

Guide for Applicants Anticipate 2019

Introduction

Innoviris is responsible for the scientific and administrative coordination of the Anticipate action. This document contains all the information researchers need to submit a project for the Anticipate 2019 call. The project outline for this call must be submitted to Innoviris, Chaussée de Charleroi 110, 1060 Brussels, **by 12.00 noon on Friday 15 February 2019** at the latest. In addition, an electronic version in DOCX format should also be sent to funding-request@innoviris.brussels (with skoelet@innoviris.brussels in copy).

Applications must be drawn up using a form available on the [Innoviris](http://innoviris.brussels) website and comply with the guidelines set out in these regulations. If your application does not comply with these regulations, it cannot be evaluated.

Objective of the action

Through the Anticipate action, the Region wants to finance projects carried out by academic researchers at Brussels research institutions that focus on the future and want to propose solutions to specific challenges that the Brussels-Capital Region will face in the coming years. The solutions proposed by the projects must take into account the complexities of the Brussels city.

The campaign is aimed at researchers from the humanities as well as researchers from the exact or applied sciences. The projects must pay sufficient attention to (policy-oriented and/or social) research impact.

Structure of the projects

The projects can be carried out by individual researchers or by several researchers and/or research groups working together on a research project, in which each partner studies a certain aspect of the problem. At least one promotor-coordinator should be identified for each project. This promotor-coordinator is responsible for the scientific management of the project and supervising the researcher(s). One or more co-promotors may be appointed per project. The resources devoted to this project must be commensurate with the programme and the objectives set.

Cooperation with at least one (Brussels) (para)public institution from the field to which the project relates is strongly recommended. In the case of structural cooperation, this institution is designated as the 'mentor' of the project. The research proposal is drawn up in consultation with the mentor to

ensure that the research is tailored to the needs in the field. The research may also be partly carried out on site at the mentor's institution. Companies and members of research institutes are not eligible as project mentors.

Qualification as a Brussels research institute

Anticipate is geared to researchers at Brussels research institutions. Article 1.3 of the Guidelines for State aid for research, development and innovation (2014/C 198/01) defines the term 'research organisation' as follows: *'an entity (such as a university or a research institute, a technology transfer agency, an innovation intermediary or an entity for virtual or real research-oriented cooperation), irrespective of its legal status (public or private) or its method of funding, which is principally concerned with the completely independent performance of basic research, industrial research or experimental development or with the wide dissemination of the results of these activities by means of teaching, publication or transfer of knowledge.'* The Brussels partners who can apply to Innoviris for this call are research institutions that meet the provisions of this definition and have at least one operating seat in the Brussels-Capital Region.

If the applicant is not a university, university college or collective research centre, the qualification as a research institution must be attested via the appropriate 'qualification form research organisation'. This form must only be submitted to Innoviris once per calendar year. It is the responsibility of applicants and/or beneficiaries to notify Innoviris of any change to this qualification. Innoviris also reserves the right to examine the status of each applicant (university, university college, collective research centre or other research organisation) during the admissibility phase if there are doubts about its qualification as a research organisation. This can be done by still providing the applicant with a 'qualification form research organisation' that must be returned to Innoviris, completed in full.

Procedure of the call

Anticipate is a thematic call for projects. This means that project proposals can only be submitted in response to a concrete call with defined themes. The call for projects is made in two phases. First, a call for project outlines is launched. After an (admissibility) analysis by the advisors of Innoviris according to the criteria mentioned in these regulations, the projects evaluated positively are invited to submit a complete proposal. The complete proposals are evaluated by an external jury of experts who base themselves on predefined criteria, also included in these regulations.

Modalities of the 2019 call

Topics

Two themes were selected for the 2019 call. On the Innoviris website, you will find separate sheets explaining each theme in detail. Below you will only find a brief summary:

- **Tourism and liveability.** The tourist industry plays a crucial role in generating economic growth and employment in the city. At the same time, we see that more and more European cities are struggling to cope with the growing tourism. What should tomorrow's tourism in Brussels look like and how should it develop? What opportunities does it offer and what contribution can this growth make to the Brussels economy? But also, what are the limits to growth? Is this kind of exponential growth sustainable and desirable for Brussels in the long run? At the expense of whom is this growth? What answers can we offer to resolve the tension between the local and the global? Specific challenges/opportunities for defined target groups are also possible.
- **Governance of the Future.** The political world and public services are under increasing pressure, partly because citizens increasingly reject traditional political actors but also because society is constantly changing. Whether it is by opting for more digitalisation, by giving citizens the possibility to make decisions or by adopting a more integrated approach, public and political governance will have to evolve in order to meet the challenges of tomorrow. In this call, several specific issues can be addressed, but ultimately, a (part of the) answer has to be given to the following question: how do you organise governments and authorities that are citizen-centred, cooperative, network-based, ethical and, if possible, supported by innovative technological solutions, so that they can respond to the challenges of a sustainable and just society for tomorrow?

Calendar

The calendar for the 2019 call was set as follows:

- **Submission of project outline:** from 28 November 2018 to 15 February 2019 at 12.00 p.m.
- **Submission full proposals:** from 25 March 2019 to 7 June 2019 at 12.00 p.m.
- **(External) evaluation:** mid-August to end September 2019
- **Government grant decision:** November 2019
- **Start of projects:** between 1 December 2019 and 1 February 2020.

Evaluation process

Project outline

The project outline describes the concrete societal and scientific challenge the project wants to address, the objective and innovative character of the project and the expected impact and is signed by each individual promotor in the project. The proposal shall be declared eligible if it meets the following criteria:

- The researcher(s) must at least have a master's degree at the start of the research
- The promotor(s) must be professors or established researchers at a Brussels research institution or be research managers at the institution
- The application has been submitted before the set deadline mentioned on the application form
- The request is made in accordance with the required form (use of the right form, respecting the required number of pages, completeness of the form, etc.)
- The applicant(s) must comply with all obligations imposed in the framework of possible previous support granted by the Region.
- The project must not have started prior to submission of the application.

In addition to these eligibility criteria, Innoviris' consultants use three evaluation criteria:

- The project must be registered in one of the topics identified by the Region
- The project must make an innovative contribution to one of these themes.
- The project must have at least an indirect link with the regional competences

Only projects which have received a favourable evaluation on the basis of these elements will be invited to submit a complete proposal.

Full proposals

The full proposals detail the state of the art, the methodology, the research impact strategy, the expected impact and the work programme. The work programme is described on the basis of work packages. For each work package, the following elements must be clearly described: the duration, the objectives, the tasks to be carried out, the expected results and the risks. For a project involving multiple researchers, it should be clearly indicated which partner is responsible for each work package and what the contribution of each partner will be to this work package.

The eligibility of each application will be checked again at this stage. The same eligibility criteria apply as for the project outline (see above). At this stage, the request must also be submitted to Innoviris with the approval (signature) of the Rector, the Director of the university college or other person legally authorised to represent the institution.

The eligible complete proposals are subsequently evaluated by an external jury composed of academic experts from the scientific domain of the application, representatives of Innoviris and possibly representatives of other institutions. The evaluation is done on the basis of the submitted documents (which are sent to the members of the jury) on the basis of the following criteria:

- Scientific quality and feasibility of the project (60%):
 - Is the project original and innovative compared to the state of the art?
 - Are the goals, research questions and programme clear?
 - Can the goals be measured?
 - Is the methodology aligned with these goals?
 - Is the work schedule realistic?
 - Can the project be achieved with the chosen methodology and means?
 - Is the requested budget in line with the workload?
- The impact on the Brussels Capital Region (30%):
 - Does the project demonstrate sufficient knowledge of the situation in the field?
 - Will the results be able to contribute to the social-economic development of the Region?
 - Will it be possible to implement the results in the Region in the short term? Can they be used by the Region's decision-makers?
 - Will/can the results be made accessible to the general public? (popularisation)
- Quality of the consortium (10%):
 - Do the researcher(s) and promoter(s) have the appropriate expertise to carry out this research?
 - In the event of several researchers or research groups: Is there sufficient cohesion and complementarity between the partners?
 - Where applicable: Are the partnerships with the (semi-)public institutions relevant?

We also consider the coherence and complementarity of all the projects.

According to the terms of the call, Innoviris has the right to complete this evaluation with an interview by the jury.

Amount of funding

The grant covers the salary of the researcher(s), running costs (including costs for equipment, materials, surveys, organisation and travel expenses), as well as subcontracting costs. A limited budget of 5% of the running costs may be used to cover the costs of the promoter(s), if provided for in the budget. For more information on the allowed costs, please refer to the 'Accounting guidelines' document on [our website](#). The funding concerns projects of 2 years that can be renewed for a period of max. 2 years.

There is no maximum amount imposed on the personnel and operating resources that can be requested within a project. Of course, there is a funding ceiling for all projects within the call. The score of a project (based on the above criteria), its ranking in the projects and the available budget, will

determine whether or not the project will be funded. The requested budget must be in line with the workload.

The intellectual property rights relating to the results of the project belong to the project implementers.

Follow-up

Once a project has been selected, the promotor-coordinator checks that the different steps of the project cycle are respected. This is necessary for the smooth running of the programme. In addition, Innoviris carries out the financial and scientific follow-up of the projects.

For the financial follow-up, Innoviris relies on the financial reports submitted by the projects at the end of each working year (and at the latest two months after a new working year has started).

For the scientific follow-up (see box and more detail below), scientific activity reports must be submitted by the projects at the end of each working year (and at the latest one month after a new working year has started). For this purpose, templates are made available to the project teams.

The projects are also expected to be present at and actively participate in activities organised during the project cycle within the framework of Anticipate (e.g. kick-off, policy-science workshop, etc.). In order to strengthen the dissemination of research results, it is requested to submit an article to the electronic journal [Brussels Studies](#) before the end of the project. Upon completion of the project, a Policy Brief must be drawn up containing the main results and recommendations of the project, which will be disseminated by Innoviris to policy actors.

After 12 months

At the end of the first year, a scientific activity report will be submitted to Innoviris in one hard copy and one soft copy. This scientific report contains the following elements:

- general project information
- brief summary of the project
- results of the first work year (in relation to the original work programme) and any adjustments for the second year, if any
- publications or other research transfer
- prospects/applications for the Region
- minutes of meetings involving the mentor. In case of structural cooperation with a mentor, several meetings will be planned for consultation. The minutes of these meetings should be added to the activity reports

Anticipate timeline follow-up



After 18 months

At the request of Innoviris, the promotor-coordinator indicates whether an application for renewal of the project will be submitted. If this is the case, the promotor-coordinator will prepare an application and submit it approximately 18 months¹ after the start of the project. This application, submitted to Innoviris in one hard copy and one soft copy, includes the following elements:

- scientific activity report after 18 months (similar to report after 12 months)
- proposal renewal (with objectives, detailed work programme and expected applications for the Region)
- detailed budget for renewal
- GANTT diagram

¹ In order to bundle the documents, this report can already be requested 18 months after the start of the first projects within the same call. The evaluation will then take account of the shorter duration of some projects.

Innoviris organises an evaluation with oral defence of the project before a jury. The jury, composed of independent experts, evaluates the research carried out during the first period of 18 months, and the programme for the continuation of the project.

After 24 months

In case of renewal, at the end of the second year, a brief scientific activity report will be submitted to Innoviris in one hard copy and one soft copy. This scientific report contains only two elements:

- non-confidential summary of the results obtained
- brief reflection on the recommendations formulated by the jury when discussing the application for renewal and how these will be taken into account in the second term of the project

If no renewal was requested or the renewal was refused, after 24 months a final report will be submitted to Innoviris, in one hard copy and one soft copy, containing the following public elements:

- Executive summary of the results obtained
- concrete recommendations for the BHG
- list of publications/research reports/doctorates linked to the project

The report also contains the following elements, which are for internal use only:

- confrontation with the original objectives of the project
- evaluation of the Anticipate programme
- (if possible) copy of the publications/research reports/PhDs linked to the project
- minutes of any meetings in consultation with the mentor.

After 36 months

At the end of the third year, a scientific activity report will be resubmitted to Innoviris, in one hard copy and one soft copy, similar to the report after 12 and 18 months.

After 48 months

At the end of the fourth year, a final scientific report will be submitted to Innoviris, in one hard copy and one soft copy, similar to the final report after 24 months for non-renewed projects (see above).

Forms and information

The application form and guidelines are available on the [Innoviris website](#).

For more information, please contact:

Suzana Koelet

Tel.: + 32 (0)2 600 50 80

skoelet@innoviris.brussels