**QASIP APPLICATION FORM**

**Qatar-Spain Innovation Program**

**First Stage (For Preliminary review and eligibility check)**

1. **General information**

|  |  |
| --- | --- |
| 1.1 Acronym (\*) |  |
| 1.2 Title (\*) |  |
| 1.3 Summary (\*) |  |
| 1.4. Proposal Area (\*) |  |
| 1.5 Total budget of the project (€) \* |  |
| 1.6 Total budget of the Spanish partner(s) (€) \* |  |
| 1.7 Total budget of the Qatari partner (s) \* |  |

\*Please note that all the information in this table may be published by CDTI and QRDI after the approval of the international project if required.

1. **Company Information (Company 1**)
   1. Name of Company
   2. Key activities of Company
   3. Year established
   4. Number of employees
   5. Revenue of latest completed financial year
   6. R&D capability related to the tasks in this project.
   7. List significant past R&D projects, publications and patents, if any.
2. **Company Information (Company 2)**
   1. Name of Company
   2. Key activities of Company
   3. Year established
   4. Number of employees
   5. Revenue of latest completed financial year
   6. R&D capability related to the tasks in this project.
   7. List significant past R&D projects, publications and patents, if any.
3. **Project Information** (1000 words maximum)
   1. Describe the proposed project and the problem you are solving for.
   2. Describe the approach you plan to take and the expected deliverables.
   3. Describe the innovation in the project – what is novel or special about it please specify starting and ending TRL throughout the project
4. **Project Impact** (500 words maximum)
   1. Describe the expected outcomes of the project in terms of economic and/or societal benefits.
   2. What is your target market? How big is it? Why would your target customers be interested in what you are offering?
   3. Describe your future deployment or commercialization plan
   4. Describe why this collaboration is relevant for both countries and how it strengthens cooperation between Spain and Qatar
5. **Project external collaborator** (Add here as many subcontractors, or other kind of partners, as needed)
   1. Name of external collaborator.
   2. Key activities of external collaborator
   3. R&D capability external collaborator
   4. Nature of partnership
   5. Role in the project
   6. Partner organisation’s resource commitment to the project
6. **Budget**

Provide the budget for the project according to the tables provided.

1. **Implementation Plan**
   1. Please provide a Gantt Chart showing the key activities with deliverables, duration and responsibility.
   2. Provide the name, designation and CV of the project manager.
2. **Contact details**

Please provide contact details in the table provided below

1. **Signatures**

This document must be signed and dated by an authorised signatory of each applicant (Companies 1 and 2) involved in the project. Please see table at the end of this application.

**Templates**

**7-Budget**

**7.1 Summary** (Please provide the table in both Euro and Qatari Riyal)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Year 1 | | Year 2 | | Year 3 | | | | **TOTAL** | |
| Duration (in months):  Start Date: | |  | |  | |  | | | |  | |
|  | | **Spain** | **Qatar** | **Spain** | **Qatar** | **Spain** | | **Qatar** | | **Spain** | **Qatar** |
| Budget  (QAR) | Agency  Contribution (CDTI/QRDI) |  |  |  |  |  | |  | |  |  |
| Consortium  Contribution |  |  |  |  |  | |  | |  |  |
| Others,  if any |  |  |  |  |  | |  | |  |  |
| Subtotal | |  |  |  |  |  | |  | |  |  |
| Subtotal (%) | |  |  |  |  |  | |  | |  |  |
| Total | |  | |  | |  |  | |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Year 1 | | Year 2 | | Year 3 | | | | **TOTAL** | |
| Duration (in months):  Start Date: | |  | |  | |  | | | |  | |
|  | | **Spain** | **Qatar** | **Spain** | **Qatar** | **Spain** | | **Qatar** | | **Spain** | **Qatar** |
| Budget  (Euros) | Agency  Contribution (CDTI/QRDI) |  |  |  |  |  | |  | |  |  |
| Consortium  Contribution |  |  |  |  |  | |  | |  |  |
| Others,  if any |  |  |  |  |  | |  | |  |  |
| Subtotal | |  |  |  |  |  | |  | |  |  |
| Subtotal (%) | |  |  |  |  |  | |  | |  |  |
| Total | |  | |  | |  |  | |  |  | |

**7.2 Budgetary details of Spanish company (€)-** *minimum CDTI budget per project in Spain is* ***175,000 €*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget head | 1st Year (€) | 2nd Year (€) | 3rd Year (€) | TOTAL (€) |
| Amortization of capital assets (tangible and intangible) |  |  |  |  |
| Material cost |  |  |  |  |
| Manpower |  |  |  |  |
| Outsourced technical collaborations |  |  |  |  |
| Overheads (indirect costs) |  |  |  |  |
| Audit cost |  |  |  |  |
| Total |  |  |  |  |

**7.3 Budgetary details of Qatari company (QAR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item | 1st Year (QAR) | 2nd Year (QAR) | 3rd Year (QAR) | TOTAL (QAR) |
| Capital Expenditure (CAPEX) |  |  |  |  |
| Expenditure on manpower  (EOM) |  |  |  |  |
| Other Operating Expenses (OOE) |  |  |  |  |
| 1. Technical Services, Materials, etc. |  |  |  |  |
| 2. Operating expenses - Travel |  |  |  |  |
| 3. Operating expenses - Indirect Costs |  |  |  |  |
| Total |  |  |  |  |

*Note: Add charts if necessary*

*Note for Qatari partners: QRDI will fund qualifying expenditure on manpower (EOM), capital expenditure (CAPEX) and operating expenses (OOE) based on the table below.*

|  |  |  |
| --- | --- | --- |
| Cost Category | Description | QASIP  Support Level |
| Expenditure on manpower  (EOM) | Personnel costs (Salaries) | SMEs 90%  LLEs 80%  Int 70% |
| Capital Expenditure (CAPEX) | Equipment | 60% |
| Other Operating Expenses (OOE) | Technical Services, Materials, etc. | 60% |
| Operating expenses - Travel | 60% capped at 5% of total budget |
| Operating expenses - Indirect Costs | 60% capped at 10% of total budget |
| - Total QRDI contribution to the budget is capped at QR 500,000 per year for up to 3 years  - Please refer to Annex 4 for the QRDI definitions of SMEs, LLEs and International companies (Int). | | |

**7.4 Contribution of participants**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the organisation | K€ | KQAR |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total contribution (%)** |  |  |  |

Note: The budget for each country must not be more than 70% of the total project budget.

**8-Implementation Plan**

Please use this template for the implementation plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Task** | **Deliverables** | **Duration**  **(Months)** | **Co. 1 (Spain)** | **Co. 2 (Qatar)** | **Co. …\*** |
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\*Add more companies only if more than two companies are applying for QRDI or CDTI’s funding..

**9-Contact Details**

|  |  |
| --- | --- |
| 9.1 Main Applicant – Company 1 (Spain main applicant) | |
| Name of Company | |
| Company Address | Telephone number |
|  |
| Name of contact person | Designation |
| E-mail |

|  |  |
| --- | --- |
| 9.2 Main Applicant – Company 2 (Qatar main applicant) | |
| Name of Company | |
| Company Address | Telephone number |
|  |
| Name of contact person | Designation |
| E-mail |

**10-Signature**

|  |
| --- |
| This document must be signed and dated by an authorised signatory of the main applicant in Qatar and Spain. |
| Main Applicant – Company 1 (Spain)  Name:  Designation:  Signature: |
| Main Applicant – Company 2 (Qatar)  Name:  Designation:  Signature: |

Note:

In addition to the Application Form, co-applicants must submit a **draft Consortium Agreement** in English whereby the co-applicants should agree on the ownership, access rights and exploitation of intellectual property generated during the cooperation, to be submitted to CDTI and QRDI. At this point an unsigned draft version of the agreement can be submitted. A guideline indicating the suggested contents of a Consortium Agreement is available to applicants as Annex 2 to the text of the call.

If an applicant passes the preliminary review stage (eligibility check) they will be asked to submit a funding proposal/additional information to their respective funding agency together with the final version of the consortium agreement dully signed and dated.