

Guideline VLAIO application for a Eurostars project

1. Positioning

A **Eurostars project application** is submitted by the consortium project leader before the call cut-off deadline. In parallel the Flemish project partners submit a shortened VLAIO project application to request funding in Flanders.

The **first evaluation phase** is coordinated by the Eurostars secretariat and covers the international application by all partners in the consortium. The Flemish funding agency VLAIO participates in this procedure by evaluating:

- National Eligibility for the Flemish partners
- Financial Analysis for the Flemish partners

Projects with a positive evaluation result receive a recommendation for funding.

In the **second evaluation phase** the Flemish partners of projects with a recommendation for funding can complete and finalize their shortened Flemish application. Some typical Flemish aspects will be evaluated:

- Activities that cannot be funded by VLAIO are eliminated
- Determination of the funding rate
- Control of the Flemish budget according to VLAIO rules
- Innovation goal with project impact in Flanders

The funding decision for the Flemish partners is taken by the VLAIO administrator-general after advice by the VBC (Voorbereidend BeslissingsComité). The funding is according to VLAIO rules for funding development and research projects.

2. Application procedure for a VLAIO project in a Eurostars application

Since 1 July 2020 the Flemish partners in a Eurostars consortium have to **submit a shortened VLAIO proposal (development or research) before the Eurostars cut-off deadline**. Flemish partners in projects that receive a positive evaluation after the first evaluation phase are requested to **complete and finalize their shortened VLAIO application in accordance with VLAIO** before the second evaluation phase. The VLAIO application is the basis for funding the project.

a) Preparation of the Eurostars application

For Flemish partners preparing a Eurostars application with their consortium, the following points deserve attention:

- Contact the VLAIO Eurostars contact person to explain specific issues for Flemish applicants.
- Use the VLAIO budget template while preparing the Eurostars project budget for the Flemish partners. The latest version can be found on the VLAIO website.

- For Flemish partners a Eurostars project should have a clear impact in Flanders. A minimum leverage of 10 is required, and 'leverage' is defined as the expected economic return for Flanders (in euro) divided by the project funding. Projects with only consulting or subcontracting activities for an international partner, without valorization in Flanders, cannot be funded by VLAIO.
- Only companies with activities in Flanders can apply for VLAIO funding. Research organizations can only be funded for activities as a research partner or subcontractor for a Flemish company and will receive the same funding rate as the Flemish company. The Flemish company must finance the non-funded part of the budget from the research organization.

b) Application of the Eurostars project proposal

After submission of the Eurostars project proposal by the consortium, a Eurostars project number is assigned. This project number must be entered during the shortened VLAIO application.

c) Submission of a shortened VLAIO project application

- As soon as the Eurostars proposal is submitted by the consortium, the Flemish partners should request VLAIO funding by submitting a shortened project proposal. During the second evaluation phase the Flemish partners in projects with a positive evaluation can complete and finalize their shortened proposal in accordance with VLAIO.

A VLAIO development project is the logical choice for the large majority of Eurostars projects, since it is an eligibility condition that commercialization starts within two years after the end of the Eurostars project. In exceptional cases a VLAIO research project is possible. The funding rate is dependent on the type of project.

- The shortened VLAIO proposal is submitted as a normal VLAIO proposal:

For a **development project**: <https://www.vlaio.be/en/subsidies/development-project/how-apply-development-project-subsidy>

In the application template ('Template project description development project') only following sections should be completed:

Executive Summary (max. 1 page, mandatory in Dutch)

Track record (max. 1 page)

1.5 'Impact'

2.2 'Approach': describe per work package in a few lines the activities of the Flemish partner and describe the knowledge step and challenges and risks of the development activities.

3. 'Added value of support'

For a **research project**: <https://www.vlaio.be/en/subsidies/research-project/application-process-research-project-grant>

In the 'Template project description research project' only following sections should be completed:

1. 'Executive Summary': max. 1 page, mandatory in Dutch

2.2.2 'Work Program': describe per work package in a few lines the activities of the Flemish partner and describe the knowledge step and challenges and risks of the research activities.

The document 'Template impact research projects' must be filled out by every Flemish project partner, and only following sections must be completed:

1.4 'Valorization in Flanders: economic impact'. Follow the guidelines in the description and if relevant also complete section 1.5 'Societal impact'.

2. 'Importance of support'

The other documents in the submission procedure must be filled out and uploaded:

- Project budget
- Financial information about the company
- Declarations

d) Complete and finalize the shortened VLAIO application

Projects with a positive evaluation result after the international evaluation phase receive a 'recommendation for funding' from the Eurostars secretariat. VLAIO will explain in a meeting with the applicants where further information is needed. Some possible aspects are:

- Project objectives, formulated on one page in Dutch;
- Description of the impact in Flanders;
- Project budget in the VLAIO template;
- Short description of the activities of the Flemish partner in the work packages with indication of challenges and risks. In case of research projects sufficient motivation for research is required;
- Added value of the support.

e) Funding decision for the Flemish project

The completed and finalized Flemish project application is submitted by email and will be the basis for the funding decision that comprises following steps:

- Delete parts of the work plan that cannot be funded in Flanders (e.g. engineering, commercialization, ...)
- Determination of the acceptable budget
- Determination of funding percentage
- Financial analysis

The funding decision is taken by the administrator general after the advice of the VBC (Voorbereidend BeslissingsComité).

f) Project funding and monitoring

The principles of funding and monitoring for normal VLAIO development and research projects are applied.

Reports by the consortium to the Eurostars secretariat should also be sent to VLAIO.
