intermediary financial reports per partner
- End reporting consortium (substantia)
- Financial end reporting per partner
- Valorization report per partner