

## List of attachments to be provided for the procedure **MECO: Aid application for a research, development or innovation project (RDI)**

Depending on the type of aid selected, the company will be required to attach several supporting documents or other necessary files for the analysis of the MyGuichet application.  
The size of the documents to be attached may not exceed 15 MB.\*

Applicants should refer to the table below to identify the required documents according to the **type of aid + common attachments**.

Common attachments to all types of RDI aid			
Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Mandate to carry out the procedure	Please provide a PDF document signed by the person(s) authorised to bind the company, certifying that the declarant is vested with the power to file the application	All	
Mandate to designate the contact person	Please provide a PDF document signed by the person(s) authorised to bind the company, designating the contact person for all matters related to the application	All	
Organisation chart	Please provide a legal organisation chart showing the applicant company's shareholders/partners and their equity holdings	All	
Applicant's unabridged annual financial statements (PDF)	Please provide the applicant company's full annual financial statements for the last closed financial year	All	
Applicant's unabridged annual financial statements (template provided)	Please fill in the Excel table 'Financial Statements_Applicant Company' for the last 2 closed financial years	All	
Group's consolidated annual financial statements (PDF) or annual financial statements of the linked companies (PDF)	Please provide the group's consolidated annual financial statements for the last closed financial year, if available; otherwise please provide the annual financial statements of the linked companies belonging to the group for the last closed financial year	All (only if the company is not independent)	
Group's consolidated annual financial statements (template provided)	Please complete one of the two Excel tables 'Financial Statements_Group_consolidated' or 'Financial Statements_Group_consolidated_GAAP' for the last two closed financial years, if you have consolidated annual financial statements	All (only if the company is not independent)	
Group's non-consolidated annual financial statements (template provided)	Please complete the Excel table 'Financial Statements_Group_non-consolidated' for each linked company, if you do not have consolidated annual financial statements	All (only if the company is not independent)	
Bank account identification document	Please provide a bank account identification document in PDF format (for the account to which the funds will be transferred should the application be approved)	All	
Joint Social Security Centre (CCSS) certificate (number of employees)	Please provide a certificate showing the number of employees at the end of the last 3 financial years (in PDF format) (available at <a href="https://ccss.public.lu/fr/commandes-certificats.html">https://ccss.public.lu/fr/commandes-certificats.html</a> )	All	
Copy of operating permit	Please provide a copy of the operating permit if applying for the first time or if filing an update		All
Other supporting documents deemed useful	Please provide any other document that you believe may be useful as part of your aid application (e.g. leasing contract, permits, etc.)		All

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## RDI-RED: Aid for research and development projects (R&D)

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_RED'	RDI-REDDEX RDI-REDDEXMAJ RDI-REDIND RDI-REDINDMAJ RDI-REDFON	
Financial summary of the project (template provided)	Please fill in the Excel table 'Financial summary_RED'	RDI-REDDEX RDI-REDDEXMAJ RDI-REDIND RDI-REDINDMAJ RDI-REDFON	
Gantt chart (template provided)	Please fill in the Excel table 'Gantt Chart_RED'	RDI-REDDEX RDI-REDDEXMAJ RDI-REDIND RDI-REDINDMAJ RDI-REDFON	
Cash flow forecast (template provided)	Please fill in the Excel table 'Cash-flow forecast_RD!' if the applicant company has less than 3 years.	(only if the applicant company has less than 3 years) RDI-RED	
Draft collaboration agreement(s)	Please provide a current draft of the collaboration agreement(s) between the applicant company and a research institute/company established in another EU Member State (if applicable)		RDI-REDDEX RDI-REDDEXMAJ RDI-REDIND RDI-REDINDMAJ RDI-REDFON

## RDI-JEI: Aid for young innovative enterprises

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Proof of co-financing capacity	Please provide documents demonstrating your co-financing capacity	RDI-JEI	
Certificate issued by Luxinnovation attesting the innovative character of the company	Please provide the certificate issued by Luxinnovation attesting the innovative character of the company	RDI-JEI	
Complementary information for young innovative enterprises (template provided)	Please fill in the Word document 'Complementary information_JEI'	RDI-JEI	
Declaration of honour and commitments – Complementary YIE elements (template provided)	Please fill in the Word document 'Declaration of honour and commitments_JEI'	RDI-JEI	
Cash flow forecast (template provided)	Please fill in the Excel table 'Cash-flow forecast_RD!'	RDI-JEI	
Business plan (template provided)	Please fill in the Word document 'Business plan model_JEI'	RDI-JEI	

### RDI-IO: Aid for process and organisational innovation

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_IOS'	RDI-IO	
Financial summary of the project (template provided)	Please fill in the Excel table 'Financial summary_IOS'	RDI-IO	
Gantt chart (template provided)	Please fill in the Excel table 'Gantt Chart_IOS'	RDI-IO	
Cash flow forecast (template provided)	Please fill in the Excel table 'Cash-flow forecast_RDI' if the applicant company has less than 3 years. (only if the applicant company has less than 3 years)	RDI-IO	

### RDI-EFT: Aid for feasibility studies

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_EFT'	RDI-EFT	
Financial summary of the project (template provided)	Please fill in the Excel table 'Financial summary_EFT'	RDI-EFT	
Gantt chart (template provided)	Please fill in the Excel table 'Gantt Chart_EFT'		RDI-EFT
Cash flow forecast (template provided)	Please fill in the Excel table 'Cash-flow forecast_RDI' if the applicant company has less than 3 years. (only if the applicant company has less than 3 years)	RDI-EFT	

### RDI-INO: Innovation aid for SMEs

[Télécharger RDI-INO.zip](#)

Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_INO'	RDI-INOPIT RDI-INODPQ RDI-INOSCE	
Financial summary of the project (template provided)	Please fill in the Excel table 'Financial summary_INO'	RDI-INOPIT RDI-INODPQ RDI-INOSCE	
Price quotations/estimates	If available, please provide the price quotations/estimates relating to the costs specified in the application	RDI-INOPIT RDI-INODPQ RDI-INOSCE	

### RDI-API: Operating aid for innovation clusters

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_API-IP1'	RDI-API	
Draft of the agreement establishing the proposed innovation cluster	Please provide a draft of the agreement establishing the proposed innovation cluster	RDI-API	

### RDI-IP1: Investment aid for innovation clusters

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_API-IP1'	RDI-IP1	
Draft of the agreement establishing the proposed innovation cluster	Please provide a draft of the agreement establishing the proposed innovation cluster	RDI-IP1	

### RDI-IRE: Investment aid for research infrastructures

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_IRE'	RDI-IRE	

### RDI-IEX: Investment aid for testing and experimentation infrastructures

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Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Detailed description of the project (template provided)	Please fill in the Word document 'Detailed project description_IEX'	RDI-IEX	

### RDI-UEH: Aid for co-funded research and development projects

Name of the attached document	Description	Type of aid (mandatory by default)	Optional
Horizon Europe application file	Please provide the application file submitted under the Horizon Europe programme	RDI-UEH	

\*Picture and image formats are not accepted as attachments.