**Procedure for the realization of  
a sectorial collaborative project**

Implementation program NRP 2020 - 2023 of the   
canton of Fribourg

# 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.

# 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).

# 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.

# Description of the project implementation procedure

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| **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](mailto: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. | |
| 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** | | | | |
| Project Tracking Sheet | Project leader | | The project is carried out according to the project planning defined in the funding application.  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.  A tracking form, according to the given template, is sent to the projects portfolio manager at least every two months, i.e. in even months (February, April, June, August, October and December), at the latest by the 15th of the month. It is strongly recommended that this monitoring sheet be distributed to the project partners. The project leader may freely decide to make this project sheet on a monthly basis. | |
|  | 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](mailto: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** | | | | |
| 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](mailto: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** | | | | |
| 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. |

Fribourg, October 13rd 2022 Alain Lunghi  
Economic Promotion of the Canton of Fribourg   
Deputy Director, Head of Regional Policy

Pascal Bovet Fribourg University of Engineering and Architecture  
 Director INNOSQUARE, NRP projects portfolio manager