



ERA NET INCOMERA

3rd Transnational Call 2017

Innovation and Commercialisation in the
NMP Thematic

Call Text



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1. What is INCOMERA ?

INCOMERA is an ERA-NET project (European Research Area NETWORK) funded by FP7. The objective of the ERA-NET programme is to foster coordination of research and innovation policies between consortium partners.

INCOMERA brings together 22 funding agencies from 13 countries for a duration of 4 years. Among the 22 agencies, 10 agencies will participate to the 3rd transnational call 2017 (See part 2.7 funding rules).

INCOMERA focuses on **Nanotechnologies, Materials and new Production technologies (NMP)**.

2. Call announcement

2.1 Objectives and topics

The main objective of the NMP theme is to improve the competitiveness of European industry and generate the knowledge needed to transform it from a resource-intensive to a knowledge intensive industry.

Funding the NMP research theme will benefit to new, high tech industries and higher-value knowledge based on traditional industries, with a special focus on the appropriate dissemination of research results to SMEs.

More specifically INCOMERA funds projects with at least one of the following **action lines** :

A To develop an end-user **product innovation**, possibly leading to market application. This requires to move from a development and test in a laboratory environment to a development and test under realistic conditions. Activities can be end-user oriented research and development with tests on/with representative samples of end users (e.g. clinical tests). It may also involve the development of a novel manufacturing production process and its testing in controlled conditions. The project should represent an improvement compared to existing products in terms of functionality and specification.

B To develop an **innovation process** to pilot scale. This requires the development and testing in a controlled environment close to industrial conditions. This innovation process may be tested by manufacturing a product that fits with end-users expectations. In this case the product should be an existing one, with a relatively new production process that offers substantially improved performances (customisation, precision, speed, ecological efficiency and/or cost) over the existing processes.

C To widen the **understanding of innovation** by the application of a material or a process in order to create a new or wider application. This requires understanding of all parameters and modelling as well as the development of design rules and monitoring. In this case the project



should transfer from niche to wider market products, hence increasing its societal impact and industrial dimension.

Applicants should clearly refer to these action lines when preparing their project. Proposals should at least address one of these action lines.

The INCOMERA call 2017 for proposals includes all fields in NMP, structured in the following themes :

- **Nanosciences and nanotechnologies** - studying phenomena and manipulation of matter at the nanoscale; -applying it to the manufacturing of new products, the improvement of production processes and/or the creation of new services.
- **Materials** - using novel or smart materials for new products and processes. Materials can be polymeric (e.g. films) or metal or ceramic based, can be structured (e.g. textiles) or layered (composites) or can involve treatments of materials (e.g. coatings).
- **New production** - creating conditions for continuous innovation and for developing generic production 'assets' (technologies, organisation and production facilities as well as human resources), while meeting safety and environmental requirements. INCOMERA will fund activities to develop production processes from the laboratory environment to pilot scale.
- **Integration of technologies** for industrial applications - focusing on new technologies, materials and applications in niches markets.

These are often Key Enabling Technologies (KET) addressing various societal challenges. Relevant applications of these KETs can be found in challenges such as: Health and Well-being, Green Transport, Food Security, Secure Societies, Clean Energy or Environment.

The sector of Nanotechnologies, Materials and Production processes is also defined as HighTech Systems and Materials. It is often one of the key sectors in regional smart specialisation strategies (S3).

Proposers are invited to check if this sector fits with their national/regional strategies since this will be a selection criterion.

Some regions have indicated specific topics that are covered or excluded for funding (see Guidelines for proposers - Annex E). Applicants have to consider this whilst designing their project and consortium.

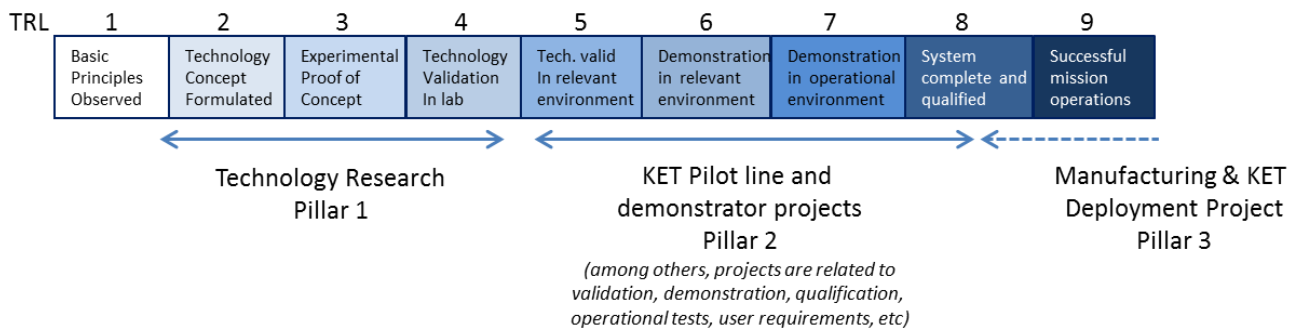
2.2 Activities to be funded

The objective of INCOMERA is to bridge the gap between **proof of concept validated in a laboratory and demonstration or industrial pilot line projects.**



Projects funded through INCOMERA should take results **at laboratory level** and bring them to the level of a **pilot-line** and/or to a **functional demonstrator**.

The methodology to evaluate this progress is the « Technology Readiness Level » methodology (see Guidelines for proposers Section 2.2.2 and Annex A).



The starting point for projects should ideally be TRL 4, starting with a proof of concept of products or processes validated at lab scale with realistic parameters. Projects starting at TRL 5 are also eligible if it concerns the integration of several (existing) components at TRL 5 in a new system.

The project must aim to deliver a result at TRL 6. Some regions do also fund activities up to TRL 7.

Applicants should contact their funding agencies (See Annex A) for more details concerning the TRL methodology (See Annex B of the Guidelines for proposers).

2.3 Eligible Project Structure

All INCOMERA projects must be designed on the following principle:

- Application form submitted in the Electronic Submission System in English before the deadline given in the call conditions ;
- **Consortia of at least 2 independent partners from 2 different countries participating to the Call ;**
- Project duration: Max. 24 months.

Large companies, Universities, Research Technology Organizations, Spin-off and start-up companies may also participate as partners or as subcontractors according to their regional/national financing regulations. If large companies are involved in the consortium, it should be clear that results and intellectual property rights should benefit SMEs.

Most regions proceed to an additional eligibility check with respect to the financial viability of the partners (see Guidelines for proposers - Annex E). If partners are rejected due to financial weakness, this may lead to the rejection of the proposal.



It is mandatory to contact the funding agencies (See Annex A) for guidance on project and consortium architecture.

2.4 Project Budget and size

The budgets allocated to projects depend on the specific funding rules of the participating funding agencies. The indicative project costs are expected to range between 500 000 and 1 500 000 Euros. **It is mandatory that no more than 70% of the budget project is covered by one funding agency.** The latter aspect is an eligibility criterion.

No overall limits have been defined at the level of INCOMERA but national/regional limits regarding the available funding will apply (See page 5 of the call text).

It is recommended that minimum of 40% of the overall budget is allocated to SMEs¹.

2.5 Project duration

INCOMERA will fund projects with a maximum duration of 24 months.

Projects should aim at commercialisation/industrialisation 2 to 3 years after completion of the project. Proposals should clearly involve the downstream value chain, preferably end-users, to specify terms of reference and validate results.

2.6 Dates and deadlines

The dates and deadlines of the 3rd transnational call 2017 are summarise in the table below :

Action	Date
Call opening	January 16th 2017
Deadline for full proposals	May 26th 2017 at 17:00 Brussels Time *
Communication of the evaluation results	October 9th 2017
Start of projects	Indicative January 2018. Please contact your funding agency

* Be careful, for the German partners : the deadline is april 14th 2017

2.7 Funding rules

Each project partner has to apply individually for regional/ national funding. For each project partner, the funding rules of the respective regional/national programmes apply. This means that depending on the respective national/regional funding rules, some project partners have

¹ SME according to EU definition



to submit additional national/ regional proposals or information at national/regional level (see Annex B).

The indicative budget for the call is subdivided as follows :

Funding Agency (Country)	Indicative budget to the call in €	Expected number of project
DG06 Wallonia (Belgium)	1 000 000€ (flexible)	3-4 projects
RWG (Greece)	1 500 000€ (flexible)	3-4 projects
Région Hauts-de-France (France)*	1 000 000€ (flexible)	3-4 projects
Région Grand Est (France)*	500 000€	2 projects
KIT-PTKA (Germany)	Flexible	2-3 projects
UEFISCDI (Romania)	500 000€	2-3 projects
TUBITAK (Turkey)	1 000 000€ (flexible)	3-4 projects
IDEA (Spain)	1 000 000€	3-4 projects
SAS (Slovakia)	80 000 €	1 project
MESR /STUBA (Slovakia)	200 000 (flexible)	1 -2 projects

* to be confirmed

The figures given in the table represent the expected financial contribution from the respective Funding Agencies and are not legally binding.

3. Application procedure

3.1 Submission of Applications

The INCOMERA application process will be in one stage.

The coordinator of the project has to submit the proposal (P) on-line (<https://projects.incomera.eu/>) in English. The proposal template can be downloaded from the INCOMERA website.

3.2 The Evaluation Process

Applications will be subject to the following procedure :

- **Internal Evaluation**

At INCOMERA level, consortia proposing a collaborative proposal must fulfil the following eligibility criteria:

- Application form submitted within the Electronic Submission System in English before the deadline given in the call conditions ;
- **Consortia of at least 2 independent partners from 2 different countries participating to the Call**



- It is recommended that minimum of 40% of the overall budget is allocated to SMEs
- Project duration: Max. 24 months ;
- Budget restriction: no more than 70% of the budget of the project is covered by one funding agency.

At regional/national level, each concerned beneficiary must meet the requirements of the local funding agency he depends on (See Annex B):

- Eligibility of the applicants ;
- Matching of the project content with the strategic agenda ;
- Corresponding regional/national funding programmes ;
- Submission of required regional/national documents

- **External Evaluation**

Proposals fulfilling each above-mentioned criteria will be assigned to a panel of at least 2 independent experts for scientific and economic assessment. (See guidelines for proposers – Annex B).

As a final outcome, the Call Secretariat (See guidelines for proposers – Annex B) will elaborate the ranking list of all proposals. The ranking list will be submitted to funding agencies for final decision.

This ranking list consists of:

- A list of proposals recommended for funding (the final funding decision remains in the hands of the respective national and regional agencies according to their available budget);
- A list of proposals that do not pass the thresholds or have been declared ineligible.

Funding Decision. The Call Secretariat chairs a meeting with representatives of all relevant funding agencies in which funding decisions are collected for proposals recommended for funding according to their ranking and starting with the highest ranked proposal. The chair will also approve the evaluation feedback to coordinators.

Final Communication. The Call Secretariat will communicate the funding decisions to each coordinator by sending a generic email without any comment or justification for non-retained proposals. Applicants are then invited to contact their local agency for further details. (See annex D of the guidelines for proposers).



Annex A : Funding Organisation in the Call – Local contact points

<i>Country/Region</i>	<i>INCOMERA member</i>	<i>Contact details</i>
Wallonia (Belgium)	SPW-DGo6	Nicolas Delsaux Place de la Wallonie, 1, bat III 5100 Jambes BELGIUM Nicolas.delsaux@spw.wallonie.be Tel : +32 81 33 45 20 Mobile : +32 473 556 174
RWG (Greece)	RWG	Nikos Thomopoulos nthomopoulos@mou.gr Tel : 0030 2613611405
Région Hauts-de-France (France)*	RNPDCP	Aurélie Pétilion Aurelie.petillon@hautsdefrance.fr +33 3 28 82 75 40
Région Grand Est (France)*		Christophe Sagnier Christophe.sagnier@region-alsace.eu +33 3 88 15 66 82
KIT-PTKA (Germany)	KIT-PTKA	Mr. Stefan Scherr Phone: ++49 721 608 25286 e-mail: stefan.scherr@kit.edu Ms. Martina Göttel Phone: ++49 721 608 28561 email: martina.goettel@kit.edu
UEFISCDI (Romania)	UEFISCDI	Cristina Cotet cristina.cotet@uefiscdi.ro +40 21 3083874
TUBITAK (Turkey)	TUBITAK	Ferhat GÜNER ferhat.guner@tubitak.gov.tr +90 312 468 5300
IDEA (Spain)	IDEA	Mr. José Antonio Pascual. jpascual@agenciaidea.es Mr. Victor López Mielgo vlopez@agenciaidea.es
SAS (Slovakia)	SAS	Jan Barancik, barancik@up.upsav.sk +421257 510137 Katarina Bibova,



		bibova@up.upsav.sk +421257510136
STUBA (Slovakia)	MESR	Jozef Maculák jozef.maculak@minedu.sk +421259374331
	STUBA	Štefan Valčuha, stefan.valcuha@stuba.sk +421 908764658



Annex B : Funding Programs & Rules

SPW – DGO6 (Wallonia, Belgium)

Programme Profile	
Name of the programme/initiative:	International Programme
programme website	http://recherche-technologie.wallonie.be/go/eranet
Programme owner	SPW-DGO6
Program manager (executing funding organisation)	SPW-DGO6
Contact person Details: e-mail, tel.	Nicolas Delsaux Nicolas.delsaux@spw.wallonie.be Tel : +32 81 33 45 20 Mobile : +32 473 556 174
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Applied research (Industrial research) and innovation (Experimental development)
Funding rates (approx.)	Depending on the type of research and consortium structure, grants or loans : <ul style="list-style-type: none"> - SME: from 45% to 80% - Large companies: 35% or 40% - Research centers: 75% - Universities: 100% The funding rate will be the maximum allowed by the decree of the 3rd of July 2008.
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	<ul style="list-style-type: none"> - 40% of the Walloon budget must be allocated to an enterprise; - The project cannot receive double funding; - The budget for the Walloon partners should follow the SPW-DGO6 cost model; - The beneficiary must have a stable financial situation; - The beneficiary must have Operational offices in the Walloon Region; - The project must add benefit to the regional economy; - A Walloon funding request's form must be submitted to the SPW-DGO6.
Geographical coverage (national/regional)	Regional : offices in Wallonia



National/regional schedule, cut-off dates,
deadlines

Deadline for submission of the Walloon
funding request: 22/04/2016



RWG (Greece)

Programme Profile										
Name of the programme/initiative:	INCOMERA									
programme website	www.dytikiellada.gr and www.espa.gr									
Programme owner	Region of Western Greece									
Program manager (excecuting funding organisation)	Region of Western Greece, Managing Authority									
Contact person Details: e-mail, tel.	Nikos Thomopoulos, nthomopoulos@mou.gr , Tel 00302613611405, FAX 00302610422978									
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Applied research, experimental research, innovation									
Funding rates (approx.) for companies and academia	<table border="1"> <thead> <tr> <th>Type of research</th> <th>Small Enterprises</th> <th>Medium Size Enterprises</th> </tr> </thead> <tbody> <tr> <td>Industrial research</td> <td>Maximum 70%</td> <td>Maximum 60%</td> </tr> <tr> <td>Experimental development</td> <td>Maximum 45%</td> <td>Maximum 35%</td> </tr> </tbody> </table>	Type of research	Small Enterprises	Medium Size Enterprises	Industrial research	Maximum 70%	Maximum 60%	Experimental development	Maximum 45%	Maximum 35%
	Type of research	Small Enterprises	Medium Size Enterprises							
	Industrial research	Maximum 70%	Maximum 60%							
	Experimental development	Maximum 45%	Maximum 35%							
The maximum funding for academia and research entities may reach 100% of eligible costs for each type of research, if it results from the project proposal that, one the one hand, the funding activity falls within the ordinary activities of the research entity										
The eligible bodies for funding are:										
<ol style="list-style-type: none"> 1. Small and medium size enterprises (SME's) of the private sector that are based and working in the Region of western Greece 2. Academia and research centers located preferably in the Region of Western Greece 										
Geographical coverage (national/regional)	Region of Western Greece									
National/regional schedule, cut-off dates, deadlines	Follow INCOMERA schedule									



Région Hauts-de-France
Participation to be confirmed

Programme Profile	
Name of the programme/initiative:	Fonds Régional Recherche Innovation
programme website	www.hautsdefrance.fr
Programme owner	Conseil Régional Hauts-de-France
Program manager (excecuting funding organisation)	Direction des Partenariats Economiques
Contact person Details: e-mail, tel.	Aurélie PETILLON Aurelie.petillon@hautsdefrance.fr 00 33 3 28 82 75 40
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Experimental development
Funding rates (approx.)	Depending on the type of research and consortium structure, grants or loans
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	<ul style="list-style-type: none"> - Large companies will not be funded but can participate at their own costs - The project cannot receive double funding; - The beneficiary must have a stable financial situation; - The beneficiary must be located on the territory - The project must add benefit to the regional economy - The project partners located in Nord Pas de Calais – Picardie must contact the funding agency before the submission of the project
Geographical coverage (national/regional)	Regional
National/regional schedule, cut-off dates, deadlines	After projects have been officially recommended for funding, the project partners located in Nord Pas de Calais - Picardie have to submit their proposal on a general administrative procedure



Région Alsace, Champagne-Ardenne, Lorraine (France)

Participation to be confirmed

Programme Profile	
Name of the programme/initiative:	
programme website	
Programme owner	
Program manager (executing funding organisation)	
Contact person Details: e-mail, tel.	
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	
Funding rates (approx.)	
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	
Geographical coverage (national/regional)	
National/regional schedule, cut-off dates, deadlines	



KIT – PTKA (Germany)

Programme Profile	KIT-PTKA, Germany
Name of the programme/initiative:	KMU-innovativ: Produktionsforschung, Part of the national BMBF programme: “Innovationen für die Produktion, Dienstleistung und Arbeit von morgen ” (Innovations for Tomorrow’s Production, Services and Work)
programme website	http://www.produktionsforschung.de
Programme owner	Bundesministerium für Bildung und Forschung (Federal Ministry of Education and Research)
Program manager (excecuting funding organisation)	Projektträger Karlsruhe PTKA (Project Management Agency Karlsruhe)
Contact person Details: e-mail, tel.	Mr. Stefan Scherr Phone: ++49 721 608 25286 e-mail: stefan.scherr@kit.edu Ms. Martina Göttel Phone: ++49 721 608 28561 email: martina.goettel@kit.edu
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Application oriented industrial research and pre-competitive development, innovation.
Funding rates (approx.)	Funding rate for the entire project is up to 50% of the overall project consortium eligible costs. 100% for non-profit research organisations (additional lump sum of 20% for certain types), funding for SMEs accordingly (plus additional bonus of 10% for SMEs).
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	Eligible are SMEs according to EU-definition. In case of consortia, research organisations and universities are also eligible. It is recommended that at least one producing SME is amongst the partners. A significant share of research has to be provided by the applying SMEs and they shall have the main benefit from the action. Please refer to the binding funding guidelines “Förderrichtline zum Programm



	KMU-i Produktionsforschung" at www.produktionsforschung.de
Geographical coverage (national/regional)	Germany
National/regional schedule, cut-off dates, deadlines	<p>2-stage application. In stage 1 (pre-proposal), German partners have to submit a (joint) KMU-i proposal in addition to the transnational proposal. For German applicants, it is mandatory to contact the funding agency PTKA in advance. Binding information on conditions and restrictions are given in the national call document at http://www.produktionsforschung.de and https://www.pt-it.de/ptoutline/application/pro201604</p> <p>Deadline for national pre-proposals in KMU-i ("Skizzen"): 15th April 2016.</p> <p>Typical project duration: 24 months.</p>
Thematic restrictions	<p>Research and development projects in the field of industrial production for application in sectors like primary industry, manufacturing systems engineering, vehicle manufacturing, electric engineering, information technology, measuring and control technology, optics, and medical engineering. The projects have to have market orientation and a clear exploitation strategy.</p>



UEFISCDI (Romania)

Programme Profile	
Name of the programme/initiative:	ERA-Net Projects
programme website	www.uefiscdi.gov.ro
Programme owner	ANCSI
Program manager (excecuting funding organisation)	UEFISCDI
Contact person Details: e-mail, tel.	Cristina Cotet cristina.cotet@uefiscdi.ro +40 21 3083874
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Applied research, innovation
Funding rates (approx.)	40%-100%, in accordance with state aid regulation
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	N/A
Geographical coverage (national/regional)	National
National/regional schedule, cut-off dates, deadlines	N/A



TUBITAK (Turkey)

Programme Profile	
Name of the programme/initiative:	TUBITAK-1509 International Industrial R&D Projects Support Programme
programme website	http://tubitak.gov.tr/en/funds/industry/international-support-programmes/content-1509-tubitak-international-industrial-rd
Programme owner	TÜBİTAK
Program manager (executing funding organisation)	TÜBİTAK
Contact person Details: e-mail, tel.	ferhat.guner@tubitak.gov.tr
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Applied Research, Innovation
Funding rates (approx.)	75% for SMEs ; 60% for big companies
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	Only companies can apply. Universities and Research Centers can take part as consultant.
Geographical coverage (national/regional)	National
National/regional schedule, cut-off dates, deadlines	Contact national funding agency



IDEA (Spain)

Programme Profile	Owner
Name of the programme/initiative:	Orden de Incentivos
programme website	http://www.agenciaidea.es/programa-innovacion-y-desarrollo-empresarial
Programme owner	Agencia IDEA
Program manager (executing funding organisation)	Agencia IDEA
Contact person Details: e-mail, tel.	Mr. José Antonio Pascual. jpascual@agenciaidea.es Mr. Victor López Mielgo vlopez@agenciaidea.es
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Basic research, applied research and innovation projects.
Funding rates (approx.)	Defined depending the project proposal and specific evaluation.
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	Small and Medium enterprises only
Geographical coverage (national/regional)	Andalusia region
National/regional schedule, cut-off dates, deadlines	



SAS (Slovakia)

Programme Profile	
Name of the programme/initiative:	Promoting knowledge-based research in selected areas
programme website	http://www.sav.sk/index.php?lang=sk&doc=services-news&source_no=25&news_no=6714
Programme owner	Slovak Academy of Sciences (SAS), www.sav.sk
Program manager (executing funding organisation)	Slovak Academy of Sciences (SAS)
Contact person Details: e-mail, tel.	Jan Barancik, barancik@up.upsav.sk +421257 510137 Katarina Bibova, bibova@up.upsav.sk +421257510136
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Basic and targeted applied research and innovation projects.
Funding rates (approx.)	Up to 100%
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	Only research Institutes of the Slovak Academy of Sciences are eligible organisations for funding by SAS (up to 100%). Applicants from other Slovak R&D centres (universities and/or other organisations) have to cover the project costs from their own sources (Letter of Commitment). In addition to this, the teams outside of SAS can be consortium members but not the coordinator of the consortium. Financial rules: http://www.sav.sk/index.php?lang=sk&doc=services-news&source_no=25&news_no=4290 National phase: Submission of the proposal at a national level will be carried out once the international evaluation and the ranking list have been performed and endorsed by the Panel of experts (PE) and the Slovak project partner has been informed by the project consortium coordinator and invited by SAS to submit the proposal to it. The



	Presidium of SAS makes the final decision concerning the approval of funding (according to internal rules of SAS).
Geographical coverage (national/regional)	Slovakia
National/regional schedule, cut-off dates, deadlines	Continuous call



MESR/STUBA (Slovakia)

Programme Profile	
Name of the programme/initiative:	INCOMERA
programme website	https://www.minedu.sk/vedecka-grantova-agentura-msvvas-sr-a-sav-vega/
Programme owner	The Ministry of Education, Science, Research and Sport of the Slovak Republic / MESR/
Program manager (executing funding organisation)	Slovak University of Technology Bratislava /STUBA/
Contact person Details: e-mail, tel.	MESR - Jozef Maculák jozef.maculak@minedu.sk +421259374331 STUBA - Štefan Valcuha, stefan.valcuha@stuba.sk +421 908764658
Type of research eligible for funding (e.g. basic research, applied research, innovation) (basic research, applied research, innovation)	Basic research, applied research, experimental research, innovation
Funding rates (approx.)	The maximum funding for academia /universities/ may reach 100% of eligible costs for each type of research
Major eligibility restrictions (e.g. types of organisations, thematic restriction)	The eligible bodies for funding : only universities and academic research centres, SMEs can participate without funding
Geographical coverage (national/regional)	Slovak Republic



National/regional schedule, cut-off dates,
deadlines

Follow INCOMERA schedule



Annex C : Check List

- The proposal conforms to the guide of proposer.
- Every project partner has been in direct contact with his/her national or regional funding agency and has checked that their collaboration and their project contribution is eligible for funding.
- The consortium is aware of the necessity to have a consortium agreement, including amongst others the agreements on intellectual property rights (IPR) and publication rules for a funded project (to be signed before the first payment).
- All project partners have checked the national/regional programme procedures and regulations. All project partners are aware of documents requested by the national/regional funding organisations.