R&D Request Template

The following table is a template for drafting a Research & Development Request. The entries in this form will be moved to a digital version, which you will receive to check and complete. Afterwards it can be published in the Partnering Opportunities Database (POD) of the EEN. There is also an online form for this template. If you prefer the online form and/or if you need further assistance, please contact one of the following persons:

* Kevin Wilke, Phone: +49 (0)89 9901 888-173, E-Mail: [wilke@bayfor.org](mailto:wilke@bayfor.org)
* Your personal contact at BayFOR

**Please note:**

* Please fill in as much as possible.
* Fields marked with asterisk (\*) are mandatory
* Fields that can be ticked should only have one selection when drafting the profile unless specified under the field title.
* Follow the general rules mentioned on the next page, but also the specific hints and comments regarding the different fields.

**General rules:**

* **Keep it clear and concise!** Target the generalists/non-specialists and avoid jargon. Explain acronyms and abbreviations (except common ones).
* **Check spelling and grammar!** Avoid unnecessary use of capital letters.
* **Make sure that the profile is consistent**
* **Profiles should be anonymous!** No brand, company, organisation, trade names. No patent numbers or patent titles.
* **Avoid repetitions**, especially in the title, summary and description!
* **Avoid marketing speak!**
* **Write the profile in the third person**! No use of "we, our, you, your".

**Details**

|  |  |
| --- | --- |
| Field | To be completed |
| Internal Reference | To be completed by BayFOR |
| Title \*  (max. 255 characters) | *Insert your text here.*   * ***Clear and meaningful for non-experts*** *in the technology or application field* * ***What kind of partner*** *is the institution looking for?* * ***Funding programme*** *(not the full name of the call)**should be mentioned* |
| Summary \*  (max. 500 characters) | *Insert your text here.*  ***Very important field****, provide a* ***clear and complete overview*** *of the entire profile!*  *Follow the following structure:*   1. *About the project coordinator/partner (your institution/university):*  * *Where is project coordinator/partner from? (****country of origin****)* * *What* ***kind of organisation*** *is the project coordinator/partner?*  1. *About the project:*  * ***What is the R&D project about****? What is the* ***objective****?*  1. *About the partnership:*  * *What should be the* ***field/technology/research area/expertise of the potential partner****?* * *What* ***types of partnerships*** *are sought? What will be the* ***role of the partner****?*  1. *About the programme:*  * *Under which* ***funding programme*** *will the project be submitted (e.g. Horizon 2020 sub-programme X or Y, Eurostars, COSME, LIFE, etc.)?* |
| Description \*  (100-4000 characters) | *Insert your text here.*  ***Clear outline*** *of the* ***background****, the* ***activties****, the* ***offer*** *of the university/institution and how an* ***international cooperation*** *is envisaged! Attach a picture or drawing to the description field if possible (see field “Attachments”).*  *Follow the following structure:*   1. *The project:*  * ***Set the scene: Introdutory overview of the domain*** *of the R&D project and* ***usefulness of the results*** * ***Context:*** *Aim and issue to be tackled during the research/development (what, why and with whom)* * ***Particular expertise or know-how*** * *Provide* ***scientific/technological explanation****, but it should be* ***understandable to a layman***  1. *The programme:*  * ***Full name and information about the funding programme*** * *Programme* ***framework conditions***  1. *The partnership:*  * *information about the* ***expertise/know-how*** *of the organisation(s)* ***already included/foreseen in the consortium*** * ***Type, size, expertise/capabilities and roles*** *of the requested partners and* ***where*** *they should be based (if relevant)*  1. *Timescales:*  * *Official* ***deadline*** *for the* ***call*** * ***Deadline*** *for the* ***EoI*** * *Anticipated* ***duration*** *of the project* |
| Advantages and Innovations  (50-2000 characters) | *Insert your text here.*   * ***Not mandatory*** * *Option: potential* ***impact of the R&D project****, e.g. on society, on the market, on the environment. If possible, provide qualitative and quantitative arguments.* |
| Stage of Development  (Select only 1 field) | *Already on the market*  *Available for demonstration*  *Concept Stage*  *Field Tested / Evaluated*  *Project Already Started*  *Project in Negotiations - Urgent*  *Proposal under development*  *Prototype available for demonstration*  *Under development / lab tested* |
| Comments regarding Stage of Development  (max. 2000 characters) | *Insert your text here.* |
| Technical Specification or Expertise Sought  (max. 4000 characters) | *Insert your text here.* |
| IPR Status  (Multiple fields can be selected) | *Copyright*  *Design Rights*  *Exclusive Rights*  *Other (registered design, plant variety, etc.)*  *Patent(s) applied for but not yet granted*  *Patents granted*  *Secret Know-how*  *Trade Marks* |
| Comments Regarding IPR Status  (max. 2000 characters) | *Insert your text here.* |

**Dissemination**

|  |  |
| --- | --- |
| Field | To be completed |
| Technology Keywords \*  (max. 5) | To be completed by BayFOR |
| Market Keywords \*  (max. 5) | To be completed by BayFOR |
| Relevant Sector Groups | * *Indicate which sector group(s) the offer may be interesting for.* * *This field should* ***only be completed if there is a sector group, which is relevant to your offer****.*   *Aeronautics & space*  *Agrofood*  *Automotive, transport and logistics*  *Bio Chem Tech*  *Creative Industries*  *Environment*  *Healthcare*  *ICT Industry and Services*  *Intelligent Energy*  *Maritime Industry and Services*  *Materials*  *Nano – and Microtechnologies*  *Services and Retail*  *Sustainable Construction*  *Textile and Fashion*  *Tourism and Cultural Heritage*  *Women entrepreneurship* |
| Restrict Dissemination to specific countries | *Insert your text here.* |

**Company/Institution**

|  |  |
| --- | --- |
| Field | To be completed |
| Type and size of company/institution \*  (Select only 1 field) | *Industry SME <= 10*  *Industry SME 11-49*  *Industry SME 50 – 249*  *Industry 250-499*  *Industry >500*  *Industry MNE >500*  *Inventor*  *Other*  *R&D institution*  *University* |
| Year Established | *Insert your text here.* |
| NACE keywords  (max. 5) | To be completed by BayFOR |
| Turnover  (Euros – Millions) | *<1M*  *1-10M*  *10-20M*  *20-50M*  *50-100M*  *100-250M*  *250-500M*  *>500M* |
| Already engaged in transnational cooperation? | *Yes*  *No* |
| Additional Comments  (max. 4000 characters) | *Insert your text here.* |
| Certification Standards | *Insert your text here.* |
| Languages Spoken | *Insert your text here.* |
| Country of company/institution | *Insert your text here.* |

**Partner sought**

|  |  |
| --- | --- |
| Field | To be completed |
| Type and Role of Partner Sought \*  (max. 4000 characters) | *Insert your text here.*  ***Very important****, specific information helps to address the right companies in their regions and create relevant EoIs!*  *For each of the selected cooperation type, please try to indicate the following information in relation to the desired partner:*   * ***Type****: describe the type of organisation sought (e.g. industry/academia).* * ***Activity****: describe the field of activity of the desired partner (e.g. pharmaceuticals, agrofood, etc.) and/or the qualities/expertise it should have.* * ***Role & Tasks****: describe what the partner will be expected to do (e.g. co-development of new drug).* |
| Type and Size of Partner Sought  (Multiple fields can be selected) | *SME < 10*  *SME 11-50*  *SME 51 – 250*  *251-500*  *>500*  *MNE >500*  *Inventor*  *R&D institution*  *University* |
| Type of Partnership Considered \* | *Research cooperation agreement* |

**Call**

|  |  |
| --- | --- |
| Field | To be completed |
| Framework Programme \* | *Insert your text here.* |
| Call title and identifier \*  (max. 256 characters) | *Insert your text here.* |
| Submission and evaluation scheme  (max. 256 characters) | *Insert your text here.*  *Any* ***relevant information*** *for future partners about* ***submission*** *and/or* ***evaluation scheme of the call*** *(single-stage, two-stage, continuous, multiple-step submission scheme)* |
| Anticipated Project Budget  (max. 32 characters) | *Insert your text here.*  *Specify the* ***currency****.* |
| Coordinator Required | *Yes*  *No* |
| Deadline for EOI | *Klicken oder tippen Sie, um ein Datum einzugeben.* |
| Deadline of the Call | *Klicken oder tippen Sie, um ein Datum einzugeben.* |
| Project Duration  (in weeks) | *Insert your text here.* |
| Weblink to the Call | *Insert your text here.* |
| Project Title and Acronym |  |
| Attachments | Can be added in the POD |

**Einverständniserklärung zum Datenschutz**

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