

## **PROVISION OF KNOWLEDGE TRANSFER SUPPORT SERVICES BY THE CENTRAL KNOWLEDGE TRANSFER OFFICE**

### **Path 3 – Open Call**

### **CALL FOR APPLICATIONS**

**RIF-CKTO/PATH3/1223**

Version	Date	Changes
Version 1	13/12/2023	
Version 2	03/01/2024	Deminimis Regulation (EU) 2023/2831 entered into force on 01.01.2024

## INTRODUCTION

The Research and Innovation Foundation (RIF) announces the Call for Applications for the **Provision of Knowledge Transfer Support Services from the Central Knowledge Transfer Office** and invites qualifying beneficiaries to submit relevant Proposals (Applications).

The present Call will be funded by the Recovery and Resilience Facility of the NextGenerationEU instrument, in the frame of the action C3.2I1 «Creation and operation of a Central Knowledge Transfer Office» of the Cyprus Recovery and Resilience Plan. The Action is implemented under Policy Axis 3: «Strengthening the Resilience and Competitiveness of the Economy», and specifically the Component 3.2 «Enhanced Research and Innovation», in the context of the implementation of Investment 1 (C3.2I1): Creation and operation of a Central Knowledge Transfer Office.

The provision of services by the CKTO is based on the document "[\*\*Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices\*\*](#). Definitions and the general regulations and procedures as defined in the Work Programme of the RESTART Programs 2016-2020 also apply.

## GENERAL DETAILS OF THE CALL FOR APPLICATIONS

Programme	Provision of Knowledge Transfer Services by CKTO Experts
Call Identifier	RIF-CKTO/PATH3/1223
Funding Source	EU Recovery and Resilience Mechanism
Budget	The available RIF's budget for the provision of Knowledge Transfer Support for Specific R&I Projects by the CKTO is €1.173.440. The budget covers the two (2) available Calls of Proposals for the CKTO Services.
Maximum Funding	23,560 Euros for thirty-one (31) person-days of services
Publication Date	13 December 2023

**Deadline****Open Call until 30 April 2026, 13:00 or until the budget is expended.**

## OBJECTIVES

The Services will enhance the impact of the investment on the local economy and society. The provision of KT & Commercialisation Support Services by the central KTO experts to eligible Beneficiaries implementing RDI projects or activities which are:

- RDI projects funded by RIF's Calls of Proposals from 1/7/2019 onwards and not eligible under the Call with Identifier RIF-CKTO/PATH1&2/1223 (beneficiaries of Path 1 and Path 2<sup>1</sup>).
- RDI projects or activities funded by other public or private resources, including own/internal funding.

Services provided under this call can include IP ownership assessment, IPR scope analysis, IP protection strategy development and IP protection funding through an IP Voucher, assessment of commercial prospects, technology marketing and support in negotiating commercialization agreements, as described in more detail in the Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices.

## CKTO SERVICE OPEN CALL BENEFICIARIES

The Services of the CKTO are only available to entities and natural persons that are legally established and are active in territories under the control of the Republic of Cyprus. The CKTO Service Beneficiaries are all owners of any right(s) in the asset(s) unless an owner opts out in writing and provides written permission for the other Beneficiaries to receive Services. Only Intellectual Asset Bundles may be considered which are centred around assets that have resulted from RDI Projects eligible under this Call.

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### <sup>1</sup> Path 1

- "PRE-SEED Programme" (Call Identifier: PRE-SEED/1221)
- "SEED Programme" (Call Identifier: SEED/1221)
- "INNOVATE Programme" (Call Identifier: INNOVATE/1221)
- "CO-DEVELOP Programme" (Call Identifier: CO-DEVELOP-GT/0322)
- "CO-DEVELOP Programme" (Call Identifier: CO-DEVELOP-ICT-HEALTH/0322)

### Path 2

Projects funded under specific RIF's Program Calls in which the requirement was/is set for beneficiaries to participate in at least in the Initial Engagement with the CKTO.

The Legal Representative of a member of the Consortium owning the intellectual assets which are the focus of the application and whose organisation is an owner of at least part of the right(s) in the subject Bundle must be the entity submitting an application under this call. A natural person may submit on their own behalf (i.e. they are their own legal representative) and an owner of at least part of the right(s) in the subject Bundle which are the focus of this application.

In the event that one or more foreign entities is an owner of any part of a Bundle submitted for CKTO services and thus ineligible to receive services, the foreign entities must exclusively license or assign all their rights to a Cypriot entity who is an eligible Beneficiary and receive the services or formally opt out in writing and provide written permission for the other Beneficiaries to receive Services.

Beneficiaries of externally funded RDI projects must have utilised and exhausted all available knowledge transfer and/or commercialization support available from the funding agency before submitting an application for services from the CKTO.

## SERVICE DELIVERY

The provision of CKTO Services begins by applying for, and scheduling an INITIAL ENGAGEMENT meeting between the CKTO and the duly authorized legal representative of a party that has any ownership right(s) in the subject intellectual asset(s). Only one party submits the application on behalf of all the parties. **The Proposal (Application) must be submitted by the Legal Representative of the organisation submitting the application.**

Upon completion of the Initial Engagement, a Service Delivery Plan will be prepared by the CKTO which will be made up of one or more of the Services of the CKTO, as described in the **Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices**. This Service Delivery Plan will be transmitted to all owners of any rights in the intellectual assets which are the subject of the Initial Engagement. The CKTO experts may request additional documents at any stage of the process.

The Acceptance of the Initial Engagement is mandatory once the Application for CKTO Services is submitted. Development of, and acceptance of, a Service Delivery Plan and the utilization of the CKTO services is optional.

The provision of the CKTO Services to the Beneficiaries will be carried out in accordance with the provisions of the State Aid Regulations. The maximum possible support is for thirty-one (31) person-days. The cost per person-day is €760 and the total cost for thirty-one (31) person-days is €23,560 which will be allocated among the members in accordance with the percentage of ownership in the intellectual asset bundle.

At the beginning of the provision of Services of the CKTO, the Beneficiaries will become eligible for the maximum possible support of sixteen (16) person-days. The cost per person-day is €760 and the total cost for the maximum sixteen (16) person-days is €12.160 which will be allocated among the members in accordance with the percentage of ownership in the intellectual asset bundle. Upon recommendation of the CKTO and the approval by the RIF Director General or his designee, up to an addition fifteen (15) days of services may be provided at the cost per person day of €760 and, therefore, an additional maximum total cost of €11.400. The provision of the Services, including the activation of Additional Services, will depend on the progress of each project and subject to compliance with the State Aid Regulations.

The initial amount for €12.160, as described above, should be declared by the beneficiaries in the Declarations below (in accordance with the percentage of ownership in the intellectual asset package):

## SUBMISSION

Submission of (Proposals (Applications) is done through the **IRIS Online Services Portal** (<https://iris.research.org.cy>) of the Research and Innovation Foundation.

It is noted that all parties who are owners of any right(s) in the subject asset(s) must be registered on the IRIS Portal, including any natural persons.

The person submitting the application must be:

- ☐ the Legal Representative of a member of the Consortium (if any) implementing the RIF-funded RDI Project, and
- ☐ the member or natural person submitting the Proposal (Application) must be an owner of at least part of the rights in the intellectual assets which are the focus of the Services to be provided.

The duly authorized representatives for purposes of intellectual asset and intellectual property management of all owners of any right(s) in the asset(s) must have been informed of, and approved, the content of the application. Where an owner is an individual, they may be their own legal representative. **The Proposals (Applications) must be submitted ONLY by the Legal Representatives of the Organisations.**

Interested parties should read and make use of the "**CKTO GUIDE FOR APPLICANTS**", which contains instructions and relevant clarifications for better guidance regarding the submission process, and the "**IRIS Portal User Manual**" which are posted on the IRIS Portal

**The Proposal (Application) consists of the following parts:**

1. **Part A** – General Information (electronic form (fields) to be completed online in the IRIS Portal)
2. **Part B** – Technical Annex (file which is posted as an Annex on the IRIS Portal in pdf format)
3. **Annex II** – Call Specific Information (documents to be uploaded as Annex II on the IRIS Portal in PDF format) as follows:
  - ⬢ Supporting documents as requested in Part B.
  - ⬢ Declaration for the Acceptance of the Initial Engagement and Evaluation Service by the RIF Central Knowledge Transfer Office.
4. **Annex III** Call Specific Information (signed documents in relation to any National Law / Regulation / Guidelines / State Aid Rules, etc to be uploaded as Annex III on the IRIS Portal in PDF format) as follows:

**National Laws / Regulations / Guidelines**

**(it applies to ALL MEMBERS of the Consortium and not only for the Organisation submitting the Proposal (Application))**

**For a Private Sector Beneficiaries:**

- ⬢ Declaration of Non-Debts to State Authorities, in case the relevant certificates (Social Insurance, Income Tax and VAT) are not valid on the IRIS Portal.
- ⬢ Official Proof for the registration of updated data of their ultimate beneficial owners in the Competent National Registry / Archive.

**State Aid Rules**

**If a Member of the Consortium is a Large Enterprise (Deminimis Regulation applies<sup>2</sup>):**

- ⬢ ~~Written Declaration (Form K.E.2) which is issued pursuant to Regulation 3(2) of the Control of State Aid (Minimum Aid) Regulations of 2009 and 2012, completed and signed, and~~
- ⬢ Single Undertaking Declaration

**If a Member of the Consortium is a Small and Medium Enterprise (SME)**

- ⬢ Declaration pursuant to Article 28 of GBER 651/2014 "Innovation Aid for SMEs"

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<sup>2</sup> Deminimis Regulation 2023/2831 entered into force on 01.01.2024

Private sector entities must ensure that at the submission of the Proposal (Application) the Certificate issued by an Independent Auditor certifying that the Undertaking is not in Difficulty is valid and in effect on the IRIS Portal. In the event that an already uploaded Certificate is not valid, an updated / valid Certificate must be uploaded. **Please note that this particular document must be uploaded on IRIS (Financial Information / Certification Data) and NOT as Annex III.**

## SELECTION

### Evaluation process

For the evaluation of the Applications, an internal evaluation process will be followed by the RIF on a first-in-first-served order and in accordance with the requirements of the Call. During the internal evaluation of the proposal, the RIF may request additional information at any stage of the Proposal (Application).

### Evaluation Criteria

#### **A. Evaluation Criteria for RDI projects funded by RIF's Calls of Proposals from 1/7/2019 onwards**

1. Completeness of the Application, including any appendices.
2. For large and medium size projects, at least an Interim Report and has been assessed by an external evaluator with score «A» or «B» or «C» or by RIF internal assessment with at least «satisfactory» and for small size projects, the final report has been submitted and has been assessed by the RIF as at least «satisfactory». In cases of multiple Interim Reports, the most recent one will be taken into consideration. In cases where the final evaluation of the project has taken place the final evaluation score will be taken into consideration.
3. A credible commercialisation plan as evidenced by the Business Model Canvas for the Intellectual Asset Bundles centred around assets that have resulted from RDI Projects eligible under this Call.

#### **B. Evaluation Criteria for RDI projects or activities funded by other public or private resources, including own/internal funding:**

1. Completeness of the Application, including any appendices.

2. Understandability: Ability of a person without professional or specialized knowledge in the particular subject matter of the intellectual asset(s) to understand the Application, including any appendices.
3. Technical & Commercial Merit:

**a. FOR PROPOSALS THAT HAVE BEEN SUBMITTED TO RIF'S CALL OF PROPOSALS FROM 1/7/2019 ONWARDS BUT WERE NOT FUNDED, FOR THE DEVELOPMENT OF THE INTELLECTUAL ASSETS TO BE EVALUATED:**

- I. The proposal should have received an Evaluation Score of 12 or above but was not funded because of insufficient budget.
- II. Proof that the intellectual asset(s) to be evaluated is the result of the work proposed as part of the proposal submitted to the RIF.

**b. FOR ENTERPRISES THAT HAVE RECEIVED A CERTIFICATE OF INNOVATIVE ENTERPRISE**

**([https://www.dmrid.gov.cy/dmrid/research.nsf/euprogramms\\_el/euprogramms\\_el?OpenDocument](https://www.dmrid.gov.cy/dmrid/research.nsf/euprogramms_el/euprogramms_el?OpenDocument))**

- I. The Enterprise holds a valid Certificate of Innovative Enterprises issued by the Deputy Ministry of Research Innovation & Digital Policy of the Republic of Cyprus.

**c. OR IF THAT IS NOT THE CASE:**

- I. The intellectual assets to be evaluated do not violate a law of nature or are otherwise scientifically impossible.
- II. The commercialization plan/Business Model Canvas has a target to have a license no later than 5 years from the date of submission and/or a product or service offered to the public (consumers and/or businesses) for sale in no less than 10 years that is not obviously impossible to happen.



## Selection

The applications are selected in order of priority of submission to the RIF (i.e., they are not subject to competitive procedures) provided that they have been deemed eligible on the basis of the internal evaluation for the provision of CKTO, as provided for in the Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices.

Incomplete applications (in terms of supporting documents, completion of relevant fields, etc) or applications with poor justification will be rejected. Applicants can, and are encouraged to resubmit the proposal. A request for redress may be submitted only if it pertains to the erroneous rejection of an application during internal evaluation after resubmittals. The Redress Committee shall only examine the correctness of the application's rejection during the internal evaluation.

## INFORMATION - CONTACT DETAILS

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### RIF Support Service

#### Email

[support@research.org.cy](mailto:support@research.org.cy)

#### Phone

+35722205000

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*The Research and Innovation Foundation may at its discretion, proceed to the extension or revocation of the present Call by applying the same publication procedure.*