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Innosup-02-2019-2020
European SME innovation Associate - pilot

Guide for applicants

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GUIDE FOR APPLICANTS

INNOSUP-02-2019-2020: European SME innovation Associate - pilot

The Innovation Associate programme (INNOSUP-02-2019-2020) is a pilot action under the Horizon 2020 Research and Innovation Framework. The programme supports SMEs and start-ups to recruit post-doctoral researchers from other countries in order to explore an innovation idea for the business.

1. What is lump sum funding?

A lump sum funding is a grant based on a pre-fixed lump sum amount and not on the reimbursement of actual costs. The lump sum must be an approximation of the beneficiaries' underlining actual costs.

The lump sum will be determined for each grant by the Commission/Agency taking into consideration the budget proposal of each application. One lump sum share is fixed in the grant agreement for each work package. This amount will be paid when the activities in the work package are completed. For more information on lump sum funding, please refer to the Commission decision C(2017)7151¹, the Lump sum pilots Model Grant Agreement² and to the dedicated section of the Annotated Grant Agreement³.

¹http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/lump_sum/lumpsumdecision-2017-7151_en.pdf

²http://ec.europa.eu/research/participants/data/ref/h2020/mga/lumpsum/h2020-mga-lumpsum-pilot-multi_en.pdf

³http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf (from p. 809)

2. Why is lump sum funding being implemented?

Lump sum funding is one of the simplification measures implemented by the European Commission to reduce the administrative burden in EU-funded programmes. It removes the obligation to track real costs and report on them during the course of a project.

3. What is eligible for funding?

Only the direct costs of employing and training an Innovation Associate are eligible (more details are provided in the Topic Description). The costs of general activities such as implementing a research project, providing equipment and software, disseminating results, and promoting the SME are not eligible. There will be no third party funding or subcontracting in this programme.

4. What information do I have to submit for the calculation of the lump sum?

Applicants must fill in the budget tables in Part B (technical annex) of the proposal submission with a detailed estimation of costs. There are cost estimates for: personnel costs of the Innovation Associate, relocation costs for the Innovation Associate and immediate family, external costs for the tailored training (for example course fees), travel and subsistence costs for the Innovation Associate to participate in the tailored training, and travel and subsistence costs for the Innovation Associate and supervisor in the enterprise to participate in the core training events. In addition to these, indirect costs will be calculated at a flat rate of 25% of direct costs.

Applicants also have to provide a lump sum breakdown per work package.

At the end of this document, you will find averages of these costs from the successful Innovation Associate applications in the last round. The budgets vary depending on the costs that a company incurs. This varies significantly from one country to another, so the averages should be considered as simply a rough approximation of a reasonable cost.

You will find more information at the end of this document, in the section 9 “How to fill my application?”. We suggest that you read this section carefully before filling the budget table in the IT submission tool.

5. How is the proposal evaluated and the lump sum determined?

The proposal will be evaluated according to the standard Horizon 2020 evaluation procedures with the help of outside experts. Experts with the necessary financial know-how will also check the detailed budget estimate and look whether the resources proposed and the split of lump sum shares allow achieving the activities and expected outputs. Some changes may be requested in the course of preparing the grant agreement. The lump sum to be paid to the SME will be the sum of the agreed estimated costs for each eligible budget item. The Innovation Associate programme provides 100% of costs declared in the budget and agreed as part of the lump sum amount.

6. What records and documents do I need to submit during the course of the project?

There is no need to report on the actual costs incurred, so you will not need to submit invoices or timesheets. Instead, you will be asked to report on outputs—that is, the result of having an Innovation Associate in your SME: roll-out of the Innovation Associate employment contract, results in terms of innovation process, impact on the company, etc.

7. What happens if I can no longer deliver the project as described in the application?

This programme funds the placement of an Innovation Associate for one year. Should the duration be reduced for any reason, the amount of the grant will be reduced proportionally.

8. What is a typical budget?

The table below shows average budget items from the projects in the previous SME Innovation Associate call (January 2019). These figures are provided as a guide only, not as an upper limit. Salaries for example (not included in the table below) vary significantly depending on the location of the enterprise, so you should calculate personnel costs using the standard methods of your company, keeping in mind the international attractiveness of the salary.

Item	Average Budget (€)
Relocation allowance	4,200
Tailored training	5,400
Travel, accommodation and subsistence for tailored training	1,700
Travel, accommodation and subsistence for core EU training	4,600

9. How to fill my application?

The forms and templates for proposal submission are largely the same as for standard Horizon 2020 actions. However, some lump sum specificities have been implemented for lump sum pilot actions in general and for *INNOSUP-02-2019-2020: European SME innovation Associate – pilot* in particular. The proposal should be prepared using the templates you will find in the submission tool of the Funding & Tenders Portal.

You will find below the elements specific to *INNOSUP-02-2019-2020: European SME innovation Associate – pilot* you must take into account at step 5 of the submission process:

- Please refer to the “Topic Description” on the Funding & Tenders Portal for all information regarding the eligible costs under *INNOSUP-02-2019-2020*.
- In Part A (administrative forms) of the proposal submission, the applicant has to tick several declarations. These declarations are similar for all lump sum pilot actions (mono-beneficiary like *INNOSUP-02-2019-2020* or multi-beneficiary). That is why the wording of these declarations mentions “coordinator” and “beneficiaries”, although in this case it should be understood as “the beneficiary”.

It is mandatory to also tick the boxes regarding subcontracts (even if no third party funding or subcontracting is eligible in this programme) and the use of the applicant’s own accounting practices.

- In Part B (technical annex template) of the proposal submission:
 - The applicant must **describe precisely the activities that are covered by each work package**. It should be possible to clearly identify whether the work package has been completed. The payment of the lump sum shares is indeed linked to the completion of work packages at the end of the reporting period (and not on a successful outcome of the action).
 - The applicant must detail its eligible costs per work packages in the table 3.2.1.
 - The applicant must provide a **breakdown of the lump sum showing the share per work package** (table 3.2.2). This breakdown will become part of the grant agreement as Annex 2.

However, this breakdown does not correspond to the budget table to be filled in the Part A of the IT submission tool, mainly because the forms and templates used in the tool are largely the same used for standard Horizon 2020 actions and are not specific to this call. For this reason, the Budget table in Part A should be completed in the following way:

3 - Budget for the proposal

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub- contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F +G)	(I) Reimburse- ment rate (%)	(J) Max EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

- **Direct personnel costs (A):** Personnel costs of the associate.
- **Other direct costs (B):**
 - Relocation costs of the associate, which may include removal cost, travel cost of the associate and his/her immediate family (if applicable) to the new place of employment, visa cost (if applicable), translation cost of certificates (if applicable), a temporary transition allowance to cover extra costs upon arrival in the place of employment, cost for the relocation in the country of origin after the project, as well as other clearly justified expenditure directly related to relocation.
 - Travel and subsistence costs of the associate to the core-training programme and travel and subsistence for tailored training (as described in the personal development plan). Travel cost and subsistence for the supervisor for up to two training sessions.
 - Travel and subsistence cost for the innovation associate and the supervisor in the enterprise to one kick-off meeting in Brussels (one day), organised by the European Commission.
 - External cost for the tailored training of the associate (for example course fees or other cost required to implement the training and development plan). Activities that fall under normal induction training for any new employee in a company will not be eligible under this call.
- **Indirect costs (E):** 25% flat rate of the participant's direct personnel costs (A) and other direct costs (B).
- **Please note that:** Direct costs of sub-contracting (C), Direct costs of providing financial support to third parties (D), Costs of in-kind contributions not used on the beneficiary's premises (E) and Special unit costs covering direct & indirect costs (G) are not eligible for *INNOSUP-02-2019-2020*.

Please make sure that the total lump sum share in the table 3.2.2 in Part B (technical annex) matches the "Total estimated eligible costs" cell (column H) of the Budget table that is included in the Part A of the IT submission tool.