**PRELIMINARY APPLICATION**

**Helmholtz Innovation Labs**

# Application for funding from the Helmholtz Innovation Labs grants of the Initiative and Networking Fund [[1]](#footnote-1)

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| **1.** **General information** |

**1.1 Applicant and Helmholtz Center**

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| Applicant: |  |
| Helmholtz Center: |  |
| Institute/Department: |  |
| Address: |  |
| Telephone, fax: |  |
| Email, website: |  |

**1.2 Innovation Lab**

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| Name of Helmholtz Innovation Lab:*(Please note:* “– Ein Helmholtz Innovation Lab” should be added underneath the Innovation Lab name to support unified communications) |  |
| Abbreviated title: |  |

**1.3 TT office contact person**

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| --- | --- |
| TT office contact person: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

**1.4 Funding applied for**

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| Project duration (max. 5 years): |  |
| INF (maximum €2.5 million, minimum €750,000 for 5 years) |  |
| Helmholtz Center co-payment without overhead costs |  |
| Contribution from private sector partners/other third party funds |  |
| Cost of the center's overheads |  |

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| **2.** **Brief description of planned activity (max. 10 pages)** |

*Important:* *Information must be provided for all points for assessment.* *Incomplete applications negatively impact the plausibility assessment of the preliminary proposal.* *The questions listed in the template are for orientation.* *The questions and these preliminary comments must be deleted.*

**2.1 Environmental analysis and objective of the Innovation Lab**

* What resources exist at the center and its surroundings for establishing the Innovation Lab (e.g. infrastructures, experience with industrial collaborative/contract research, differentiation from existing labs)?
* What is the thematic focus of the Innovation Lab and what idea/technology/industry/expertise is the Innovation Lab based on?
* What specific objectives do the applicant and industry partners want to achieve with the Innovation Lab?

**2.2 Design / facilities of the Innovation Lab** (see Tool 3 – Innovation Lab Canvas 1)

* Activities in the Innovation Lab and position in the innovation process
	+ What are the important core processes and activities of the Innovation Lab? What sub-projects are planned?
	+ Where in the innovation process does the Innovation Lab stand with its activities?
* Collaborative partners
	+ What private sector partners plan to take part in the Innovation Lab (please include letters of intent/collaboration agreements as attachments)?
	+ What partner constellation is envisaged and what specific strengths do the partners contribute?
	+ Please note under point 2 of the call "Further funding conditions" (cooperation with a training institution)
* Unique selling point and added value for the partners and users?
	+ Why are the industry partners participating in the Innovation Lab? What is their motivation, and what problem do the partners/users anticipate will be solved?
	+ What makes the Innovation Lab unique? What activities are planned to gain partners/users and retain them long-term?
* Innovation Lab team and personnel
	+ What roles, capabilities and qualifications are necessary for operating the Innovation Lab (organizational chart, brief employee resumes)? Is there involvement from outside supporters, such as a consulting body?
	+ Please note under point 2 of the call "Further funding conditions" (two positions for communication and business development)
	+ Who else will work at the Innovation Lab?
* Infrastructure and premises
	+ What premises will be used for the Innovation Lab?
	+ What systems, instruments, data etc. from the Helmholtz Center will be used in/for the Innovation Lab and what else needs to be sourced in addition?
* Financing and income model
	+ How will the Innovation Lab support itself long-term after this funding ends? Who pays how much for what, and when (revenue source, frequency, equivalent value, amount)?
	+ To what extent could public funding programs make the offering interesting to industry?

**2.3 Innovation Lab Management**

* Rules for collaboration
	+ How is collaboration between various partners regulated (e.g. code of conduct, IP rules, personnel rules, work packets and milestone planning)?
	+ What groups or bodies will be set up to develop rules for the Innovation Lab and to ensure compliance with them?
* Organizational form and attachment
	+ To which department or individual at the Helmholtz Center is the Innovation Lab attached?
	+ How independent will it be?

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| **3.** **Attachment (max. 10 pages)** |

* Please fill out and attach “Innovation LabCanvas 1” (preliminary proposal) as a system view of the submitted concept (e.g. as a PDF file).
* If available, attach any letters of intent or similar from companies.
* References for possible employees
* Other additional information

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| **4.** **Signatures** |

**4.1 Signature of a representative of the Center’s Technology Transfer Office**

This confirms that the Technology Transfer Office supports the plan described herein and is available to the examiners for a detailed evaluation.

Place, date Applicant signature

**4.2 Applicant signature**

I hereby apply for funding from the Helmholtz Innovation Labs grants of the Initiative and Networking Fund.

I am aware that external third parties will be commissioned to assess the preliminary proposal. I consent to the proposal being made available to others. The Helmholtz Association will obligate the assessors to confidentiality.

Place, date Applicant signature

1. Please note: This application should not exceed 10 DIN A4 pages in Arial 11 font size. Attachments should not exceed 10 additional pages in total. [↑](#footnote-ref-1)