

<p>Indian Implementation Agency</p> 	<p>Indian Funding Ministry/Department</p>  <p>International (Bilateral) Cooperation Division Department of Science &amp; Technology Government of India</p>	<p>Finnish Funding Organisation</p>  <p>Finnish Funding Agency for Innovation</p>	<p>Finnish Implementation Agency</p>  <p>Finnish Funding Agency for Innovation</p>
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**Joint Request for Proposals (RFP) for Collaborative R&D Projects  
(February 2014)  
Guidelines for writing a Joint Project Plan of Indian and Finnish Applicants**

The joint project plan shortly describes the main content of the project, goals, time schedule, budget, and resources. It includes the following information:

1. The need

Why is the project needed? What is the problem, or customer or market need being addressed?

What is the present state of knowledge or situation on the market? What kind of a change does the project aim to generate? Describe the possible previous work, e.g. research, R&D work, feasibility studies or other kind of preliminary studies done. Who are your potential customers? How great is the potential? By what means has the market need been identified and verified?

2. Innovation. Goals of the project

What is the current "best practice"? What are the current limitations? What is the idea? Sketches, diagrams and tables could be included to help describe the innovation.

Describe as concretely as possible the intended results of the project. What kind of a solution, a product, service and/or knowledge will be developed? How will the intended results address the customer or market need? What makes it special? Describe the anticipated value of the results highlighting the relevance of the advances and the novelty of the solution. How does the anticipated solution differentiate from the competitors? How do you verify the success of the project?

Clearly define the scope for the project: the matters that are part of the project and those that are not.

3. Business goals

Define the business goals, i.e. expected impact of the project on turnover, export and employment, in a table (below).

<b>Business goals. Impact of project on turnover, export and employment</b>					
<b>For Indian Industry Partners (please add more rows and columns for each Industry Partner)</b>					
	Year of market entry	The following year 1	The following year 2	The following year 3	Target year
Year					
Turnover (INR)					
Export (INR)					
Employment, number of jobs (cumulated no.)					
Long-term business vision					
<b>For Finnish Industry Partners (please add more rows and columns for each Industry Partner)</b>					
	Year of market entry	The following year 1	The following year 2	The following year 3	Target year
Year					
Turnover (EUR)					
Export (EUR)					
Employment, number of jobs (cumulated no.)					
Long-term business vision					

#### 4. Execution of the project; technological deliverables, milestones, work phases

Describe how the project will be executed and the structure of the project.

Define project phases, work modules or work packages, sub-projects or parts of project etc. Also, name the responsible parties for each entity defined.

Record also the results, i.e. technological or other type of deliverables, of each task. Define the checkpoints and milestones, based on which the progress of the project can be followed and decisions related to project implementation will be made.

Sample format is given in the table below. Please note that milestones/phases mentioned below are indicative only. If your project has other or additional milestones/phases, you may please describe them accordingly.

Milestones and deliverables							
Project phase/Task	Phase/Task Description	Milestones	Start Date	End Date	Effort Full Time Equivalent (FTE's)	Deliverable	Responsible party
e.g. Phase 1 – Technology research and development							
Task 1							
Task 2...n							
e.g. Phase 2 – Technology integration and validation							
Task 1							
Task 2...n							
e.g. Phase 3 - Trials /Pilot test runs/Demonstration/P rototype /Pre-commercialization (as applicable to your project)							
Task 1							
Task2...n							
Phase 4 – Commercialization <b>NOTE: not fundable by DST/ GITA and Tekes</b>							
Task 1...n							

## 5. Timetable

Give a graphic description of the project schedule. Specify the timing of the check-points. The schedule should also show the dependencies between tasks.

Set a realistic schedule for the project and add a sufficient number of checkpoints to ensure the progress of the project in accordance with the goals.

## 6. Resources

Describe the project group: how the project group and the work will be organised, expertise and role of each party and person in the project. Domestic and international collaborative network. List also the members of the project's management or support team.

Describe the Finnish-Indian cooperation in detail:

- description of the partners
- responsibilities of the partners
- distribution of work and methods of execution
- possible personnel exchange
- expected value addition to each partner
- Agreement (see separate guidelines below).

7. Workload and costs; financing plan

Specify the costs in a table format. State the workload and the costs of each work package or other type of project part. Show the workload of each person as work months.

Show justified Finnish and Indian costs in total and separated by each organisation. The costs of the Finnish applicants must be eligible as per the guidelines of Tekes, and the Indian costs must be eligible as per the guidelines of DST/GITA (described in the terms, conditions and guidelines for applications). The project budgets may include justifiable costs for travel between Finland and India to ensure significant collaboration.

Provide a summary table including the **workload and costs** for Finnish and Indian organisations (table below).

<b>Workload and costs, summary</b>						
<b>Name of the Organisation</b>	<b>Country of organisation</b>	<b>Type of organisation</b>	<b>Contact person</b>	<b>Workload in person months</b>	<b>Costs, Finland (EUR)</b>	<b>Costs, India (INR)</b>
NN	Finland					
NN	Finland					
...	Finland					
<b>Total, Finland</b>						
NN	India					
NN	India					
....	India					
<b>Total, India</b>						
<b>Total, Finland + India</b>						

Provide a summary table including the **financing plan** for both Finnish and Indian organisations (tables below).

**Finance Summary Table - Indian Project Partners**

	1	2	3	4	5	6	7	8
	Organisation name	Company / Institute registration number	Enterprise/ Organisation category	Postcode	Contribution to project by each organisation (INR)	Funding sought from GITA (INR)	Other funding from public sector bodies (INR)	Total (INR)
Indian Project Lead					0	0	0	0
Partner 1					0	0	0	0
Partner 2					0	0	0	0
Partner 3					0	0	0	0
Partner 4					0	0	0	0
Partner 5					0	0	0	0
Partner 6					0	0	0	0
Partner 7					0	0	0	0
Partner 8					0	0	0	0
Partner 9					0	0	0	0
Partner 10					0	0	0	0
	<b>Total (INR)</b>				0	0	0	0

### Finance Summary Table - Finnish Project Partners

	1	2	3	4	5	6	7	8
	Organisation name	Company / Institute registration number	Enterprise/ Organisation category	Postcode	Contribution to project by each organisation (€)	Funding sought from Tekes (€)	Other funding from public sector bodies (€)	Total (€)
<b>Finnish Project Lead</b>					0	0	0	0
<b>Partner 1</b>					0	0	0	0
<b>Partner 2</b>					0	0	0	0
<b>Partner 3</b>					0	0	0	0
<b>Partner 4</b>					0	0	0	0
<b>Partner 5</b>					0	0	0	0
<b>Partner 6</b>					0	0	0	0
<b>Partner 7</b>					0	0	0	0
<b>Partner 8</b>					0	0	0	0
<b>Partner 9</b>					0	0	0	0
<b>Partner 10</b>					0	0	0	0
	<b>Total (€)</b>				0	0	0	0

## 8. Possible interdependences

Consider which other projects, measures or decisions are related to the project. Are there any obligations to other agencies which have supported any part of the innovation development? What effects they might have on this project? How are dependencies managed?

Describe the relation of the project to other projects, decisions or any aspects that may somehow influence the execution of the project or utilisation of the results.

## 9. Risks and how to control them

Describe the risks of the project as well as measures to be taken to reduce the probability and effects of them. Risks can relate to e.g. resources, development of a technology, service or competence/knowledge, to commercialisation and to the intended market.

## 10. IPR

What is the patent situation, including background patents and the potential for new patents?

Describe the international IPR situation in the field of the project. Do the partners already have IPR that supports the commercialisation of the anticipated results? Do the partners have freedom to operate in the field of the project? Do you expect to make patentable invention in the project?

Describe the IPR strategy of the project.

## 11. Utilisation / commercialisation plan

How will the project results be commercialised or utilised in any other way? What is needed after the project for the results to be commercialised? How will the Finnish and Indian partners benefit from the project?

## 12. Competition

Who and what are your competitors? Why would a customer buy from you? Why is your solution better than others? Why aren't there other suppliers or partners?

## 13. Agreements

The Indian and Finnish applicants/participants contributing to the project should have detailed collaboration agreement including, *inter alia*, roles, responsibilities, contributions, IP rights, and freedom to operate commercially. This will demonstrate that all partners contributing to the R&D project have agreed in advance on IP rights and the commercialization plan for the jointly developed product or process, have the desire for cooperation, and have understood the general terms and conditions of funding of the other project parties. The guidelines of the funding organisations should be followed.

The agreements shall be made in written.

## 14. Summary of proposed project

Please provide a short summary of the content and objectives of your project including what is innovative about it. Please refer to the Request for Proposal guidelines for further details. This should match with the Full Joint Application Form submitted with this application.

## 15. Public summary of the project

To comply with the Indian government requirements, GITA will publish the summaries of successful applications. Finnish and Indian applicants must thus develop a common public summary of the project.

Providing the summary is thus mandatory. Please ensure it is suitable for public disclosure.

#### 16. Statement of Cooperation & Certification

By signing this project plan we confirm that the information provided in the plan is correct at the time of signature. We confirm our mutual interest and commitment to implement the project in cooperation with the aim of realizing the R&D/technological goals and deliverables as specified in the joint project plan. We also confirm our commitment to enter into the collaboration agreement provided that the funding of the project will be secured.

	<b>Indian Project Lead</b>	<b>Indian Partner 1-n (if any)</b>		<b>Finnish Project Lead</b>	<b>Finnish Project Partner 1-n (if any)</b>	
<b>Name of Organisation</b>						
<b>Signature (Authorized Signatory)</b>						
<b>Name of Signatory</b>						
<b>Designation of Signatory</b>						
<b>Seal of Organisation</b>						
<b>Place</b>						
<b>Date</b>						