

# Procedure for submission and evaluation of a funding application 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 sectorial collaborative projects. The present document refers to the implementing regulations for sectorial collaborative projects (PCS) and describes the procedure for submission and evaluation of an application for funding of such project.

## 2. Objective of the procedure

This procedure is part of the implementing regulations for sectorial collaborative projects. Its objective is to guide the project leaders in the elaboration and submission of their application for funding of a sectorial collaborative project and to define the validation and evaluation mode of the application. This procedure describes in three chronological steps the activities and documents (what), the people involved (who) and the descriptions of the activities of the procedure to be carried out (how).

## 3. Definition

Project:	Sectorial collaborative project with NRP funding
PR responsible:	Responsible for the regional policy of the canton of Fribourg
NRP Projects	Projects Portfolio Manager: Administrative Manager for Collaborative Projects NRP mandated by PromFR
Evaluation Committee:	Commission for support measures to promote economic development in the canton of Fribourg (CAPE)
Project Account:	Financial management account of the 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 ?
<b>Step 1 - Definition of the need and request for funding</b>		
Application for NRP funding	Project leader and partners	<p>The request for NRP funding for a sectorial collaborative project is the result of needs expressed by the project consortium.</p> <p>The project leader, together with the project partners, writes a funding application using the corresponding template. The application must be signed by all project partners.</p>
Submission of the application	Project leader	The request is emailed to the projects Projects portfolio manager <a href="mailto:pascal.bovet@innosquare.com">pascal.bovet@innosquare.com</a>
Acknowledgement of receipt of application	Projects portfolio manager	An acknowledgement of receipt of the request is sent by email to the project leader.
<b>Step 2 - Validation of the request and notice of the experts</b>		
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 in terms of its scientific content and degree of innovation. In case of discrepancies, the opinion of a third expert is requested.</p> <p>The experts' feedback on the project's funding application will be 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.
<b>Step 3 - Evaluation of the request for project funding</b>		
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.
<b>Step 4 – Establishing the NPR funding agreement</b>		
Funding agreement	PR responsible	If the project's application for funding is accepted, a funding agreement established between PromFR and the project partners is sent to the project leader.
Signature of the funding agreement	Project leader Project partners	The project manager organizes the signatures of the project partners and forwards the signed agreement to the Projects Portfolio manager.

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