#

Application Document Development Projects

Version January 2025

*The questions in this document serve either to properly understand your idea and project or to obtain information in the context of the assessment criteria on which your application will be evaluated. It is important you answer* ***each individual question*** *separately* ***below****. When completing this application, it is best to go over the eligibility and assessment criteria as well as the supportable activities and costs (see the* [*Explanatory Document Business Innovation Support*](https://www.vlaio.be/nl/media/1827) *and the* [*Costs Model*](https://www.vlaio.be/nl/media/1761)*).*

*A properly completed application document is essential for a smooth and quick evaluation: not only is each question answered individually, it is also* ***concise and limited to the essence of your project****. Long and/or unclear documents can complicate the assessment and increase the time it takes for us to make a decision.*

*You may assume the reader of this document is at least someone with general knowledge of your industry. The information provided in this document may be discussed with external experts if necessary. Would you like to provide specific detailed information that may not be discussed with external experts? Then upload this as a separate document attached to your digital submission.*

*As illustrated in Figure 1, the questions asked will roughly entail the entire journey from innovative idea to final marketing.*

**Idea**

**Development project**

**Follow-up trajectory**

**Market**

1.1 Your company and innovative idea

1.2 Where does your idea fit into the market?

1.3 The process from project to market

1.4 Business model

1.5 Impact

Part 2 of the application

Information you need to provide:

 in **part 1** of the application

 in **part 2** of the application

Figure 1: The process from your idea to realization and the information you need to provide in this application.

*Part 1 of the application requires you to describe your innovative idea and what its realization could mean for your company.*

*The explanation of the development project (the part for which you are applying for support) will be described in the 2nd section of the application.*

#### Formatting and compiling of the application:

* *This template should be viewed as a tool for formatting your project application. This document, like the other attachments, must be uploaded in the online portal.*
* *When filling out your project application, it is expressly recommended to read the "Explanatory Document on Business Innovation Support" to include all requested information!*
* ***Text in 'italic', in frames and other additions*** *- including this page -* ***should be deleted or replaced with your own text.***

#### Resubmitting a previously submitted application:

* *If this project application is a resubmission and/or a partially reworked submission of a previously evaluated proposal, then motivate in ½ page the changes made within this project proposal, based on the remarks and questions within the decision of the Fund for Innovation and Entrepreneurship.*

#### Layman's summary (maximum 0.5 pages)

*Here, you must provide a brief summary of your project which should also be usable for publication. We will always ask for approval before publishing anything.*

***Guidelines:***

* *Answer these 2 questions:*
	1. *What is the project about?*
	2. *What is the added value of this project? What can it be used for in the future?*
* *Focus on the overall objective and the expected impact rather than the process itself.*
* *Replace difficult technical words with easier synonyms.*
* *Avoid long sentences and complicated sentence structures. Keep it concise, leave out what is less important to the target audience.*

#### Summary (maximum 1 page)

*In this section, you must concisely state the objectives of your project and the expected impact of the results. This section is part of the support agreement and will be used at the end of the project to assess the extent to which the stated objectives have been achieved. That is why the executive summary* ***should be readable in its own right,*** *and it is necessary for the objectives to be Specific, Measurable, Acceptable, Realistic and Time-bound (SMART). Note that the support agreement is a resource commitment and not a result commitment.*

*IMPORTANT! If the development project application document is submitted in English, the summary (max. 1 page) must be formatted in both Dutch and English.*

***Construct the summary as follows:***

##### General purpose

### *Describe the essence of the intended innovation at the product, process and/or service level in 1-2 sentences. What are you aiming for with your project? What is the added value of this project? What can your innovation be used for in the future?*

##### Goals and criteria

*Formulate as concretely and verifiably as possible the sub-objectives you want to achieve with this project as well as the criteria for* ***success with quantitative target values****. This way, it can be determined to what extent predefined results have been achieved.* ***Describe in objectives, not activities.*** *It is imperative that the objectives are formulated according to the “SMART" method. Make sure the objectives contribute to realization of the predetermined business case.*

##### Impact (brief summary of what is described in section 1.5)

*As long as the intended results are achieved, describe how your company will exploit the results (improvement of an existing product, new product, improved process, etc.). Describe the impact on your company (or the Flemish establishment): new activity, expansion/maintenance of a main activity/sub-activity. Quantify the total intended economic valorization in Flanders (*[*Section 1.5.1*](#_Economische_impact)*).*

*If the impact is based on employment and investment,the total added value for Flanders in the valorization period of the project should be at least 10 times the support amount (which by default is calculated on a valorization period of 5 years and starts at the end of the project).*

*If the impact is based on an increase in labor productivity, a minimum of 50% in labor productivity growth is expected 5 years after project completion.*

*If your project creates social value, briefly indicate this here.*

*If multiple business partners are involved, describe the impact for each partner.*

|  |
| --- |
| *Fill in the tables below if you have received innovation support from VLAIO in the last 5 years. This will give us insight into the impact that previously funded projects have had on your business. Also provide a general appreciation of the projects that have been implemented. This should be limited to 1 page.****If you have not received support through VLAIO in the last 5 years, you may delete this section from your application.***  |

#### Track record (max. 1 page)

|  |  |
| --- | --- |
| **Project number**  |  **The impact generated by the project since its completion.** |
| XXXXX |  |
| XXXXX |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project number** | **XXXX** | **XXXX** | **XXXX** | **……** | **…..** |
| **Project name** |  |  |  |  |  |
| **Granted support** |  |  |  |  |  |
| **Staff file\*** |  |  |  |  |  |
| **R&D budget\*\***  |  |  |  |  |  |
| **Investments\*\***  |  |  |  |  |  |
| **Productivity\*\*\*** |  |  |  |  |  |

*\*Start from the year of completion of your first project and show the process to the year in which the present project was submitted.*

*\*\*Focus on R&D and investments made as a result of supported projects. Spillover effects within your company may also be included (briefly explain how these are linked to the supported projects).*

*\*\*\*Only fill this in if projects with growth in labor productivity as added value for Flanders have been supported in the past. Labor productivity = Gross Value Added / number of FTE. For the definition of Gross Value Added, please refer to the Explanatory Document. The number of FTEs does not include freelancers.*

Business case: from innovative idea to boost for your business

Your company and innovative idea

*In this section, briefly describe your business activities and the steps you have already taken towards the realization of your idea.* ***The questions below can be used as a guide to what information is expected here.***

## *What are you currently offering? In which markets[[1]](#footnote-2)?*

## *What is your idea? Describe your innovative idea (new or improved product, process or service). What prompted this idea?*

* *Have you already taken steps towards the realization of your idea (such as conducting market research, finding partners, investments, etc.)? List these briefly.*
* ***Only for large companies:*** *frame the project within the company-level roadmap, which should address the following topics:*
* *Integration into the Flemish ecosystem: structural collaborations with knowledge institutions and SMEs.*
* *Strategic roadmap of the location in Flanders and how they align with policy priorities such as: Energy/climate, circular economy, environment, biodiversity and water management, sustainable food and nutrition strategies, mobility and smart cities, education and competencies and health and care.*
* *Steps that the company (specifically the Flemish location) wants to take in terms of sustainability.*

Where does your idea fit into the market?

*Demonstrate that there is a market for your innovation, clearly identifying what is already available and how your innovation would compare to existing offerings. The questions below can be used as a guide to what information is expected here.*

* *Describe what customers/markets (regions/countries) you have in mind for the new product/process/service.[[2]](#footnote-3) What is the total market size? Who are the main (potential) competitors and how much of this market do they occupy?*
* *What is your company's current position in this market? What market share do you want to achieve? Within what time frame?*
* *What are the highest performing solutions offered (by competitors) as alternatives in this market? Briefly describe the innovative nature of your idea relative to what is currently available in your target market.*
* *Clearly state what will convince potential customers to choose you. In other words, what is your unique selling point (USP)?*

The process from project to market

*In order to shape your innovative idea, you have a process to complete, not all steps of which can be supported by VLAIO (classic engineering activities or simpler, less risky steps in preparation for marketing are not eligible for support). In part 2 of this application, you can describe the* [*activities supported*](https://www.vlaio.be/media/1827) by VLAIO *in your development project. In this section, you must first discuss the process that will follow from the project for which you are applying for support from VLAIO, called the* ***follow-up trajectory****. This must include the following aspects:*

* ***Outline*** *an overview of all the steps you need to take from (the end of your) project to entering the market. Create a timeline for the entire process.*
* *How much time and resources (financial, staff, etc.) do you think you will need for the* ***follow-up trajectory****?*
* *Do you see any limitations in the market (such as government regulations, third-party intellectual property, etc.)? How do you plan to overcome these limitations? Or are there just favorable circumstances?*
* *Will you protect the project results with a patent and/or other intellectual property rights? If not, what alternative strategy (secrecy, defensive publication, etc.) do you wish to pursue with a view to maximum freedom of exploitation of these project results? If the project results involve patentable elements you should take the new situation of the unitary patent into account.* [*More information on patents and/or other IE can be found on our VLAIO website*](https://www.vlaio.be/nl/begeleiding-advies/groei-innovatie/intellectuele-eigendom/welke-beschermingsopties-zijn-er-0-7) *(available only in Dutch). Are there required licenses from 3rd parties?*
* *Does your company (or staff) have experience in marketing new products or services? Are you familiar with the market(s) in which your innovative idea will be offered?[[3]](#footnote-4)*
* *What cybersecurity measures will be taken, both at the corporate level and specifically for the innovation for which support is requested? Are there any sensitivities in data processing or data communication?*

*Matters that will be included during the project, in support of the innovation, should be mentioned in the work plan.*

Business model

*Describe the business model you will adopt: What exactly will you offer your customers (piece sales, custom products, user licenses, consulting, infrastructure, etc.) and at what price? Demonstrate why these are realistic prices. What is your marketing strategy (distribute yourself, through a distributor, etc.)? In what countries/regions and according to what time frame will you offer your innovation?[[4]](#footnote-5)*

Impact

*A quantified substantiation of the total intended valorization in Flanders is requested here (such as the economic value creation realized in Flanders during the valorization period, based on either (i) employment and/or investments or (ii) a growth in labor productivity following the project). These two options cannot be combined.*

*When the added value for Flanders is based on employment and/or investment, it is required that the total quantified valorization in Flanders during the valorization period is at least 10 times the support (achieving a leverage of 10). The standard valorization period is 5 years. After substantial motivation, a valorization period of up to 10 years may be observed. Demonstrating a leverage of 10 for a shorter valorization period (e.g. 3 years) is also a possibility.*

*When the added value for Flanders is based on growth in labor productivity, it must first be justified why the tightness of the labor market does not allow the company to realize the impact through employment and/or investment. It is required that labor productivity is at least 50% higher 5 years after the end of the project than the labor productivity at the time of application. If the support needed is more than €250,000, the cumulative additional Gross Value Added (BrTW in Dutch) must be at least 10 times the support. If the support is less than or equal to €250,000, the cumulative additional Gross Value Added may be less than ten times the support. The valorization period for projects committed to labor productivity is fixed at 5 years and cannot be extended.*

*If applicable, this section must also include the social value creation resulting from your project (environmental benefits, etc.). This can be qualitative or quantitative. Social value creation is not included in the leverage calculation but can be a plus in the evaluation of your project. Projects with a negative social impact are not eligible for support.*

*In case of multi-partner projects, each business partner should separately describe and quantify the impact of the project on their company. Here, one business partner or a group of business partners may choose impact based on employment and/or investment and the other business partners may choose impact based on growth in labor productivity. For both options, the minimum added value must be achieved.*

### Economic impact

* *Demonstrate your idea’s strategic importance. In section 1.2, you outlined how you plan to win over customers with your new product/process/service. Now demonstrate how this new product, process or service will contribute to a clear competitive advantage for your company (strengthening business activity, new market, diversification, entry into new value chain, quality improvement, cost savings, etc.).*

* *Describe what impact you expect to have on the Flemish economy (new investments, employment at your company or with third parties, maintaining your production in Flanders, strengthening the position of the Flemish establishment in an international company through a high innovation capacity, unique know-how or high labor productivity, anchoring in Flanders through close cooperation with Flemish knowledge institutions or local companies, etc.) and* ***substantiate this****.*

* *If you are already active in (a part of) the market, it is important to qualitatively and quantitatively substantiate your starting position and justify on which parameters of the business case the project results will be able to have an impact.*
* *Combine the figures from previous sections into an easy-to-read table that shows the structure of the business case, starting from when your project ends (first column)* ***to 5 years after the end of the project*** *(penultimate column). Indicate what assumptions your numbers are based on. Describe the difference between the situations with and without a project. A conceptual example of what a table can look like is provided below. This table should represent the expected growth of your project. Don't forget to clearly describe the assumptions and justify why they are realistic.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revenue** | **XXXX****(year)** | **XXXX**  | **XXXX** | **……** | **……** | **Total** |
| Revenues from product/service X based on the business drivers (add additional columns or rows according to need and if relevant, split according to the situation with and without a project) |   |   |   |   |   |   |
| Revenues from product/service Y based on the business drivers (add additional columns or rows according to need and if relevant, split according to the situation with and without a project) |   |   |   |   |   |   |
| ….. |   |   |   |   |   |   |
| **Total revenue** |   |   |   |   |   |   |

* *The economic impact is calculated at 5 years after the project’s end. If the expected valorization of your project will take less or more than 5 years, you should argue this explicitly here and adjust the table if necessary. This only applies to projects with added value for Flanders based on employment and/or investment. The justification provided will be included in the further evaluation of your proposal.*

* *The next step is to indicate how the additional revenue for your company translates to* ***added economic value for Flanders****. This can be done in* ***two ways****: option 1 - based on employment and/or investment or option 2 - based on growth in labor productivity.* ***You must choose between one of the two options****. The impact for Flanders can best be demonstrated in table form.* [*Provide a possible table structure at the end of this application document for each option.*](#_Optie_1_–)

### Social impact

*If your innovation leads to a social impact, you can clarify it here.*

*A project can achieve social impact in several areas. You will find a non-exhaustive list of areas where potential societal benefit can be achieved in the explanatory document. Specify the domain in which your project is valuable and explain why.*

*Estimate the (global) potential monetary net gain (costs saved and/or profits gained)* *and specify - if applicable - what this means for the Flemish ecosystem. These can be gains or savings in one or more of the domains (as described above), impacting a broad target group of stakeholders in Flanders (businesses, social sector, government or citizens).*

*If your project has no specific social impact, leave this blank. Projects with a negative social impact are not eligible for support.*

Your development project and approach

*In part 1 of the application, you explained how you see the entire process from going from your innovative idea to adding value to your business. You explained all the business aspects (positioning in the market, pricing model, USP, etc.).*

*In this section, describe the concrete approach or practical development of your idea: what steps will you take to shape your innovative product, process or service?* ***This is the part for which you apply for support in the form of a development project*** *(part 2 from Figure 1).*

*A development project allows you to develop a completely new or significantly innovative (improved) product, process, service or concept. The innovation can be either technological or non-technological in nature. In order to be eligible for support, one of the requirements is that your development deviates from the day-to-day activities within your company and acquires knowledge and insights that are new to the industry in which you operate.*

*Europe imposes strict conditions for financial support to companies, depending on which type of support is involved. This means that, in order to receive support for a development project, you must demonstrate that you are acquiring sufficient new knowledge and that your project contains sufficient challenges and associated risks - other than business risks - that exceed the level of challenges of a traditional engineering project. All questions below aim to clarify your approach, expertise, innovativeness and/or challenges, as also included in the evaluation criteria (Annex 1 of the* [*explanatory document business innovation support*](https://www.vlaio.be/nl/media/1827)*).*

*Also keep in mind that in a development project, the FIO can only support activities that, according to Europe, fall under research and development. The later stages of a development process in which, for example, a pilot plant or demonstrator is being developed, may also be considered. An overview of* [*supportable activities*](https://www.vlaio.be/media/1827) *can be found in the* *[explanatory document business innovation support](https://www.vlaio.be/nl/media/1827).*

New knowledge & challenges

*In section 2.2 "approach," we will ask you to indicate the specific knowledge you will gain as well as the specific challenges associated with the activities described* ***per work package****.*

*In this section, we ask you to summarize the most vital knowledge accumulation and challenges. An explanation of what exactly we mean by 'new knowledge' and 'challenges' for development projects can be found in the* [*explanatory document on business innovation support.*](https://www.vlaio.be/nl/media/1827)

*For identifying the knowledge and challenges/risks, you can use the following questions as a guide:*

*What knowledge and existing elements (such as previous versions of the intended innovation) do you already have at your disposal? What do you still need to learn? We ask you to focus on the new knowledge and insights you will gain, not just the innovation of your product, process or service.*

*What are the biggest challenges/difficulties you have to overcome to achieve your project objectives? Challenges are typically issues for which there are no ready-made solutions.*

*Where do you see the biggest risks (other than business risks) during the execution of your project? What factors could jeopardize the achieving of your project objectives?*

*We ask you to focus on risks concerning technology and science. Market risks can be part of your project's challenges but cannot be the main part of those challenges.*

*If part of the development (and associated knowledge accumulation and challenges) is performed by subcontractors, indicate how you will embed/secure this knowledge within your company.*

##### Motivation knowledge step

*Below, briefly describe (in bullet points) the top 3-5 aspects of knowledge accumulation within this project:*

##### Motivation challenges

*Below, briefly describe (in bullet points) the top 3-5 challenges within this project:*

Approach

*This section describes the approach you will use to realize your innovative idea.*

*Construct this section in 2 consecutive parts:*

* *First,* ***outline*** *the general structure of your project and identify the various necessary major*

*work packages. Also describe the relationship between them. Add a Gantt chart to clarify the project’s timeline.*

* *Then* ***summarize for each work package*** *what the main tasks are, who will perform them and how much time and resources this will take.* ***Use the table below as the header for each work package. To describe the tasks, challenges and outcomes of the work package, follow the guidelines below.*** *Make sure the work packages are aligned with achieving the objectives.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package X** | **Start month** |  | **Duration** (in months) |  | **Total commitment** (inman-months) |  |
| **Title** |  |
| **Partner and/or subcontractor to be used**  |  |

Table 1: Example of schematic overview per work package.

**Tasks:**

* + *Divide the work package into tasks, with a brief description for each task, and justify your approach. State which (existing vs. new/to be developed) methods/tools/techniques/software you will use.*
	+ *Motivate your staff deployment.* *If the staff deployment for a work package is more than 10 man-months, display the staff deployment per task.*
	+ *State which tasks will be performed by which partner/subcontractor.*

**Expected results**

* *Specify the intended (partial) results/milestones of this work package (quantitative success criteria if possible).*

**Knowledge step:**

* *Describe the specific knowledge and skills you will acquire while implementing this work package (rather than the innovation of your product, process or service).*

**Challenges and risks:**

* *Refer to the specific challenges addressed in this work package. Describe the implementation risks and, if necessary, describe the backup plan or formulate a go/no-go decision.*
* *Risks not taken into account here are those of a commercial nature, management risks and uncertainties about manpower, timing and budget.*

*Your project plan is the basis for the preparation of your project budget on which the support will be calculated when awarded. Draw up your project budget using the* ***separate*** [***excel-template****.*](https://www.vlaio.be/nl/media/1763) *This file will not be sent to external experts.*

 Expertise and resources

* *Briefly describe the relevant expertise of each party (your company, project partner and/or subcontractor) who will perform the aforementioned tasks.*
* *Specify what resources (staff capacity, infrastructure, funding) you have available to successfully implement the project and how you plan to address any shortfalls in expertise and resources.*

Added value of the support

*Why is Flemish support important for this development project? If this project would not receive Flemish government support, would you* ***still carry out the project*** *and if so, what would you do differently? Answer this question from the execution of the project itself and not from the realization of your business case.*

Project with possible military affinity (if applicable)

*[More info on submitting projects with possible military affinity can be found on the VLAIO website.](https://www.vlaio.be/en/subsidies/development-project/which-enterprises-and-projects-are-eligible-development-project/undertakings-difficulty-are-not)*

*If this paragraph does not apply to your project, it may be deleted.*

*If it is a project with possible military affinity, you must first indicate under which section of the Military List or Dual Use List the innovation falls.*

*If the purpose of the project is to realize products or systems as described in the headings of the Dual Use List, you should clearly indicate and substantiate in the development of the* ***business case*** *of your project what the expected sales will be in the civilian and military application areas.*

*If the project falls under headings ML5, ML6, ML7f-i and ML8-ML22 of the Military List or under those of the Dual Use List and the business case clearly indicates that the application is primarily military, the file will be submitted to the Ethics and Strategic Advisory Committee for advice. In this case, a* ***self-evaluation*** *will be required during the evaluation process.*

Table of economic value added for Flanders

##### Option 1 - **Impact based on employment and/or investment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact calculation based on employment and/or investment** | **XXXX****(year)** | **XXXX**  | **XXXX**  | **……** | **……** | **Total** |
| *Extra employment* because of the project *(break down per profile such as employees, vendors, R&D, etc.)* - to be expressed in FTEs |   |   |   |   |   |   |
| *Sustained employment* because of the project - to be expressed in FTEs |   |   |   |   |   |   |
| Payroll costs - new hires[[5]](#footnote-6) |   |   |   |   |   |   |
| Payroll costs - staff retention |   |   |   |   |   |   |
| Project-related investments |   |   |   |   |   |   |
| .... |   |   |   |   |   |   |

*Note that the increase in revenue that can be realized thanks to the project is not part of the leverage calculation. The input for the leverage calculation consists only of labor costs and investments as calculated is the table above.*

##### Option 2 - **Impact based on growth in labor productivity**

* *The table is best constructed based on the definition of Gross Value Added (BrTW) as described in the Explanatory Document. Labor productivity (AP in Dutch) is calculated as AP = BrTW/FTE. As explained in the Explanatory Document, the number of FTEs must remain virtually constant for eligibility. This means that the growth in labor productivity is primarily realized through an increase in BrTW. It is therefore important to document the factors that determine the BrTW in your company and those that are impacted by the project results. Also, assumptions need to be substantiated and you must indicate why they are realistic.*

* *The BrTW can increase because of:*
	+ *an increase in operating revenue. This is typically an increase in sales due to new or improved products, services or processes. This has already been justified in the table under the heading* [*'1.5 Impact - economic impact'*](#_Economische_impact)*;*
	+ *a decrease in operating costs: it may be that thanks to the project, fewer raw materials will be needed for production, fewer operational subcontracting costs will be required, less energy or water will be consumed, fewer (external) IT costs are necessary, the project will lead to more predictable and efficient inventory management, etc.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impact calculation based on growth in labor productivity** | **On request** | **XXXX (= 1 year after end of project)** | **XXXX (= 2 years after end of project)** | **XXXX (= 3 years after end of project)** | **XXXX (= 4 years after end of project)** | **XXXX (= 5 years after end of project)** |
| *Calculation BrTW* |   |   |   |   |   |   |
| * Factor X that affects the BrTW due to the project results
 |   |   |   |   |   |   |
| * Factor Y that affects the BrTW due to the project results
 |   |   |   |   |   |   |
| * …
 |   |   |   |   |   |   |
| * Total of the factors of the BrTW that are not affected by the project results
 |   |   |   |   |   |   |
| * Evolution BrTW (= sum of the rows above)
 |   |   |   |   |   |   |
| *Evolution of FTE (permanent employees only, not freelancers) [[6]](#footnote-7)* |   |   |   |   |   |   |
| **Total return for Flanders** |   |   |   |   |   |   |
| * Evolution AP = BrTW / FTE
 |   |   |   |   |   |   |
| * Growth in BrTW (incremental compared to starting value)
 | N/A |   |   |   |   |   |
| * Growth in BrTW (cumulative)
 | N/A |   |   |   |   |   |

Additional information

*The evaluation of your application will be done according to the criteria you can find in Annex 1 of the* [*explanatory document business innovation support*](https://www.vlaio.be/nl/media/1827)*. VLAIO relies primarily on the application document. Please fill it out clearly and fully. Especially for large and/or complex projects, VLAIO may request additional information and/or documentation.*

*When your application is being processed, a meeting with a VLAIO project advisor will take place with or without an expert present. During this meeting, we will discuss the information in the application. More specific questions may also be addressed (related to the business case, substantiation of costs/revenues, project implementation, approach, etc.).*



1. If you are a start-up and everything is yet to be rolled out, describe what activities and what market you will be aiming at, and what your background as a founder is. [↑](#footnote-ref-2)
2. If it is the same market you are operating in (for a process innovation), refer to your answer to the first question under 1.1. [↑](#footnote-ref-3)
3. If it is a process innovation for which you are targeting the same market as today, this question does not apply. [↑](#footnote-ref-4)
4. If you have a process innovation for which you are targeting the same market as today, indicate this here. [↑](#footnote-ref-5)
5. Make sure to clarify how the staff costs are structured (how many FTE of which staff type and the salary costs per staff type). If relevant, this can be broken down in the table. [↑](#footnote-ref-6)
6. No assistance can be provided to companies that achieve all or part of their growth in labor productivity through layoffs. This means that the number of FTE must remain virtually constant during the valorization period. [↑](#footnote-ref-7)