National Centres of Competence Programme

Manual for Applicants

(help summary from electronic system for submitting project proposals)

Ref. No.: TACR/1-47/2018

The Provider informs that at May 4th 2018, the information was added to the Manual for Applicants, on pages 28 and 29, the conditions for submission of annexes were clarified.

First Public Tender of National Centres of Competence 1: Support programme for applied research, experimental development and innovation 2018

Content

INTRODUCTION

Dear applicants,

this Manual for Applicants relates to the 1st Public Tender in research and experimental development of the National Centres of Competence 1: Support programme for applied research, experimental development and innovation announced on 28 February 2018 by the Technology Agency of the Czech Republic (hereinafter "Provider"). The manual is drafted as a help summary from the electronic system for submitting project proposals and designed to facilitate your project proposal preparation and to give clear explanations of individual points of the project proposal form.

For each field in the project proposal which must be completed, the ISTA information system (hereinafter ISTA) will give you a help text displayed throughout the process.

Any and all necessary terms are listed in the General Terms and Conditions (Version 5) which are included in Annex 6 to the SME-11 Preparation and Announcement of Public Tender v7 Directive, under the terms specific for Agreements/Decisions on the Provision of Support in the relevant internal regulations.

Should you have any questions, please use the HELPDESK application. Your question will be answered as soon as possible.

Public Tenders Department

TA CR

NATIONAL CENTRES OF COMPETENCE 1 PROGRAMME

The National Centres of Competence 1 Programme is aimed at supporting long-term cooperation between the research and the application spheres and at strengthening the institutional basis of applied research.

The programme is expected to synergize the existing centres, such as the Centres of Competence (TA CR), Centres of Excellence (GA CR), RDI Centres and other already built infrastructures and transform them into the so-called NCC Centres. Each applicant's NCC Centre will be a group of facility teams. The facilities will jointly contribute to the implementation of the research activities to meet the objectives of the NCC Centre and will be subordinate to the NCC Centre joint management. The facilities participate in the NCC Centre via their staff team, infrastructure, existing know-how, own resources, as well as ongoing and future projects. Each facility must be a financially independent unit with separate accounting within the institution. These facilities should work intensively with the application sector and should generate knowledge with a high potential for direct application in practice; they should also acquire a significant portion of their income from contractual research as well as from other resources.

The objective of the Programme is to increase the efficiency and quality of the outcomes of applied research and technology transfer in key areas with growth prospects, increase undertaking competitiveness, and strengthen the excellence and application relevance of research organisations.

The tool for achieving this objective is to build a sufficiently stable and long-term base of applied research (in the form of national centres of competence) through the concentration of research capacities and setting their strong focus on the application of their research outcomes in practice. In order to ensure the long-term stability of the system, centres aided under the National Centres of Competence 1 Programme, which will be evaluated as successful on the basis of the established criteria, can be subsequently aided under the follow-up National Centres of Competence 2 Programme.

Achievement of the programme objective should also be ensured by meeting the sub-objectives of the programme:

- connecting existing research centres;
- focus on the promising sectors of Czech economy according to the RIS3 strategy;
- achieving interdisciplinarity and support for long-term cooperation;
- promoting innovation through
- technology transfer, emphasis on the practical applicability of outcomes, and
- increasing the number of innovation leaders.

Given the programme's objective, we recommend that you familiarise yourself with and follow the project publicity manual.

PROJECT PROPOSAL SUBMISSION

Please complete the project proposal in **English**, except for the fields which shall be a source for submitting data to the Central Project Register (CEP). Fields to be completed in Czech state so in their title. All other fields must be completed in English.

To view the English interface, more precisely the English field names, switch to the English version of the information system by selecting the appropriate flag in the top right corner. The project proposal may also be processed via the English interface.

The project proposal is submitted in English due to the evaluation process which exists on an international scale and, besides domestic evaluators, the project proposals will also be assessed by foreign evaluators. The subsequent administration process will be handled in Czech.

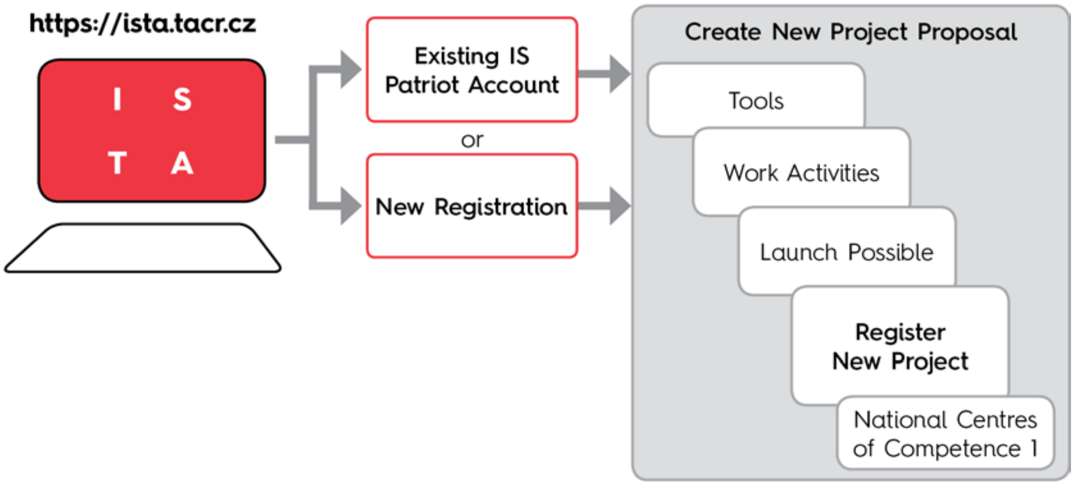
If your English is not at a professional level, we recommend preparing the proposal in Czech and then commissioning a translation in order to progress effectively and to submit a high-quality project proposal with sufficient explanation of the project implementation plan.

Creating New Project Proposal

The project proposal is submitted in electronic form via ISTA available at https://ista.tacr.cz/.

To access ISTA, you can use your existing IS Patriot account (which has been sent to you) or to complete a new registration.

In order to create a new project proposal, go to the menu and find "Tools" → "Work Activities" → "Launch Possible" → "Register New Project" and then select National Centres of Competence 1 Public Tender.

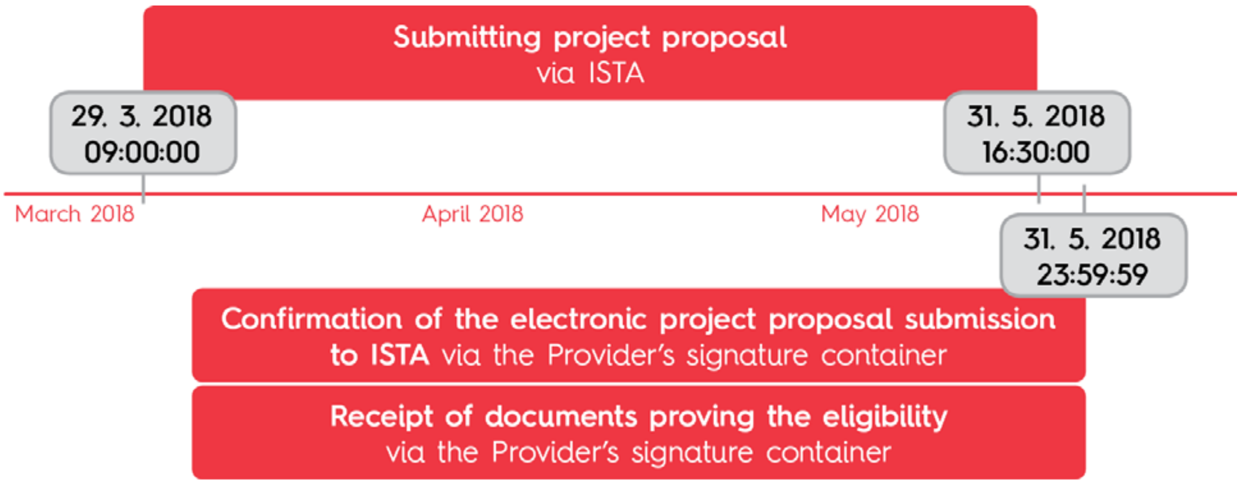


Submitting Project Proposal

The completed project proposal must be sent electronically via ISTA. In ISTA, the main applicant will then generate a "Confirmation of Electronic Project Proposal Submission to ISTA" (hereinafter Submission Confirmation) by opening the relevant project in the menu "Projects" → "My Projects" → "Project Proposal Overview" tab and clicking on "Confirm Submission". This document contains the date and time of submission which is also included in the electronically submitted project proposals. These dates must be identical.

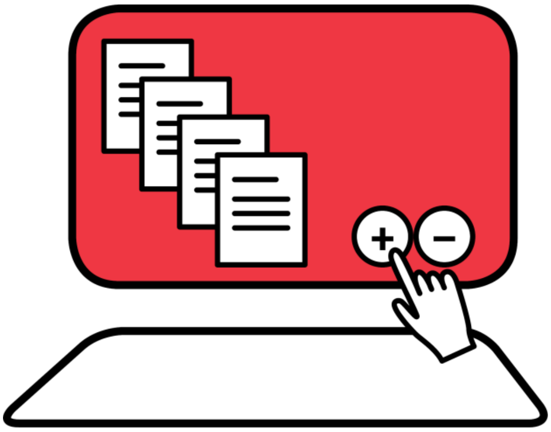
The tender period commences on 29 March 2018 at 9 a.m. and ends on 31 May 2018 at the following times:

1. the project proposal may be sent via ISTA **until 4:30 p.m.**
2. the confirmation of the electronic project proposal submission to ISTA will be accepted **until 12:59:59 p.m.** via the Provider's signature container. The Submission Confirmation must be sent from the main applicant's signature container to the Provider's signature container. The sending date from the main applicant's signature container is decisive.
3. documentation proving the applicant's capacity (with the exception of Section 18(2a) of the Act on the Support of Research and Development) will be accepted **until 12:59:59 p.m**. via the Provider's signature container.



During the tender period, the applicant may edit or withdraw the project proposal. The applicant may open the project proposal for editing via the TA CR Office after its submission only until 3 p.m. on the penultimate day of the tender period, i.e. 30 May 2018. After this deadline and for the duration of the evaluation period, the submitted project proposal cannot be edited. Keep this in mind when completing the individual fields. Other project changes are possible only during the project implementation according to the SME-07 Project Change Management v6 Directive.

Only the best projects can succeed in each stage of the evaluation and receive the public support. The experts evaluate the projects based on the content you provided. Therefore, please carefully examine the Tender Dossier for the 1st Public Tender of the National Centres of Competence 1 Programme which contains all relevant information and legal regulations.



The range of each field is limited by the number of characters. The limit is always listed by each field and must be followed. If necessary, an annex may be attached to *Chapter 8 PROJECT ANNEXES,* part of the project proposal.

If you are seeking a partner with a specific research focus, use Project finder, the TA CR tool for a comprehensive search for R&D projects implemented in the Czech Republic similar or related to their topic.

Even if your idea is the best, if your project proposal is not well-designed, unambiguous, detailed, convincing and concise, you will not be successful as a public support applicant.

1. PROJECT IDENTIFICATION DETAILS

Project Name in Czech language

Please state the project name in Czech. Select the name so it best describes the project. It may contain both numerals and letters, as well as slashes, underscores, dashes, spaces and other special characters. The name shall begin with a capital letter. Please pick the project name with deliberation, while it cannot be changed during the subsequent public tender process or project implementation process. The project name is an identification detail and serves for this purpose only, the project is not evaluated based on its name. However, remember that the identification number and name of your project is published in public lists (whether printed or available on the Internet); therefore, the name should best describe your project.

Project name in English language

The project name in English must correspond in content to the project name listed in the previous point.

Project Name – Acronym

State the name of the project in an abridged version or as an acronym. This abbreviation will represent your NCC Centre; previously it was only used as a working title.

2. PROJECT INTRODUCTION

Project Duration

Commencement Date

Please state the month and year of commencement of the first expected sub-project implementation. The project implementation may commence no earlier than 1 June 2018 and no later than 2 February 2019.

Please note: If the commencement of the project implementation is earlier than 1 January 2019, the following applies:

- include the number of members employed in the implementation team for October, November, and December 2018 until 2019 (Chapter *4 IMPLEMENTATION TEAM*);
- in costs for 2019, also include the eligible costs from the commencement date of the project implementation, i.e. from June 2018 (Chapter *6 FINANCIAL PLAN*);
- it is possible to plan specific activities in 2018 (Chapter *5 PROJECT ACTIVITIES*)

Completion Date

Please state the month and year of completion of the last expected sub-project implementation. The project shall be completed no later than 31 December 2020. Extension of the project implementation, more precisely the Agreement on the Provision of Support, is possible only if the project is successfully implemented by 2020 and only in accordance with the provisions of Section 9 (7) of the Act on the Support of Research and Development, where the budget increase for further years of implementation shall only be 50% of the total amount of support from 2018 to 2020.

Project Fields

Main CEP Field

Select the appropriate code designating the field of the NCC Centre from the list of field codes for the Central Project Register of Research, Experimental Development and Innovation (CEP), Central Register of Research Plans (CEZ) and Information Register of R&D outcomes (RIV). Select one main and two additional fields.

Additional CEP Field

Select a code from the list of field codes for CEP, CEZ, and RIV.

Another Additional CEP Field

Select a code from the list of field codes for CEP, CEZ, and RIV.

Main FORD Field

At the same time, select the appropriate code from the OECD Fields of Research and Development FORD list (FRASCATI Manual 2015). Select one main and two additional fields.

Additional FORD Field

At the same time, select the appropriate code from the OECD Fields of Research and Development FORD list (FRASCATI Manual 2015).

Another Additional FORD Field

At the same time, select the appropriate code from the OECD Fields of Research and Development FORD list (FRASCATI Manual 2015).

NCC Main Research Theme

Select a field of the National Centres of Competence according to the research topic of your NCC Centre. Choose at least one topic; choose topics with regard to the main focus and objectives of the project.

NCC Main Research Theme
Biomedicine
Biotechnology and Professional Chemistry
Global Change Impacts on Czech Republic and Environmental Industry
Transport and Smart City
Aviation and Space Technology
Modern Energy
Optics and Optoelectronics
Advanced Materials and Nanotechnology
Robotics, Informatics, and Cybernetics for Society 4.0
Social Impacts of Technological Changes
Mechanical Engineering for 21st Century

National Centre of Competence (NCC Centre)

Please note: The mandatory annex to the project proposal is the written Agreement on the Establishment of the National Centre of Competence concluded between the individual NCC Centre members (the main applicant and other participants). This Agreement on the Establishment of the National Centre of Competence may fulfil the function of the Agreement on the Participation on the Project with all the mandatory requirements under Article 6 of the General Terms and Conditions v5. Agreement on the Establishment of the National Centre of Competence must correspond to the description of co-operation in the project proposal. Part of the contractual relationship defined by the Agreement on the Establishment of the National Centre of Competence or another similar document, such as the Statute, shall be the manner of operation of the NCC Centre and the definition of the role of the Centre Council, whose rudimentary roles are defined by the programme. This Agreement on the Establishment of the National Centre of Competence shall be signed by all the members of the NCC Centre (the main applicant and other participants). This Agreement on the Establishment of the National Centre of Competence may be concluded with the untying condition for the refusal of support or in the form of the Binding Preliminary Agreement. Please attach the file in THE section 8. PROJECT ANNEXES.

NCC Centre Annotation in Czech language

Please provide a short annotation in Czech. Particularly, give answers to questions: why do you establish this NCC Centre in particular, what will be the NCC Centre's area, how and with what focus will the research be carried out, for what purpose will the outcomes be used? Please be brief, accurate, and concise. This part of the proposal will set the image of the NCC Centre.

NCC Centre Annotation in English language

Please provide an annotation in English corresponding in content to the previous point.

Keywords

Provide keywords describing the project implementation which define the research field, both in Czech and English. When filling in the keywords, we recommend using such phrases which are most often used in reputable information sources. A keyword may also be a phrase (several words separated by spaces). Individual phrases (keywords) separate with a semicolon.

NCC Centre Objective and Focus and Fulfilment of the Programme Objective

Please provide a more detailed description of the Centre's focus. Describe the objective of the NCC Centre. Why the NCC Centre should be established and which changes will its creation and activities bring? Why does your NCC Centre need to be implemented precisely at this time? How does your NCC Centre respond to existing need or demand for innovative implementation? What benefits will be achieved? What is your motivation for implementing the NCC Centre? Does the specific use of findings from the NCC Centre implementation have a crucial role in achieving the expected benefits?

What is the relevance and importance of the benefits and how does it relate to the programme's objective?

Indicate the connection of the project objectives with specific strategic documents (CZ/EU), if you wish to emphasize the Centre's social importance.

Fulfilling of the Sub-Objectives of the Programme

Briefly describe how your NCC Centre fulfils the programme sub-objectives. In which specific measures, activities, outputs, etc.

If the NCC Centre does not fulfil a sub-objective, state "Not Relevant".

- **Links between existing research centres**
- **Focus on Promising Sectors of Czech Economy according to RIS3 Strategy**
- **Achieving Interdisciplinarity and Support for Long-Term Cooperation**

In particular, describe the connection of the main NCC research topics defined by the TA CR Research Board, while the interdisciplinary will not be judged by "the more, the better" principle, but in terms of whether such cooperation is meaningful and effective from the NCC Centre focus perspective. If your NCC Centre fulfils only one of the topics defined by the TA CR Research Board (which may be relevant and not deemed negative in some fields), describe the interconnection between the sub-fields and the cooperation within the given topic.

- **Promoting Innovation by Technology Transfer, Emphasis on the Practical Applicability of Results**
- **Increasing the Number of Innovation Leaders**

NCC Centre Management Method

Management

How does the entire process of the NCC Centre's organisation, coordination, and inspection occur? How will decisions within the NCC Centre be made? How will the NCC Centre Council be involved? How will the change management within the NCC Centre be carried out?

Centre Council

What will be the main roles of the Centre Council? How will its composition look like in terms of the public administration, research and application sphere representation? Will some of the Council members come from foreign facilities? How will the Centre Council be involved in the NCC Centre management and how will it be ensured?

Note: According to the programme, the Centre Council will determine the conceptual and strategic direction of the NCC Centre and make fundamental decisions about its operation, it will especially oversee the implementation of the strategic research agenda and cooperation with the application sphere. The Centre Council will approve sub-projects, changes to the binding parameters of the Agreement on the Provision of Support and research team members. The Centre Council presents the Provider with an annual report on its activities (not to be confused with the interim report on the project implementation; the annual report relates to the Centre Council's activities and includes, among other things, information on the number of Council meetings, their attendance, issues discussed and other Council activities).

Please attach these annexes in the section 8. PROJECT ANEXXES:

- the document establishing the NCC Centre Council including the activities and functions of the Centre Council. It may have either the form of an agreement, rules of procedure or another legally binding document;
- be the minutes of the meeting or a similar document from the Centre Council meeting confirming the discussion of the submitted project proposal to the first public tender of the National Centres of Competence 1 Programme and its approval by the Centre Council.

Centre Council Members

State the persons who are members of the Centre Council. Each person's description must include whether it is a representative of the public administration, research or application sphere or a foreign facility.

Curriculum Vitae

State the highest education achieved and potential additional education related to the project proposal topic. Please also state the relevant experience related to the project proposal topic and to the relevant position. You can also include a CV via a link to the NCC Center website, the NCC's applicant/branch site, or links to the profiles of the individual Centre Council members where the CV will be available, with the information provided in the project proposal being decisive.

Representative of what sphere is it? Representative of the public administration, the research sphere, the application sphere or the foreign workplace?

State whether it is a representative of the public administration, research or application sphere or a foreign facility.

Cooperation Management (Internal and External)

Describe the cooperation between individual NCC Centre members among themselves and also with external partners. How is the cooperation ensured and what is the level of cooperation?

Commercialisation Method and Management

What commercialisation strategy of the know-how originated in the NCC Centre will be employed? Are you able to document the needs of future clients, partners? Do you have an overview of the potential target group of users and method of utilisation of the future findings and outputs of the project? Is the NCC Centre skilled in technology transfer? What is the commercialisation system of institutions involved?

We recommend supporting the knowledge of the future client's needs by including the market survey type of annex or other relevant annex from which the potential for the application of expected outcomes can be deduced. Besides other things, describe how the subsequent production finds its place on the market (e.g. cheaper production, better quality product, reaching key distributors, etc.) and how enterprises involved in the project, as well as the application sphere in general (i.e. enterprises outside of the consortium or other public administration bodies), will be involved in application of the findings.

Analysis of Risks to Achieving the Project Objectives

Which requirements or conditions must be met in order to achieve the objective of the project? Can you identify the risks threatening the project, such as inadequate implementing capacity, applicant's financial situation, unstable potential of applying the findings or unfavourable developments in relevant markets? What is the level of the given risk? How will you eliminate such risk? Are there also risks which are beyond your control, i.e. those independent of the research project implementation teams?

Identified Risk

Complete the following table with figures based on the following scales:

Probability:

Very High = 5 (over 70%),
High = 4 (36-69%),
Moderate = 3 (21-35%),
Low = 2 (11-20%),
Very Low = 1 (less than 10%).

Potential impact if risk arises:

Very High = 16,
High = 8,
Bigger = 4,
Small = 2,
Very Small = 1.

The level of risk is calculated automatically based on the completed data.

If you have identified an additional risk, fill it manually.

Identified Risk	Probability	Impact	Level of Risk
HR (turnover of important staff)			
Organisational (control and management of researchers and other participants)			
Financial (insolvency of other participants)			
Loss of the commercial potential of the outcomes			
Project change (based on knowledge obtained during the implementation)			

Risk Analysis

Explain how you established individual values in the table and what measures have you implemented to prevent the individual risks (prevention or consequence settlement).

Incentive Effect of the Support

Zero Option and Incentive Effect

Would the project be implemented even without receiving support? If so, to what extent? What is the purpose of granting aid with zero option, i.e. when aid is not allocated in terms of project extent, its objectives and implementation speed? How will the project contribute to the programme's objective? Will your solution contribute to improving the status of Czech or European industry in the areas of energy, environment, and transport? Will your solution contribute to increasing the competitiveness in relevant areas specified in the RDI Priorities?

Note: The applicant must demonstrate the incentive effect of the support within the meaning of par. 4.4 of the Framework for State Aid for Research, Development and Innovation. The following criteria may be used in determining the incentive effect:

a) significant increase in the size of the project or activity if support is allocated;
b) significant increase in the extent of the project or activity if support is allocated;
c) significant increase in the total amount spent by the beneficiary on the project or activity if support is allocated;
d) significant reduction of the implementation period or acceleration of the relevant activity;
e) submission of a written application for the aid before commencing work on the project or activity.

National priorities of oriented research (RDI priorities)

Mark the relevant areas of RDI prorities which best describe the activities and focus of the NCC Centre. Select one main and zero to two additional objectives from the RDI priorities the fulfilment of which will contribute to the successful implementation of your project, i.e. achieving objectives and outcomes in the NCC Project.

Description of Fulfilling RDI Priorities Objectives

How will the project implementation contribute to the fulfilment of your RDI priorities objectives?

3. APPLICANT / NCC BRANCH

Identification Details

There is only one main applicant and at least three other participants per project. The main applicant may only be a research organisation. At least two other participants must be small or medium enterprise. The enterprises (small, medium, or large) must plan non-zero costs but zero support. In this public tender, support is provided only to research organisations.

Each applicant must provide detailed information. The applicant's identification details will be automatically completed based on the Czech applicant's ID No. Such details will be drawn from publicly available registers. In case of discrepancies of the automatically completed details, please leave a comment in the section "Commentary on Automatically Completed Details". The fields for identification details for foreign applicants (EU, EEA, Swiss Confederation) are editable and will be filled by the foreign applicants themselves.

Applicant Role in Project

The project applicant is only one main beneficiary and at least three other participants, of which two types of SME.

P – Main Participant;
D – Other Participant.

Organisation Type

Selecting organisation type. Only one option may be selected:

- SE – Small Enterprise
- ME – Medium Enterprise
- LE – Large Enterprise
- RO – Research Organisation

Applicant(s) will choose the organisation type:

a. SE and ME: "small and medium enterprises" (hereinafter "**SME**") mean enterprises within the meaning of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (hereinafter "Regulation").
The definition of small and medium enterprises is part of Annex I to this Regulation. When classifying the enterprises into individual categories, one may also use the classification procedures of the Czech Ministry of Industry and Trade.

Where the following applies:

1) an enterprise is considered a medium enterprise, if it:
   a. employs less than 250 employees, and
   b. its assets do not exceed the CZK equivalent of EUR 43 million or has a turnover/income exceeding the CZK equivalent of EUR 50 million;
2) an enterprise is considered a small enterprise, if it:
   a. employs less than 50 employees, and
   b. its assets or turnover/income exceed the CZK equivalent of EUR 10 million;

b. LE: "large enterprise" means an enterprise which does not fit the definition of small and medium enterprises.

Note: Beware of the company ownership issue . When determining the category of the enterprise size, it is also necessary to consider the proprietary relations. If the enterprise is owned by another enterprise, the size of the enterprise involved in the public tender must also reflect the relevant share of employees and turnover according to the size of the owner and its ownership interest.

c. Research organisation: "organisation for research and spreading knowledge" (hereinafter **"research organisation"**) means an entity (e.g., university or research institute, technology transfer agency, innovation facilitator, research-oriented physical or virtual cooperating entity) regardless of its legal status (established under public or private law) or its method of financing, the principal purpose of which is to carry out independent basic research, industrial research or experimental development or publicly spread the outcomes of such activities in the form of teaching, publications or knowledge transfer. If such entity also performs an economic activity, it is necessary to keep separate accounting for the financing, costs and revenues. The enterprises which may exercise their decisive influence on such entity, such as shareholders or members, shall not have priority access to the achieved outcomes.

Research Organisation Type – Detailed Specifications

If the organisation type is a research organisation (RO), it is necessary to classify it as one of the following options:

- Public University (PU)
- Czech Academy of Sciences (CAS)
- other PRIs – public research institutions outside of CAS
- other RO – research organisation outside of PU and PRI

Manner of Company/Entity Representation

Who is authorised to represent your legal entity? E.g. at least two Members of the Board act jointly on behalf of the company; the Executive Director is authorised to act independently on behalf of the company; each Executive Director independently represents the company in all matters, etc. In case the manner of company representation is not relevant to your legal form (e.g. individual with ID No.), state "Not Relevant".

Statutory Body

The applicant's statutory body members will be drawn automatically from the publicly available registers. If such automatically filled in details do not correspond to the reality, the applicant may edit them. These details will also be used by the Project Proposal Committee in assessing the compliance with conditions for proving the applicant's capacity following the submission of the applicant's qualification documentation.

The identification details of the statutory body members are supplemented by the detail necessary for requesting the copy of the criminal record which will be issued by the Provider on the basis of these details. This will facilitate the applicant's proof of capacity under Section 18 of the Act on the Support of Research and Development.

Financial Indicators

This form does not have to be completed by those applicants who chose the organisation type RO – Research Organisation, i.e. those organisations classified by the Research, Development and Innovation Council as RO and comply with the RO definition in relation to the project.

The applicant's financial indicators will be automatically completed based on the Czech applicant's ID No. In case of discrepancies of the automatically completed details, please comment leave a comment in the section "Commentary on Automatically Completed Details". If the applicant has the necessary details for 2017 (financial statement) at its disposal, it shall complete the column for the relevant year. The foreign applicant will complete the financial indicators themselves.

In the event that the applicant is a company (enterprise) younger than 18 months (i.e. from the date of registration in the Commercial Register to the date of submission of the electronic project proposal via ISTA), the Chapter *8 PROJECT ANNEXES* of the project proposal may include the financial plan showing that the applicant has secured financial coverage of the project submitted and its activities. The financial plan for the duration of the project, in a simple form (years, resources–revenues, costs), should include guarantees (bank, parent company, owners, shareholders, etc.) in the form of a written statement or affidavit due to the lack of accounting history. This will be required prior to concluding the Agreement on the Provision of Support.

If the applicant is a company with a history shorter than three years, the opponent will take this fact into account also when evaluating other criteria (e.g. extent of existing cooperation, number of implemented projects, outcomes, etc.). In such cases, the decisive indicator is the level of the project proposal (in terms of a business plan), in particular, its application potential. In this case, the Chapter *8 PROJECT ANNEXES* may include the financial plan which demonstrated the applicant's ensured financial coverage of the submitted project and its activity.

A company with a history shorter than half a year may be very risky in terms of implementation and completion of the project.

Relevant Items from Balance Sheet and Profit and Loss Statement

Indicator	Unit	Source	2014	2015	2016	2017
Revenues from goods sold	CZK thous.	Income statement				
Income from own activities	CZK thous.	Income statement				
Added value	CZK thous.	Income statement				
Personnel costs	CZK thous.	Income statement				
Depreciation	CZK thous.	Income statement				
Operating profit or loss	CZK thous.	Income statement				
Financial profit or loss	CZK thous.	Income statement				
Profit or loss for the fiscal period	CZK thous.	Income statement				
Assets	CZK thous.	Balance sheet				
Non-current tangible assets	CZK thous.	Balance sheet				
Current assets	CZK thous.	Balance sheet				
Inventories	CZK thous.	Balance sheet				
Long-term receivables	CZK thous.	Balance sheet				
Short-term receivables	CZK thous.	Balance sheet				
Trade Receivables	CZK thous.	Balance sheet				
Bank accounts	CZK thous.	Balance sheet				
Liabilities	CZK thous.	Balance sheet				
Equity	CZK thous.	Balance sheet				
Profit or loss for the current period	CZK thous.	Balance sheet				

Indicator	Unit	Source	2014	2015	2016	2017
Borrowings	CZK thous.	Balance sheet				
Long-term payables	CZK thous.	Balance sheet				
Short-term payables	CZK thous.	Balance sheet				
Trade payable	CZK thous.	Balance sheet				
Bank loans and borrowings	CZK thous.	Balance sheet				

Financial indicators – other indicators

Indicator	Unit	2014	2015	2016	2017
Return on assets (ROA)	%				
Current liquidity (L3)	1				
Total indebtedness (TI)	%				
Return on sales (ROS)	%				

These indicators are calculated automatically on the basis of the input details in the system.

The return on assets (ROA) demonstrates the rate of asset return, or how much profit was generated from the invested capital (efficiency of invested capital), more precisely from total assets. The higher the value of the return on assets indicator, the better the company's return evaluation. The return on assets measures the profit or loss in terms of liabilities obtained from the funds of owners and creditors as opposed to the indicator of return on own capital which measures the economic outcome generated solely from the owners' funds.

The desirable value should be higher than the average interest rate on the received debts. **The minimum value should be higher than 2%.**

The return on assets is determined as follows:

profit or loss for the fiscal period / total assets x 100 [%]

The current liquidity of an enterprise (L3) demonstrates the enterprise's ability to satisfy its liabilities at maturity. Current liquidity is a ratio which compares the current assets of an enterprise to the short-term liabilities.

Enterprise liquidity is a prerequisite for a financial balance of the enterprise. If an enterprise is permanently illiquid, in insolvency, it is unable to satisfy its liabilities at maturity. Excess liquidity, i.e. higher level of liquid assets, is also unfavourable. In general, higher liquidity (higher proportion of liquid assets) reduces the risk of insolvency but also the profitability of the enterprise.

The current liquidity is determined as follows

current assets / short-term liabilities [1]

Current liquidity should be above 2.0. Liquidity lower than 1.5 may be risky for the project. **If your liquidity is lower than 1.5, explain this fact as a note in the following point.**

The **total indebtedness (TI)** indicator measured the credit burden of an enterprise.

The enterprise indebtedness should always stay within certain limits.

In general, the higher indebtedness is acceptable only with a higher expected return.

The return on total indebtedness is determined as follows:

foreign resources / total liabilities x 100 [%]

Indebtedness should be below 50%.

If the entity is indebted to more than 75%, it may already be risky for the project. **If your indebtedness is higher than 75%, explain the reasons for this fact as a note in the following point.**

Return on sales (ROS) demonstrates the proportion of net profit which is allotted to CZK 1 of sales.

The return on sales is determined as follows:

result of current accounting period / sales (sales of goods + sales of own goods and services) (%)

Assessment Criteria for Enterprises in Difficulties

Under Article 2(18) of Regulation, an applicant in category "enterprise in difficulties" shall not be granted support. The purpose of this standard is to indicate (with a reserve of one half of the registered capital) that the enterprise over-indebtedness is expected, i.e. a state where the enterprise's debts exceed the value of its assets.

The enterprise in difficulty is only evaluated in case of applicants with the form of an enterprise.

"Enterprises in difficulties" are:

- SMEs (Small and Medium Enterprises) existing less than three years, if they are bankrupt or have received rescue aid they have not repaid;
- SMEs existing more than three years and non-SME enterprises (Large Enterprises), if:
  a) they are bankrupt or have received rescue aid they have not repaid;
  b) the total of the enterprise's own capital is not positive, or is not higher than half of the company's subscribed registered capital.

Equity = Equity Funds + Profit Funds + Profit or Loss from previous years + Profit or Loss from current accounting period + Amount of Advance Payment of Profit Share (always negative)

Subscribed Registered Capital = Registered Capital + Share Premium

Calculation:

Subscribed Registered Capital + Equity < Subscribed Registered Capital / 2

The items involved in the calculation are indicated in the balance sheet:

(A.I + A.II.1) + (A.II.2 + A.III + A.IV + A.V + A.VI) < (A.I + A.II.1)/2

Item in the calculation for enterprises in difficulty	Unit	Source	2014	2015	2016	2017
A.I Registered capital	CZK thous.	Balance sheet				
A.II.1 Share premium	CZK thous.	Balance sheet				
A.II.2 Other capital funds	CZK thous.	Balance sheet				
A.III Reserves	CZK thous.	Balance sheet				
A.IV Accumulated profit/loss	CZK thous.	Balance sheet				
A.V Profit or loss	CZK thous.	Balance sheet				
A.VI Advances on profit distributions (will always be a negative value)	CZK thous.	Balance sheet				

In case the calculation shows that your enterprise is in difficulty but there is an objective and publicly provable explanation why the enterprise is actually not in difficulty (e.g. division of company), please provide the relevant argumentation as a comment in the following point.

If you are part of a group of enterprises **acting as an economic unit** and in terms of the entire group the enterprise is not considered in difficulty, state such fact together with the consolidated financial statement.

Ownership Structure

In accordance with provisions of Section 14(3e) of Act No. 218/2000 Sb., on Budget Rules and Amendments of Some Relating Acts (Budget Rules), the Provider requires documentation/explanation of the following information.

Owners / Shareholders

State all the owners, or more precisely persons, holding at least 10% interest in the applicant's legal entity, in the case of limited liability companies (s r.o.), joint stock company (a.s.), etc.

In the event such person is another legal entity, **please also state its owners and final natural entities** holding at least 10% interest in the legal entity.

In addition and if not already mentioned, state all the natural entities (beneficiaries) who are actually or formally involved in managing the applicant, regardless if done so directly, indirectly via other companies, or covertly. For such purposes, the beneficiary is also any natural entity who directly, indirectly via other companies, or covertly receives a share of the applicant's profit or loss. Simply fill in those beneficiaries whose total impact on the applicant is at least 10%. In the following cases it is sufficient to identify only the entities involved in the applicant's management instead of identifying a portion of specific beneficiaries on the following screen(s):

1) corporate securities are admitted for public trading on a regulated market in the Czech Republic or a similar market in a state that is a full member of the Organisation for Economic Co-operation and Development (hereinafter "OECD"). In such event, details in the required extent on the entities holding at least 10% in the long term must be provided.

2) the beneficiaries's interest in the applicant's entity is held through common investment fun or common investment unit which is subject to statutory supervision in a state that is a full member of the OECD,
3) the interest in the applicant's entity is held by a statutory body established under the law of a state that is a full member of the OECD,
4) the interest in the applicant's entity is held by an entity which subject to statutory supervision in a state that is a full member of the OECD, while the entity acting under the statutory supervision is obligated to identify the beneficiaries to a similar extent as pursuant to this manual,
5) an applicant which, despite all efforts, is unable to identify some of the beneficiaries shall provide information on the untraceable beneficiary insofar as the information is obtained including appropriate justification. The applicant will also provide information on the last known beneficiary who held at least 10% interest.

All details in this field must be completed. However, if the specific applicant's legal form indicates that it does not have the relevant details, the applicant does not fill this field.

Beneficiaries

Fill in those beneficiaries whose total impact on the applicant is at least 10% according to the above. Briefly describe each person's impact (direct, indirect, share in the profit or loss, etc.). If applicable, indicate whether any of the exceptions defined in the "Owners / Shareholders" section applies, or duly justify why it was not possible to identify the beneficiary.

Ownership Interests

Provide the trade name and ID No. of all legal entities in which your legal entity (company) holds ownership interest and state its percentage. All details in this field must be completed. However, if the specific applicant's legal form indicates that it does not have the relevant details, the applicant does not fill this field. To add a new entity with interest in the applicant's legal entity, click on "Add".

Previous Experience

Applicant's Previous Cooperation on RDI

What is your previous experience cooperating in the RDI areas over the past three years? Have you worked on a project implementation in terms of effective cooperation, i.e. cooperation between the research organisation and enterprises or other application entities? If so, how? If you do not have such experience, please state your key skills or specialisations in relation to the project implemented.

Note: It does not have to be expressly cooperation with such entities involved with you in the project submitted to the 1st public tender of the NCC Programme 1.

Applicant's Previous Experience in the Application and Commercialisation of the Outcomes

What is your previous experience with commercialisation (sale) and subsequent application of the RDI outcomes in practice?

Note: In particular, specify the sold patent licenses, or successful technology transfer, etc. If you do not have such experience, please state your key skills or specialisations in relation to the project implemented.

Innovative Leader

Can you, as an applicant/entity, be considered an innovative leader? If so, in which area (what is the base for such assumption)? What is your position in a wider (international) context in this respect?

NCC branch

Specify all NCC branches which are involved in the NCC Project and are members of the NCC Centre. For each applicant, state at least one branch. If an organisation unit is defined by the ID No., state its identification. Each NCC branch must keep separate records for the NCC project implementation.

Branch Name

State the name of the facility.

Branch Definition

Define the part of the submitted entity which will serve as the NCC branch. That is the part which focuses on the research in the NCC's topics, is managed by the NCC Centre management, engages in the NCC project implementation and other NCC activities (further collaborative research, further contractual research, outcome commercialisation and contractual research). Why do you need to involve this NCC branch to the NCC Centre?

The branch must be wider (larger) than the part funded from the NCC project. Briefly define the scale of the facility. More detailed definitions are included below.

Branch Activities

Which activities is the specific NCC branch able to implement and perform as part of the NCC Centre sub-projects? Are these activities categorised in the area of research, teaching, publication, knowledge transfer or commercialisation?

Infrastructure

How will the given NCC branch contribute to the NCC Centre implementation in terms of material and equipment? With what kind of infrastructure does the NCC branch enter the NCC project, e.g. material, premises, technical and staff provision, production and laboratory capacities? What access will be allowed to the existing tangible property of other branches involved? In what direction will the existing infrastructure be developed?

Know-How

With what know-how does the NCC branch enter the NCC Centre? Are the procedures and technologies of the NCC branch involved in the NCC Centre implementation already established? What access will be allowed to the existing intangible property of other branches involved?

Own Resources

Specify the amount of funds your NCC branch is able to contribute to the NCC Centre. State all amounts in CZK (not in thousands).

Description of the Origin and Method of Involvement of Own Resources

What is the origin of your own resources entered into the NCC Centre? How will the funds be integrated into the NCC Centre implementation?

Application of Resultes

What resultes is your NCC branch ready to apply? How will the process look like?

Other Public Resources

State the amount of public resources to be gained by your NCC branch during the implementation of the NCC project intended for other research projects. Include all support providers (not only TA CR) as well as institutional support. State all amounts in CZK (not in thousands).

Other Research Projects from Public Resources

What other projects within the NCC Centre have been implemented by your NCC branch? What other research projects are planned until 2020? State the identification codes of such projects, if relevant.

Existing / Expected Outcomes from Other Public Resources

What outcomes of the research projects have been or will be implemented within the aforementioned projects?

Expected Income from Commercialisation Activities

Calculate expected revenues of the NCC Centre in the area of commercialisation activities. For the purpose of the public tender, the following are considered to be the revenues:

- revenue from contractual research;
- revenue from licences;
- costs of a research organisation paid by the enterprise as part of the collaborative research project implementation, i.e. in the form of effective cooperation to which no targeted public aid was granted.

The aforementioned revenues, as well as other revenues from commercialisation activities, must cover the performance implemented or incurred within the research or development activities; therefore, it cannot be e.g. revenues from non-research activities, rent, etc. State the revenues from commercialisation activities for given applicant’s facility, i.e. including enterprises.

The monitored revenues amounting to 19% at minimum from commercialisation activities in relation to the granted aid will include and report only revenues from research organisation branches involved in the NCC project. This total of all research organisation facilities must be 19% at minimum from the total requested support for the NCC project (automatically counted in Chapter *6 FINANCIAL PLAN*). The declaration of such revenues will be monitored as part of the interim/final reports for the duration and implementation of the project.

State all amounts in CZK (not in thousands).

Income from Commercialisation Activities in the Previous Three Years

Calculate revenues of the NCC Centre in the area of commercialisation activities in the last three years. For the purpose of the public tender, the following are considered to be the revenues:

- revenue from contractual research;
- revenue from licences;
- costs of a research organisation paid by the enterprise as part of the collaborative research project implementation, i.e. in the form of effective cooperation to which no targeted public aid was granted.

State all amounts in CZK (not in thousands).

Description of the Origin of the Existing and Expected Income from Contractual Research and Commercialisation Activities

Describe the history of commercialisation revenue stated in the aforementioned section of the project proposal in order to credibly demonstrate the feasibility of the planned revenues within the NCC Centre. Focus primarily on the past three years; however, you may document/describe your history in a longer time horizon. Follow with describing and justifying the planned revenues of the NCC Centre (revenue form, expected feasibility, etc.).

4. RESEARCH TEAM

Conducting Research Activities of NCC Centre (Main Researcher)

Specify the person responsible for the role of the main investigator of the NCC Centre in research/Research terms. You can also include a CV via a link to the NCC Center website, the NCC's applicant/branch site, or links to the profiles of the individual research team member where the CV will be available, with the information provided in the project proposal being decisive. Such person must be in an employment relationship with the main participant.

Sponsors of Research Themes and any Other Key Persons

Specify the persons who will be the guarantors of the research topics and activities and other relevant key persons of the implementation team. You can also include a CV via a link to the NCC Center website, the NCC's applicant/branch site, or links to the profiles of the individual research team member where the CV will be available, with the information provided in the project proposal being decisive. Such person does not need to be in an employment relationship with the main beneficiary but must be in one with one of the NCC Centre members. If you fail to list all key implementation team members, you will not be able to receive a total number of points according to Criterion 2a.

Conducting Management Activities of the NCC Centre (Manager)

State the person in charge of management activities of the NCC Centre (manager). You can also include a CV via a link to the NCC Center website, the NCC's applicant/branch site, or links to the profiles of the individual research team member where the CV will be available, with the information provided in the project proposal being decisive. Such person must be in an employment relationship with the main participant.

Other Persons in NCC Centre Management

Specify other key persons who are part of the NCC Centre management. You can also include a CV via a link to the NCC Center website, the NCC's applicant/branch site, or links to the profiles of the individual research team member where the CV will be available, with the information provided in the project proposal being decisive.

Contact Persons (of the Individual Applicants)

Fill in the contact person for each applicant in contact with the Provider, if needed, e.g. information on sending a request to complete missing documentation on proving capacity of another participant.

5. NCC PROJECT ACTIVITIES

Project implementation is carried out by implementing individual sub-projects.

The first sub-project shall be defined approved and submitted before the conclusion of the Agreement on the Provision of Support.

In this public tender, the responsibility and control over the selection of sub-projects are transferred closer to the beneficiaries. Detailed elaboration of the sub-projects is not part of the project proposal. The sub-project will be submitted to the Provider during the project implementation and will contain, in particular, the declaration of specific outputs/outcomes under Chap. 3.6 Tender Dossier, including the planned activities and milestones resulting in achieving the outputs/outcomes, compulsory annexes to the planned outcome under Chap. 3.6 Tender Dossier, including the planned budget under Chap. 3.4.3 Tender Dossier, for each applicant of the project.

The beneficiary, or beneficiaries, defined the sub-project and submit it to the Council for approval. As part of the sub-project assessment, the Centre Council will prepare an evaluation, which will be part of the information submitted to the Provider on the sub-project. The sub-project will be submitted to the Provider via ISTA in accordance to the SME-07 Project Change Management v6 Directive. The Provider is entitled to submit comments to the sub-project within 30 business days of its delivery. These comments are binding for the beneficiary and the beneficiary shall integrate them into the sub-project and resubmit it to the Provider or not implement the sub-project. The costs of sub-projects may be funded from the aid only after the expiration of the time limit for the Provider’s statement or notice of no objections to the sub-project proposal. Failure to comply with this obligation results in a reduction of the amount, in which the budget discipline, i.e. in the amount of all aid provided for the sub-project.

The subsequent commercialisation of the sub-project outcomes must be performed in accordance with the Framework and with Section 16(4a) of the Act on the Support of Research and Development, i.e. under non-discriminatory and market conditions.

Description of the NCC Project Activities

Briefly and concisely describe individual activities of research nature which will be implemented by involving individual NCC Centre facilities.

Such activities will be the basis for further definition and implementation of the NCC Centre "sub-projects".

Always describe them following this structure:

- what **will you do** (Which activities of research nature will be implemented within the NCC Centre? What is the objective of the project, purpose of support? What is the plan you wish to implement with this project?)
- **why** (Why do you need to implement your project precisely at this time? What benefits will be achieved? What is your motivation for implementing the project? Is there a typical user of the outcomes?)
- **how** (What methods do you intend to use? How will you proceed?)
- **which facilities will be involved in the activity** (State the NCC facilities defined in Section 3 of this application and which will be actively involved in the performance of the given activity / sub-project. In ideal case, please state the level of involvement of each facility in percentage.)
- **expected outcomes** (What outcomes do you expect to achieve by implementing the sub-projects? If your planned outcome is a certified methodology, which certification authority or state administration body will approve this methodology?)
- **expert guarantor** (State the first and last name of the implementation team members which you defined in Section 4 hereof.)
- **current state of knowledge and previous implementations** (What are the relevant previous implementations and current state of knowledge related to the issue dealt with within your project, both at national and international level? How is your project defined compared to similar projects and their outputs/outcomes?)

Separate individual activities with a blank line.

Similar and Related Projects, Research Plans and Results

Project Identification Code

Specify the identification codes of other projects listed in the CEP and research plans listed in the CEZ defined in the RDI IS addressing similar issues. These projects and research plans are considered to have partly the same outcomes. Fill in if such projects or research plans exist.

Discovering the duplication of the project proposal with another project due to the fact that the project proposal or its part is or was implemented with public aid, as part of another project, grant project, research plan or public procurement in research, development and innovation, constitutes a reason for rejecting the project proposal from the public tender, or not recommending it based on the non-compliance with the binary criterion 3, or the Agreement on the Provision of Support will not be concluded for the project submitted for aid with a suspensive condition of delimiting the project against any duplication, which arose when evaluating the project proposal, and not complying with this condition. The same applies in the event of not indicating any relevant similar or related projects or research plans listed in RDI IS or implemented internationally which deal with similar issues. The applicant shall delimitate against projects which the applicant is aware of or which the applicant should and is obliged to be aware of while demonstrating due diligence.

Description of the Ties to Proposed Project/Outcome

What is the mutual relationship (e.g. differences/similarities/continuity) of the submitted project proposal to the project/s listed in the previous paragraph?

6. FINANCIAL PLAN

All amounts are stated in CZK (not in thousands).

The detailed financial plan of the individual applicants according to the individual categories of the eligible costs, the method of declaration of indirect costs and the share of the categories of research, applied research and experimental development shall be defined only within the framework of the sub-projects during the project implementation. The first sub-project shall be defined, approved and submitted before the conclusion of the Agreement on the Provision of Support.

The eligible costs are listed and specified in the individual categories in the Article 17 of the General Terms and Conditions (version 5) while the costs categories of investment and scholarship do not count as eligible costs in this public tender. The eligible costs include NCC project administration costs and Centre Council activities that shall be planned in the corresponding eligible costs categories in the framework of the sub-project under the Article 17 of the General Terms and Conditions (version 5).

Personnel costs include the wage and salary costs, mandatory payments for comprehensive health insurance and social security, state employment policy contributions and other statutory obligations of the employers or obligations arising under the applicable internal regulations (e.g. cultural and social needs fund, social fund, statutory employer's liability insurance, etc.). Remuneration can only be paid to the employees that are employed pursuant to the Act No. 262/2006 Sb., of the Labour Code, and participate in the implementation of the project in question (i.e. demonstrably work on the project at least in a part-time manner). These costs are eligible only up to a maximum amount of two-month salaries for the work on the project according to the valid wage/salary assessment or wage agreement for one calendar year. Wages, salaries, work performance agreement or contract for work remunerations must be in accordance with the approved wage, salary or other regulations of the beneficiary. The compensations for annual leave and sickness are eligible costs (for the employees with fixed full-time employment participating in the project). Self-employed as the separate beneficiaries are entitled to the remuneration for the work on the project proposal if the work corresponds to the hourly pay rate of the employees with similar qualification and experience (customary at the place and time).

Subcontract costs are costs arising in direct connection with the research activity during the project, i.e. transfer of part of the research activities of the project to the contractor. The subcontracting contractor must not be a member of the research team or any other employee of the beneficiary or person connected (as defined in Section 23 (7) of the Act No. 586/1992 Sb., on income tax) to the beneficiary. The subcontracting costs are limited to 20 % of the total eligible costs of all the participants of the project for the entire duration; this does not apply in case of a public contract for research, development and innovation where these costs may be limited by the tender specifications by the Provider in accordance with the Act on public procurement.

Other Direct Costs Include

a) the costs of protection of intellectual property rights declared as an outcome of the project (in particular the related fees, research and patent attorney costs) and the costs for the protection of the already incurred intellectual property rights necessary for the project implementation,
b) other operating costs incurred in the direct connection to the project implementation such as the materials, services and small tangible and intangible assets,
c) the costs of operating, repair and maintenance of tangible and intangible assets used during the project implementation in the amount corresponding to the period length and the proportion of the expected use of the assets for the project,
d) a part of the annual depreciation of the fixed tangible and intangible assets in the amount corresponding to the period length and the proportion of actual use of these assets for the project implementation that were not acquired with the use of public funds and are not included in the investment category for this project, the proportion of deprecation for the project can be calculated either from the accounting depreciation or the depreciation under the Income Tax Act while the accounting depreciation must not be higher than the deprecation under the Income Tax Act,
e) the travel expenses incurred in the direct connection to the project implementation, if the business trip is made by an employee working on the project (the costs for business trips, conference fees and travel allowances under the Act No. 62/2006 Sb., of the Labour Code), while the trip must have a demonstrable benefit to the project implementation or the business trip is already declared in the approved project proposal at a cost corresponding to the costs of adequate manner of public transport.

The costs substantiated only by the internal accounting documents (internal invoices) shall not be eligible project costs. The costs of material substantiated by the internal documentation (warehouse issue slip) can be only considered as eligible costs while the internal directive for inventory appraisal and invoices for the purchase of material for previous period are also submitted.

Indirect costs arising in the direct connection to the project or the part thereof determined according to one of the following methods, i.e. the administrative costs, auxiliary staff and infrastructure costs and energy and services costs, unless already listed in other categories. The indirect costs must be related to the project and must be reported in accordance with the selected reporting method.

a) The reporting of actual indirect costs with the "**full cost**" method when the organisation already has an existing system and internal regulations on the basis of which the individual indirect costs of the project are assigned. Indirect costs reported in this way must be supported by the relevant accounting documents and the amount of indirect costs is unlimited. It is not possible to use this method only for the Provider's projects.
b) The reporting of the indirect costs on the basis of fixed rate, i.e. the "**flat rate**" method in the amount of up to 20 % of the sum of the actually reported personnel costs and other direct costs of the beneficiary in the year that indirect costs reported in such way do not need to be supported by the relevant accounting documents, however, the total amount of indirect costs of the organisation and their distribution to the centres / projects / divisions etc. are reported.
c) The reporting of the indirect costs on the basis of fixed rate, i.e. the "**increased flat rate**" in the amount of up to 30 % of the sum of the actually reported personnel costs and other direct costs of the beneficiary in the year that indirect costs reported in such way do not need to be supported by the relevant accounting documents. The increased flat rate of up to 30 % shall be granted in case the applicant proves that it holds the HR Excellence in Research Award (hereinafter the "HR Award"). Proof of the HR Award shall be a mandatory annex to the submission of the project proposal to the public tender. While submitting the project proposal to the first public tender of the National Centres of Competence 1 Programme, the applicant must prove the ownership of the HR Award. The applicant shall prove the ownership of the HR Award with a copy of the e-mail confirmation from the European Commission (EC) stating that the applicant is listed in the EURAXESS: (https://euraxess.ec.europa.eu/jobs/hrs4r), or with the link to the stated list which must be a part of the sub-project.

Project Funding Overview

In the event that the commencement of the project implementation takes place sooner than 1 January 2019, include the eligible costs incurred since the date of the project implementation to the costs for the year 2019 (i.e. since June 2018).

Indicator	Unit	2019	2020	Total
Costs	CZK			
Support	CZK			
Non-public Resources	CZK			
Level of Support	%			

If you plan to have some eligible costs in 2018 (in case that the implementation should commence already in 2018, but no sooner than 1 June 2018), include them to the costs in 2019.

Costs = Total resources.

Support = Required support.

Non-public resources = Difference in costs and support.

Level of support = Share of support on the total costs.

Other Projects with Public Support

The item "Other projects with public support" is filled in automatically, the sum of the items "Other public resources" for the individual NCC branches is displayed.

Other Resources from Contractual Research and Other Commercialisation Income

The item "Other resources from contractual research and other commercialisation income" is filled in automatically, the sum of the items "Existing / Expected income from contractual research and commercialisation activities" for the individual NCC branches is displayed.

Total Income from Own Activities

The item "Total income from own activities" is filled in automatically (the sum of items "Total costs," "Other projects with public support" and "Other resources from contractual research and other commercialisation income" is displayed.

Ratio of the commercialisation revenues of the NCC project and the amount of support requested

In the project proposal, the research organisations involved must declare the amount of revenue from the commercialisation activities in the amount of at least 19 % of the requested financial support according to chapter 3.4.5 Tender Dossier.

The item "Ratio of the commercialisation revenues of the NCC project and the amount of support requested" is filled in automatically. This is the ratio of "Other resources from contractual research and other commercialisation income" of all the facilities of all the research organisations and the "Total project support." Under the terms of the Tender Dossier, the percentage for the acceptance of the project proposal into the public tender must be at least 19 %.

7. ADDITIONAL INFORMATION

Declined Opponents

In this section, you may fill in the names of 3 potential opponents (along with their identification data) that you do not want to evaluate your project proposal submitted in this public tender. The more accurate data you provide, the better we can identify the potential declined opponent and assign another in the case that he/she is assigned to your project proposal by the system.

8. PROJECT ANNEXES

Project Annexes

The mandatory annex to the project proposal is the written Agreement on the Establishment of the National Centre of Competence concluded between the individual NCC Centre members (the main applicant and other participants). This Agreement on the Establishment of the National

Centre of Competence may fulfil the function of the Agreement on the Participation on the Project with all the mandatory requirements under Article 6 of the General Terms and Conditions v5. Agreement on the Establishment of the National Centre of Competence must correspond to the description of co-operation in the project proposal. Part of the contractual relationship defined by the Agreement on the Establishment of the National Centre of Competence or another similar document, such as the Statute, shall be the manner of operation of the NCC Centre and the definition of the role of the Centre Council, whose rudimentary roles are defined by the programme. This Agreement on the Establishment of the National Centre of Competence shall be signed by all the members of the NCC Centre (the main applicant and other participants). This Agreement on the Establishment of the National Centre of Competence may be concluded with the untying condition for the refusal of support or in the form of the Binding Preliminary Agreement.

The mandatory annex of the project proposal shall be the document establishing the NCC Centre Council including the activities and functions of the Centre Council. It may have either the form of an agreement, rules of procedure or another legally binding document.

The mandatory annex to the project proposal shall be the minutes of the meeting or a similar document from the Centre Council meeting confirming the discussion of the submitted project proposal to the first public tender of the National Centres of Competence 1 Programme and its approval by the Centre Council.

All attachments, both mandatory and the other, can be prepared in both Czech and English. However, it is necessary to submit each mandatory attachment with its translation. E.g. when the contract is concluded in the Czech language, then it is also necessary to attach its translation to English, and vice versa. In the event that the annex will be prepared bilingual, i.e. English and Czech, then translation is not required.

The attached file must be in PDF and of no more than 10 MB.

Other Annexes

We recommend including the market survey in order to substantiate the knowledge of the needs of potential clients or other relevant annex from which the potential for the application of expected outcomes can be deduced. Describe how should the subsequent production gain its place on the market (e.g. cheaper production, better product, link to the key distributors, etc.). Describe how the enterprises that are the part of the project should be practically participating in the application of the outcomes and the sphere of application (i.e. the enterprises outside the consortium and other public administration organisation subjects) in general.

Other annexes may be included in the project proposal, such as blueprints, diagrams, images, etc. We recommend you to explicitly notify the evaluating authorities regarding the relevant supplementary documents in the annex by filling in the relevant text box.

In the event that the applicant is a company (enterprise) younger than 18 months (i.e. from the date of registration in the Commercial Register to the date of submission of the electronic project proposal via ISTA), the project proposal may include the financial plan showing that the applicant has secured financial coverage of the project submitted and its activities due to the lack of accounting history. This will be required prior to concluding the Agreement on the Provision of Support.

All attachments, both mandatory and the other, can be prepared in both Czech and English. However, it is necessary to submit each mandatory attachment with its translation. E.g. when the contract is concluded in the Czech language, then it is also necessary to attach its translation to English, and vice versa. In the event that the annex will be prepared bilingual, i.e. English and Czech, then translation is not required.

To add a new annex, click the “Add” button. The attached file must be in PDF and of no more than 10 MB.