**KT Boost Programme**

**APPLICATION FORM**

(To be completed with reference to the ’Enterprise Ireland KT Boost

Programme 2024-2027 Guidelines’ document)

**PLEASE NOTE:**

IT IS NOT OBLIGATORY TO MEET THE MAXIMUM WORD COUNT IN EACH SECTION OF THE APPLICATION FORM. HOWEVER, APPLICANTS MUST STAY WITHIN THE WORD COUNT LIMIT. EVALUATORS WILL BE ADVISED TO DISREGARD ANY TEXT IN EXCESS OF THE WORD COUNT.

ONLY INCLUDE APPENDICES THAT ARE SPECIFICALLY REQUESTED IN THIS FORM.

NON-COMPLIANCE, IN EXCESSIVE CASES, MAY RENDER THE APPLICATION INELIGIBLE.

**Deadline for receipt of completed applications: noon on 24th March 2023**

Send to: [ursula.okeeffe@knowledgetransferireland.com](mailto:ursula.okeeffe@knowledgetransferireland.com)

For further information and any queries:

Contact: [jennifer.malone@knowledgetransferireland.com](mailto:jennifer.malone@knowledgetransferireland.com)

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# Contact Details

|  |  |
| --- | --- |
| **HEI**  Legal Name & Registered Address  Registered Charity Number (RCN) |  |
| **Programme proposal lead**  Name:  Phone Number:  E-mail:  Position: | *(Director of Innovation Office or similar position)* |
| **Proposal sponsor**  Name:  Phone Number:  E-mail:  Position: | *(VP Research or similar position)* |

# Executive summary

|  |
| --- |
| **Executive summary:** This should summarise the key points of the application. Include:  What will you achieve? How will you achieve this?  What level of resources do you require under this programme and why?  (Max. 500 words) |
|  |

# Setting the context

## About the HEI

|  |
| --- |
| Describe the HEI in simple terms to set the context for the external review panel. Include any recent or planned changes if appropriate. Make reference to research volume (by way of research expenditure) and any plans for growth over the term of this programme. (max. 400 words) |
|  |

## Research commercialisation office to date

|  |
| --- |
| Describe the research commercialisation function, its maturity and whether it has benefitted from previous support under the Enterprise Ireland TTSI3 programme. (max. 400 words) |
|  |

## Research commercialisation performance

|  |
| --- |
| Reflect on and summarise the HEI’s research commercialisation performance in the past 3 years – what are the strengths and weaknesses, what needs to change, and why? (max. 500 words) |
|  |

# How the KT Boost Fund will be used

## Strategic objectives (15 marks)

|  |
| --- |
| In the context of the aims and objectives for the KT Boost programme (Section 1 of the Call & Guidelines doc), summarise what you intend to achieve during the four years of the programme. Consider quantitative and qualitative outcomes and how funding under this programme will allow you to achieve them. How does this align with Regional Needs and priorities as set out in the National Smart Specialisation Strategy and will your activity have a positive impact on the region in meeting those needs? (max. 800 words) (*Detail on targets is requested at Section 5*) |
|  |

## Resources (10 marks)

|  |
| --- |
| Describe the resources required under this programme and how they will contribute to delivering success. Include: staff complement and skill sets; the activities to be funded; how the Innovation Office will operate during the programme. Explain the rationale behind the resources required, what they are designed to achieve and how they will contribute to the targets set out under Section 5. (max. 1,500 words) (*Budget is requested at Section 6*) |
|  |

## Information management (5 marks)

|  |
| --- |
| Summarise the systems you use and/or intend to use for efficient, accurate and timely information management and reporting within the Innovation Office. (max. 400 words) |
|  |

## HEI Governance and operational environment (10 marks)

|  |
| --- |
| Describe the operational environment (internal and external to the Innovation Office) and explain governance structures. (***Organisational chart is not required***). What level of authority and discretion does (or will) the Head of the Innovation Office have? How do the operational environment and governance structures support the Innovation Office to be agile in managing research commercialisation? What are the bottlenecks? How will the innovation office address the EU’s Horizontal Principles of Equality and Non-Discrimination and in particular the Charter of Fundamental Rights of the European Union and the United Nations [Convention on the Rights of Persons with Disabilities](https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-persons-disabilities)? Explain any changes you intend to make within the HEI to improve agility and the experience for companies/founders/investors. (max. 1500 words) |
|  |

## The HEI’s commitment to research commercialisation (10 marks)

|  |
| --- |
| Explain the HEI’s commitment to research commercialisation, including how the HEI currently supports, and intends to support, commercialisation from research and the work of the Innovation Office including delivery under the KT Boost programme objectives. Describe how research commercialisation has been, and will be, supported and embedded within the culture of the HEI. (max. 600 words)  (*Financial commitment will be requested separately at Section 6*). |
|  |

## Risks (There are no specific marks related to this section however it will be considered within the overall application)

|  |
| --- |
| **Summarise the risks associated with achieving the objectives under this programme and how these may be mitigated. (max. 400 words). *Use bullets/table format.*** |
|  |

# Targets (15 marks)

**Complete the following table, detailing your predictions for the outcomes you will achieve over the course of the programme. *See Definitions in Appendix 3 to Call document.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metric** | **Target (number)** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| EI Metric & ERDF Performance Indicator | Licences, Options and Assignments (LOA) |  |  |  |  |
| EI Metric | Projects gaining funding under the EI Commercialisation Fund |  |  |  |  |
| EI Metric | Registered spin-out companies |  |  |  |  |
| EI Metric | Spin-outs achieving HPSU status |  |  |  |  |
| EI Metric | Research agreements with industry (collaboration & contract research) |  |  |  |  |
| ERDF Performance Indicator | Number of enterprises supported |  |  |  |  |
| ERDF Performance Indicator | Number of enterprises supported with non-financial support[[1]](#footnote-2) |  |  |  |  |
| ERDF Performance Indicator | Number of Female Led Enterprises Supported[[2]](#footnote-3) |  |  |  |  |
|  | **Key tracking metric (number)** | | | | |
| EI Metric | New invention disclosures (IDF) |  |  |  |  |
| EI Metric | Patent applications filed |  |  |  |  |

# Resources, Finance and Value for Money

## Budget & Value for Money (10 Marks)

|  |
| --- |
| **Provide breakdown of pay and non-pay budget over the four years, including patent budget** |
| *Please complete the associated budget spreadsheet. Save as filename: KTB3\_ [HEI name]\_budget*  ***Note:*** *Capital equipment and infrastructure are* ***ineligible*** *under this programme.* |

## Organisational structure

|  |
| --- |
| **Provide organisational chart for the Innovation Office and its reporting line(s) and decision-making line(s). Indicate those posts that are to be funded under the KT Boost programme and those that demonstrate additional HEI financial commitment to directly support the research commercialisation activities carried out by the Innovation Office. Include the wider research commercialisation functions of the institution into which the Innovation Office fits and/or from which it draws support.** |
| *Submit as an Appendix. Save as filename: [HEI name]\_orgchart* |

## HEI Financial Commitment (10 Marks)

|  |
| --- |
| **Detail the HEI financial commitment to investing additional financial resources to directly support the research commercialisation activities carried out by the Innovation Office, at a level commensurate with the maturity of the office. (*Refer to the Call Guidelines document for minimum % expected and eligible posts and activities*). Where HEI funding will be made available, in excess of the expected minimum commitment, this may be briefly summarised. (max. 300 words). *A table format may be used if desired.*** |
|  |

# Confirmation of commitments under the programme

**7.1** **Innovation Office Service Commitment (15 marks)**

Please check the boxes to confirm that you are willing to engage and deliver under the following programme requirements:

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Confirmation of commitment** | |
| Review of internal business and governance processes and implement any changes prior to funding:   * Identify and address any bottlenecks in process * Provide appropriate autonomy for the Innovation Office to exercise its commercial judgement within appropriate sector standard governance parameters |  | |
| Simplify business processes:   * Review of internal business and governance processes and implement any changes within three (3) months of programme start * Use national Model Agreements as the preferred template (unless a company insists on use of their own template as starting point) * Apply the same consents for investment as EI, where EI is an investor in a spin-out (at any stage) from the HEI * Provide a clear link to the Innovation Office pages from the homepage of the HEI website |  | |
| Undertake the KT Boost Net Promoter Score (NPS) assessment (to be developed with the Innovation Office community by KTI during 2023) at the start of the programme and annually thereafter |  | |
| Submit to KTI for national promotion at regional, National and European levels:   * Licensing opportunities for inclusion as a national resource on the KTI website * Case studies showing the impact of commercialisation as requested |  | |
| Development of Innovation Office staff skills including;   * Involvement in networks of best practice convened by KTI * Support for staff to benefit from KT Boost training availability nationally and internationally * Encouragement and support for Innovation Office staff who are eligible to apply for the international professional standards recognition of Registered Technology Transfer Professional (RTTP) or Candidate Registered Technology Transfer Professional (cRTTP) |  | |
| Report:   * Deploy appropriate internal systems to record and monitor all KPI requested under the programme * Report quarterly and annually on all required programme KPI to EI (via KTI) on a timely basis with a high degree of accuracy. * Submit an annual report and at least two KT Boost impact case studies from that year. * Annually, on a timely basis with a high degree of accuracy, metrics for inclusion in the Annual Knowledge Transfer Survey (AKTS) * Demonstrate commitment to ERDF reporting requirements |  | |
| **Section 7.2: Specific sign off required by the VP of Research (or equivalent)**  Confirm that your institution has effective mechanisms in place to ensure compliance with the [EU Charter of Fundamental Rights | European Union Agency for Fundamental Rights (europa.eu)](https://fra.europa.eu/en/eu-charter) and with the United Nations [Convention on the Rights of Persons with Disabilities | OHCHR](https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-persons-disabilities) (UNCRPD). Where relevant, provide links to your existing policies and procedures. |  | |
| Confirm that your institution has taken steps to prevent any discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, implementation, monitoring, reporting and evaluation of the activities, in particular, accessibility for persons with disabilities. |  | |
| Confirm that your institution has effective mechanisms in place to ensure that all public procurement is consistent with National and EU procurement legislation. |  | |
| Confirm that your institution will comply with publicity and communications requirements in accordance with ERDF EU Regulations related to the two ERDF Regional Programmes. |  | |
| Confirm that this application does not include activities which are part of an operation subject to relocation in accordance with Article 66 of the Common Provisions Regulation or would constitute a transfer of a productive activity outside the programming area in accordance with point (a) of Article 65 (1) of the Common Provisions Regulations. |  | |
| Confirm that this activity respects the 6 principles of “Do No Significant Harm”. |  | |
| Confirmation that all the required sections have been completed and the application is signed by an authorized officer of an eligible institution and has been received by the closing date |  |
| Confirmation that the proposed activities are consistent with the call documentation and Ireland’s Smart Specialisation Strategy, and that the project has not commenced prior to selection |  |
| Confirmation that the funding will not be utilised to fund capital equipment or infrastructure |  |
| Confirmation that any state aid would be lawful and that the applicant is eligible to receive grant aid at the requested level within the State Aid regulations, if applicable |  |
| Confirmation that any aid granted through the project to third parties is permissible under and would be managed in accordance with State Aid regulations |  |
| By signing below, you are also confirming that your institution is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Article 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations.  I hereby declare that <Insert Institution Name> shall abide by the terms of the ‘KT Boost Programme’ with particular reference to the reporting structures of the Policies & Procedures necessary for the successful operation of the Innovation Office.  Signed  ------------------------  VP Research (or equivalent) | | |

# State Aid Checklist for the KT Boost Programme

**Research Organisation and/or Research Infrastructure validation Checklist**

The purpose of this Checklist is to determine whether your organisation qualifies as a Research Organisation or Research Infrastructure that is used almost exclusively for a non-economic activity in accordance with the [EU Framework for State Aid for Research and Development and Innovation (2022/C 414/01](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:C:2022:414:FULL&from=EN)). If this can be confirmed your organisation will not be regarded as a recipient of State aid.

**Checklist for determining whether a Research Organisation or Research Infrastructure will be in receipt of State aid**

|  |  |  |
| --- | --- | --- |
| **Step 1** | **Notes** | **Select:** |
| Is your organisation a Research & Knowledge Dissemination Organisation (“Research Organisation”) or a Research Infrastructure? | Confirm either definition 1a or 1b on Page 8-9 of this document apply. | 1a  1b |

If neither 1a nor 1b apply, please contact Enterprise Ireland for guidance.

1a or 1b

|  |  |  |
| --- | --- | --- |
| **Step 2** | **Notes** | **Select:** |
| Does your organisation engage in non-economic activities? | Confirm which examples 2a-2e on Page 10 of this document apply to your organisation. | 2a  2b  2c  2d  2e |

If none of 2a-2e apply, please contact Enterprise Ireland for guidance.

2a-2e

|  |  |  |
| --- | --- | --- |
| **Step 3** | **Notes** | **Select:** |
| Does your organisation also engage in economic activities? | Confirm which examples one 3a-3e on Page 11 of this document apply to your organisation. | 3a  3b  3c  3d  3e |

If none of 3a-3e apply the checklist is complete.

3a-3e

|  |  |  |
| --- | --- | --- |
| **Step 4** | **Notes** | **Select:** |
| How does your organisation separate out its economic and non-economic activities? | Confirm if either of the examples 4a or 4b on Page 12-13 of this document apply. | 4a  4b |

If neither 4a nor 4b apply, please contact Enterprise Ireland for guidance.

4a or 4b

If one of 4a-4b apply the checklist is complete.

**Step 1:**

**Is your Organisation a Research & Knowledge Dissemination Organisation or a Research Infrastructure?**

|  |  |  |
| --- | --- | --- |
| **Is the Organisation a Research & Knowledge Dissemination Organisation (“Research Organisation”) or a Research Infrastructure?** | **Yes/No** | **Notes** |
| **1a. Research Organisation**   * Is the **primary goal** of the Organisation to independently conduct fundamental research, industrial research or experimental development; or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer? * **Examples** include universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities. * If the Organisation pursues economic activities (consisting of offering products or services on the open market), the financing, the costs and the revenues of those economic activities must be **accounted for** **separately**, i.e. that the Organisation separates in its accounts its economic and non-economic activities (that is to say the use of human and non-human resources, costs, funding, revenues, etc for economic activities are accounted for separately from non-economic activities in a clear and distinct manner in the Organisation’s balance sheet and income statements in line with appropriate accounting standards. * Please confirm that the Organisation does **not give preferential access** to the results generated by the Entity to shareholders or other parties who exercise influence over the Organisation’s decision making. |  | Please provide descriptions of the relevant activities to underpin this statement |
| **1b. Research Infrastructure:**   * Does the Organisation include **facilities**, resources and related services that are used by the scientific community to conduct research in their respective fields? * Research Infrastructure covers **scientific equipment** or set of instruments, knowledge-based resources such as collections, archives or structured scientific information, enabling information and communication technology-based infrastructures such as grid, computing, software and communication, or any other entity of a unique nature essential to conduct research. * The Research Infrastructure, may be **‘single-sited’** or **‘distributed’** (an organised network of resources)? * If the Entity pursues economic activities, the financing, the costs and the revenues of those economic activities must be **accounted for** **separately**, i.e. that the Organisation separates in its accounts its economic and non-economic activities (that is to say the use of human and non-human resources, costs, funding, revenues, etc for economic activities are accounted for separately from non-economic activities in a clear and distinct manner in the Organisation’s balance sheet and income statements in line with appropriate accounting standards). |  | Please provide descriptions of the relevant activities to underpin this statement |

*If the Organisation answers “No” to 1a. and 1b. then this Checklist may not be suitable for them and they are unlikely to be carrying on non-State aid activities within the context of this particular support.*

*If the Organisation meets either or both of these definitions, proceed to Step 2.*

**Step 2:**

**Does your Organisation engage in non-economic activities?**

|  |  |  |
| --- | --- | --- |
| **2. Does the Organisation engage in any of the following examples of non-economic activity including:** | **Yes/No** | **Notes** |
| 2a. **Education** for more and better skilled human resources. This includes public education within the national education system, predominantly or entirely funded by the State and supervised by the State. |  | Please provide descriptions of the relevant activities to underpin this statement |
| 2b. **Independent R&D** for more knowledge and better understanding, including collaborative R&D where the research organisation or research infrastructure engages in effective collaboration.  (Please note that the provision of R&D services and R&D carried out on behalf of undertakings are not considered as independent R&D.) |  | Please provide descriptions of the relevant activities to underpin this statement |
| 2c. Wide **dissemination** of research results on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications or open software. |  | Please provide descriptions of the relevant activities to underpin this statement |
| 2d. **Knowledge transfer** activities where they are conducted either by the Research Organisation or Research Infrastructure or jointly with or on behalf of other such entities and where all profits from these activities are re-invested in the primary activities of the Research Organisation or Research Infrastructure set out in 2a.-2c. above. |  | Please provide descriptions of the relevant activities to underpin this statement |
| 2e. **Other** activities which the Entity considers to be non-economic in nature. |  | Please provide descriptions of the relevant activities to underpin this statement |

*If the Entity answers “No” to all of 2a. – 2e. then this Checklist may not be suitable for them and they are unlikely to be carrying on non-State aid activities within the context of this funding offer.*

*If the Entity in question engages in at least one of the above activities, proceed to Step 3.*

**Step 3:**

**Does your Organisation also engage in economic activities?**

|  |  |  |
| --- | --- | --- |
| **3. Does the Organisation engage in any of the following examples of economic activity including:** | **Yes/No** | **Notes** |
| 3a. Renting out, or supplying in some other way, **equipment** or laboratories to other entities that qualify as undertakings |  | Please provide descriptions of the relevant activities to underpin this statement |
| 3b. Selling or supplying **products or services** to other entities that qualify as undertakings |  | Please provide descriptions of the relevant activities to underpin this statement |
| 3c. Performing contract research |  | Please provide descriptions of the relevant activities to underpin this statement |
| 3d. **Knowledge transfer** activities where profits from these activities are not fully re-invested in the primary activities of the Research Organisation or Research Infrastructure set out in 2a.-2c. above. |  | Please provide descriptions of the relevant activities to underpin this statement |
| 3e. **Other** activities which the Entity considers to be economic in nature. |  | Please provide descriptions of the relevant activities to underpin this statement |

*If the Entity answers “No” to all of 3a. – 3e. then support in the context this offer may qualify as non-State aid and it is not necessary to answer any additional questions.*

*If the Entity in question engages in at least one of the above activities, proceed to Step 4.*

**Step 4:**

**How does your Organisation separate out its economic and non-economic activities?**

If the Organisation pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately (see 1a. and/or 1b above). This Step goes into further detail regarding the separation of such activities.

|  |  |  |
| --- | --- | --- |
| **4. What is the Organisation’s position in relation to economic and non-economic activities** | **Yes/No** | **Notes** |
| 4a. Can the economic and non-economic activities and their costs, funding and revenues be clearly separated so that **cross-subsidisation** of the economic activity is effectively avoided**?** |  | Please provide descriptions of the relevant activities to underpin this statement |
| 4b. Is the Organisation used **almost exclusively for non-economic** activity**?**  It is assumed that the Organisation monitors its annual capacity of its inputs which are used for economic and non-economic activities and calculates the percentage of economic activities as opposed to non-economic.  Depending on the nature of activity and the type of resources required, capacity can be calculated on the basis of time accounting (human resource capacity measured in employee working hours), inputs (such as materials, equipment and fixed capital) and other elements relevant to the specific activity of your entity.  In light of this:  Please confirm that the capacity the Organisation allocates to **economic activities is not in excess of 20%** of the Organisation’s overall annual capacity at the level of the Organisation’s relevant entity that carries out the economic activity**?** |  | Please provide descriptions of the relevant activities to underpin this statement |
| Usually, Research Organisations have several departments so it should be at the **level of the relevant department**.  In addition:  Does the Organisation **consume exactly the same inputs** (such as material, equipment, labour and fixed capital) as the non-economic activities**?**  **If not:**  Is the economic activity **limited in scope**, directly related to and **necessary for the operation** of the Organisation?  **OR**  Is the economic activity **limited in scope**, and **intrinsically linked to the main non-economic** use of the Organisation**?** |  | Please provide descriptions of the relevant activities to underpin this statement |

*If the Organisation* *answers “Yes” to either 4a. or 4b.* *then support in the context of this offer may qualify as non-State aid.*

*If the Organisation answers “No” to both 4a. and 4b. then support in the context of this offer is unlikely to qualify as non-State aid.*

If applicants are in doubt about the answer to any question in the Checklist, they should seek independent legal and/or financial advice. Enterprise Ireland reserves the right to request further evidence at any stage of the application process.

*A declaration is required from an appropriate member of Senior Management of the Organisation that the above statements are accurate and can be quickly further substantiated when called upon to do so.*

**Declaration:**

I declare that the above statements are accurate and can be quickly further substantiated when called upon to do so.

Signed

------------------------

VP Research (or equivalent)

**GLOSSARY OF TERMS**

1. **Education for more and better skilled human resources**

Public education organised within the national educational system predominantly or entirely funded and supervised by the State may be considered as a non-economic activity.

The non-economic nature of public education is in principle not affected by the fact that pupils or their parents sometimes are necessitated to pay tuition or enrolment fees which contribute to the operating expenses of the system. Such financial contributions often only cover a fraction of the true costs of the service and can thus not be considered as remuneration for the service provided. They therefore do not alter the non-economic nature of a general education service predominantly funded by the public purse. These principles can cover public educational services such as vocational training, private and public primary schools and kindergartens, secondary teaching activities in universities and the provision of education in universities.

Such public education services must be distinguished from services financed predominantly by parents or pupils or commercial revenues. For example, higher education financed entirely by students clearly fall within the latter category. In certain Member States public entities can also offer educational services which, due to their nature, financing structure and the existence of competing private organisations, are to be regarded as economic.

2. **Independent R&D for more knowledge and better understanding**

This includes collaborative R&D where the research organisation or research infrastructure engages in effective collaboration. Provision of R&D services and R&D carried out on behalf of undertakings are not considered as independent R&D.

Please see below for explanation of effective collaboration. Contract research and provision of research services are not considered forms of collaboration.

Please note that independent R & D for more and better understanding can and does often exist independently of collaboration and, indeed, without collaboration, as is the case in the Commercialisation Fund.

3. **Wide dissemination of research results on a non-exclusive and non-discriminatory basis**

For example, through teaching, open-access databases, open publications or open software.

4. **Knowledge Transfer**

Knowledge transfer activities means any process which has the aim of acquiring, collecting and sharing explicit and tacit knowledge, including skills and competence in both economic and non-economic activities such as research collaborations, consultancy, licensing, spin-off creation, publication and mobility of researchers and other personnel involved in those activities. Besides scientific and technological knowledge, it includes other kinds of knowledge such as knowledge on the use of standards and regulations embedding them and on conditions of real life operating environments and methods for organisational innovation, as well as management of knowledge related to identifying, acquiring, protecting, defending and exploiting intangible assets.

Knowledge transfer activities are non-economic in nature where they are conducted either by the research organisation or research infrastructure (including their departments or subsidiaries) or jointly with, or on behalf of other such entities, **and** where all profits from those activities are reinvested in the primary activities of the research organisation or research infrastructure. The non-economic nature of those activities is not prejudiced by contracting the provision of corresponding services to third parties by way of open tenders.

5. **Effective collaboration** means collaboration between at least two independent parties to exchange knowledge or technology, or to achieve a common objective based on the division of labour where the parties jointly define the scope of the collaborative project, contribute to its implementation and share its risks, as well as its results. One or several parties may bear the full costs of the project and thus relieve other parties of its financial risks. Contract research and provision of research services are not considered forms of collaboration.

# Appendices included

List the Appendices you have included

|  |  |  |
| --- | --- | --- |
| **Appendix number** | **Relates to which Section and Topic** | **Filename** |
|  |  |  |

# Signatures and Verification

|  |  |
| --- | --- |
| **HEI (insert name)**  By signing below, you are also confirming that your institution is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Article 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorised Officer of the Designated Institution | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date, and stamp of the  Designated Institution |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of Research/Innovation (or equivalent senior officer) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of Innovation Office (or equivalent) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

1. This figure will the same as the number of enterprises supported under this programme [↑](#footnote-ref-2)
2. This figure is a subset of the total number of enterprises supported. Enterprise Ireland considers an organisation to be female-led when:

   Female(s) own at least 25% of the shareholding in the company, and

   Hold at least one C-Level executive position in the organisation (i.e. CEO, CFO, COO etc) [↑](#footnote-ref-3)