

Procedure for the realization of a sectorial collaborative project

Implementation program NRP 2020 - 2023 of the
canton of Fribourg

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1. Introduction

In the realization of the implementation program NRP 2020-2023, the canton of Fribourg supports the development of collaborative projects of sectorial type. The present document refers to the implementing regulations for sectorial collaborative projects and describes the procedure for the realization of such a project having obtained NRP funding.

2. Objective of the procedure

This procedure is part of the implementing regulations for sectorial collaborative projects. Its objective is to guide the project manager in the realization of a sectorial collaborative project, to define the financial procedures and the validation of the intermediate and final reports of the project realization. This procedure describes in 10 chronological steps, the activities and documents (what), the people involved (who) and descriptions of the activities of the procedure to be carried out (how).

3. Definition

Project:	Collaborative project of sectorial type with NRP funding
PR Responsible:	Responsible for the regional policy of the canton of Fribourg
NRP Projects portfolio manager:	Administrative Manager of collaborative projects NRP mandated by PromFR
Evaluation Committee:	Commission for Measures to Promote Economic Development in the Canton of Fribourg (CAPE)
Project Account:	Financial management account of the collaborative project of sectorial type managed by one of the academic partners.

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4. Description of the project implementation procedure

What ?	Who ?	How ?
Step 1 - Establishing and signing of the project consortium and funding agreements		
Project consortium agreement	Project leader Project partners	The project partners establish a project consortium agreement regulating intellectual property rights, admission of new members or exclusion of members on the basis of a model contract.
Funding agreement	Projects portfolio manager	Le contrat de subventionnement est envoyé au chef de projet qui se charge de la signature des partenaires de projet.
Project consortium and funding agreements signed	Project leader Project partners	The project consortium and funding agreements signed by all partners and PromFR, as well as the scheduled dates of the kick-off session, intermediate report and final report, are sent by email to the Projects portfolio manager. pascal.bovet@innosquare.com
Step 2 - Payment of the first part of NRP funding		
Payment of 50% of NRP funding	Projects portfolio manager	As soon as the project consortium contract is signed, the Projects portfolio manager makes the payment of 50% of the project NRP funding to the project account.
Step 3 - Payment of the first half of the co-financing from the project partners		
Invoicing of co-financing	Projects portfolio manager	As soon as the project consortium contract is signed and with the agreement of the project leader, the Projects portfolio manager sends to the project partners the invoices for the payment of the first half of their co-financing in cash, in accordance with the financial plan of the project funding application.

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Payment of the first half co-financing	Project partners	The project partners make the payment of the first half of their respective co-financing to the project manager.
Transfer of co-financing	Projects portfolio manager	As soon as the first half of the co-financing from the project partners is received in full by the Projects portfolio manager, the Projects portfolio manager pays the amount of the co-financing into the project account.
Step 4 - Realization and follow-up of the project		
Monthly Project Tracking Sheet	Project leader	<p>The project is carried out according to the project planning defined in the funding application.</p> <p>The project begins with a kick-off session, project team sessions are organized as needed during the project and a closing session finalizes the project.</p> <p>A monthly project tracking sheet according to the ad hoc form is sent to the Projects portfolio manager by the 10th of the following month.</p>
	Projects portfolio manager	In the event of significant deviations between planning and execution or major difficulties in achieving the project's objectives, costs and deadlines, the PR Manager and the Projects portfolio Manager may request corrective measures from the Project Manager.
Use of the NRP logo	Project leader	The NRP logo must be used for publications concerning the NRP grant project, reports and other texts, on websites, information boards, etc.
Step 5 - Writing the intermediate report		
Intermediate report	Project leader Project partners	The report is written jointly with the project partners according to an ad-hoc model.

Submission of the intermediate project report	Project Manager	The report is emailed to the Projects portfolio manager: pascal.bovet@innosquare.com
Step 6 - Validation of the interim report		
Validation of the intermediate report	PR responsible Projects portfolio manager	The PR responsible and the Projects portfolio manager decide whether or not to validate the intermediate project report.
Written attestation of acceptance of the interim report	Projects portfolio manager	The projects portfolio manager transmits to the project leader the certificate of acceptance of the intermediate report or in case of non validation the required complements.
Invoicing of the second half of co-financing	Projects portfolio manager	As soon as the intermediate project report is validated and with the agreement of the project leader, the portfolio manager sends the project partners the invoices for the payment of the second half of their co-financing in cash in accordance with the financial plan of the project application.
Step 7 - Payment of the 2nd half of the co-financing and the 2nd part of NRP financing		
Payment of the second half of the co-financings	Project partners	The project partners make the payment of the second half of their respective co-financing to the Projects portfolio manager.
Payment of 40% of NRP funding	Projects portfolio manager	As soon as the intermediate project report is validated, the Projects portfolio manager makes the payment of 40% of the NRP funding for the project.
Step 8 - Writing the final report		

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Final report of the project	Project leader Project partners	The final project report is written jointly with the project partners according to an ad-hoc template. This report contains the documents defined in the funding pledge.
Submission of the final report with the evaluation sheets	Project leader	The report is emailed to the projects portfolio manager along with the evaluation sheets for each project partner: pascal.bovet@innosquare.com
Project Poster Video Capsule	Project leader Project Partners	The project poster and video vignette are attached to the final project report. The video capsule is produced with the support of INNOSQUARE partners. The poster and the video capsule of the project are published on the website www.innosquare.com
Step 9 - Validation of the final report		
Oral presentation of the final report	Project leader Representative of a partner company	The project leader, accompanied by a representative of a partner company of the project, presents orally the final report of the project during a session of the evaluation committee.
Validation of the final report	Evaluation Committee	The evaluation committee decides whether or not to validate the final project report.
Written attestation of acceptance of the final report	Projects portfolio manager	Based on the decision of the evaluation committee, the Projects portfolio manager sends to the project manager the certificate of acceptance of the final report or, in case of non validation, the required complements.
Presentation of project results	Projects portfolio manager	The presentation of the results of the project carried out with its valorizations is updated on the INNOSQUARE website.
Step 10 - Payment of the 3rd and final part of NRP funding		

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Payment of the balance of NRP funding	Projects portfolio manager	If the final project report is validated, the projects portfolio manager makes the payment of the balance of the NRP funding corresponding to 10% of the project NRP funding to the project account.
Financial closing of the project	Projects portfolio manager	The Projects portfolio manager informs the PR responsible of the financial closure of the project.
Step 11 – Evaluation of project impacts		
Evaluation of project impacts	Projects portfolio manager	In the months/years following project closure and as needed, the projects portfolio manager may recontact the partners to assess the impacts of the project in their entities.

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