



Eindhoven Engine BlueBook General Regulations

February 26th, 2020

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This Eindhoven Engine BlueBook describes all General Regulations that are applicable to any Eindhoven Engine innovation project submitted and approved in an Eindhoven Engine call. Any regulation specified below can be overruled by call-specific requirements.

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Please note: All information regarding Eindhoven Engine BV is given to the consortium in good faith. If a consortium's proposal is selected for funding then the consortium is to sign a Grant Agreement with Eindhoven Engine BV. The Grant Agreement is the only document that stipulates the rights and obligations of the consortium and Eindhoven Engine BV. The consortium cannot claim any rights on the basis of any information from Eindhoven Engine BV which precedes the signing of the Grant Agreement, nor does the submission of a proposal create any right to project funding by Eindhoven Engine. The Grant Agreement can be found on the website.

General requirements

0. Validity

The starting date for this Eindhoven Engine regulation is June 6th, 2019.

Project applications can be taken into account as of November 1st, 2018.

1. Project definition, submission and evaluation and appeal

- Definition: Through the publication of a call for proposals by Eindhoven Engine (on their website), consortia are invited to define an Eindhoven Engine project by following the criteria defined in the Work Plan of the respective Eindhoven Engine call.
- Submission: A project application must be submitted (via email) within the application deadline (as published) in order to request becoming an Eindhoven Engine project (which can receive funding). The Work Plan document of the call describes the call-specific aspects of an Eindhoven Engine call for proposals, which may include a compulsory *notification* necessary to obtain an *invitation for application*.
- Evaluation: After the closure of the call, the received project applications will be checked for eligibility by the Eindhoven Engine office. The eligible proposals will then be evaluated by the Eindhoven Engine Expert Group, a balanced team of independent experts with relevant experience in assessing innovation projects. The evaluation process consists of four steps: scoring, ranking, selection and notification (see the Work Plan of the call for details).
- Appeal: A proposal's applicant can lodge an objection against a decision by sending a letter of objection to the managing director of Eindhoven Engine B.V.
The letter of objection should contain at least the following:
 - the name and address of the objecting party and the name of the contact person
 - motivated reasons for the objection
 - a copy of the decision letter which is the subject of the objection
 - the date of the objection

The letter of objection must be submitted within six weeks of the date on which the decision was issued.

2. Consortium

- An Eindhoven Engine project is multidisciplinary and cross-organizational and has a size of at least 2.5 FTE (2.5 Person Years/year), excl. students.
- The project's innovation must be within the scope as described in the latest version of Eindhoven Engine's WhiteBook.
- The project consortium must consist of at least two partners.
- At least one of the consortium partners must be a company (either SME or large industry).

3. Duration

- The project duration is a minimum of 6 months and a maximum of 5 years.

4. Co-location

- A substantial part of the project must be executed at the Eindhoven Engine location, at this moment the “Multimedia Paviljoen” (MMP) building on the TU/e campus. The co-location at MMP (possibly including lab space) is to be multidisciplinary and cross-organizational, and is an essential and substantial part of the project, necessary for the acceleration of innovation in the project.
- Other sites may be included in the project if deemed essential for the project’s success or if these establish a structural link between MMP and the other site.
- The project must make clear how it can contribute to the innovation community at the Engine location-, and how other projects in the location may contribute to the project’s own innovation.

5. Student involvement

- There are two categories of students:
 1. Student employees: these are PhD candidates and PDEng trainees doing their industrial project assignment in the project.
 2. Students who are not formal employees of a university or of a university of applied sciences.
- There is a strong recommendation to also include intended work done by the non-employee students in every project. The non-employee students are: master's (MSc) and bachelor's (BSc) students, which can include student teams and honor students.
- These non-employee students may be studying at the Eindhoven University of Technology (TU/e) or Fontys University of Applied Sciences (Fontys) in either a BSc or MSc phase; however, students from other universities might also be proposed.
- The employee students, i.e. the PhD candidates and PDEng trainees, are to be mentioned per FTE and subject in the proposal as they are considered to be an integral part of the project plan. A similar indication for non-employee students is required.

6. Financial aspects

General

- Upon submission, a separate budget proposal needs to be provided. Project costs eligibility can follow either the general conditions of “*Brainport Regio Fonds B.V.*”-, or the “*Kaderbesluit voor nationale EZ subsidies*” rules.
- **Funding is optional** and Eindhoven Engine’s Regio Deal funding cannot be more than 1/7th of the total project budget.
- Upon submission, the co-financing must be committed in Letters of Intent (LoI).
- Eindhoven Engine’s maximum Regio Deal cash *funding* per project will be determined per Eindhoven Engine call for project proposals.
- During project execution, a grant administration following the requirements of the conditions of “*Brainport Regio Fonds B.V.*” or the “*Kaderbesluit voor nationale EZ subsidies*” is to be maintained by the project.
- The project must be state aid compliant; Eindhoven Engine will check on state aid compliance and may demand changes to prevent proposal rejection.

Eligible costs

- The eligible costs of research and development projects shall be allocated to a specific category of research and development and shall be the following:
 - a) Personnel costs: researchers, technicians and other supporting staff to the extent employed on the project.
 - b) Costs of instruments and equipment to the extent and for the period used for the project. Where such instruments and equipment are not used for the full life of the project, only the depreciation costs corresponding to the life of the project are considered eligible, as calculated on the basis of generally accepted accounting principles.
 - c) Costs of buildings and land, to the extent and for the duration period used for the project. With regard to buildings, only the depreciation costs corresponding to the life of the project are considered eligible, as calculated on the basis of generally accepted accounting principles. For land, the costs of commercial transfer or actual incurred capital costs are eligible.
 - d) Costs for contractual research, knowledge and patents bought or licensed from outside sources at arm's length conditions, as well as costs of consultancy and equivalent services used exclusively for the project.
 - e) Additional overheads and other operating expenses, including the costs of materials, supplies and similar products, incurred directly as a result of the project.
- The eligible costs for feasibility studies shall be the costs of the study.

Categories

The funded part of the research and development project shall fall completely within one or more of the following categories:

- a) Fundamental research;
- b) Industrial research;
- c) Experimental development;
- d) Feasibility studies;

... where the four categories are defined as follows:

- a) 'Fundamental research' means 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.
- b) 'Industrial research' means the 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 to existing products, processes or services. It comprises the creation of component parts of complex systems-, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces for existing systems and pilot lines, when necessary for industrial research and particularly for generic technology validation.
- c) 'Experimental development' means acquiring, combining, shaping and using 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 aimed at the conceptual definition, planning and documentation of new products, processes or services; experimental development may comprise the prototyping, demonstrating, piloting, testing and validating of new or improved products, processes or services in environments representative of real-life operating conditions where the primary objective is to make further technical improvements to products, processes or services that are not

substantially set. This may include the development of a commercially-usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements.

- d) 'Feasibility study' means the evaluation and analysis of the potential of a project, which aims to support the process of decision-making by objectively and rationally uncovering its strengths and weaknesses and opportunities and threats, as well as identifying the resources required to carry it through and ultimately its prospects for success.

Definitions

- a) SME means Small and Medium Enterprise within the meaning stated in the Regulation
b) Small Enterprises means Small Enterprises within the meaning stated in the Regulation
c) Medium Enterprises means Medium Enterprises within the meaning stated in the Regulation
d) The Regulation means Commission Regulation (EU) No 651/2014 of 17 June 2014
'Research and knowledge dissemination organization' means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organized under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental developments or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such an entity also pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity in terms of, for example, shareholders or members may not enjoy preferential access to the results generated by it.

Funding

The funding for each beneficiary shall not exceed:

- a) 100% of the eligible costs for fundamental research;
b) 50% of the eligible costs for industrial research;
c) 25% of the eligible costs for experimental development;
d) 50% of the eligible costs for feasibility studies.

The funding for industrial research and experimental development may be increased up to a maximum funding intensity of 80% of the eligible costs, as follows:

- a) by 10% for medium-sized enterprises and by 20% for small enterprises.
b) by 15% if one of the following conditions is fulfilled:
i. the project involves effective collaboration:
 - between undertakings among which at least one is an SME, is carried out in at least two Member States-, or in a Member State and in a Contracting Party of the EEA Agreement-, and no single undertaking bears more than 70% of the eligible costs; or
 - between an undertaking and one or more research and knowledge dissemination organizations, where the latter bear at least 10% of the eligible costs and have the right to publish their own research results.
ii. the results of the project are widely disseminated through conferences, publications, open access repositories-, or free or open source software.

The aid intensities for feasibility studies may be increased by 10% for medium-sized enterprises and by 20% for small enterprises.

Grant limits

The total amount of the grant will not exceed:

- (i) If the project is predominantly fundamental research: 40 M€ per undertaking.
- (ii) If the project is predominantly industrial research: 20 M€ per undertaking.
- (iii) If the project is predominantly experimental development: 15 M€ per undertaking.
- (iv) For investment aid for research infrastructures: 20 M€ per infrastructure.

7. Contracting

- The contribution of Eindhoven Engine to the project is governed by the Grant Agreement which is agreed between the project consortium and Eindhoven Engine.

8. Dissemination, Exploitation and Communication

- Dissemination
 - The project must disseminate results as soon as possible.
 - Whenever possible, Eindhoven Engine should be mentioned in relevant outreach.
 - The project results may be shared with other participants in Eindhoven Engine programs under commercial conditions to be agreed between the owner(s) and the interested other party.
- Exploitation
 - The industrial partners in the project are expected to be able to exploit the results obtained within 3 years of completion of the project.
- Communication
 - All communication must contain a visible Eindhoven Engine logo and should mention that it has been enabled by Eindhoven Engine.
 - The project can be requested to contribute to outreach activities of Eindhoven Engine.
 - The project can be requested to participate in Eindhoven Engine events where project results must be presented and/or demonstrated.