Detailed description of the project

This document must be completed and attached to the application form for State aid on MyGuichet.lu under attachments.

**Research and development project**

**Legal basis:**  Art. 3 to 5 of the amended Act of 17 May 2017 on the Promotion of Research, Development and Innovation.

**Name of the company:**

**Project title:**

# Project Type

**Experimental development**

An experimental development project is the acquisition, combination, shaping and use of existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services.

**Industrial Research**

An industrial research project consists of planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation.

**Fundamental research**

Fundamental research consists of experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct commercial application or use in view.

# Information about the R&D project

## Presentation of the technical objectives of the project/programme and expected characteristics of the product/process/service at the end of the project

## Description of the problem / State of the art

*Current characteristics of the product/process/service both for the applicant and for its competitors. State the relevant scientific and technical references.*

## Description of the innovation

*Novelties, advantages of the proposed product/process/service. What are the possible disadvantages? Do not hesitate to illustrate your proposal.*

## Technical challenges

*What are the technical difficulties to be resolved by the applicant over the course of the project/programme? The technical risks have to be those associated with the research and development directly conducted by the applicant in order to realize/execute the innovation in question. Do not hesitate to illustrate your proposal.*

# Implementation of the project

## Internal human resources of the company

*Description of the company's personnel involved in the project/program, their qualifications and experience. The costs should be completed in the Excel file "33. Financial summary"*

## Project partners contributing financially to the project

*For each partner the costs are to be integrated under "special costs linked to the project" in the Excel file "33. Financial summary"; the following information must be provided here:*

* *name of the company or research organization, its contact information, contact persons involved in the project and their qualifications;*
* *role in the project, expected deliverables.*

*Join the Collaboration Agreement. This must be a draft version, unsigned at the time of submission of the application. It is however imperative to sign it before the start of the project.*

*You may state here the rules concerning the management of industrial property, how the costs of the project/programme are distributed in % terms and how the gains are to be distributed in case of success.*

|  |  |  |
| --- | --- | --- |
| **Name of the partner** | **Financial contribution (in EUR)** | **%** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  | 100 |

## Subcontractors

*For each subcontractor, the costs are to be integrated under "special costs linked to the project" in the Excel file "33. Financial summary"; the following information must be provided here:*

* *name of the company or research organization, its contact information, contact persons involved in the project and their qualifications;*
* *role in the project, expected deliverables.*

## Equipment and materials used for the project

*Please, give here a brief description of the materials and equipment used in the project. The costs are to be included in the Excel file " 33.Financial summary ".*

## Declaration of other State aids received for the costs included in the project

*Specify the granting authority and description of the received State aid.*

## Description of the different work packages

*The description of the work packages will be completed by the description of the budget in the Excel spreadsheet “33. Financial summary” attached.*

WP1

|  |  |
| --- | --- |
| Description of the work package |  |
| Description of the tasks to be carried out |  |
| Expected deliverables |  |

WP2

|  |  |
| --- | --- |
| Description of the work package |  |
| Description of the tasks to be carried out |  |
| Expected deliverables |  |

WP3

|  |  |
| --- | --- |
| Description of the work package |  |
| Description of the tasks to be carried out |  |
| Expected deliverables |  |

Etc.

## Quarterly implementation schedule (Gantt chart)

*The company has 2 options:*

1. *To make a Gantt chart on its own format and to copy it here*
2. *To complete the tab called “GANTT” in the Excel file “33. Financial summary”*

## Incentive effect of the aid

*What is the impact of obtaining State aid? (Indicate your position according to the following propositions)*

*a-* The project/programme will not be launched without the State aid.

*(Available to SMEs only)*

*b-* Substantial modifications would be necessary in the case of not receiving a State aid.

*(Mandatory to large companies)*

*Explain here below the main modifications to the project in the absence of a State aid. Such a counterfactual project should include modifications in terms of implementation time, research objectives to be achieved (project scope), size of the project (expenditures restraints, personnel engaged.).*

*With State aid:*

*Without State aid:*

*Please also complete the “Counterfactual Budget” tab in the Excel file “33. Financial summary”.*

# Impact of the project for the company

## Identification of the company’s strategic objectives

*How will this project help achieve the strategic objectives the company? What are the key results to reach?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Main objectives** | 1. Xxx 2. Xxx 3. Xxx | | |
| **Key result 1:** | **Indicator** | **Initial situation**  **at / /** | **Target**  **at / /** |
|  |  |  |
| **Key result 2:** | **Indicator** | **Initial situation**  **at / /** | **Target**  **at / /** |
|  |  |  |

## Exploitation of the project results

*Through which service/product or process offer will the company be able to generate more revenues/profits in or from Luxembourg by exploiting the results of the project?*

## Description of the target market and entry or deployment strategy for this market (if applicable)

## Intellectual property rights policy (if applicable)

* *Has the freedom to operate been verified for the whole perimeter of the project? What constraints are imposed by existing property rights? Should negotiations with the property right holders be considered?*
* *What is the strategy for the protection of the research results? Will the applicant remain owner of the intellectual property rights?*

## Outlook on the return on investment

*Describe the impact regarding the exploitation of the project results on the main indicators of the company: turnover, trade margin, etc. The company shall also point out the impact on the operating costs.*

## Social impact

* *On human resources? Creation of jobs: in terms of category (production, distribution, administration, R&D) increase in the level of qualifications of the teams, …*
* *Integration of the company in its local environment: Is there a development in the relationship between Luxembourg companies and/or research centres? What is the nature of these relationships?*
* *On the environment?*
* *The company’s strategy: How does the project/programme fit into the company’s development plan? If successful, how will it contribute to the achievement of multi annual objectives?*

# Budget of the project

**1. Financial summary (Excel file)**

*Complete the Excel file “33. Financial summary” included in the .ZIP-compressed folder.*

**2.** **Cash-flow forecast** *(to be added to the attachments if applicable)*

*A cash-flow forecast of the company should be attached to this application. It should start from the beginning of the project and run until the commercialization of the project results. It should include the expenses of the R&D project as well as usual activities of the company.*

*Please note that this is optional, should the company’s available funds be much greater than the projects costs.*