



"PROOF OF CONCEPT"

Patras Science Park
Proof of Concept Program

Guide for Applicants

The purpose of this document is to enable applicants to prepare the Application Form for the Proof of Concept Program.
Please be sure to read these guidelines carefully before filling in the Application Form.

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IMPORTANT NOTICE

The program's Guide for Applicants is a user guide that aims to both assist and explain to applicants and beneficiaries through the process of preparing & filling in successfully the AF as well as the rules applied to the evaluation of their proposals. It is designed to be the main practical reference for preparing and submitting the proposal.

If the proposal is selected for funding, the Granted team shall consequently adhere to the "Suite of Documents" to be produced under PSP PoC initiative that, when taken together, they form the structural support for ensuring a level of uniform maturity in the PoC Program. Specifically:

Document 01: Terms & Conditions

Document 02: Guide for Applicants

Document 03: AF

Document 04: Implementation Guidance

Document 05: Progress Report

Document 06: Final Report

Document 07: Financial Statement

You may find the "Suite of Documents" in the website of the PoC program here: [link](#)

For IT and general information support or questions, please contact the IT helpdesk on support@psppoc.gr and 2610 911 557 – 553.

List of abbreviations:

PoC	Proof of Concept
PSP	Patras Science Park
PSPPoC	Patras Science Park Proof of Concept Program
AB	Advisory Board
SB	Scientific Board
AF	Application Form
PSP	Patras Science Park
PI	Principal Investigator
IP	Intellectual Property
IPR	Intellectual Property Rights

The words "Project Manager" and "Principal Investigator" are used as synonym
The words "beneficiary" and "Applicant" are used as synonym

Definitions

In order to have a common understanding on the basic concepts used in this document, it is necessary to present a set of definitions for these concepts. Throughout this document & within the PoC Program, whichever reference related to these concepts, is made in relation to the following definitions.

Concept	Definition
Host organization	<p>It refers to the applicant's legal entity and means an organisation, institution or other employer which has responsibility for hosting the single management arrangements. In the specific case it refers to:</p> <ul style="list-style-type: none"> • Public University (specific department, Special Account for Research Funds (ELKE)), where a PhD student undertakes a professional placement using the university's facilities for undertaking experiments and other related processes within the PoC project • Research Centre/Institution (public or private), under which the research team applies • Startup Company <p><i>Important notice: In case the participating partner is a startup company, it is rather including the company as the Host Organization for the smoother administrative issues.</i></p>
Applicant	<p>Applicant or Project Manager or Principal investigator: is the person who submits the PoC proposal & is considered as the representative of the whole team. He is the primary individual responsible for the preparation, conduct and administration of the PoC in compliance with regulations of the PoC program.</p>
Organization Details (legal entity in Greece)	<p>It refers to the association partner which enters to the PoC proposal for the project purposes and benefits. For example, it might be a research team or a startup that applies as partner who is working together with the applicant in alignment with the project objectives.</p> <p>Note that this section does not refer to Subcontractors.</p>
Subcontractor (Only in Greece)	<p>A subcontractor is an entity that enters into a specific kind of contractual relationship with the Host Organization. The budget for such category has an upper limit and costs for subcontracting are described and justified in detail, in Section B.4: Budget, b2: Subcontract Costs</p>
Project Team	<p>This term refers to the implementation team that participate to the PoC Proposal & has been selected for Granted</p>
Granted Project	<p>A PoC proposal that has been evaluated & selected for financial support through private PoC donors, up to €50,000 per year.</p>

1. Proof of Concept Program

1.1. Introduction

The Proof of Concept program (<http://psp.org.gr/>) started in Autumn 2018 and aims to enable researchers and young scientists to promote their ideas and turn them into commercial products/services. The process of transforming an innovation to the commercialization stage can be achieved by:

- a. the presentation of the mature product to a wide range of investors, or
- b. the creation of a business, taking into account the nature of the idea, the market potential and the inventor's plan.

Each Granted project will be continuously evaluated, and its support will be suspended if it is negatively evaluated by the AB.

1.2. PoC Funding

A PoC proposal can be submitted by researchers only from all over Greece.

Currently, the PSPPoC is financially supported/financed through private donors, Andreas Mentzelopoulos Foundation and Capital Ship Management Corporation. The budget of the program is €500,000 per year to support up to 10 projects. Grants are limited to a maximum of 50,000 euros per project.

Payment will be subject in all cases to acceptable progress reports.

1.3. PoC Purpose

To meet its objectives, the PSP funds the PoC Program, through which the support to the PoC projects teams will help and support them to:

- Establish viability, technical issues and overall direction
- Clarifying IPR position and strategy
- Create connections for later stage funding
- Covering initial expenses for establishing a company
- Participating in workshops
- Appointed a Mentor
- Create an AB & SB
- Create a Start up in the first 3 months
- Receive feedback for budgeting and other forms of commercial discussion

with the aim to consummate commercialization from research ideas and thus to create a competent start up with great potential.

Specifically, the PSP provides expertise alongside with the full support of the pull of Mentors in the commercialization process by assisting the teams to prepare the whole business strategy through several workshops and validation methods, in order to understand what tools a startup needs to cope with the idea of a sustainable business. Please note that attendance at the PSP training programme for entrepreneurs is mandatory for one member of the Granted team. Further to this, in cooperation with Mentors, PSP helps the teams by connecting them with interested commercial and industrial partners as well as in negotiating issues, they might need.

1.4. Duration

The duration of each Granted PoC project implementation time is 12 months. The PSP expects that normally, Granted PoC projects should be completed within 12 months to reflect the commercial urgency of the proposal.

Exceptionally, to allow for those projects that require more preparation time, Grant Agreement will be signed for 18 months. Also, projects that require more maturing time will be able to extend to an additional 6-month period without increasing the economic requirements.

Proposals are submitted only in the English language.

2. Eligibility Criteria

2.1. Project Manager/Principal Investigator

The "Proof of Concept" program is open only to researchers in public universities and research institutes and to private sector research companies based in Greece.

Applications are invited from researchers in any discipline and in particular from young researchers under the age of 45.

The proposal, including those from private sector research companies must have a direct connection to publicly-funded research results.

It is expected that the research will be completed and that any technical work still required should be to adapt the technology for commercial developmente.g. results that are at TRL advanced 3 or 4; developing a prototype into a product attractive to the market. The focus of the application should be on commercial development and the plans for strategies such as IP, markets, competition, partners and investment to support and deliver market entry.

Applications from students who are undertaking a PhD are welcome but must identify the proven research results that may have been released on which the proposal is based and their agreed rights of access or ownership to use those results. Indicatively and not mandatory you may submit any publication/paper in a scientific journal, NDA, MoU etc

It is expected that the plans for taking forward the project results beyond the end of the Proof of Concept funding should indicate which member(s) of the team will have the responsibility for taking future leadership to realize the commercial outcome expected.

Project Managers/Principal Investigators should explain their experience in leading projects in the AF (APPENDIX) section B.3 "Proof of Concept plan" (point IV).

The underpinning research results should be available to the proposed project and the arrangements for access to intellectual property rights or know-how agreed in principle before the submission of the application. The direct relationship between the underpinning research outcomes or the know-how and the proposal should be made clear in AF section B.1 "Proposal - The Potential and Technological Level of the Innovative Idea".

2.2. Host Organization/Partner Organizations

The host organisation & partner organisations receiving funds from the PSP PoC Program must be established as a legal entity in Greece. The host organisation must engage the Project Manager/Principal Investigator for at least the duration of the project, as defined in the Grant Agreement. The PSP PoC program welcomes applications from Project Managers hosted University/Research Centre or by private for-profit research centres, including industrial laboratories & start ups.

3. Information for submission of Application Form

2.3. Deadlines

Applications can be submitted throughout the year. The expected submission and evaluation deadlines are:

TABLE A: Deadlines

	Submission deadline	Evaluation Deadline	Results Notification
1 st phase_Spring	April 30 th	May 30 th	June 15 th
2 nd phase_Autumn	October 31 st	November 30 th	December 15 th

Application Form must be submitted to the online platform on the submission deadlines (see Table A) before the closing day and time, 17:00, Greece time.

Each year includes 2 phases, 1stphase_Spring & 2ndphase_Autumn.

Proposals submitted after the deadline of a specific phase are evaluated in the next phase.

The evaluation usually takes one month from the submission deadlines (see Table A). The results are published within 15 days after the evaluation deadline, on the PoC website (<https://www.pspoc.gr/our-news/>).

2.4. Submission in PoC Web platform

Proposal submissions are accepted **only electronically** in the online platform of PoC website (<https://www.pspoc.gr/>). No other format or means of delivery will be accepted.

Applications must be in **English**, except of Abstract which must be both in English & Greek Languages.

Please use no larger than 11-point font in Times New Roman or Arial & single line spacing.

The format of the AF and the size of the text are predefined.

Hyperlinks will not be considered in any part of the application forms.

Charts and graphs can be included only to the section Supporting Documents as a separate file.

2.5. Application Form in PoC web platform

The full AF consists of three separate sections:

- A. Proposal Information (Abstract, Participating Partners Details, Ethics)
- B. The Proposal (Information about the proposal)
- C. Supporting documents (Description of the agreements between partners on: the licensing/exploitation of IPR & access to infrastructure, basic knowledge, copyright).

The AF is considered as completed when it includes all the three separate sections.

The AF is submitted by one person, the Project Manager/PI, representing his research group/company, which is also the beneficiary. The AF will be used for evaluating and further elaborating on the proposal.

Ensure that all predefined tables and all sections have been filled in and all changes to the text have been accepted.

An AF with instructions is described in detail in the Appendix.

Important note: The AF evaluation is carried out in one step. The AF must contain all the information required for its assessment. The required administrative forms and the Supporting Documents on the arrangements between the partners are not part of the overall evaluation process but they will support the eligibility of the AF.

SECTION A. Proposal information

The Section A. "Proposal information" constitutes an integral part of the AF. A predefined table will be open with the Number & the phase of the proposal. Please fill in the Title, Acronym, Duration in months, Funding requested, Applicant's Full name & Scientific Field.

A.1 Abstract of the proposal (2.000 characters limit, including spaces and spacing lines)

The abstract should provide the reader with a clear understanding of the immediate and longer term objectives of the proposal and how they will be achieved and evidenced e.g. by production of a business plan and/or evidence of progress in discussions with investors/partners for manufacturing or partners providing a route to market. The abstract will be used as a short description of the proposal during in the evaluation process and will be uploaded on the PSP website if a Proposal is approved for funding. Therefore, it must be brief, accurate and concise, and should not contain confidential information. Simple text is used, avoiding types and other special characters.

The abstract must be written both in English & Greek language. There is a limit of 2000 characters (spaces and line breaks included) in each language.

A.2 Participating Partners Details

It consists of 3 predefined tables and it contains information about Project Manager/PI, Host Organization Details & Partner Organization Details. Each table includes postal address, contact address, website, legal form, name and the person responsible for the Department/Institute/Laboratory/Startup that will undertake the project.

A.3 Ethical Declaration

Identify any ethical issues pertaining to the proposal. If there are no ethical issues, it is simply confirmed that the proposal does not raise ethical issues. If there are any e.g. research/use of personal data, human or animal tests, stem cell use, details shall be provided on how this activity will be controlled (by which organizations under which procedures) and by whom it will be monitored.

SECTION B. The Proposal

The Section B. "The Proposal" constitutes an integral part of the AF. "The Proposal" is to be presented in 4 sections (B.1. – B.4 + PoC Project Cost Table) each of which will be evaluated separately. The size of each section must be within the predefined limits.

B.1: Proposal – The Potential and Technological Level of the Innovative Idea (up to 700 words)

This section outlines, in brief, the potential of the proposed innovative idea. It will be used as an assessment criterion (**Criterion # 1: Excellence in the potential of the innovative idea**). It must include:

- A clear description of the innovative idea

Brief description of the proposal, explaining what the idea is about and how the idea will be commercialized. The description must be simple and comprehensible to everyone (even non-specialized people in this field).

- Presentation of the Potential and Technological Level of the Innovative Idea

Description of how the proposal will contribute dynamically to the promotion of existing research at a first stage of implementation so as to ultimately lead to commercial or social innovation.

B.2: Expected economic benefits - Commerciality of the Idea (up to 700 words)

The expected benefits the implementation of the proposal will bring about to society and the economy are identified. It will be used as an evaluation criterion (**Criterion # 2: Expected economic benefits and Commerciality of the idea**). It must include:

- I. Detailed report of expected economic and / or social benefits.
- II. Detailed report on the planned commercialization process and/or any other exploitation option.
- III. Detailed report of the proposed plans regarding:
 - Analysis of Competitors and Competition (how the project's results are innovative or distinct from existing solutions or competitors)
 - Testing and technical reports seeking to document the effectiveness of the project (where appropriate)
 - Intellectual property rights (where applicable). The patent owner(s) and its exploitation as well as the planned procedures (how the patent will become a product) should be described.
 - Involvement of industrial partners / social actors / potential end-users with a view to develop and implement the proposal both during and after the period of PSP PoC funding.

B.3: Proof of Concept plan (up to 700 words)

It will be used as an evaluation criterion (**Criterion # 3: Qualitative features & assessment of Budget implementation effectiveness**).

This section describes the design of the proposed actions, the project management plan and the project team. The approach of the chosen project should be the best possible so that to determine the technical and commercial / social benefit. Particular emphasis will be placed on the documentation of the financial viability:

- I. Description of the expected outcomes from the funding period & the longer term objectives
- II. Action plan for the achievement of the expected results
- III. Project management plan - Financial sustainability documentation and description of how the project will be managed and delivered, including addressing identified risks
- IV. Project team description, including any relevant experience taking a technology towards the market, any plans for training and specific roles in the team members. Describe the size and nature of the team, indicating, where appropriate, the key team members and their roles in the work to develop and implement the commercialization strategy taking the technological concept into the market. The participation of subcontractor should be justified in relation to the additional financial cost this may impose to the project. The experience of the Project Manager/Principal Investigator of leading projects should be explained here.

B.4: Resources Required (Project Budget + up to 400 words)

This section describes the resources required for the project. It will be used as an evaluation criterion (**Criterion #3: Qualitative features & assessment of Budget implementation effectiveness**). This section includes 2 parts:

- I. Project Budget (fill in Euro, the Project Budget Template)
- II. Justification of the Project Budget (detailed description of the requested Project Budget)

I. Project Budget

In the PoC Platform, a predefined Project Budget Template will be opened that will include Indirect & Direct, eligible Costs.

Partners Organization or host institution may contribute costs to the Granted PoC Project but these must be indicated below.

The receipts/ invoices (including indirect costs) must have an official stamp by the beneficiary in order to be reimbursed. The Cost Categories (Project Budget Template) refer to in NET Values and in Euros (€).

Expenses are presented in the following tabular form under the name "Project Budget".

Project Budget Template

Costs Categories	Total in €	Short Justification
a. Indirect Cost (up to 10% of Grand Requested)		
a1. Rental (up to 50% of Indirect Costs)		
a2. Operational (up to 50% of Indirect Costs)		
b. Direct Costs		
b1. Personnel (Subtotal Personnel) (up to 60% of Grand Requested)		
Technology Expert		
Marketing Expert		
Financial Expert		
Commercial/Sales Expert		
b2. Subcontract (Only in Greece) (up to 15% of Grand Requested)		
b3. Equipment (for purchasing or renting)		
b4. Consumables & Supplies		
b5. Travel & Accommodation		
b6. Publicity & Exhibition		
b7. Auditing (up to €950)		
b8. Intellectual Property Rights		
b9. Other Costs		
Total Indirect & Direct Costs		
- Grant Requested		

ELIGIBLE COSTS

Eligible costs be incurred in connection with the Project implementation and they must comply with Greek law on taxes, labor and social security. Eligible Costs in the PoC Project Budget consist of both:

➤ a. Indirect Costs

Within the PoC program, the maximum indirect cost limited to a flat-rate up to 10% of the Grand Requested as an *optional cost and not mandatory*. The indirect costs include cost for Rental & Operational costs that are incurred in connection with the eligible direct costs of the action. Any Indirect cost of the projects must be against receipt/invoice, official stamp.

a.1. Rental Costs

The maximum cost for Rental can be up to 50% of the indirect cost and it is related to the premises rented by the Startup register office/laboratory to carry out the project. Further to the

above, PSP provides facilities for 12 months for free to the Granted PoC Project.

a.2. Operational Costs

The maximum Operational costs can be up to 50% of the indirect cost. Operational costs are relevant to paying bills (telephone, electricity, shared utility bills, accounting services).

➤ b. Direct Costs

The maximum direct cost can be from 90% to 100% of the Grand Requested.

The direct costs include costs for Personnel, Subcontract (Only in Greece), Equipment (for purchasing or renting), Consumables, Travel, Publicity & Exhibition, Auditing, Other justified costs. The applicant must be able to show (with records and supporting evidence) the link to the action. Specifically:

b1. Personnel

It must be related to the project team assigned to work for the PoC Project under an employment contract, full-time or part-time & it is assigned to PoC Project's activities. The project team should constitute of experienced individuals, including: one technology expert, one marketing expert, one financial expert, one commercial/sales expert. The budget for this category cannot exceed 60% of the Grand Requested, unless it is highly considered for the project needs and therefore be fully justified for its amount differentiation. They must be limited to salaries, social security contributions, taxes and other costs as they arise from national law or the employment contract (or equivalent appointing act).

The Host Organisation must engage the Project Manager/PI for at least the duration of the project, as defined in the Grant Agreement. Though budget allocation for this member is not obligatory. If necessary to allocate budget to the Project Manager/PI, he should hold the role of one or more expert (technology, marketing, financial, commercial/sales).

Any proposed changes will be discussed with PSP PoC coordinator.

b2. Subcontract Costs (Only in Greece)

Subcontracting funding may cover the execution of a limited part of the PoC project undertaken only by a Greek project partner & it cannot exceed 15% of the Grand Requested, unless it is highly considered for the project needs and therefore be fully justified for its amount differentiation. Concerning the quotas of the direct subcontracting and in order to ensure competition, the rules applied to all other European projects are also applied in this case.

Subcontracting funding are only for tasks that not considered being "core" tasks. A subcontractor is a type of third party, i.e. a legal entity which is not a beneficiary of the PoC program and is not a signatory to it. It appears in the project because the applicant appeals to its services to carry out part of the work, usually for specialized jobs that it cannot carry out itself or because it is more efficient to use the services of a specialized organization. Subcontract cost must be duly justified, taking into account the nature of the work and the requirements for its implementation.

They may be eligible when they are support products/services such as:

- studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks)
- experiments (e.g. laboratory facilities)
- and other products/services for the implementation of the Granted project according to the work plan submitted on the AF

Includes related duties, taxes and charges such as non-deductible value added tax(VAT) paid by the Granted PoC Project. The subcontracts must be funded ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

Subcontracting must be duly justified, taking into account the nature of the work and the requirements for Granted PoC Project implementation in the Section B.4., Part II “Justification of the Project Budget”.

b3. Equipment

The cost for Equipment should provide that it is purchased and is directly assigned to the action of the PoC Project. (i.e. specific Software (S/W) or Hardware (H/W), technical instruments, laptops/pcs, monitors, tablets, smartphones). This expenditure category includes expenditure on accessories used for the purchase of goods (i.e. transport, installation, delivery, etc.).

In case of equipment purchase, a brief technical description of the equipment required is provided, a justification of its need and the necessity of its use in the Section B.4., Part II “Justification of the Project Budget”.

b4. Consumables & Supplies

Consumables shall be considered as items that are not entered as fixed assets in the accounts (or inventory) of the organization and are not written off. These costs are eligible provided that they are purchased and are directly assigned to the action of the PoC Project exclusively used and essential in achieving its objectives. The nature of the action and the fact that the costs are specific to the action are key factors justifying direct funding of certain costs. These costs shall include for example, stationery, small technical items office supplies and related material directly related to the scope of the program.

b5. Travel & Accommodation

It is relevant to attending a meeting or participation in exhibitions to promote the project outside your city. These costs shall include, accommodation & meals, overnight expenses against receipts/invoices, official stamp. The PoC funds only actual prices expenses by the person who travel, and he is NOT receiving lump sum or per diem.

Note: In order to be reimbursed the Granted PoC Projector Travel & Accommodation must be submitted as supporting documents:

- Food and accommodation (up to a 3-4 stars category)
- No additional nights will be reimbursed without a justification & prior approval from PSP
- Transport abroad: use of the cheapest means of transport
- Local Transport: will be reimbursed if provide PSP with (i) the e-mail invitation (printed form), agenda and relevant documentation & (ii) report (including, purpose of local transport and direct project outcomes)
- Travel by airplane: the original ticket, economy class, boarding pass, (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger, the price, dates of travel, departure and arrival times.
- Airport Parking expenses: against the submission of receipts/ invoices including date and time (max one day before the meeting and one day after the meeting)
- Taxi Receipt: showing date, time, and the amount paid.

Limited to up to max 80 € in total for the entire trip if these conditions are met:

- i. Before 7 am to facilitate an early departure and/or after 10 pm due to a late arrival
- ii. or when no public transportation available

b6. Exhibition and Publicity costs

They are expenses relevant mostly to the exhibition fee & secondly for the publicity of the project within the publicity plan included in the PoC Project under conditions, such as articles, website construction, etc. In addition, eligible costs are the costs of organizing publicity-awareness events e.g. Venue and equipment rentals, meals, promotional material, etc.

b7. Auditing Cost

For ensuring the proper economic progress and implementation of the Granted projects, a Certified Auditor will be appointed by the PSP as the external auditors of the GrantedPoC projects implementation.

At the end of the financial year of the project the Certified Auditor will examine the expenses made throughout the PoC project implementation time period and their eligibility.

For the proper examination of the costs by the Certified Auditor, the beneficiary of the GrantedPoC project must make available all project directly-related receipts, records and other supporting evidence to satisfy audit requirements. In case the Certified Auditor discovers any financial offences on the project's costs during the project implementation, the beneficiary is obliged to return the whole grant to the PSP in 12 months.

The Granted Project selects the certified Auditor and PSP may support only by suggesting. The Granted Project is obliged to cover the costs for the services of the certified auditor. The NET costs of a certified Auditor and his services for certificates on financial statements cannot exceed €950.

b8. Intellectual Property Rights

They are costs foreseen for legal rights related to copyrights, patents, trademarks, trade secrets etc for the PoC Project. The aim is to protect the product/service and its results or royalties at the stage of the development & commercialization.

There are including expenses for Patent office fees during application phase, fees for patent attorneys, other service providers such as translators or patent searchers, etc. Also, in this category is including costs to protect the results or royalties paid for access rights needed to implement the PoC Project.

Such costs follow the below eligibility conditions:

- are directly related to the implementation of the PoC project
- are reasonable, justified and compliant

b9. Other Costs

Expenses not falling under any other category can be charged under category b9, if they are necessary and specific to the PoC project activities and contribute to its final results.

ELIGIBLE COSTS		
<i>Receipt/invoice & stamp of the program is essential for the reimbursement both of Indirect & Direct Costs</i>		
A. INDIRECT Costs <i>(up to 5% of the Grant)</i>	RENTAL COSTS (up to 50% of Indirect Costs)	<i>Expenses for Startup's register office/laboratory. Receipt/invoice & official stamp is essential for the reimbursement.</i>
	OPERATIONAL COSTS (up to 50% of Indirect Costs)	<i>Relevant to paying bills (telephone, electricity, shared utility bills, accounting services) Receipt/invoice & official stamp is essential for the reimbursement.</i>
B. INDIRECT Costs	PERSONNEL <ul style="list-style-type: none"> ▪ Technology Expert ▪ Marketing Expert ▪ Financial Expert ▪ Commercial/Sales Expert <i>Insurance costs are included in</i>	<i>Personnel costs may be considered eligible if the given staff member fulfils all the following conditions: (i) works under an employment contract, (ii) is assigned to the action. Those costs include actual salaries plus social security contributions, taxes and other costs.</i>

<i>this category</i>	
<p>SUBCONTRACT COSTS (Only in Greece – upto 15% of Grand Requested)</p>	<p><i>It is for a specific part of the project undertaken only by a Greek project partner & it cannot exceed 15% of the Grand Requested. Subcontracts must be funded ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.</i></p>
<p>EQUIPMENT</p>	<p><i>It refers to equipment purchased by a beneficiary for project implementation. The depreciation costs of equipment, infrastructure, or other assets (new or second-hand) as recorded in project's accounts are eligible.</i></p>
<p>CONSUMABLES & SUPPLIES</p>	<p><i>They are items that are not entered as fixed assets in the accounts (or inventory) of the organization. These costs shall include for example, stationery, office supplies related to the scope of the program</i></p>
<p>TRAVEL & ACCOMMODATION</p>	<p><i>In order to be reimbursed for the Travel & Accommodation the GrantedPoC Project must be submitted as supporting documents:</i></p> <ul style="list-style-type: none"> • <i>Food and accommodation (up to a 3-4 stars category)</i> • <i>Accommodation (economy up to a 3-4 stars). No</i> • <i>additional nights will be reimbursed without a justification & prior approval from PSP</i> • <i>Transport: use of the cheapest means of transport</i> • <i>Travel by airplane: the original ticket, economy class, boarding pass, (and the related invoice if the price is not indicated on the ticket) mentioning the name of the passenger, the price, dates of travel, departure and arrival times.</i> • <i>Airport Parking expenses: against the submission of receipts/ invoices including date and time (max one day before the meeting and one day after the meeting)</i> • <i>Taxi Receipt: showing date, time, and the amount paid. Limited to up to max 80 € in total for the entire trip if these conditions are met:</i> <ol style="list-style-type: none"> i. <i>Before 7 am to facilitate an early departure and/or after 10 pm due to a late arrival</i> ii. <i>or when no public transportation available</i>

<p><i>PUBLICITY AND EXHIBITION COSTS</i></p>	<p><i>Expenses relevant mostly to the exhibition fee & secondly for the publicity of the project within the publicity plan included in the PoC Project</i></p>
<p><i>AUDITING COST</i></p>	<p><i>For ensuring the proper economic progress and implementation of the Granted projects, a Certified Auditor will be appointed as the external auditors of the PSP for the financial year of the Granted PoC project implementation</i></p>
<p><i>INTELLECTUAL PROPERTY RIGHTS</i></p>	<p><i>Expenses for patent office fees during application phase, fees for patent attorneys, other service providers such as translators or patent searchers, etc</i></p>
<p><i>OTHER COSTS</i></p>	<p><i>Expenses not falling under any other category can be charged under category "other cost", if they are necessary and specific to the PoC project activities and contribute to its final results</i></p>

NON-ELIGIBLE EXPENSES

NON-ELIGIBLE EXPENSES	
<i>Below is a non-exhaustive list of Non-Eligible costs:</i>	
1.	<i>Deductible VAT is neutral to the beneficiary as it can be recovered by deducting this cost from the beneficiary's VAT liabilities</i>
2.	<i>Costs for cleaning supplies, as well as soft drinks, meals and coffees etc. for company staff and related customers</i>
3.	<i>Consumables that are not directly related to the needs of the project and serve more general corporate purposes</i>
4.	<i>Prepaid monthly card for local transport or general purposes of the company or any other expenses without any directly related purpose to the project</i>
5.	<i>Membership fees paid to a professional association will not be eligible if the membership is not necessary for the implementation of the Granted Project's action</i>
6.	<i>Advisory services for submission in other programs</i>
7.	<i>Equipment that is not directly related to the needs of the project (e.g. lighting, furniture, etc.)</i>
8.	<i>Raw materials that are not related to the the implementation of the GrantedPoC project</i>
9.	<i>Electronic devices that are not directly related to the needs of the project (e.g. mobile phones, printers, pcs etc.) Example, a new computer for a staff member of a GrantedPoC project will not be an eligible cost if it has no direct connection with the action.</i>
10.	<i>Research activities</i>
11.	<i>Costs for an action where the applicant already receives an operating grant from any program during the period in question</i>
12.	<i>Any excessive or unreasonable expenditure</i>

II. Justification of the Project Budget (Detailed description of the Project Budget)

In this Part, it is essential to fill in with detailed description of the budget and how items will contribute to the success of the PoC project. A properly prepared budget with a sufficiently detailed and reasoned description is necessary to facilitate the evaluation of criterion #3 (**Criterion #3: Qualitative features & assessment of Budget implementation effectiveness**)

The budget required must be justified as being realistic and necessary for the implementation of the PoC proposed actions. All Eligible Costs (b1 - b9) must be duly justified, taking into account the nature of the work and the requirements for GrantedPoC Project implementation.

The program funds up to 100% of the total eligible costs. If the total costs differ from the requested grant, it should be specified in the proposal what exactly is funded from other sources.

If the project will use any existing resources that a partner will contribute to the project these should be mentioned. Examples might be staff expertise, infrastructure and equipment.

SECTION C. Supporting Documents

The Project Manager/PI is required to submit the supporting documents that will be used for technical evaluation and further processing of the proposal. These documents do not contribute to the evaluation of the viability but are required by PSP & AB to ensure the technical compliance of partners and the proposed partnership with the conditions of Grand.

Supporting documents should include agreements between partners on: intellectual property rights/access to facilities, basic knowledge or copyright. Any additional supporting documents may be required following the indications provided in this document (i.e. ethical self-assessment and supporting documentation for the ethics review procedure).

The supporting documents are an integral part of the proposal & needs to be submitted with the PoC proposal by uploading electronically in PDF format. Scanned documents are acceptable but must include signatures.

TERMS & CONDITIONS OF PoCGRAND

Before submitted the AF, please make sure that you have read & accept the “Terms & Conditions of PoCGrand” by clicking the appropriate box in the AF.

You may find the document “Terms & Conditions of PoCGrand” in [the link](#):

3. Proposal Evaluation Procedure

3.1. Proposal Evaluation

At the end of the submission procedure, the evaluation process is overseen by an international Advisory Board of experts. The AB supervise the Granted Project & it may reduce the budget of the proposal on the basis of relevant documentation. More info for the profile of AB you may find: <https://www.psppoc.gr/advisor-board/>

The evaluators will evaluate the AF of the proposal. PSP will perform technical checks for eligibility and for compliance with the ethical requirements.

The evaluation process involves Judges from both Greece and abroad, coming from business, investors and the academic community. They are appointed by PSP. Each proposal is evaluated by 3 Judges. Each Judge evaluates up to 2 proposals. Judges are not remunerated for their services.

Any direct or indirect contact about the evaluation procedure between the Project Manager, and any judge involved in the proposal evaluation is strictly forbidden. Such contact will result in the decision of the AB to reject the proposal.

Also, any contribution & involvement of an external consultant about the submission of the PoC proposal to Project Manager is strictly forbidden. Such contact will result in the decision of the AB to reject the proposal.

3.2. Evaluation Criteria - Scoring Proposals

The rating criteria are the following three (3):

Criterion # 1: Excellence in the potential of the Innovative Idea (Grade: 0-3)

Criterion # 2: Expected economic benefits & Commerciality of the idea (Grade: 0-4)

Criterion # 3: Qualitative Features & assessment of Budget implementation effectiveness (Grade: 0-3)

All three criteria are exclusion criteria (ON/OFF). In particular, each PoC proposal passes to the next criterion only if it meets each criterion separately. Otherwise, the proposal is rejected.

Each Judge grades each proposal with respect to the evaluation criteria, adequately substantiating each individual criterion. After that, the AB draws up a Specific Evaluation Sheet. The PSP will inform after the evaluation all the applicants about the final results recommendation of the AB.

Each applicant is informed electronically about the outcome of the evaluation, either for the approval or the rejection of the Proposal. In case of approval, the Project Manager is appointed a meeting for negotiation & the arrangement for the signing of the Grand Agreement.

4. Basic Steps of the implementation of the project

This section provides the basic steps for the implementation of the Granted project of PSPPoC program.

Please be sure to carefully read the Implementation Guidance which is designed to be the main practical reference for the successful managing of a Grant Project from the PoC program.

The following 8 indicative steps are required after Granted the PoC proposal:

1. Negotiation Process

Before the official signing of the Grant Agreement, a negotiation process follows between the Granted team & PSP to hammer out the details of the Grant Agreement such as deliverables, royalties, obligations etc. and for any other issue that may arise during the project implementation. The process is coordinated by PSP, which shall inform the Advisory Board (AB) on the outcomes of the process.

2. Signing of Grant Agreement

The implementation of the Granted project & the eligibility of expenditure begin from the date of the Grant Agreement signing with PSP and NOT from the announcement of the Grant. It formalizes the responsibilities & obligations of the Granted team, financial management, PSP royalties as well as the deliverables ensuring the sound implementation of the project.

3. Mentorship Program

Every team with project accepted for funding must engage its own mentor (unless the team has already appointed a mentor for its project) from the list of mentors approved by the PSP. The team must appoint its mentor at least 30 days from the date of signing the PoC Grant Agreement. The mentor is expected to act as an external part of the Granted team & its role is to assist the Granted team in the process of product definition, business modelling and future development beyond PoC.

4. Establishment a Startup Company

Creation of a Start Up company as a legal entity in the first quarter (3 months) of project implementation. In case the beneficiary hasn't created a Start Up company in the first quarter, it is obliged to return the whole grant to the PSP in 12 months. In parallel with the establishment of the Startup, the beneficiary should create a Business Plan.

5. Establishment of Advisory Board (AB) & Scientific Board (SB)

For the commercial success of the Granted project, the beneficiary must establish a SB and an AB in the first quarter (3 months) of project implementation. The SB & AB shall provide high-level advice to the Start Up company's management related to its activities and product portfolio for at least 3 years from its establishment. The AB & SB are not rewarded for their services. In some cases, a symbolic payment could be provided (options, equity, revenues etc.).

6. Training Program

Participation at the "PSP training program for Granted Project" it is held by the PSP, Greek & Abroad Network (e.g. Mentors, trainers etc) and is mandatory for at least one member of the project team (mainly the Business Developer). The training program has been designed with

regards to the amount of training required for each Granted team to gain the competencies and skills in business sector.

7. PoC Advisory Board (AB) Monitoring & Supervision

The PoC AB shall closely monitor the implementation of the Granted projects and shall offer guidance and tools to ensure a good quality implementation. Furthermore, the PoC AB has the authority to disapprove the continuation of the PoC Project if the development of the concept is negatively assessed by them. The AB meets with the Granted PoC project team every 3 months to monitor the progress of the proposals, their financial progress, the quantified indicators, milestones and targets, and takes appropriate measures to smooth project money flow and, where appropriate, suggest corrective actions to the PSP. Each member of the AB is entitled to report any problem and propose solutions.

8. Auditing

At the end of the project, a Certified Auditor will be appointed as the external auditors for ensuring the proper economic progress and implementation of the Granted projects. The Certified Auditor will examine the financial accounts throughout the project implementation time period and their eligibility. In case the Certified Auditor discovers any financial offences, the beneficiary is obliged to return the whole grant to the PSP in 12 months to cover the costs for the services of the certified auditor.

You may find in detail the Implementation Guidance on the PSPPoC webpage: [link](#).

5. Contact Details

For more details about “Proof of concept” program please refer to:

Ms. Maria Konstantinou
Technology Transfer Manager
Patras Science Park
E-mail: konstantinou@psp.org.gr
Tel. +30 2610 911557

For technical difficulties please refer to:

Mr. Konstantinos Bastas
IT Manager
Patras Science Park
E-mail: bastas@psp.org.gr
T: +30 2610 911 553

APPENDIX



"PROOF OF CONCEPT"

Application Form

No.:	<i>It is automated filled in</i>
Phase:	<i>It is automated filled in</i>
Title:	<i>The title should be no longer than 200 characters and should be understandable to the non-specialist in your field.</i>
Acronym/logo:	<i>Please fill in the Acronym of the proposal</i>
Duration in months:	<i>Please estimate accurately the time required as the staging of payments will reflect this. The PSP expects that normally, PoC projects should be completed within 12 months to reflect the commercial urgency of the proposal. However, to allow for those projects that require more preparation time, projects will be signed for 18 months.</i>
Funding requested:	<i>The amount requested may be no more than €50,000. Please enter the exact amount requested here in integers of euros eg €48,700</i>
Applicant's Full name:	<i>Please fill in the Applicant's Full name of the proposal</i>
Scientific Field:	<i>Please fill in the Scientific Field of the proposal</i>

I confirm & agree that I have read the Terms & Conditions of the PoCGrand

Section A: Proposal Information

Section A.1: Abstract(non-confidential information)

(2.000 character limit, including spaces and spacing lines)

The abstract should provide the reader with a clear understanding of the immediate and longer term objectives of the proposal and how they will be achieved. It should explain what will be achieved at the end of the funding period and how this supports achievement of realistic longer-term goals eg. value of company/sales numbers/licensing income. The abstract will be used as the short description of your proposal in the evaluation process and in communications to contact in particular the judges and the Advisory Board. It must therefore be short and precise and should not contain confidential information.

Please, use plain typed text, avoiding formulae and other special characters. The abstract must be written in English and in Greek. There is a limit of 2000 characters (spaces and line breaks included) in each language

[inserttexthere]

Περίληψη

(2.000 χαρακτήρες, συμπεριλαμβανομένων κενών)

Section A.2: Participating Partners Details

A.2.1. Project Manager/Principal Investigator Details	
First Name(s):	Your first name(s) as given on Passport or Identity Card
Last name:	Your last name as given on Passport or Identity Card
Title:	Please choose one of the following: Prof., Dr., Mr., Mrs., Ms.
Gender:	This information is required for statistical and mailing purposes
Nationality:	
Country of residence:	
Date of Birth:	Please specify your date of birth using the format (DD/MM/YYYY)
Date of PhD award:	If you hold a PhD, please state the year when it was awarded
Postal Address of the Host Organization	
Street:	The street name and number
Town:	The town, in English (please avoid any district codes)
Postcode:	The postal code
Contact Address	
Current Organisationname:	Name of your organisation
Current Department/ Institute/Laboratory/Startup name:	Name of your department/institute/laboratory/startup
Phone Number:	Please insert the full phone number including city/area code
Mobile Number:	The mobile phone number is optional, but it is strongly recommended to insert it since this may be used to reach the PI for specific issues
E-mail:	

A.2.2. Host Organization Details	
Legal Name:	Name of the Host Organisation
Acronym/logo:	Acronym of the Host Organisation
Postal Address of the Host Organization	
Street:	The street name and number
Town:	The town, in English (please avoid any district codes)
Postcode:	The postal code
Webpage:	The webpage of the Host Organization
Contact Information	
First Name:	First name(s) of Legal Representative of the Host Organisation
Last Name:	Last name of Legal Representative of the Host Organisation
Role in the organization/Job Title:	Role/Job of the Legal Representative of the Host Organisation
Department/Unit:	Name of the department/Unit
Phone number:	Please insert the full phone number including city/area code
Email address	

A.2.3. Partner Organization Details

(if partners will use PoC funds; do not include subcontractors here)

Legal Name:	Name of the Partner Organization
Acronym/logo:	Acronym of the Partner Organization
Postal Address of the Host Organization	
Street:	The street name and number
Town:	The town, in English (please avoid any district codes)
Postcode:	The postal code
Webpage:	The webpage of the Host Organization
Contact Information	
First Name:	Your first name(s) as given on Passport or Identity Card
Last Name:	Your last name as given on Passport or Identity Card
Role in the organization/Job Title:	
Department/Unit:	Name of your department/Unit
Phone number:	Please insert the full phone number including city/area code
Email address:	

Section A.3: Ethics Declaration

Here you must identify any ethical issues pertaining to the proposal. If there are no ethical issues, you simply confirm that the proposal does not raise ethical issues. If there are any e.g. research/use of personal data, human or animal tests, stem cell use, details should be provided on how this activity will be controlled (by which organizations under which procedures) and by whom it will be monitored.

There are no ethical issues

or

There are ethical issues and the process for managing and monitoring them is as follows:

[insert text here]

Section B: The Proposal

Section B.1: Proposal - The Potential & Technological Level of the Innovative Idea (up to 700 words)

This section outlines, in brief, the potential of the proposed innovative idea. It will be used as an assessment criterion (Criterion # 1: Excellence in the potential of the innovative idea). It must include:

- *A clear description of the innovative idea*

Brief description of the proposal, explaining what the idea is about & how the idea will be commercialized. The description must be simple and comprehensible to everyone (even non-specialized people in this field).

- *Presentation of the Potential and Technological Level of the Innovative Idea*

Description of how the proposal will contribute dynamically to the promotion of existing results at a first stage of implementation so as to ultimately lead to commercial or social innovation.

[insert text here]

Section B.2: Expected Benefits - Commerciality of the Idea (up to 700 words)

The expected benefits the implementation of the proposal will bring about to society and the economy are identified. It will be used as an evaluation criterion (Criterion # 2: Expected economic benefits & Commerciality of the idea). It must include:

- I. Detailed report of expected economic and / or social benefits*
- II. Detailed report on the planned commercialization process and/or any other exploitation option*
- III. Detailed report of the proposed plans regarding:*
 - *Analysis of Competitors and Competition (how the project's results are innovative or distinct from existing solutions or competitors)*
 - *Testing & technical reports seeking to document the effectiveness of the project (where appropriate)*
 - *Intellectual property rights (where applicable). The patent owner (s) & its exploitation as well as the planned procedures (how the patent will become a product) should be described*
 - *Involvement of industrial partners / social actors / potential end-users with a view to develop and implement the proposal both during and after the period of PSP PoC funding.*

[insert text here]

Section B.3: Proof of Concept plan (up to 700 words)

It will be used as an evaluation criterion (Criterion # 3: Qualitative features & assessment of Budget implementation effectiveness).

This section describes the design of the proposed actions, the project management plan & the project team. The approach of the chosen project should be the best possible so that to determine the technical and commercial/social benefit. Particular emphasis will be placed on the documentation of the financial viability:

- I. Description of the expected outcomes from the funding period and the longer term objectives*
- II. Action plan for the achievement of the expected results*
- III. Project management plan - Financial sustainability documentation and description of how the*

project will be managed and delivered, including addressing identified risks.

IV. Project team description, including any relevant experience taking a technology towards the market, any plans for training and specific roles in the project of members.

[insert text here]

Section B.4: Resources Required (Project Budget Template +up to 400 words)

This section describes the resources required for the project. It will be used to assess Criterion # 3. The budget required must be justified as being realistic and necessary for the implementation of the proposed actions.

a. Project Budget (fill in €, the Project Budget Template)

Includes costs for: Indirect costs (rent & operational costs), Direct Costs (staff, subcontracting, purchasing or renting equipment, consumables, travel, publicity & exhibition, Auditing, other justified costs). Partners Organizations or host institution may contribute costs in addition to the PoCGrand, but these must be indicated below. Expenses are presented in the following tabular form under the name "Project Budget Template" & in Euros.

b. Justification (up to 400 words)

Detailed description of the Project Budget and how items will contribute to the success of the project

[insert text here]

Project Budget Template

Costs Categories	Total in €	Short Justification
c. Indirect Cost (up to 10% of Grand Requested)		
a1. Rental (up to 50% of Indirect Costs)		
a2. Operational (up to 50% of Indirect Costs)		
d. Direct Costs		
b1. Personnel (Subtotal Personnel)		
Technology Expert		
Marketing Expert		
Financial Expert		
Commercial/Sales Expert		
b2. Subcontract (Only in Greece)		
b3. Equipment (for purchasing or renting)		
b4. Consumables & Supplies		
b5. Travel & Accommodation		
b6. Publicity & Exhibition		
b7. Auditing (up to €950)		
b8. Intellectual Property Rights		
b9. Other Costs		
Total Indirect & Direct Costs - Grant Requested		

Section C: Supporting Information (scanned documents are acceptable but must include signatures)

Supporting documents may include agreements between partners on: intellectual property rights/access to facilities, basic knowledge or copyright. Scanned documents are acceptable but must include signatures. The supporting documents are an integral part of the proposal.