

PROJECT ACRONYM

PRE-APPLICATION ICON PROJECT  
(VERSION OF JANUARY 2023)

# Guidelines

## General guidelines

This document is the template for the pre-application of an ICON project.

Guidelines for completing this document:

* use English,
* preserve the structure and the layout of the document, and
* respect the page and/or character limits.

All information in this pre-application is directly relevant for drawing up the full project proposal.

Further guidelines depend on the specific ICON program.

## Specific guidelines for thematic ICON projects Artificial Intelligence (AI-ICON 2022) and Cyber Security (CS-ICON 2022)

For thematic ICON projects Artificial Intelligence (AI-ICON 2022) and Cyber Security (CS-ICON 2022), pre-application is mandatory and only selected pre-applications can submit a full project proposal.

Before submitting your pre-application, make sure you are familiar with the most recent information on the [VLAIO ICON website](https://www.vlaio.be/nl/subsidies-financiering/icon-project) and in particular with the application procedure for AI-ICON 2022 and CS-ICON 2022.

To submit your pre-application, complete this document and e-mail it to [ai-icon@vlaio.be](mailto:ai-icon@vlaio.be) or [cs-icon@vlaio.be](mailto:cs-icon@vlaio.be). The proper receipt of your pre-proposal must be explicitly confirmed.

If you have any questions, contact your advisor from “Team bedrijfstrajecten” or contact [ai-icon@vlaio.be](mailto:ai-icon@vlaio.be) or [cs-icon@vlaio.be](mailto:cs-icon@vlaio.be).

## Specific guidelines for strategic research center ICON projects (SOC-ICON)

For strategic research center ICON projects, pre-application is encouraged but not required.

To submit your pre-application, complete this document and have the strategic research center e-mail it to its VLAIO account manager. The proper receipt of your pre-proposal must be explicitly confirmed.

If you have any questions, contact your point of contact at the strategic research center.

## Specific guidelines for spearhead cluster ICON projects (SPC-ICON)

For spearhead cluster ICON projects, pre-application is encouraged but not required.

To submit your pre-application, complete this document and have the spearhead cluster e-mail it to its VLAIO account manager. The proper receipt of your pre-proposal must be explicitly confirmed.

If you have any questions, contact your point of contact at the spearhead cluster.

# Project information

## General information

**Program**

|  |  |
| --- | --- |
| ICON program | *TODO (see [[1]](#footnote-2))* |
| strategic research center or spearhead cluster or thematic initiative | *TODO (see [[2]](#footnote-3))* |

**Project acronym, title and one-sentence summary**

|  |  |
| --- | --- |
| acronym | *TODO* |
| title | *TODO* |
| one-sentence summary | *TODO* |

**Project start date and duration**:

|  |  |
| --- | --- |
| estimated start date | *TODO* |
| duration (months) | *TODO* |

**Resubmission**

|  |  |
| --- | --- |
| resubmission | *yes or no* |
| project number | *HBC.20XX.XXXX* |

**Contact**

*Provide the primary contact for this project.*

*This contact will act as the single point of contact for VLAIO and will coordinate the communication between VLAIO and the consortium. In addition to this contact, there is also a specific contact for each partner and a specific contact for financial information for each industry partner.*

|  |  |
| --- | --- |
| first name | *TODO* |
| name | *TODO* |
| job title | *TODO* |
| phone | *TODO* |
| e-mail | *TODO* |

## Partners and budget

**Project partners and project budget**

*List all industry partners, research partners and other partners in the table below.*

* *Industry partners are project partners that execute the industrial part of the project and request VLAIO support.*
* *Research partners are project partners that execute the research part of the project and request support from VLAIO (thematic and spearhead cluster ICON programs) or the strategic research center (strategic research center ICON programs).*
  + *This does not include research partners acting in the capacity of research partner for an industry partner in the industrial part (“onderzoekspartner”).*
  + *If different research groups from the same research organization take on a distinct role in the project, treat each of these research groups as a separate research partner (even if they formally belong to the same research organization).*
  + *For research groups with multiple affiliations (e.g. research groups associated to both a university and a strategic research center) make sure the formal affiliation (e.g. university or strategic research center) is clear. For research groups acting in the capacity of a strategic research center, name the research group according to the conventions of the strategic research center.*
* *Other partners are project partners that execute the project but do not request VLAIO support.*
  + *This includes industry partners participating with own funding and industry partners participating with non-VLAIO funding (e.g., Innoviris) but this does not include members of the user group (“begeleidingsgroep”).*

*Provide an estimate of the project budget. Prepare the project budget according to the manual for the VLAIO cost model ([NL](https://www.vlaio.be/nl/media/1760), [EN](https://www.vlaio.be/nl/media/1761)) using the corresponding template ([NL](https://www.vlaio.be/nl/media/1762), [EN](https://www.vlaio.be/nl/media/1763)). Integrate all partner budgets into a project budget (i.e., a single Excel file with one completed sheet per partner and a completed sheet with project totals). Attach the project budget to this pre-application and complete the table below based on the project budget.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Effort (PM)** | **Budget (k€)** | **Funding source** | **VLAIO Funding (k€)** |
| Industry partners |  |  |  |  |
| TODO | TODO | TODO | VLAIO | TODO |
| TODO | TODO | TODO | VLAIO | TODO |
| TODO | TODO | TODO | VLAIO | TODO |
| subtotal | TODO | TODO |  | TODO |
| Research Partners |  |  |  |  |
| TODO | TODO | TODO | VLAIO or SRC | TODO |
| TODO | TODO | TODO | VLAIO or SRC | TODO |
| subtotal | TODO | TODO |  | TODO |
| Other partners |  |  |  |  |
| TODO | TODO | TODO | TODO |  |
| subtotal | TODO | TODO |  |  |
| total | **TODO** | **TODO** |  | **TODO** |

|  |  |
| --- | --- |
| project budget attached | *yes or no* |

**Research partners in the industrial part (“onderzoekspartners”)**

*List all research partners acting in the capacity of research partner for an industry partner in the industrial part (“onderzoekspartner”).*

*Note that such research partners are not included in the table above and that the partner budget of such a research partner is included in the partner budget of that industry partner.*

|  |  |  |  |
| --- | --- | --- | --- |
| Industry Partner | Research partner | Effort (PM) | Budget (k€) |
| TODO | TODO | TODO | TODO |
| TODO | TODO | TODO | TODO |
| TODO | TODO | TODO | TODO |

**User group (“begeleidingsgroep”)**

*Indicate whether there is a user group (“begeleidingsgroep”) and if so, list the members of the user group.*

|  |  |
| --- | --- |
| user group | *yes or no* |
| members of the user group | *TODO* |

# Innovation goal (max. 2 pages)

*Provide an innovation goal for the project.*

*This section should be seen as an executive summary. In the following sections certain aspects can be elaborated in more detail.*

## Layman’s summary (± 150 words)

*Provide a 150-word summary of the project that can be understood by the general public and that can be used for public communication (subject to prior consultation).*

*Make sure it is clear (i) what the project is about and (ii) what the added value and future use of the project results is. Focus on the overall project goal and the expected project impact rather than on the project approach. Avoid technical jargon and complex sentences.*

## General R&D objective (1 paragraph)

*In a few sentences, describe the goal of the research project. What knowledge are you aiming to acquire through this research project? Describe the essence of the innovative product, process and/or service in question.*

## Concrete R&D objectives and criteria

*Specify which concrete, verifiable results you aim to achieve (SMART). If possible, include quantitative targets, requirements, criteria and standards that can be used at the end of the research project to assess the extent to which you managed to achieve the expected results. If your project is expected to have a social impact as well, please formulate a specific social objective too. Indicate the technology readiness levels (TRLs) where applicable.*

## Impact (1 paragraph / partner)

*Assuming that you manage to achieve the intended results, describe briefly what your company will do with these results (e.g. improve a product, launch a new product, improve a process, ...). Describe the impact on your business (and specifically the Flemish branch(es) of your company): new activity, expansion/continuation of a main activity, sub-activity, ... Quantify the total intended economic valorization in Flanders. This includes among others new/existing jobs and investments. Over the course of the valorization period, the project must achieve at least 10X leverage (this leverage is by default calculated on a 5-year period after the end of the project). If your project has a societal impact, then please elaborate here briefly.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **industry partner** | **new employment (FTE)** | **sustained employment (FTE)** | **investments (k€)** | **impact (k€)** |
| TODO | TODO | TODO | TODO | TODO |
| TODO | TODO | TODO | TODO | TODO |
| TODO | TODO | TODO | TODO | TODO |
| total | **TODO** | **TODO** | **TODO** | **TODO** |

# Project overview (max. 6 pages)

*Provide an overview of the project.*

## Cause and context

*Describe the cause and context of the project.*

TODO

## Objectives and outcome

*Describe the objectives and outcome of the project.*

TODO

## Leap in knowledge and step w.r.t. the state-of-the-art

*Describe the leap in knowledge, the step w.r.t. the state-of-the-art of the project and the associated risks.*

TODO

## Valorization and economic impact

*Describe the valorization and economic impact of the project. Also include aspects such as post-trajectory, timing, and whether the valorization is individual or (partially) collective.*

TODO

## Implementation

*Describe the implementation of the project. Briefly discuss the project setup and the work packages. For each work package provide the goal, briefly discuss the contribution of the different project partners and the provide the size (PM).*

TODO

## Fit with instrument and program

*Discuss the fit of the project with the ICON instrument and program.*

*Discuss the fit of the project with the ICON instrument. Briefly motivate why the ICON instrument is the appropriate instrument for this project.*

*Discuss the fit of the project with the ICON program. For thematic ICON projects Artificial Intelligence (AI) and Cyber Security (CS), briefly discuss why AI or CS is essential for the realization of the impact of the project, indicate which work packages are related to AI or CS (in the broad sense), briefly discuss connections with the AI or CS policy plan. For spearhead cluster ICON projects, briefly discuss the fit with the cluster roadmap and the importance for a wider group of companies in Flanders. For strategic center ICON project, omit this aspect.*

TODO

# Resubmission (max. 1 page)

*If this pre-application is related to a previously submitted project proposal (in this or another program), provide a clarification with the resubmission.*

*Discuss aspects such as the major remarks on the previously submitted project proposal and how they were or will be addressed in this new project proposal.*

*TODO*

# Additional information (max. 1 page)

*If desired, provide additional important or useful information that you were unable to provide in the other sections.*

*TODO*

# Industry partner: Name

*Complete this section for each industry partner.*

## Company and contact information

**Company information**

|  |  |
| --- | --- |
| enterprise number (CBE) | *TODO* |
| name | *TODO* |
| registered seat’s address | *TODO* |

**Contact**

|  |  |
| --- | --- |
| first name | *TODO* |
| name | *TODO* |
| job title | *TODO* |
| phone | *TODO* |
| e-mail | *TODO* |

**Flemish establishment that will execute the project and valorize the project results**

|  |  |
| --- | --- |
| number of the establishment unit (CBE) | *TODO* |
| name of the establishment unit | *TODO* |
| address of the establishment unit | *TODO* |

**Employment figures of the Flemish establishment**

|  |  |
| --- | --- |
| current number of employees on the payroll (FTE) | *TODO* |
| current number of self-employed and/or freelancers on an invoice basis (FTE) | *TODO* |

## Financial information

**Contact for financial information**

|  |  |
| --- | --- |
| first name | *TODO* |
| name | *TODO* |
| job title | *TODO* |
| phone | *TODO* |
| email | *TODO* |

**Undertaking in difficulty (UID)**

*Indicate whether your company is a [undertaking in difficulty (UID)](https://www.vlaio.be/nl/subsidies-financiering/ontwikkelingsproject/wie-komt-aanmerking-en-onder-welke-voorwaarden-1" \t "_vlaio).*

*Note that undertakings in difficulty are not eligible for VLAIO funding. More specifically, if your company qualifies as an undertaking in difficulty, this will have to be remediated before the full project proposal is submitted.*

|  |  |
| --- | --- |
| undertaking in difficulty | *yes or no* |

**Company size**

*Complete the document [bepaling grootte onderneming](https://www.vlaio.be/nl/media/2027" \t "_template), attach the completed document as well as all mandatory attachments as stated in section “B. Toe te voegen informatie per type onderneming” of the document to this pre-application, and enter the resulting company size determination in the table below. Pay attention to the correct naming of the documents.*

*Note that document of section “B. Toe te voegen informatie per type onderneming”, subsection “BV, NV, CV, CommV, VOF of maatschap met als grootte KMO (kleine onderneming of middelgrote ondernemingen)”, point 2) does not need to be attached for the pre-application.*

|  |  |
| --- | --- |
| type of company | *small, medium-sized or large* |
| document “bepaling grootte onderneming” and mandatory attachments attached | *yes or no* |

## Additional information

**Project with possible military affinity**

Review the information at *[projecten met militair of tweeërlei gebruik (dual use)](https://www.vlaio.be/nl/subsidies-financiering/onderzoeksproject/voorwaarden-om-aanmerking-te-komen-voor-de-subsidie-1) and more specifically the [Beslissingsboom - Projecten met mogelijke militaire affiniteit](https://www.vlaio.be/nl/media/1031) and indicate whether the project is a project with possible military affinity.*

|  |  |
| --- | --- |
| project with possible military affinity | yes or no |

## Valorization track record (max. 1 paragraph)

*If you were granted VLAIO funding in the past, briefly discuss to which extent the valorization commitment has been or will be fulfilled.*

TODO

## Partner perspective (max. 1 page)

*Provide your perspective on the project.*

*Discuss aspects such as business activities and motivation for participation to the project; contribution to the project, research capacity and expertise; step w.r.t. the state-of-the-art; economic impact of project results for the company (revenue), resulting economic impact for Flanders (employment, investments); impact of subsidy; and fit within the research roadmap of the company.*

*Focus the discussion at the specific industrial partner (i.e., not at the project level).*

*TODO*

# Research partner: Name

*Complete this section for each research partner.*

*Take into account the clarifications in the section “Project Information”, subsection “Partners and budget”.*

*For research groups with multiple affiliations (e.g. research groups associated to both a university and a strategic research center) make sure the formal affiliation (e.g. university or strategic research center) is clear (i.e., use the correct enterprise number and name according to the CBE).*

*For research groups acting in the capacity of a strategic research center, make sure that the name of the research group is stated according to the applicable conventions.*

## Company and contact information

**Company information**

|  |  |
| --- | --- |
| enterprise number (CBE) | *TODO* |
| name (CBE) | *TODO* |

**Additional information**

|  |  |
| --- | --- |
| research group | *TODO* |

**Contact**

|  |  |
| --- | --- |
| first name | *TODO* |
| name | *TODO* |
| job title | *TODO* |
| phone | *TODO* |
| e-mail | *TODO* |

## Partner perspective (max. 1 page)

*Provide your perspective on the project.*

*Discuss aspects such as research activities and motivation for participation to the project; contribution to the project; and expertise; step w.r.t. the state-of-the-art, and fit within the roadmap of the research group.*

*Focus the discussion at the specific research partner (i.e., not at the project level).*

# Other partner: Name

*Complete this section for each other partner.*

*Take into account the clarifications in the section “Project Information”, subsection “Partners and budget”.*

## Company and contact information

**Company information**

|  |  |
| --- | --- |
| enterprise number (CBE) | *TODO* |
| name (CBE) | *TODO* |

**Contact**

|  |  |
| --- | --- |
| first name | *TODO* |
| name | *TODO* |
| job title | *TODO* |
| phone | *TODO* |
| e-mail | *TODO* |

## Partner perspective (max. 0,5 pages)

*Provide your perspective on the project.*

*Discuss aspects such as motivation for participation to the project and contribution to the project.*

*TODO*

1. ICON program: *strategic research center ICON project (SOC-ICON)*, *spearhead cluster ICON project (SPC-ICON)* or *thematic ICON project (THEM-ICON)* [↑](#footnote-ref-2)
2. strategic research center / spearhead cluster / theme: *imec* or *Flanders Make* for strategic research center ICON projects (SOC-ICON); *Blauwe Cluster*, *Catalisti*, *Flanders' FOOD*, *Flux50*, *MEDVIA* (flanders.healthTech), *SIM*, *VIL* for spearhead cluster ICON project (SPC-ICON); and *Artificiële Intelligentie*, *Cybersecurity* or *Flanders Space* for thematic ICON project (THEM-ICON) [↑](#footnote-ref-3)