

# Applications for Stage 2 of Challenge Finland.

**This guide is clarified on October 10<sup>th</sup> 2016:** Only new participants joining to the consortium make a new application in the Tekes Online Service.

The research projects funded in Stage 1 must apply for a project change by sending change application form and other documents via confidential email to Tekes's registrars office.

## Important dates:

**The application period begins on 3 October 2016**

**The project plan of public research and the requested information must be submitted by 4 pm on 1 November 2016 to the Academy of Finland**

**The consortium's complete application must be submitted to Tekes by 11:59 pm on 14 November 2016**

## Who can apply?

The call for applications to Stage 2 of Challenge Finland is only open for public research projects that received funding in Stage 1 in summer 2016, and for the companies and research institutions, who want to join these projects.

## Application period and process

The application period ends on 14 November 2016 at 11:59 pm. However, Tekes may request further information about the project during the evaluation period of the applications. The research projects funded in Stage 1 must apply for project change as described later in this guide. New participants joining to the consortium make a new application in the On-line service.

New applications must be submitted electronically through Tekes's Online Service:

<http://www.tekes.fi/en/online-services/>

Further information about Tekes's funding for research organisations and companies is available at:

<http://www.tekes.fi/en/funding/>

## Scientific evaluation – what and how

Tekes is in charge of evaluating the projects and making funding decisions. Tekes has ordered an advisory partial evaluation from the Academy of Finland, concerning the projects' level of scientific research. For this reason, the accountable project leader must submit the public research plan to the online services of the Academy of Finland by following these instructions:

Log onto the Academy's online services: <http://www.aka.fi/en/funding/how-to-apply/online-services/>

Select the following call for applications: Challenge Finland 2016 (Tekes)

Fill in the information requested and upload the following attachments in PDF format:

- public research plan,
- the publication lists of the consortium's accountable project leaders over the past four years,
- a list of the ten most important publications selected among all researchers in the consortium

All materials must be submitted in English.

The applicants can submit the above-mentioned information to the Academy of Finland online services on 3 October at the earliest, and no later than 4 pm on 1 November 2016.

If you have any questions about the online services of the Academy of Finland, please contact: Senior Science Adviser Juha Latikka, tel. +358 29 533 5058

More detailed instructions for preparing the research plan are attached to these instructions. Submit the same research plan and publication lists to Tekes as attachments to the actual application by 14 November. The names and aims of companies that join the consortium after 1 November 2016 can be added to this research plan at a later stage, if necessary.

The application may be rejected if it does not conform to these instructions and the attachments.

### **Applications to Tekes**

Research organisations prepare a joint research plan (the same that is submitted to the Academy of Finland), detailing the role of each partner and the contents of work per work package. More detailed instructions for preparing the research plan are attached to these instructions.

Companies prepare an ordinary company application to be attached as a parallel application to the research organisations' applications. Companies have to attach their own project plans to the application. If necessary, these may be confidential documents between Tekes and the company. Tekes recommends that the joint research plan of the research organisations should also describe the way companies' work and aims are related to the overall whole of the cooperation, at a level suitable to the company. Please find instructions on this page: <http://www.tekes.fi/en/funding/instructions/>

- Companies negotiate the possibility to join a consortium with the contact persons of the projects funded in Stage 1 and listed on the Challenge Finland website. The contact details of these contact persons is available in the project gallery at <http://finlandinnovation.fi/challengefinland/>

Tekes's Challenge Finland team provides further instructions for applying and, if necessary, helps companies join consortia. The team's contact information is available on Tekes's Challenge Finland website.

-Each application submitted by the members of a consortium must have the same title, which is the name of the original project funded in Stage 1. When the Online Service asks you to specify the programme/theme of the application, enter Challenge Finland.

The public research projects may run until 31 December 2018. The Government's key project funding allocated to Tekes can only be used to cover costs that have been accrued before this date. Reporting will take place in spring 2019 according to the ordinary procedure. However, Tekes may request summaries of the progress of the project contents at the end of 2018. The companies' projects may follow a different schedule according to each company's needs, and their projects may run longer.

### **What to do: the leaders of Stage 1 projects**

The research projects funded in Stage 1 must apply for a project change by sending change application form and other documents via confidential email to Tekes's registrars office. General instructions can be found from <http://www.tekes.fi/en/funding/instructions/changes-in-the-project/>

The form and link to email can be found only in Finnish from <http://www.tekes.fi/rahoitus/ohjeet/projektimuutokset/>

Apply for:

- an extension of the project period until the desired end date of Stage 2 (no later than 31 December 2018) and
- an approval for the new, joint research plan. The research plan and the above-mentioned lists of publications must be attached to the project change application.

### **What to do: new members of the consortia**

New research organisations and companies joining the consortia must use the Online Service to submit a new application to be attached as a joint/parallel project to the original project application and consortium. The research plan and the above-mentioned lists of publications must be attached to the project change application.

Please find instructions on this page: <http://www.tekes.fi/en/funding/instructions/how-to-apply/>

## **Funding and evaluation of applications**

In Stage 2, funding is only available for joint projects of consortia formed by research organisations and companies. The consortia behind joint project applications must meet the following condition:

- The consortium must involve at least three companies, and at least two of them must have a Finnish business ID and must have submitted an acceptable company application to the Challenge Finland competition. The third company may participate by contributing other in-kind investments necessary for the work to succeed (work, equipment, substances and materials, funding etc.) if it is not possible to submit a third company application. Companies that participate by providing in-kind investments must fill in the "declaration of participation" form and submit it to Tekes as an attachment to the application. The form is available only in Finnish at <http://www.tekes.fi/asiointi/lomakkeet/>
- If a company is unable to submit its application to Tekes by 14 November alongside the rest of the consortium but plans to submit it later in spring 2017, the company may prepare a signed one-page description of its intentions and their connection to the consortium's work and submit it to Tekes as an attachment to the consortium's application by 14 November. The signatory must have the authorisation to decide on the submission of this application. When the consortium's application is evaluated, the company's attached one-page description will be taken into account as a positive consideration. If the company has not submitted its application to Tekes before the funding decision is made in January, Tekes may make conditional funding decisions to the consortium. Tekes will do so if the participation of the company in question is a necessary precondition for giving a positive funding decision to the rest of the consortium. The conditional funding decision will have a limited period of validity. The decision to grant funding to the consortium will enter into force if the company in question submits its application within the time frame specified in the conditional funding decision and is granted funding. This time frame cannot be extended.

Tekes reserves the right to make exceptions to the condition of eligibility, if necessary.

Company funding is subject to Tekes's normal company funding procedures and evaluation criteria, described in closer detail on Tekes's website. The funding consists of grant or unsecured loan and covers 40–70% of the project's eligible costs, depending on the nature of the project. The company may select a suitable R&D project type as their project type: R&D funding, the Kiito grant for a company preparing a larger project (companies older than 5 years) or the Tempo grant (companies younger than 5 years).

Tekes's funding for research organisations may cover up to 60% of the eligible costs. In extensive international projects this figure is 70%. The project type is public research networked with companies.

The Stage 2 selection criteria for the consortia and public research projects are:

1. Plausibility of the proposed relevance i.e. the fit between the problem, solution and customer, in the light of the work carried out during Stage 1
2. Quality of the consortium and plausibility of the commercialisation plan
3. The solution's novelty value and competitive edge, the existence of multiple potential applications, market potential, the contribution to the promotion of innovations, and significance to society
4. The level of scientific research

Company projects are evaluated using Tekes's normal evaluation processes for company applications.

## Appendix: Preparation instructions for the project plan of public research

### NAME OF PROJECT

#### Associated to the application

(enter here the record number visible on the organisation's basic details tab)

The purpose of this project plan template is to serve as an attachment to Tekes's Challenge Finland funding application. The project plan contains detailed information about the project's goals, work tasks and the resources required. Remove these instruction texts from the finished project plan. You do not need to copy the table structure used in these instructions. The most important thing is to keep the structure of the document identical and to fill in all information requested. As the plan will be evaluated by Tekes and by international evaluators, please write it in English.

**The maximum length of the research plan is 15 pages using Times New Roman, pt 12.**

#### 1 Overall project description and results from the Challenge Finland Stage 1

##### 1.1 Overall description and results from the Challenge Finland Stage 1

**Why is this project conducted? What is done during the project? What is created through the project? What is the impact of this project? The work's novelty value and competitive advantage. The importance of the research project for our current knowledge: how is the project connected to earlier international and national research, how does the project contribute to it or renew it?**

**The Challenge Finland Stage 1 realisation and results How do you justify the relevance of the problem and its solution in relation to the markets and customers (Problem-solution fit)?**

**Description of the consortium conducting the project. The competence of the consortium and its opportunities to commercialise the results?**

##### 1.2 The goals of the Stage 2 project

###### Description

**Describe the most important goals and working hypotheses of this project. The opportunity for scientific and other breakthroughs. Describe the points and risks that are critical to your success.**

- 1.
- 2.
- 3.

##### 2 Project tasks, research methods

**Briefly describe the sub-tasks included in the project. Name your work packages and tasks with appropriate names. You can add or remove work packages and tasks if necessary. Work input must be itemised at least in work months per person. Also discuss potential ethical issues.**

###### 2.1 WP1. Insert work package name

**Description** Summary of the work package

**Total working hours**X work months per person

**Person in charge** Name a person in charge who will coordinate all sub-tasks included in this work package.

###### WP1. Task 1. Insert task name

**Description** Describe the execution of the task and the research/working methods

**Person in charge** Person in charge of the task

**Employees** Employees who will participate in the task

- Name and estimated working hours, X work months per person

**Procurement from subcontractors** Y / €x

Results Specify and list the results expected from this task

### **WP1. Task 2 Insert task name**

Description Describe the execution of the task and the research/working methods

Person in charge Person in charge of the task

Employees Employees who will participate in the task

- Name and estimated working hours, X work months per person

Procurement from subcontractors Y / €x

Results Specify the results expected from this task

### **2.2 WP2. Insert task name**

**Description** Summary of the work package

**Total working hours**X work months per person

**Person in charge** Name a person in charge who will coordinate all sub-tasks included in this work package.

### **WP2. Task 1. Insert task name**

Description Describe the execution of the task and the research/working methods

Person in charge Person in charge of the task

Employees Employees who will participate in the task

- Name and estimated working hours, X work months per person

Procurement from subcontractors Y / €x

Results Specify and list the results expected from this task

### **WP2. Task 2. Insert task name**

Description Describe the execution of the task and the research/working methods

Person in charge Person in charge of the task

Employees Employees who will participate in the task

- Name and estimated working hours, X work months per person

Procurement from subcontractors Y / €x

Results Specify and list the results expected from this task

## **3 Summary of resources**

### **3.1 Wages and salaries**

<b>Person</b>	<b>Task</b>	<b>Monthly wage</b>	<b>Working hours</b>	<b>Cost (€)</b>
Person 1				
Person 2				
Person 3				
Total				

### **3.2 Outsourced services**

<b>Subcontractor</b>	<b>Task</b>	<b>Cost</b>
Subcontractor 1		
Subcontractor 2		
Subcontractor 3		
Total		

## **4 Schedule**

Duration of the project dd Month 201x – dd Month 201x

## **5 Cost estimate**

### **Cost category €**

Wages and salaries

Indirect personnel costs

Overheads

Travel

Materials and supplies

Machinery/equipment purchases  
Machinery/equipment depreciation/rental cost  
Services from Finnish SMEs  
Services from Finnish research organisations  
Services from group/associated companies  
Services from other Finnish organisations  
Services from the European Single Market:  
Services from outside the European Single Market  
Other costs  
**Total**

Remember to attach to the research plan a list of the accountable project leaders' publications over the past four years, and a list of the ten most important publications selected among all researchers involved in the project. We recommend open-access publishing in public research projects by Tekes. The project research plan must include a publication plan which takes account of open-access publishing. We recommend that you consult your own organisation's guidelines on open-access publishing.