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RECOVERY AND RESILIENCE PLAN

Republic of Cyprus

REGISTRATION AS A SPOKE - PROVISION OF KNOWLEDGE TRANSFER SUPPORT SERVICES TO THE SPOKES BY THE CENTRAL KNOWLEDGE TRANSFER OFFICE

CALL FOR APPLICATIONS

RIF-CKTO/SPOKES/0326

RESEARCH & INNOVATION FOUNDATION

INTRODUCTION

The Research and Innovation Foundation (RIF) announces the Call for Proposals (Applications) for the **Registration as a Spoke - Provision of Knowledge Transfer Support Services to the Spokes by the Central Knowledge Transfer Office (CKTO)** and invites potential beneficiaries to submit proposals (applications).

The present Call will be funded by the Recovery and Resilience Facility of the NextGenerationEU instrument, in the frame of the action C3.2I1 «Creation and operation of a Central Knowledge Transfer Office» of the Cyprus Recovery and Resilience Plan. The Action is implemented under Policy Axis 3: «Strengthening the Resilience and Competitiveness of the Economy», and specifically the Component 3.2 «Enhanced Research and Innovation», in the context of the implementation of Investment 1 (C3.2I1): Creation and operation of a Central Knowledge Transfer Office.

The provision of services by the Central Knowledge Transfer Office (CKTO) is based on the document «Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/ Appendices». Definitions and the general regulations and procedures as defined in the RESTART 2016-2020 Work Programme for Research, Technological Development and Innovation for the period May 2022-December 2026 also apply.

GENERAL DETAILS OF THE CALL FOR PROPOSALS (APPLICATIONS)

Programme	**Registration as a Spoke - Provision of Knowledge Transfer Support Services to the Spokes by the Central Office of Knowledge**
Call Identifier	**RIF-CKTO/SPOKES/0226**
Publication Date	**20 March 2026**
Deadline	**Open Call until 17 June 2027 ~~30 October 2026~~ ~~29 May 2026~~ , 13:00**

OBJECTIVES

The CKTO will support the Cypriot RD&I performing organisations on the basis of the "Hub- and-Spoke" model, with the existence of the central hub for support and services in the RIF ("Hub") and the research organisation's' KTOs operating as independent entities reporting to the management of their organization ("Spokes"). The local Spokes will provide KT services within their organisations with the support of CKTO. The CKTO will facilitate the development of their structures and capacities. The size and structure of spokes will depend on the needs of each Cypriot RD&I performing organisation.

DESCRIPTION

The provision of CKTO Support for Spokes is provided by the CKTO. Support is offered through training seminars, webinars, on-site programs at Spokes, in-person meetings (face- to-face or

virtual), email, and dissemination of Guides, disclosure templates, model agreements, training material for researchers, and other documents.

- Support for Spokes includes both generic activities and a targeted customer capacity building support, as described below:
- Awareness & Networking Activities (Participation in events to build and connect the Cyprus R&I community, including events to promote academia-industry collaborations, celebrations & awards, activities to promote success stories).
- Training & Capacity Building Activities (Training & capacity building activities on aspects of KT and research commercialisation addressed to targeted groups).
- Capacity Building for the 'Spokes' (Support the 'Spokes' in improving internal KT structures, policies, procedures and tools).
- Contribution to the preparation of KT Supportive Material (How to' Guides, Booklets, model KT agreements, etc.).

Successful beneficiaries will receive Organisation-specific, custom capacity-building support through the CKTO Calls from RIF's Consultants for Knowledge Transfer and Commercialization **on a first come-first served basis**.

BENEFICIARIES

Beneficiaries must be legally established and active in territories under the control of the Republic of Cyprus and fall under one of the following categories:

- A.1 / A.2 Research Organisations[1]
- C.1 (**only** private academic institutions not classified as Research Organisations)
- C.2 (**only** public Research Institutions operating as a Department or Unit of the Public Sector)

SPECIFIC RESTRICTIONS AND CONDITIONS FOR PARTICIPATION

Within the framework of the present Call, the following specific conditions apply:

i. Each Organisation can submit only one Proposal (Application). If an Organisation submits more than one Proposal (Application) the second chronological Proposal (Application) will be rejected. This condition does not apply for Organisations which internally host entities with autonomy in decision- making (i.e Centres of Excellence, Departments or Units of the Public Sector
ii. The person submitting the Proposal (Application) must be the Legal Representative of the Organisation.
iii. Beneficiaries of services within the previously relevant announced Calls (Call Identifier RIF-KTO/SPOKES/1023 and RIF-CKTO/SPOKES/0424) are not eligible to participate in this Call.
iv. Organisations must fulfil the following conditions:
    a. The Organisation currently maintains an in force intellectual property policy.

[1] Organisations which conform to the definition of "Research Organisations" as stated in the RIF's RESTART 2016-2020 Work Programme

b. The Organisation has a form for disclosures.
c. The Organisation has a method of collecting and evaluating which intellectual assets are of interest to the Organization.
d. The Organisation has a Knowledge Transfer Office or Officer authorized to represent the organisation for purposes of commercializing intellectual asset bundles, including working with the Central Knowledge Transfer Office for purposes of assessing Bundles and moving them to market.
e. The Organisation has a budget allocation to apply for and maintain intellectual property reasonable protection where appropriate as determined in the Organisation's sole discretion.

v. The RIF may request additional documents related to this Call and the Support to be provided at any stage of Call Evaluation or Support provision.

vi. Successful beneficiaries are legally binded to maintain the conditions mentioned in the above point (iv) after the submission of the Proposal (Application) and throughout the period that services will be provided to SPOKES through RIF's CKTO Calls.

SUBMISSION

Submission of Proposal is done through the **IRIS Online Services Portal (https://iris.research.org.cy/)** of the Research and Innovation Foundation.

The person submitting the Proposal (Application) as well as the Organisation should register in advance on the IRIS Portal. The person submitting the proposal must be the Legal Representative of the organisation in IRIS Portal.

The Proposal (Application) consists of the following parts:

1. **Part A** – General Information (electronic form (fields) to be completed online in the IRIS Portal)
2. **Annex II** – **Call** Specific Information (documents to be uploaded as Annex II on the IRIS Portal in PDF format) as follows:

- Copy of the internal IP policies.
- Copy of the invention disclosure form.
- Copy of the procedure for the collection and evaluation of research results.
- Organisation's organisational chart which shows that the KTO is already established and embedded in the organisation's structure **OR** copy of the official letter of the appointment of the designated person authorised to handle the knowledge transfer matters and to represent the organisation as well as the acceptance of the appointment.
- Table with the name/s and contact details of the person/s involved in the knowledge transfer matters (for contact purposes with the CKTO).
- Documentation to support the availability of the budget for the protection of IPRs.
- Organisation's Declaration (signed by the Legal Representative of the Organisation) which declares to maintain the above-mentioned conditions in (point v), after the submission of the Proposal (Application) and throughout the period that the services will be provided.

SELECTION

Evaluation process

For the evaluation of the Proposal, an internal evaluation process will be applied. Evaluation is carried out upon submission of each Proposal (Application) (first-in-first- served). During the internal evaluation of the proposal, RIF will request applicants to complete and submit a self-assessment questionnaire.

RIF may request additional information and supporting documents.

Evaluation Criteria

- Completeness of the Proposal (Application), including any appendices.
- It is proved that the conditions for participation set in the Call of Proposals are cumulatively fulfilled.

Selection

The Proposals (Applications) are reviewed in order of priority of submission to the RIF (i.e., they are not subject to competitive procedures) if they have been deemed eligible based on the internal evaluation according to the requirements of the Call of Proposals (Applications).

Incomplete Proposals (Applications) in terms of supporting documents, completion of relevant fields, etc will be rejected. Applicants can resubmit the Proposal (Application). A request for redress may be submitted only if it pertains to the erroneous rejection of an application during internal evaluation after resubmittals. The Redress Committee shall only examine the correctness of the Application's rejection during the internal evaluation.

INFORMATION – CONTACT DETAILS

RIF Support Service

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The Research and Innovation Foundation may at its discretion, proceed to the extension or revocation of the present Call by applying the same publication procedure.