



# Frequently Asked Questions for Transfer of Innovation Projects

## **Introduction**

The following text is designed to answer the most Frequently Asked Questions which applicants have addressed to the National Agencies with regard to the Transfer of Innovation Action under the Leonardo da Vinci Programme. If you are still unsure after having read the document, please ask our staff at the National Agency..

### **Before you submit a proposal: Information and guidance**

**Q1: Is guidance available during the application process and later on during the lifetime of the project? If so, with whom should I contact?**

**A: Yes.** Expert Staff in the Leonardo da Vinci unit of National Agency will provide guidance and advice to applicants about their project proposals and during the implementation of their projects. Please note that under the Lifelong Learning Programme all Leonardo da Vinci projects have a one stage application procedure.

**When drafting your project proposal**, please feel free to contact the related staff in National Agency who can offer you advice. The National Agency staff will help you while you preparing your proposal. Once a proposal is successful, applicants who become beneficiaries are supported by the National Agency through continuous and regular monitoring and information activities.

**Q2: Are the contact details of successful projects available?**

**A: Yes.** Details of all successful Leonardo projects of the years 1995-1999 and 2000-2006, including descriptions of project activities and contact details can be viewed by downloading the Compendium Project Database from the LLP-Leonardo website: [http://leonardo.ccc.eu.int/pdb/recherche\\_en2000.cfm](http://leonardo.ccc.eu.int/pdb/recherche_en2000.cfm). Yet, ADAM Database of the Commission is also another platform in order to view previous projects at the Community level.

**Q3: Are there any partner search facilities available?**

**A: Yes,** there are several tools that you can use to find appropriate foreign partners in the EU, such as Leonardo networking events (valorisation conferences/contact seminars) or contact Leonardo National Agencies in other participating countries.

Using the Compendium in the LLP-Leonardo website is also another option to find foreign partners. This database can be found: [http://leonardo.cec.eu.int/pdb/recherche\\_en2000.cfm](http://leonardo.cec.eu.int/pdb/recherche_en2000.cfm). Additionally, Hazerfen is a brand new partner search database of the NA.

**National Agencies:** if you are interested in particular countries, you could contact the National Agencies of those countries, with the descriptions of organisations you are looking for. The contact details of the National Agencies can be found: [http://ec.europa.eu/education/programmes/llp/national\\_en.html](http://ec.europa.eu/education/programmes/llp/national_en.html)

**Leonardo Partner Search Database (EC):** The European Commission also run and manage an on-line partner search database where you can view successful Leonardo projects from 2000-06. With similar aims to the PSDTR, the EC's version enables enquirers to search across all countries. It is possible to use the two databases simultaneously.

**Q4: Does my project idea fit under the Transfer or Development of Innovation measure?**

**A:** Transfer of innovation projects focus on the identification of one (or more) innovative solution(s) for adaptation and implementation in some target countries and/or sectors, whereas Development of Innovation projects develop new solutions to help several countries and/or sectors to cope with a common challenge which is not yet addressed at European level.

Although Transfer of Innovation is about identifying an existing solution to a given problem, there could be additional developmental work carried out. When transferring any solution / product or outcome even only a feasible concept carried out somewhere else then additional development work has to be done in order to adapt the former projects' outcome(s) to the newly defined target group or context. As long as the main focus of the proposal concept is to put the results into practice it will be considered as an eligible proposal under the Transfer of Innovation measure.

Turkish National Agency is the authorised institution from the management of Transfer of Innovation Projects as a decentralised action. If you think your project idea is more relevant to Development of Innovation, please contact the Executive Agency for further details: <http://eacea.ec.europa.eu/index.htm>

**Q5: Is there a minimum number of partners required for a Leonardo Transfer of Innovation project? If so, how many transnational partners are required in order to apply for Leonardo funding?**

**A: Yes.** There is a minimum number of partnerships for a Transfer of Innovation Project. Proposals must be submitted involving partners from at least three partners from the Programme countries (including the applicant's country and the members of EFTA), however, at least one of the European partners must absolutely be from a Member States of the European Union.

**Q6: Is there an optimum size for a project partnership?**

**A: Yes.** Assessors of project proposals look for evidences of a multi-player dimension in a Leonardo project partnership. Also, a project involving approximately six partners is more likely to succeed much more than that of involving a small or very large partnership. However the most important thing is that your proposal should focus on the specific needs and the results, outcomes which you identify before, and that the partnership structure should be is relevant and supportive to these parameters.

**Q7: What is meant by a multi-player partnership, and why is it important?**

**A:** Multi-player, or multi-actor partnerships are those **involving different types of organisation** - e.g. companies, social partners, industry or sectoral bodies - rather than only training providers. In evaluating project proposals, assessors look for evidences of needs, and indicators that a project will have maximum impact through effective dissemination and evaluation. Employers or industrial bodies, for example, are often best placed to provide evidence of training needs in a particular field or geographical area. If they cannot be involved as full project partners, including evidences of their support may well improve the quality of the bid.

**Q8: What is the maximum duration of a project?**

**A:** For Transfer of Innovation projects, the duration of each project can be either **12, 18 or 24 months**.

**Q9: What proportion of the total project costs can be met by Leonardo funding?**

**A:** The Leonardo contribution to the total cost of Transfer of Innovation projects will be a maximum of 75% of the total cost or at a maximum of €150,000 per annum funding. Leonardo projects are partly financed by the European Commission but the Programme aims to encourage co-financing mechanisms, which help to ensure the commitment of the various project institutions and

the future sustainability of the project. See the General Guide for Applicants available at [http://www.ua.gov.tr/uploads/hayatboyuogrenme/Hayatboyu%20grenme%20Programi%20LLP\\_%20Basvuru%20Kilavuzu.pdf](http://www.ua.gov.tr/uploads/hayatboyuogrenme/Hayatboyu%20grenme%20Programi%20LLP_%20Basvuru%20Kilavuzu.pdf) for further details.

### **Submission the proposal including eligibility criteria**

**Q10: Is it possible for individuals to apply for Leonardo funding?**

**A: No.** Individuals, as opposed to institutions, companies and organisations, may not apply for funding.

**Q11: Does an EEIG / European Association with member organisations in eligible countries count as one partner organisation or as an eligible multilateral consortium / partnership?**

**A:** An organisation or an association that has member bodies in at least the minimum number of eligible countries is considered to be an eligible consortium / network if

- (a) the member bodies themselves satisfy the eligibility criteria
- (b) the member bodies are actively participating in the action/project (they should be visible in their own right in the work programme)
- (c) each member body has a legal identity (in other words has a formal status that is registered with the relevant authorities in the country concerned).

All other eligibility criteria must also apply.

Please note that, if such an organisation does not cover the minimum number of eligible countries or if the minimum of active partners is not obtained, the consortium would need to include eligible organisations in other eligible countries to participate in the action/project. If the organisation or association includes member bodies in countries that are not eligible to participate, these member bodies will be considered as silent/ineligible partners and therefore no part of the costs associated with that body can be considered as eligible, and no part of any grant can be contributed to their costs of participation.

**Q12: Can citizens with a Third country nationality (i.e. outside the participating countries) participate in the programme?**

**A:** Citizens with a Third country nationality who are legally residents in a country participating to the LLP and enrolled in an education or training establishment can participate in the programme activities.

**Q13: When looking at the eligibility criteria, do you consider newly formed companies as eligible?**

**A:** Yes, newly formed companies are eligible to participate. If however they take the role of promoting organisation, and their proposal is successful, it will not be possible for them to submit the accounting documents for the previous year. The National Agency will not be able to check their financial capacity, which is a Selection Criterion (see LLP call for proposals, part 2, point 5.2,

[http://ec.europa.eu/education/programmes/llp/call/part2\\_en.pdf](http://ec.europa.eu/education/programmes/llp/call/part2_en.pdf)). Therefore, if the proposal is selected, one of the options listed under the point 5.2. will be applied (the National Agency may reject the proposal, ask for further information, require a guarantee for pre-financing, offer a grant agreement without pre-financing, offer a grant agreement with payment in instalments).

**Q14: How many copies of the application forms should I send?**

**A:** For Transfer of Innovation projects applicants must submit **one unbound original copy, plus two bound copies** of a proposal **to the National Agency** by the deadline of 26 February 2010. You do not need to send a copy to the European Commission.

**Q15: How many partner's letters of intents needed to be provided at application stage?**

**A:** For Transfer of Innovation projects, you must include Letters of Intent from the minimum number of transnational partners for your proposal to be eligible (minimum 3 eligible countries, those of which is an EU member). You should submit copies of the letters at the proposal stage and send the originals afterwards, if your proposal would be considered as successful.

**Q16: For Transfer of Innovation projects, which criteria will be used for selection procedure?**

**A:** Project proposals will be evaluated by independent external experts on the basis of the award criteria specified in the LLP call for proposals (part 2, annex III). The proposals will be judged against these criteria and will be scored for the each.

## ***Finance***

**Q17: What kinds of equipment can be purchased with the Leonardo grant?**

**A:** For the Lifelong Learning Programme full details regarding eligible expenditure can be found under the official LLP call text part II Administrative and Financial Information at [http://ec.europa.eu/education/programmes/llp/call08/admin\\_en.pdf](http://ec.europa.eu/education/programmes/llp/call08/admin_en.pdf).

**Purchase, rental or leasing costs for certain hardware** (e.g. computer, a notebook or a laptop) **may be admissible**. The portable/laptop/notebook must be registered in the inventory of the

partner institution. Additionally, any equipment indispensable for the constitution and adaptation of the prospected outcomes will be evaluated under this budget heading.

**Q18: Can I use the section of “other costs” for expenditures that I cannot suit in any other budget heading?**

**A: Yes,** provided that they are necessary to the proper performance of the project, and are **eligible under the official LLP call text part II** Administrative and Financial Information. You should always check in advance with the National Agency, before allocating costs under this heading.

**Q19: What exchange rate(s) should be used?**

**A: For proposals,** you need to use the conversion rates published in the Official journal of the European Union, series C, on the date of publication of the Call for Proposals. The link is as follows: [http://eur-lex.europa.eu/LexUriServ/site/en/oj/2007/c\\_230/c\\_23020071002en00020002.pdf](http://eur-lex.europa.eu/LexUriServ/site/en/oj/2007/c_230/c_23020071002en00020002.pdf)

Exchange rates used throughout **the project** duration are based upon the exchange rates used for bank transactions. For the period up until the second Leonardo payment is made to the project, beneficiaries should use the exchange rate set by their bank on the day when the first payment was transferred by the National Agency to the the beneficiaries' accounts..

For the rest of the project's lifetime, the exchange rate on the day the second Leonardo payment was transferred by the National Agency to the beneficiaries' account should be used. Please note that beneficiaries should obtain an official record from their bank of this exchange rate.

**Q20: What do I do if I attend a meeting using my own car?**

**A: According to Leonardo rules, the equivalent cost of the same journey by public transport can be reimbursed.** Please note that, if there is more than one person travelling in the vehicle, the price of one ticket only can be reimbursed. In exceptional cases, 0.22 € is used per km in order to calculate the cost of the travel.

## **Notification of Results and Signing Grant Agreements**

**Q21: When are applicants notified of their application results?**

**A: For Transfer of Innovation projects, applicants will be notified of the results of their proposals approximately 4 months after the deadline of their submission.**

**Q22: When can I expect to receive funding?**

**A:** Leonardo funding is paid in a **series of instalments**, which is defined in the Agreement between the project coordinator (beneficiary organisation) and the National Agency. Transfer of Innovation projects with duration of 24 months receive their funding in three instalments as follows: 40 % at the start of the project after signature of the Agreement, 40% on approval of the Interim Report and remainder on approval of the Final Report. Projects with duration of 12 or 18 months will receive 80% at the start of the project and reminder on approval of the Final Report.

Well-prepared Interim and Final Reports that are submitted by the beneficiary should usually result in a smooth payment. In this context, ‘well prepared’ should be taken to mean that all entries are coherent and that all necessary information and clarifications are provided.

## **Project Management**

**Q23: What do I need to do when my partner institution withdraws from the project partnership?**

**A:** You should **immediately notify the National Agency**. The withdrawal of a partner should not affect the overall objectives and activities of the project. If the withdrawal of a partner does significantly affect the project activities, the applicant should consider how the partnership intends to fulfil the project objectives as detailed in the Proposal. Any changes to these objectives will need the approval of the National Agency.

The following procedure must be followed:

- The project applicant should confirm the withdrawal to the National Agency in writing, along with a detailed description should be provided indicating the consequences for the project’s objective(s), outcomes and activities;
- The partner should send an official letter to the applicant organisation confirming their withdrawal from the project. A copy of this must be forwarded to the National Agency.

**Q24: Can new organisations join the project? If so, what is the appropriate procedure to be followed?**

**A:** **Yes**, the project partnership can be enlarged. Please note that you cannot increase the overall Leonardo contribution to the project. For the new partner organisation to be officially approved, the applicant needs to send the National Agency the following documents:

- A formal letter from the applicant outlining the change of partners, the role and responsibilities of the new partner, and confirming how this affects the work plan and budget;

- A formal Letter of Intent from the new partner organization confirming its participation in the project and stating their role and responsibilities;
- A completed New Partner Information Sheet (to be obtained from the National Agency);
- A copy of the partnership agreement signed by the new partner.

**Q25: How can I change the planned project activities once the project has been approved?**

**A: The contracting procedure** allows for the alteration of planned activities before the project commences, **providing key elements of the project remain unchanged**. Once the project has begun, requests for modifications should be submitted to the National Agency for approval. Changes must be duly justified in relation to the project objectives.

**Q26: Is it possible to obtain an extension to the project?**

**A: Yes, but projects must seek a prior approval from the National Agency** who will assess the feasibility and benefits of the extension in relation to achieving good results as the Leonardo projects. No extra funding will be made available for extended projects.

**Q27: Can products created within a Leonardo project be commercialised?**

**A: Yes.** In the Lifelong Learning Programme projects will have by nature a creative process, which may result in commercially viable products. However, any profit generated during the project's lifetime must be declared in the interim/final report and shall limit the financial contribution of Leonardo da Vinci at payment stage.

The ownership, title and intellectual patent or property rights in the results of the project are vested in the Beneficiary. In addition, the Beneficiary shall grant the National Agency and the European Commission the right to use the results produced or deriving from the project for dissemination or demonstration purposes. Finally, if there is commercialisation of any products developed under the project, the Beneficiary shall inform the National Agency of his commercialisation activities, by providing them with a commercialisation strategy plan, a copy of the agreements on intellectual property and a specimen of the products

To help project coordinators understand this complex issue, the European Commission have set up an IPR Helpline, accessible at [www.ipr-helpdesk.org](http://www.ipr-helpdesk.org).