

Procedure for submission and evaluation of a funding application of a multi-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 multi-sectorial collaborative projects (PCM). This document refers to the application regulations for multi-sectorial collaborative projects and describes the procedure for submission and evaluation of an application for funding of a multi-sectorial collaborative project.

2. Objective of the procedure

This procedure is part of the application procedure for multi-sectorial collaborative projects. Its objective is to guide project leaders in the development and submission of their application for funding of a multi-sectorial collaborative project and to define the method of validation and evaluation of applications. This procedure describes in three 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:	Multi-sectorial collaborative project with NRP funding
Innovation Model S3:	The S3 innovation model is the result of an Interreg Alpine Space project. This model describes a systematic process of identification and transformation activities within a logic of intelligent specialization strategy. Its objective is to explore existing capacities and opportunities for transformation and implement critical mass creation actions in new innovative fields.
PR responsible:	Responsible for the regional policy of the canton of Fribourg
NRP Projects portfolio manager:	NRP Collaborative Project Manager mandated by PromFR
Evaluation Committee:	Commission for Measures to Promote Economic Development in the Canton of Fribourg (CAPE)
Project account:	Financial management account for the multi-sectorial collaborative project managed by one of the academic partners.

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4. Description of the procedure for submitting and evaluating funding applications

What ?	Who ?	How ?
Step 1 - Definition of the need and request for funding		
Application for NRP funding	Project sponsor and partners	<p>The request for NRP funding for a multi-sectorial collaborative project is the result of needs expressed by the project consortium, which is supervised by INNOSQUARE.</p> <p>The project leader with the project partners and the support of INNOSQUARE writes a funding request established according to the ad hoc form. The application must be signed by all project partners.</p>
Submission of the application	Project leader	The request is emailed to the projects portfolio manager: pascal.bovet@innosquare.com
Acknowledgement of receipt of application	Projects portfolio manager	An acknowledgement of receipt of the request is sent by email to the project leader.
Step 2 - Validation of the request and notice of the experts		
Validation of the request	PR responsible Projects portfolio manager	The request for project funding is analyzed on the basis of NRP criteria and its financial plan. The request is validated and transmitted to external experts or returned to the project leader for modification.
Notice	Two external experts mandated	<p>The application for project funding is evaluated on the level of its scientific content, its degree of innovation and its ability to implement the cantonal strategy of intelligent specialization.</p> <p>The experts' advance notice of the project's application for funding is communicated to the evaluation committee.</p>

Supplement / Improvement of the application	Project leader	On the basis of the expert reports and the projects portfolio manager's remarks, the project leader writes an appendix to the funding application by answering the additional questions formulated in the expert reports.
Step 3 - Evaluation of the request for project funding		
Oral presentation of the project and its funding request	Project leader Representative of a partner company	The project leader, accompanied by a representative of a partner company, presents and orally supports their project during a session of the evaluation committee.
Funding decision	Evaluation Committee	The evaluation committee decides whether or not to grant NRP funding for the project.
Communication of the funding decision and promise of funding in case of acceptance	PR responsible	The PR responsible transmits to the project leader the letter of acceptance or refusal, accompanied in case of acceptance by a promise of financing describing the financial and organizational conditions for the realization of the project.
Step 4 - Establish the NRP funding agreement		
Funding agreement	PR responsible	In case of acceptance of the project funding request, a funding agreement established between PromFR and the project partners is transmitted to the project leader.
Signature of the funding agreement	Project leader Project partners	The project leader organizes the signatures of the project partners and forwards the signed contract to the project portfolio manager.

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