

DRIVING GROWTH 

RIF INNOVATION PROGRAMMES

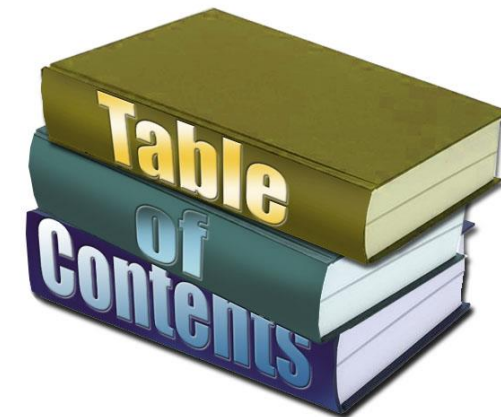
**New Call for Proposals:
«Creation and Initial Development of STARTUPs
with International Orientation (PRE-SEED)»
Programme
*PRE-SEED/0823***

September 2023



ΙΔΡΥΜΑ
ΕΡΕΥΝΑΣ ΚΑΙ
ΚΑΙΝΟΤΟΜΙΑΣ

► Contents



1. Objectives
2. General Call Information
3. Beneficiaries
4. Eligible Activities and Costs
5. Services of the Central Knowledge Transfer Office
6. Proposal Submission
7. Evaluation
8. Useful Documents
9. Contact / Support



► Objectives and Basic Principles

- ✓ *Creation and initial development of innovative startups** which aim to develop innovative products and services with global market penetration prospects
- ✓ Supporting startups which are in the **stage of developing their business idea** and/or at the **early stages of their product or service development**
- ✓ **Products/services** are expected to have a **high level of innovation and differentiation**, in comparison to existing or competitive solutions and will **address certain needs and/or improve the experience and quality of life of users**
- ✓ Team members of the startups are expected to have the appropriate and complementary **technical, scientific and business knowledge and skills** and to **demonstrate their commitment to the operation and development of the company**

*** Startups, are considered companies with a technological orientation and potential for high growth, which are established with the aim of developing a product/service that the founders of the company seek to make available to the international market.**



DEADLINE

► General Call Information

- ☐ Call Announcement: **09 August 2023**
- ☐ Proposal Submission Deadline: **03 November 2023, 13:00 local time**
- ☐ Evaluation Timeline: **November 2023 – March 2024**
- ☐ Contracts Signing (est.): **June 2024**
- ☐ Call Budget: **€ 1.200.000**
- ☐ Maximum Funding per Project: **€ 119.999**
- ☐ Funding Instalments:
 - *Pre-Financing: 70% of the Requested Funding paid upon Contract signature*
 - *Final Funding Payment paid upon approval of the Final Progress Report*
- ☐ Project Duration: **Up to 18 Months**
- ☐ Funding Intensity (*Funding Percentage on Eligible Expenses*): **85%**



► Beneficiaries (1)

☐ Host Organisation (HO): **Startup Company**

A proposal can be submitted by a group of natural persons (Enterprise Under Establishment), however the registration of the company should be completed until the Contract Signing

☐ According to the RESTART 2016-2020 Work Programme, a **startup**, is considered as any small enterprise not listed in the stock exchange, **up to five (5) years after its registration**, which:

- a) has not taken over the activity of another enterprise,*
- b) has still not distributed profits, and*
- c) has not been incorporated through a merger.*



► Beneficiaries (2)

- ❑ Partner Organisations (PA): **Research Organisations, Enterprises, Other Private Organisations**
- ❑ The participation of Foreign Research Organisations is not allowed
- ❑ Participating Organisations should be **legally established and active***, or will be **established and active** (in case of under establishment enterprises) in territories under the control of the Republic of **Cyprus**

** The activity of the entities is documented by the existence of facilities and other equipment in territories under the control of the Republic of Cyprus and, indicatively and not restrictively, by audited financial statements, the tax return of the entity in the Republic of Cyprus, etc. For the participating startups the activity must be confirmed during the implementation of the project, with the existence of facilities and other equipment in territories under the control of the Republic of Cyprus.*



► Beneficiaries (3)

Additional Conditions for Participation:

- ✓ An enterprise may receive funding as Host Organisation (HO), **only in one (1) Project**
- ✓ Funding of startups as HOs, which were funded by the RIF as HOs in the frame of previous Calls for Proposals under the PRE-SEED and SEED Programmes, is **not allowed**
- ✓ The HO **should allocate to the Project staff effort** corresponding to **1,25 Full Time Equivalent (FTE)** at a minimum
 $FTE = HO \text{ Total Person Months} / Project \text{ Duration}$
- ✓ If the startup **exploits research results of third parties** (including PAs) should, within **two (2) months** from Contract signing date at the latest, to ensure (at a minimum) the **licencing** of Intellectual Property Rights

► Eligible Activities

For the Host Organisation, Startups Activities are allowed which indicatively can be the following:

- ☐ **Prototype Development**
- ☐ **Market Research**
- ☐ Identification of the appropriate **Business Model**
- ☐ **Business Plan**
- ☐ Obtaining, validating and defending **patents and other intangible assets**
- ☐ Obtaining **consulting, legal or accounting** services
- ☐ **Marketing/branding** activities
- ☐ Seeking of **partners and investors**

For Partner Organisations, only Experimental Research activities are allowed!



► Eligible Costs (1)

For the HO:

- ☐ Personnel Cost
- ☐ Costs for Instruments and Equipment (*full cost*)
- ☐ Costs for External Services (up to 50% of total project budget)
- ☐ Costs for Travelling Abroad
- ☐ Consumables
- ☐ Other specific costs (*related to the project activities but cannot be included in the above cost categories*)
- ☐ Overheads (*up to 20% of the direct costs*)

Clarifications:

- ✓ For Cost Category «**Instruments and Equipment**», purchase cost for instruments and specialised equipment, and computers and software (including standard office computer and software), is eligible. Purchase of basic office equipment, furniture etc, is not eligible.



► Eligible Costs (2)

✓ Indicative eligible costs for **Cost Category «External Services»**:

- **Market Research**,
- **Technical consulting services and training relating to the prototype development** (incl. Testing and certification, quality labelling, access to research infrastructures, libraries and databases),
- **Advisory services**, assistance and training in the fields relating to the use of **standards and regulations** embedding them,
- **Purchase of patents**, as well as **licensing patent rights** from external sources,
- **Design and preparation of Communication Material** (publications, audio-visual material, graphic design services, website, logo design) to be used for attracting investors/customers
- **Accounting services** related to payroll and tax issues, bookkeeping and office automation (costs for auditing are excluded – Covered under «Overheads»), or
- **Legal services** in issues related to registration of business name / logo, shareholders capital structure (incl. employees' stock ownership plan, shareholders agreements etc), mergers and acquisition contracts, bank transactions, data protection and privacy, employment conditions.



► Eligible Costs (3)

For PAs:

- ☐ Personnel Cost
- ☐ Costs for Instruments and Equipment (*depreciation*)
- ☐ Costs for External Services
- ☐ Costs for Travelling Abroad
- ☐ Consumables
- ☐ Other specific costs Overheads (*up to 20% of the direct costs*)

The total costs of the Partner Organisations, should not exceed 20% of the total project budget

► SERVICES OF THE CENTRAL KNOWLEDGE TRANSFER OFFICE



- ✓ *Beneficiaries will automatically become Beneficiaries of the services and tools for knowledge transfer offered by RIF, in the framework of the **Central Knowledge Transfer Office (KTO)** → Beneficiaries are obliged to contact the KTO, **within two (2) months** at the latest from the Contract signing date, for the preparation of a specialised Service Delivery Plan.*

*Due to the availability of Services/Funding by the KTO and the RIF's Innovation Factory initiative, the following Costs for External Services are **not eligible**:*

- (a) Acquisition, validation and protection of patents / industrial designs and other intangible assets,*
- (b) Consulting Services for technology transfer activities, and*
- (c) Consulting Services for the preparation of Feasibility Study / Business Plan.*

► Proposal Submission (1)

- ❑ **Proposals are submitted** through the Research and Innovation Foundation's IRIS Portal (<https://iris.research.org.cy>)



RESTART 2016-2020: CREATION AND INITIAL DEVELOPMENT OF STARTUPs WITH INTERNATIONAL ORIENTATION / ΔΗΜΙΟΥΡΓΙΑ ΚΑΙ ΑΡΧΙΚΗ ΑΝΑΠΤΥΞΗ STARTUPs ΜΕ ΔΙΕΘΝΗ ΠΡΟΣΑΝΑΤΟΛΙΣΜΟ
PRE-SEED/0823

Short Description / Σύντομη Περιγραφή

Supporting the creation and initial development of innovative Start-ups that aim to develop innovative products and services with the prospect of penetrating into the international market.

Υποστήριξη της δημιουργίας και της αρχικής ανάπτυξης νεοφυών επιχειρήσεων οι οποίες στοχεύουν στην ανάπτυξη καινοτόμων προϊόντων και υπηρεσιών με προοπτική διεξόδου στη διεθνή αγορά.

Announcement Date:
10/08/2023

Deadline:
03/11/2023 13:00

Call Documents:

[Call for Proposals \(EL\)](#) 📄
[Call for Proposals \(EN\)](#) 📄
[Part B – Technical Annex](#) 📄
[Guide for Evaluators](#) 📄
[Annexes](#) 📄

[Submit to this Call](#)



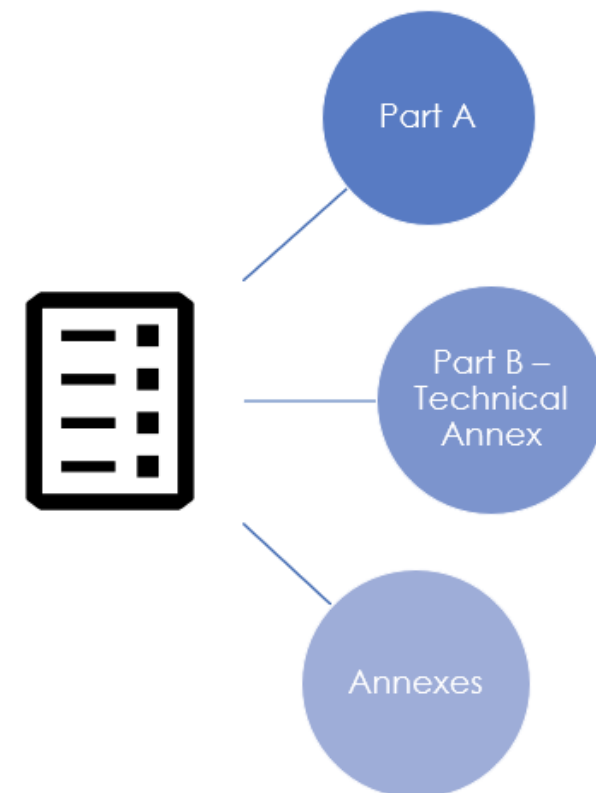
ΟΔΗΓΟΣ ΕΤΟΙΜΑΣΙΑΣ ΠΡΟΤΑΣΕΩΝ

2 Δεκεμβρίου 2016 (v 2.0)

ΟΔΗΓΟΣ ΕΤΟΙΜΑΣΙΑΣ ΠΡΟΤΑΣΕΩΝ_v2.pdf

► Proposal Submission (2)

- ❑ The Project Proposal consists of the following parts:
 - **Part A** – General Information & Budget (*electronic form (fields) to be completed **online** through the IRIS Portal*)
 - **Part B** – Technical Annex (*document in PDF format*) **Maximum number of pages 20** – Template available in Call Documents
 - **ANNEX I** – Curricula Vitae - **Mandatory Submission** (document in PDF format which includes the **CVs of the Coordinator and the key personnel** of the project team). It is recommended that, CVs are created according to the **EUROPASS format** and do not exceed 5 pages per person.
 - **ANNEX II** – **Mandatory Submission** (document in PDF format which includes the «**SMART SPECIALISATION SECTORS (S3Cy 2023-2030)**» **Table** for the selection of the Priority Sector that the Proposal is applied to (if applicable).



► Proposal Submission (3)



PRE-SEED/0823 - PART B – TECHNICAL ANNEX



**THE RESEARCH AND INNOVATION FOUNDATION
PROGRAMMES
FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT
AND INNOVATION
“RESTART 2016 – 2020”**

PROPOSAL DETAILS

PILLAR	II. SUSTAINABLE RTDI SYSTEM
PROGRAMME	Creation and Initial Development of Startups with International Orientation
RIF PROPOSAL NUMBER	PRE-SEED/0823/XXXX
PROPOSAL TITLE	
PROPOSAL ACRONYM	



PRE-SEED/0823 - PART B – TECHNICAL ANNEX

INSTRUCTIONS FOR PROPOSAL PREPARATION

This page does not count towards the page limit.

- Participants must use the current template for the preparation of Part B – Technical Annex, for the respective Call for Proposals. The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.
- The Cover Page, section headings and tables in this Part B template must not be removed. Only guidelines in **blue colour** may be removed.
- Page Limit:** A page limit of 20 pages will be applied. Any excess pages will be disregarded by evaluators. The Cover Page and the Instructions Page do not count towards this page limit. All tables, figures, references and any other element pertaining to this proposal must be included as an integral part of it and are thus counted against this page limit. The recommended number of pages included in each section of this template is only **indicative**.
- Text format recommendations:**
 - Recommended font types are Arial (used in this template), Calibri and Times New Roman. The choice of any other font type should ensure that the text is clearly legible.
 - The recommended minimum font size is 11 points, with standard character spacing and single line spacing.
- This template does not allow the insertion of captions and footnotes using the “References” tab of the MS Word text editor.
- Any hyperlinks that direct to information beyond what is provided in the proposal, will not be considered by the evaluators for the evaluation of the proposal.

IMPORTANT NOTE: Proposed activities should be consistent with the eligible categories of activities for this specific Programme, as described in the RESTART 2016-2020 Work Programme for the Programmes of the Period May 2022 – December 2023 and the relevant Call for Proposals.

► Evaluation (1)



Stage I: Remote Evaluation by two Independent Evaluators specializing in the proposal topic

- ❑ Evaluation Criteria: (1) **Excellence 30%**, (2) **Added Value and Benefit 35%**, (3) **Implementation 35%**
- ❑ The best ranked applications according to their Final Evaluation Score, starting with the highest scoring proposal and in descending order requesting an aggregated financial support equal to the double of the available Call budget, and provided that they secure a Final Evaluation Score of at least **12.00/15.00**, **qualify to Stage II** of the Evaluation
- ❑ *Priority will be given to the first five (5) ranked Proposals with Women Project Coordinators*

► Evaluation (2)

*Prior to the evaluation of each Proposal according to the evaluation criteria, the evaluators will check the **compatibility of the Proposal** with:*

- ☐ *the Objectives of the Programme and the Call,*
- ☐ *the proposed type(s) of activities with those allowed by the Programme/Call, and*
- ☐ *the «Do No Significant Harm» principle - the proposed methodology must not include or support activities that could cause significant harm to environment.*

*If the Proposal is incompatible the Evaluator **rejects the Proposal** and does not proceed with the examination of the evaluation criteria.*



► Evaluation (3)

Stage II: Those Proposals that have qualified from Stage I, present their Proposals to an **Independent Evaluation Committee** (5-7 members), consisted by experts with business background.

- ☐ Same Evaluation Criteria apply for Stage II
- ☐ **Selection for Funding:** Proposals that have been deemed eligible for funding by the Committee, will be selected for funding
- ☐ Total funding of approved projects, **will not exceed** the total Call budget

Applicants are strongly advised to read thoroughly the Guide for Evaluators





► Useful Documents

- ❑ **RESTART 2016-2020 Work Programme Document**
<https://iris.research.org.cy/#!/index>
- ❑ **Calls for Proposals / Part B- Technical Annex / Guide for Evaluators**
<https://iris.research.org.cy/#!/calls>
- ❑ **IRIS Guidelines (Registration, Proposal Preparation/Submission)**
<https://iris.research.org.cy/#!/documentlibrary>

► Contact / Support



For More Information:

RIF Website: www.research.org.cy

IRIS Portal: <https://iris.research.org.cy/>



Supporting RIF's Clients

RIF Support Service:

support@research.org.cy | Τηλ. 22-205000



Thank You...

*Some people want it to happen, some wish it would happen,
others make it happen!*

Michael Jordan, Greatest Basketball Player of All Time

Marinos Portokallides
Scientific Officer 'A'
Office of the Director General
Research and Innovation Foundation
www.research.org.cy