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RECOVERY AND RESILIENCE PLAN

Republic of Cyprus

RESEARCH & INNOVATION FOUNDATION

RESTRICTED CALL

PROVISION OF KNOWLEDGE TRANSFER SUPPORT SERVICES BY THE CENTRAL KNOWLEDGE TRANSFER OFFICE

CALL FOR APPLICATIONS

RIF-CKTO/PATH1&2/1223

Version	Date	Changes
Version 1	13/12/2023	
Version 2	03/01/2024	Deminimis Regulation (EU) 2023/2831 entered into force on 01.01.2024

INTRODUCTION

The Research and Innovation Foundation (RIF) announces the Call for (Proposals) Applications for the **Provision of Knowledge Transfer Support Services from the Central Knowledge Transfer Office** and invites qualifying beneficiaries to submit relevant Proposals (Applications).

The present Call will be financed 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 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 Work Programme of the RESTART Programs 2016-2020 also apply.

GENERAL DETAILS OF THE CALL FOR PROPOSALS (APPLICATIONS)

Programme	**Provision of Knowledge Transfer Services by CKTO Experts**
Call Identifier	**RIF-CKTO/PATH1&2/1223**
Funding Source	**EU Recovery and Resilience Mechanism**
Budget	**The available RIF's budget for the provision of Knowledge Transfer Support for Specific R&I Projects by the CKTO is €1.173.440. The budget covers the two (2) available /Calls of Proposals (Applications) for the CKTO Services.**
Maximum Funding	**€23,560 Euros for thirty-one (31) person-days of services**
Publication Date	**13 December 2023**

Deadline	**Open Call until ~~30 April 2026, 30 October 2026~~, 08 January 2027 at 13:00 or until the budget is expended.**

OBJECTIVES

The Services will complement and support the funding provided by the RIF therefore enhancing the impact of the investment on the local economy and society. The provision of KT & Commercialization Support Services by the CKTO experts to beneficiaries of projects funded by the RIF as follows:

- Projects funded under the following Calls of Proposals (Path 1: Fast Track):
  - "PRE-SEED Programme" (Call Identifier: PRE-SEED/1221)
  - "SEED Programme" (Call Identifier: SEED/1221)
  - "INNOVATE Programme" (Call Identifier: INNOVATE/1221)
  - "CO-DEVELOP Programme" (Call Identifier: CO-DEVELOP-GT/0322)
  - "CO-DEVELOP Programme" (Call Identifier: CO-DEVELOP-ICT-HEALTH/0322)
- Projects funded under specific RIF's Program Calls in which the requirement was/is set for beneficiaries to participate in at least in the Initial Engagement with the CKTO (Path 2: Direct Access).

Services provided under this call can include in the Initial Engagement and the Services described in detail in the **Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices.**

CKTO SERVICE BENEFICIARIES

The CKTO Service Beneficiaries are all owners of any right(s) in the asset(s) unless an owner opts out in writing and provides written permission for the other Beneficiaries to receive Services. Only intellectual asset Bundles may be considered which are centred around assets that have resulted from Projects funded through the **specific Call for Proposals of the RIF'S Programmes mentioned above.** A member of the Consortium implementing that Project and who is an owner of at least part of the right(s) in the subject intellectual asset(s) must be the entity or natural person submitting an application under this call.

Only the beneficiaries of RDI Projects funded by the RIF under the Calls for Proposals as described above which have been submitted to the RIF are eligible to request the CKTO Services under this Call of Proposals (Applications). The application should not be submitted until:

- for large and medium size projects, at least an Interim Report and has been assessed by an external evaluator with score «A» or «B» or «C» or by RIF internal assessment with at least «satisfactory», and
- for small size projects, the final report has been submitted and has been assessed by the RIF as at least «satisfactory».
- In cases of multiple Interim Reports, the most recent one will be taken into consideration. In cases where the final evaluation of the project has taken place the final evaluation score will be taken into consideration.

In the event that one or more foreign entities is an owner of any part of a Bundle submitted for CKTO services and thus ineligible to receive services, the foreign entities must exclusively license or assign all their rights to a Cypriot entity who is an eligible Beneficiary and receive the services or formally opt out in in writing and provide written permission for the other Beneficiaries to receive Services.

In the event the Bundle is eligible for knowledge transfer and/or commercialization support available from another funding agency, the owners of the Bundle must have utilised and exhausted all available before submitting an application for services from the CKTO.

SERVICE DELIVERY

The provision of CKTO Services begins by applying for, and scheduling an INITIAL ENGAGEMENT meeting between the CKTO and the duly authorized Legal Representative of a party that has any ownership right(s) in the subject intellectual asset(s). Only one party submits the application on behalf of all the parties. **The Proposal (Application) must be submitted by the Legal Representative of the organisation submitting the application.**

Upon completion of the Initial Engagement, a Service Delivery Plan will be prepared by the CKTO which will be made up of one or more of the Services of the CKTO, as described in the **Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices**. This Service Delivery Plan will be transmitted to all owners of any rights in the intellectual assets which are the subject of the Initial Engagement for approval. The CKTO experts may request additional documents at any stage of the process.

The Acceptance of the Initial Engagement is mandatory once the Application for CKTO Services is submitted. Development of, and acceptance of, a Service Delivery Plan and the utilization of the CKTO services is optional.

The provision of the CKTO Services to the Beneficiaries will be carried out in accordance with the provisions of the State Aid Regulations. The maximum possible support is for thirty-one (31) person-days. The cost per person-day is €760 and the total cost for thirty-one (31) person-days is €23,560 which will be allocated among the members in accordance with the percentage of ownership in the intellectual asset package.

At the beginning of the provision of Services of the CKTO, the Beneficiaries will become eligible for the maximum possible support of sixteen (16) person-days, one day for the Initial Engagement and 15 days under the initial Service Delivery Plan. The cost per person-day is €760 and the total cost for the maximum sixteen (16) person-days is €12.160 which will be allocated among the members in accordance with the percentage of ownership in the intellectual asset package. Upon recommendation of the CKTO and the approval by the RIF Director General or his designee, up to an additional fifteen (15) days of services may be provided at the cost of €760 per person day and, therefore, an additional maximum total cost of €11.400. The provision of the services, including the activation of Additional Services, will depend on the progress of each project and subject to compliance with the State Aid Regulations.

The initial amount for €12.160, as described above, should be declared by the beneficiaries in the Declarations below (in accordance with the percentage of ownership in the intellectual asset package):

SUBMISSION

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

It is noted that all parties who are owners of any right(s) in the subject asset(s) must be registered on the IRIS Portal, including any natural persons.

The person submitting the application must be:

- the Legal Representative of a member of the Consortium (if any) implementing the RIF-funded RDI Project, and
- the member submitting the Proposal (Application) must be an owner of at least part of the rights in the intellectual assets which are the focus of the Services to be provided.

The duly authorized representatives for purposes of intellectual asset and intellectual property management of all owners of any right(s) in the asset(s) must have been informed of, and approved, the content of the application. Where an owner is an individual, they may be their

own Legal Representative. **The Proposals (Applications) must be submitted ONLY by the Legal Representatives of the Organisations.**

Interested parties should read and make use of the "**CKTO GUIDE FOR APPLICANTS**", which contains instructions and relevant clarifications for better guidance regarding the submission process, and the "**IRIS Portal User Manual**" which are posted on the IRIS Portal.

The proposal consists of the following parts:

1. **Part A** – General Information (electronic form (fields) to be completed online in the IRIS Portal)
2. **Part B** – Technical Annex (file which is posted as an Annex on the IRIS Portal in pdf format)
3. **Annex II** – Call Specific Information (documents to be uploaded as Annex II on the IRIS Portal in PDF format)) as follows:
    - Supporting documents as requested in Part B.
    - Declaration for the Acceptance of the Initial Engagement and Evaluation Service by the RIF Central Knowledge Transfer Office
4. **Annex III** – Call Specific Information (signed documents in relation to any National Law / Regulation / Guidelines / State Aid Rules, etc to be uploaded as Annex III on the IRIS Portal in PDF format) as follows:

National Laws / Regulations / Guidelines
(it applies to ALL MEMBERS of the Consortium and not only for the Organisation submitting the Proposal (Application)

For a Private Sector Beneficiaries:

- *Declaration of Non-Debts to State Authorities, in case the relevant certificates (Social Insurance, Income Tax and VAT) are not valid on the IRIS Portal.*
- Official Proof for the registration of updated data of their ultimate beneficial owners in the Competent National Registry / Archive.

State Aid Rules

If a Member of the Consortium is a Large Enterprise (Deminimis Regulation applies)[1]:

- ~~*Written Declaration (Form K.E.2) which is issued pursuant to Regulation 3(2) of the Control of State Aid (Minimum Aid) Regulations of 2009 and 2012, completed and signed, and*~~

[1] Deminimis Regulation 2023/2831 entered into force on 01.01.2024

- *Single Undertaking Declaration*

If a Member of the Consortium is a Small and Medium Enterprise (SME)

- *Declaration pursuant to Article 28 of GBER 651/2014 "Innovation Aid for SMEs"*

Private sector entities must ensure that at the submission of the Proposal (Application) the Certificate issued by an Independent Auditor certifying that the Undertaking is not in Difficulty is valid and in effect on the IRIS Portal. In the event that an already uploaded Certificate it is not valid, an updated / valid Certificate must be uploaded. **Please note that this particular document must be uploaded on IRIS (Financial Information / Certification Data) and NOT as Annex III.**

SELECTION

Evaluation process

For the evaluation of the Applications, an internal evaluation process will be applied. Applications will be evaluated in a first-in-first–served order. During the internal evaluation of the proposal, the RIF may request additional information at any stage of the application.

Evaluation Criteria

1. Completeness of the Application, including any appendices.
2. For large and medium size projects, at least an Interim Report and has been assessed by an external evaluator with score «A» or «B» or «C» or by RIF internal assessment with at least «satisfactory» and for small size projects, the final report has been submitted and has been assessed by the RIF as at least «satisfactory». In cases of multiple Interim Reports, the most recent one will be taken into consideration. In cases where the final evaluation of the project has taken place the final evaluation score will be taken into consideration.
3. The intellectual asset(s) to be evaluated must be centred around assets invented, developed, created, etc. during the implementation of the relevant project funded by the RIF.

Selection

The applications are selected in order of priority of submission to the RIF (i.e., they are not subject to competitive procedures) provided that they have been deemed eligible on the basis of the internal evaluation for the provision of CKTO, as provided for in the Framework of Operations of the Central Office of Knowledge Transfer and its Annexes/Appendices and subject to availability of budget.

Incomplete applications (in terms of supporting documents, completion of relevant fields, etc) or applications with poor justification will be rejected. Applicants can, and are encouraged to resubmit the proposal. 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

Email
support@research.org.cy

Phone
+35722205000

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.