

PROGRAMME 'APPLIED RESEARCH' THE IDEALAB WORKSHOP GUIDELINE

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1. Introduction

The IdeaLab Workshop Guideline provides detailed and practical information necessary for participants in the IdeaLab workshop. It complements **the invitation to propose candidates for participation in the workshop** and **the Guide for Evaluators – the Participant Selection**. Participants are kindly asked to read all these documents.

The IdeaLab workshop is organised within the Programme ‘Applied Research’ implemented by the National Centre for Research and Development (NCBR), which is the Programme Operator (PO). The Programme is organised in cooperation with the Research Council of Norway. The budget for funding projects is EUR 6,651,016. NCBR aims to fund 3 to 6 projects.

The main objective of the Programme ‘Applied Research’ implemented by The National Centre for Research and Development, is enhanced performance of Polish applied research in Poland through improved research cooperation between Poland, Norway, Iceland and Liechtenstein. The Programme aims to enhance the quality of scientific outputs, upgrade the international visibility of Polish science, establish public-private partnerships, reinforce the links between innovation, research and education and boost innovation.

The IdeaLab is inspired by sandpits¹ developed by the Engineering and Physical Sciences Research Council (EPSRC), which is part of UK Research and Innovation (UKRI). The Research Council of Norway has organised four calls of this kind (Idélab) and is assisting NCBR in the preparation and implementation of this scheme.

The topic of the IdeaLab is: ‘Cities for the future: services and solutions’. A detailed description of the workshop topic is available in the section 2.3.

The workshop will held on 2 - 6 March 2020 in Otwock, Mazovian Voivodeship (close to Warsaw), Poland.

2. Basic information about the IdeaLab

2.1 What is the IdeaLab workshop?

The IdeaLab is an innovative way of generating research projects coupled with real-time peer-review.

The crucial element of the method is an interactive and intensive 5-day workshop involving approx. 30 participants from a range of disciplines and backgrounds and a team of external experts (mentors and the director) and stakeholders that is organised in order to drive new approaches to address research challenges on a specific topic.

The workshop is organised in a location isolated from everyday distractions, so participants can focus on the challenges.

¹ <https://epsrc.ukri.org/funding/applicationprocess/routes/network/ideas/whatisasandpit/>

The IdeaLab workshop is an intensive event. Due to the group dynamics, continuous expert feedback and evolution of the project ideas, it is not possible to be partially involved. Participants must stay for the whole duration of the event and be prepared to devote their undivided attention to the workshop.

English is the working language under the Programme 'Applied Research', during the proposal stage and during project implementation and reporting phases. Communication during the workshop will be in English. Therefore, participants need to have a sufficient command of English to discuss research, and present the project ideas in writing.

The workshop is led by the Workshop Director, who is supported by mentors, facilitators, and, if necessary, a group of stakeholders. The Workshop Director and mentors will be selected by the NCBR. They are impartial referees in the process, and form a Panel of Experts to evaluate project ideas during the last day of the workshop.

The IdeaLab workshop is an intensive discussion forum in which free thinking is encouraged on the agenda to uncover innovative solutions. Outcomes are not pre-determined, but are defined during the event. The Workshop Director, the mentors, stakeholders, and facilitators encourage the workshop participants to address research challenges. The group, stripped of pre-conceptions, explores and deconstructs the issues, before refocusing on the emerging solutions. The workshop activities are designed to take participants out of their comfort zones, enabling them to develop radical research ideas and solutions to specific societal challenges. The presence of participants representing different areas of expertise, backgrounds, research areas, and interest groups or sectors, as well as the Workshop Director, mentors, and stakeholders, facilitates the development of new insights, perspectives, and understandings.

2.2 What is a topic of the IdeaLab workshop?

Cities for the future: services and solutions

The objective of this workshop will be to encourage participants to think outside the box about solutions, services and technologies aimed at organising cities and urban areas as good places to live and work in 2040. The event will provide an unconventional space for experts from a variety of backgrounds to meet and develop new ideas that support cities of the future in addressing unforeseen challenges bound to arise.

✓ **Background**

Half of humanity – 3.5 billion people – live in cities today and 5 billion people are projected to live in cities in the nearest future. There are numerous challenges awaiting the cities of tomorrow. Cities need to react to: demographic trends, social inequality, climate change, environmental pollution (including air pollution), increasing energy consumption, mobility issues, carbon emissions and many other challenges. In a globalised world the problems of cities have no borders and no nationality. Therefore, the multidisciplinary research solutions for future cities developed by participants from Poland, Norway, Iceland and Liechtenstein will be supported within the Programme.

According to the UN Sustainable Development Goals in the nearest future the cities should become safe, inclusive, sustainable and resilient. How can our cities become smarter in addressing the needs of all citizens?

We believe that some of the challenges of the cities of tomorrow can be addressed by technologies of the future. To secure societal responsible solutions crucial for the future cities, technologies should be developed in interaction with inhabitants and users.

✓ **Research challenges**

New solutions and services for a better quality of life of inhabitants of urban areas - examples of important perspectives:

- Human interaction with machines

Digital transformation and usage of key enabling technologies can reinforce the transition of cities. Inhabitants and users of the cities of tomorrow will need to use innovative technologies in their daily life and interact with them. How can we ensure that artificial intelligence is safe, user-driven and free from unintended discrimination? How can technologies of the future serve cities of the future?

- Independence from big ICT companies

IT services provided by global corporations (e.g. search engines, clouds, social networks) have become inevitable parts of our life. We can assume that cities of the future will be more and more dependent on ICT technologies (usage of big data, Internet of Things, etc.). What would happen if the global providers of IT services withdrew from Europe? How can we make the cities and inhabitants of the future cities less dependent on global corporations, IT monopolists? How can we ensure the security and safety of the data used by the smart city?

- Encouraging democratic engagement in the future city

The future city needs to be managed together with inhabitants and other stakeholders. How can the tools and solutions support the policy-making in an innovative city? What can be done to include various actors in the decision-making process and address needs of those in vulnerable situations, women, children, persons with disabilities and elderly people? How can information and communication solutions and other technologies help in encouraging democratic engagement of the future city?

- Green and blue city of the future

Currently, green buildings or hydroponic farming in cities is a trend. Is there in the city of tomorrow still place for green spaces available and accessible for all? How can we ensure urban biodiversity and sustainability of cities? Can modern tools and technologies help making urban areas greener and more liveable?

Nowadays, water scarcity is a serious problem and it will become even more essential in the future due to rising demand for water and insufficient supply. Cities of tomorrow need to adapt to climate change, such as altered weather-patterns (including droughts or floods). How can cities manage water resources effectively? How can they establish connection and interaction between blue and green assets?

The above-mentioned research challenges are examples of relevant project ideas to be developed in the workshop; they are not obligatory. Participants are also welcome to explore other important perspectives for addressing needs of inhabitants of the future cities.

✓ **Intended results**

In the workshop we would like to focus on Polish, Norwegian, Icelandic and/or Liechtenstein cities. Participants can develop ideas for one specific city or focus on more universal solutions for cities from the above-mentioned countries.

The aim of the workshop is to prepare project pre-proposals by participants. Projects ideas which generate new solutions, services, products or processes for the future cities and its inhabitants are very welcome. Projects may include, e.g., research aiming at gaining new knowledge and skills for developing new products, processes or services, prototyping, demonstrating, piloting, testing and validating new products, processes or services. However, as the time frame of the project ideas is 2040, we do not expect that the project outcomes will be ready to use (or commercialised) directly after the project end.

Please note that the project needs to include applied research and/or experimental development. Basic research (e.g. theoretical studies on the subject) may only be a minor part of the project.

2.3 Who is involved in the IdeaLab workshop?

Participants can be proposed by legal entities from Poland and from Norway, Iceland or Liechtenstein. Participants will be selected by the Workshop Director and mentors based on information provided on the participant's application form. Participants come from a range of disciplines and backgrounds, that are connected with managing and planning of the future cities. Creativity, communication skills, and willingness to work in teams (and with individuals whom participants may not know), as well as willingness to step outside their area of expertise, are the requisite personal attributes of IdeaLab participants. It is participants who are responsible for the development of project ideas and partnerships.

Please note, that this invitation to propose candidates for the IdeaLab workshop is announced in order to find potential **participants** for the workshop. If you are interested to participate, please submit your application till **30 November 2019, 16.00 CET**.

The mentors and the Workshop Director are international experts responsible for developing the topic during the IdeaLab workshop. They facilitate discussions, challenge participants, and evaluate the project ideas. The Workshop Director and mentors bring a depth of rich knowledge about the topic to coach and challenge participants in an open-minded way, and help great ideas to flourish.

The facilitators are responsible for the processes in the IdeaLab workshop. They design the activities, guide the mentors and Workshop Director, and run the IdeaLab. The facilitators provide everyone else with the appropriate processes to achieve the goals of the IdeaLab.

Facilitators are external consultants with experience in organising sandpits/IdeaLabs. They will be contracted by the NCBR.

The stakeholders are people with real experience on the issues who provide invaluable insights and unique perspectives. Stakeholders can include NGO representatives, representatives of city authorities and local self-governments, Government officials or citizens' groups. Their input and knowledge help participants to explore the issues and shape potential ideas.

The National Centre for Research and Development staff is responsible for the organisation and administration of the workshop.

Representatives of the Research Council of Norway and other institutions involved in the Programme 'Applied Research' will participate in the IdeaLab workshop as observers.

2.4 What are the stages in the IdeaLab workshop?

During the first stage in the IdeaLab workshop, participants get to know each other, develop trust, and learn from each other. They also connect to the topic, gain an insight into the expertise of other participants, and agree on a common language and terminology.

As the workshop progresses, the understanding of the challenges and topic deepens. Using creative and innovative-thinking techniques helps to focus on the problem. New possibilities are created, ideas are explored, and thinking on the topic is broadened. Project ideas are developed and project teams created. One participant can be involved in many project ideas, as his/her qualifications or experience might be needed on many projects. The project teams might also change with the development of the project ideas. However, as the workshop develops participants will have to decide to which research groups they will finally commit.

Once the project ideas become mature, and the partnerships established, they are evaluated and further elaborated on. Finally the project ideas are recorded using **the project-idea form**, and submitted. On the last day, the project ideas are presented for final evaluation. The workshop ends by announcing to participants the results of the experts' assessment. A detailed description of the review process and the selection criteria can be found in **the Guide for evaluators – assessment of project ideas**.

2.5 What will happen after the IdeaLab workshop?

It should be noted that participation in the IdeaLab workshop IdeaLab does not guarantee the project funding. The process of developing research pre-proposals and consortia in the IdeaLab is dynamic and includes receiving feedback from peers (other workshop participants) and assessments of ideas by independent experts (mentors and director) at different stages during the event. Research pre-proposals need to be elaborated after the IdeaLab workshop into full proposal and submitted during the call for full proposals in

order to apply for funding. The call for full proposals will be opened for all eligible entities², however only research ideas developed during the IdeaLab workshop, that receive positive assessment of the Panel of Experts, can undergo successfully the eligibility check.

The call for full proposals will be opened in March 2020 and closed in May 2020. The duration of the call will be 2 months. Project ideas that have not been developed and submitted as full proposals cannot be funded.

Bilateral or multilateral research projects must involve participants from both Poland on the one side, and Norway and/or Iceland and/or Liechtenstein on the other. The eligible duration of projects is up to 36 months. The minimum grant amount is EUR 500,000 and the maximum amount is EUR 6,651,016. The total budget for funding projects is EUR 6,651,016. NCBR aims to fund 3 to 6 projects.

Funding decisions will be issued by the end of August 2020, and projects are foreseen to start in the end of 2020 or the beginning of 2021.

3. Application and selection process for the participation in the IdeaLab workshop

3.1 Who can apply for participation in the IdeaLab workshop?

We invite legal entities (public or private entities, commercial or non-commercial, as well as non-governmental organisations, including research organisations and enterprises) from Poland, Norway, Iceland or Liechtenstein to propose candidates for the IdeaLab workshop.

Around 30 participants, including at least 10 participants from Polish research organisations or Polish enterprises and at least 10 participants from research organisations or enterprises from Norway, Iceland or Liechtenstein will be selected and invited to take part in the IdeaLab workshop.

The entity can propose more than one candidate, however to ensure interdisciplinarity of participants applicants from the same institution/faculty/research unit /research team etc. will have lower chances to be selected.

Successful candidate should:

- have at least a master's degree or equivalent;
- be proposed by a legal entity from Poland, Norway, Iceland or Liechtenstein to participate in the workshop;
- be able to effectively communicate in English (similar level to B2 or higher);

² - Research organisations, as defined in the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty and as stipulated in the Polish Law on Higher Education and Science and in the Act on the National Centre for Research and Development, established as a legal person in Poland

- Enterprises, as defined in the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, established in Poland.

- be ready to participate in the IdeaLab workshop in Poland for a whole week of 2-6 March 2020.

Additionally she/he should:

- be interested in carrying out an applied research project concerning solutions and services for cities of the future and involving specialists from various fields, e.g. urban planning & governance, ecology, ICT, social science, humanities, technologies and other specialists;
- be prepared to develop and implement a research project with individuals she/he may not know;
- enjoy stepping outside his/her area of expertise or interest, enjoy creative activity, think innovatively, be keen on team work and have good communication skills;
- be interested in the innovative formula of the IdeaLab workshop.

Participants must be affiliated with legal entities from Poland, Iceland, Liechtenstein, or Norway, and receive the appointment letter from the legal entity's authorities. It is the person authorised to enter into legally binding commitments on behalf of the legal entities who will eventually submit the full proposal, and, if funding is granted, sign the project contract with the NCBR (as a Project Promoter – as indicated in the p.4.3) and the partnership agreement (as a Project Partner – as indicated in the p.4.3). In order to apply for the participation in the workshop the candidates for participants only indicate the entity, and submit the entity's statement, which has to be signed by an authorised person. The entity indicated in the application for participation should be any public or private entity, commercial or non-commercial, or non-governmental organisation, established as a legal person³ in Poland, Iceland, Liechtenstein, or Norway.

Knowledge and expertise from a broad range of disciplines is required. The IdeaLab is intended to bring together people who would not typically be collaborating with each other. We are looking for people who show the ability to think innovatively about challenges bound to arise for the future cities.

The IdeaLab workshop is open for participants from various backgrounds and scientific fields, e.g. urban planning & governance, ecology, ICT, social science, humanities, technologies and other specialists.

Participants should represent competencies relevant for finding new insights or new knowledge foundations for action as well as solutions that offer multi-angle and interdisciplinary approaches to developing solutions for cities of the future. We are looking for people who not only are specialists in their individual fields but also have an inquisitive nature and the ability to integrate their knowledge into new ideas that border on other disciplines, approaches and

³ legal person (entity) under its national law, i.e. an entity that is capable of having and amend legal rights and obligations within a certain legal system, such as to enter into contracts, sue, and be sued, excluding natural persons

ways of thinking. The workshop is addressed to individuals who are interested in the workshop topic and motivated by the innovative approach to project formulation.

Please note, that **you should not have an already developed project idea in order to apply for the participation in the workshop.** Thanks to creative and innovative techniques that are used during the workshops the project ideas will be created together with other participants. We need your creativity, openness and ability to invent innovative solutions and address research challenges during the workshop. Experience and knowledge in the topic is also required, however you do not need to have already developed project idea.

Please note, that **the project consortium is formed during the IdeaLab workshop. Consequently you should not contact international partners before applying for the participation in the workshop.** The research teams including representatives of Poland and Norway and/or Liechtenstein and/or Iceland and consisting of research from various scientific disciplines, will be formed during the workshop. You will work with other people that you probably have never met before, therefore we need participants open for communication and teamwork.

3.2 How to apply for participation in the IdeaLab workshop?

To participate in the IdeaLab workshop, please fill in the **participant's application form**, which must be submitted in English and includes the following:

- a brief summary of your qualifications relevant to this IdeaLab;
- a description of how your interests and expertise can contribute to the topic of this cross-disciplinary IdeaLab;
- an assessment of your ability to explain your research to non-experts;
- an explanation of your approach to teamwork;
- The IdeaLab will be especially suited to individuals who: enjoy stepping outside their area of expertise or interest, are positively driven, enjoy creative activity and can think innovatively. The IdeaLab is an intensive setting requiring you to develop novel approaches with individuals you may not know. How well do you see yourself fitting in?

Please fill in all fields on the participant's application form in English. Be aware that submitting applications exceeding the limits indicated on the form can lead to your application's being considered invalid in the eligibility check.

Please, send the participant's application form in the fillable, editable PDF format, that will ease the process of processing the application. Do not sign the participant's application form.

Please attach **your CV in English** (no template provided) that is no longer than four A4 pages. Please do not include in the CV your contact details, those are provided in the participant's application form.

Please note that the participant's application form is a crucial document for selecting participants for the IdeaLab workshop. The experts will select candidates on the basis of information given in the participant's application form. The CV of the participant will be used only in the case when the Panel of Experts cannot make the final decision on the candidate's assessment and needs additional information. Therefore, candidates with a strong CV, but a weak application form would have lower chances to be selected as workshop participants. For more information concerning the selection process, please see 'Guide for evaluators – Participant selection'.

It is mandatory that the selected participants are able to participate in the IdeaLab workshop the whole week of **2-6 March 2020**. The agreement to attend all five days of the IdeaLab is confirmed by signing the **participant's statement**. We also need your consent to the processing of your personal data (included in the participant's statement).

The organisation planned as the place of implementation of research tasks is indicated in the application form. Confirmation of the person(s) authorised to represent the organisation is required by signing **the entity's statement**.

The participant's application should include:

Document	Document's format
a) the participant's application form	Fillable, editable PDF form; template provided
b) the participant's CV in English	Word or PDF; no template provided; max. four A4 pages.
c) the participant's statement	scan of the signed document; template provided
d) the entity's statement	scan of the signed document; template provided

The templates of the documents can be downloaded on the NCBR's webpage:
<https://www.ncbr.gov.pl/norwaygrants/pl>

<https://www.ncbr.gov.pl/en/norwaygrants/en>.

The participant's application is submitted by e-mail to idealab@ncbr.gov.pl. **The application deadline is 30 November 2019 at 16.00 CET.**

Documents submitted on paper, on removable electronic storage media, via a cloud drive, or by fax, will not be regarded as having been received by the PO.

Changing the entity that delegates the participant for the IdeaLab workshop, due to circumstances unforeseeable by the participant at the application-for-participation stage, is possible during the application procedure, until the submission of the full proposal.

- If such a change occurs before the IdeaLab workshop starts, the Participant submits the new entity's statement and a justification in writing to the e-mail address idealab@ncbr.gov.pl. The consent of the NCBR is needed. The NCBR reserves the right to disagree and invite to the workshop another participant from the list of substitutes according to the procedure described in **the Guide for Evaluators – the Participant Selection**.
- If such a change occurs after the IdeaLab workshop, justification must be provided in the full proposal, and is subject to the evaluation of the consistency of the full proposal with the project idea developed during the workshop by the experts, as the new entity needs to have comparable resources to the one described on the project-idea form, and evaluated during the IdeaLab workshop.

In both cases, the entity must meet the minimum requirements to be eligible under the IdeaLab procedure.

3.3 How participants will be selected?

The National Centre for Research and Development's administration shall carry out the eligibility check of the applications using a check-list.

- Was the application submitted before the deadline date and time set in the invitation and to the given e-mail address?
- Is the entity delegating the participant a legal entity established in Poland, Iceland, Liechtenstein or Norway?⁴
- Have the two required statements – the participant's statement and the entity's statement – been submitted, complete and signed?
- Has the participant's CV (in English) been submitted? Is the participant's CV no longer than four A4 pages?
- Are all fields of the application form filled in and written in English? Is the text within the limits set in the application form?
- Does the participant meet the minimal requirements stipulated in the IdeaLab Workshop Guideline, that is:
 - has at least a master's degree or equivalent – checked on the basis of information given in the participant's application form;
 - is able to effectively communicate in English (similar level to B2 or higher) - checked on the basis of information given in the participant's application form;

⁴ The National Centre for Research and Development, during the eligibility check, may ask an applicant to send additional documents proving that the entity is a legal person (entity) i.e. an entity that is capable of having and amend legal rights and obligations within a certain legal system, such as to enter into contracts, sue, and be sued, excluding natural persons.

- is ready to participate in the IdeaLab workshop in Poland for the whole week of 2-6 March 2020 – checked on the basis of information given in the participant's statement.

Participants will be selected by the international Panel of Experts based on their individual qualifications. The selection is based on the following criteria:

- relevance of your expertise to the research challenges of the workshop;
- ability to develop new, adventurous and highly original research ideas;
- potential to contribute to research at the interface between areas of expertise;
- ability to work in a cross-disciplinary team and to communicate effectively.

Detailed information on the selection procedure is described in the document **Guide for Evaluators – Participant Selection**. Participants shall be selected and informed about the results in by e-mail February 2020. Participants will be informed about the venue of the workshop and other organisational issues. The list of participants selected for the IdeaLab workshop, the reserve list of participants as well as the list of participants, that are not selected for the IdeaLab workshop will be published on The National Centre for Research and Development's website in order to ensure transparency. The lists will include: names and surnames of the applicants and the institutions delegating the applicant. Rejected participants will be provided with the reason for rejection.

4. The IdeaLab workshop

4.1 The IdeaLab Workshop: important organisational information

Please, note that the IdeaLab workshop is for selected and invited participants only. The IdeaLab workshop is a residential event lasting from **2-6 March 2020. The workshop will take place in Otwock, Mazovian Voivodship, Poland.**

Participants are required to be present for the entire IdeaLab. It is recommended that participants arrive to the workshop venue on Sunday, 1 March 2020, since the workshop starts early on Monday. The workshop will end on 6 March 2020 in the late afternoon, therefore it is recommended that participants leave from the workshop venue on 6 March 2020 in the evening or 7 March 2020 in the morning. The agenda of the workshop will be provided to workshop participants. Participants should bring their laptops, as these will be needed to work on project pre-proposals.

The workshop will be held **in English**, therefore it is required that participants to be able to effectively communicate in English (similar level to B2 or higher).

4.2 Who will cover the costs of the IdeaLab workshop?

Of the expenses for participation in this event, the organisers will cover cost of the hotel accommodation with breakfasts, lunches and dinners during the workshop. Participation is free of charge for participants, since the workshop is co-financed from the EEA and Norway Grants.

Participants must arrange for financing from their institutions to cover the costs of travel from their country of origin/city of origin to the workshop venue and back.

The NCBR can reimburse the costs of travel and commuting (including the costs incurred from the place of residence and back) for participants selected by the Panel of Experts to take part in the workshop based on the agreement signed between the NCBR and the participant. Detailed information about the reimbursement of the costs of travel, in accordance with the internal rules of the NCBR will be provided to the workshop participants. The NCBR can reimburse the costs of: flight tickets in economy class, train tickets in the second class, bus tickets or taxi costs (e.g. from/to the airport or train station). Participants need to submit to the NCBR original documents proving the incurred expenses, that is tickets and/or invoices (in case if participant covered the costs of tickets him/herself) or a debit note from the entity delegating participant to the workshop and copies of the tickets (in case if the entity covered the costs of the tickets).

4.3 The IdeaLab workshop: research groups

During the initial phase of the IdeaLab workshop, participants get to know each other, develop an understanding of the challenges of the workshop, and learn about the experiences and qualifications of the other participants. As the project ideas start to be formed, Participants form research groups. For each group the future partnership assigns a leader – the future Principal Investigator.

Workshop participants may become Principal Investigators in the projects created during the workshop if they are affiliated with a Polish research organisation or a Polish enterprise.

Groups formed during the workshop may become eligible partnerships if they consist at least of the Principal Investigator and a workshop participant from Iceland, Liechtenstein or Norway. There are no limits on the number of partners in a partnership.

The entity that the Principal Investigator is affiliated with will become the Project Promoter in the full proposal.

The Project Promoter (the applicant) is the leading entity which has the scientific and administrative responsibility for the project, and should electronically submit the proposal on behalf of the partnership. The Project Promoter must be a Polish research organisation or enterprise. The Project Partners authorise the Project Promoter to sign and submit the proposal on their behalf.

The entities that delegate the other participants of the research group, may be project partners.

Project Promoter shall be:

- research organisations, as defined in the EU Framework for State aid for research and development and innovation (2014/C 198/01), and as stipulated in the Polish Law on Higher Education and Science and in the Act on the National Centre for Research and Development, established as a legal person in Poland
- enterprises as defined in the Commission Regulation (Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty), established in Poland

Project partner(s) shall be:

- Any public or private entity, commercial or non-commercial as well as non-governmental organisations, established as a legal person in Poland or Norway, Iceland and Liechtenstein.

The research team should consist of one participant delegated by the entity, that is a Project Promoter and other participant(s) delegated by the entities, that are Project Partner(s).

The Project Promoter will sign the Project Contract with the PO. The Project Promoter is responsible for submitting annual reports and the final report to the PO. The Project Promoter and Project Partners must sign a letter of intent and submit it as an attachment to the full proposal. Consortium agreement for the implementation of the research project need to be signed before the Project Contract is signed.

The Principal Investigator is the researcher who provides the scientific lead for the research project on a daily basis. She/he is responsible for monitoring the technical direction and scientific quality of the project.

If a specific competence needed to implement a project idea is not available among the partner organisations, it is possible to plan in the budget the subcontracting of limited research tasks or include a new partner during the full proposal stage. Adding a new partner that was not involved in the IdeaLab workshop is possible only after receiving a positive recommendation of such a change during the assessment of the pre-proposal by the Panel of Experts.

In the event of a partner organisation's being unable to take part in the project, the other partners may submit the full proposal, as long as the minimum requirements for partnerships are met. The adjusted work plan must be described and justified in the full proposal, and is subject to the evaluation of the consistency of the full proposal with the project idea developed during the workshop by the experts.

Project ideas are developed during the workshop by the formed groups led by the Principal Investigator, and recorded on the project-idea form.

4.4 The IdeaLab workshop: the requirements for the project ideas

The aim of the IdeaLab is to prepare project pre-proposals for ground-breaking research and innovation projects by research groups formed during the workshop. The project ideas are developed during the workshop thanks to input given by participants from various disciplines

and backgrounds, meetings with stakeholders, feedback received from mentors and the director, and other participants. Below you can find the most important information needed during developing project ideas. Please note that detailed information regarding requirements for projects will be given to participants during the IdeaLab workshop.

a) **basic information**

The eligible duration of projects is up to 36 months.

The minimum grant amount is EUR 500,000, and the maximum amount is EUR 6,651,016. Please note that EUR 6,651,016 is the entire budget for funding research projects. NCBR aims to fund 3 to 6 research projects. It is expected that the eligible costs claimed by Liechtenstein, Icelandic, and Norwegian entities participating in the project will normally not exceed 40% of the total eligible costs of the project.

b) **type of research**

The Programme 'Applied Research' is focused on industrial/applied research and experimental development that is understood as:

- a) Industrial/applied research – planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation;
- b) Experimental development – acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services; Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements;

The eligible costs of fundamental/basic research may comprise a maximum of 10% of total eligible costs of the Project. Basic research is understood as: experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any direct commercial application or use in view.

c) **state aid rules**

Grants in the IdeaLab call for full proposals may cover **up to 100% of eligible costs for research organisations, other types of entities⁵ other than enterprises⁶ (including NGOs, and municipalities)**. In the case of enterprises, funding quota will be decided on a case-by-case basis depending on the size of the company, type of research/development, under the Regulation of the Minister of Science and Higher Education of 25 February 2015 on criteria and rules on granting state aid and *de minimis* aid through the National Centre for Research and Development, (Journal of Laws of 2015 item 299).

The maximum state aid intensity for enterprises:

	Large Enterprises	Medium Enterprises	Small Enterprises
Fundamental/ Basic Research	Up to 100%	Up to 100%	Up to 100%
Industrial Research	Up to 50+15 (max 65 %)	Up to 50+10+15 (max 75 %)	Up to 50+20+15 (max 80 %)
Experimental development	Up to 25+15 (max 40 %)	Up to 25+10+15 (max 50 %)	Up to 25+20+15 (max 60 %)

Only basic/industrial research and experimental development will be funded. Other types of activities (e.g. coordination, dissemination, management) may only be parts of research tasks.

The eligible costs of fundamental research may comprise a maximum of **10% of total eligible costs** of the Project.

d) eligible costs

The total project cost and requested funding are parts of the project idea form that is submitted during the workshop. The requested funding must not change at the full-proposal stage.

Expenditures incurred under the project may fall into one of the following categories:

- Staff
- Consumables and supplies

⁵ legal entity (person) under its national law, i.e. an entity that is capable of having and amend legal rights and obligations within a certain legal system, such as to enter into contracts, sue, and be sued, excluding natural persons, established in Poland, Norway, Iceland or Liechtenstein.

⁶ Enterprises as defined in the art. 1 of Annex I to Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Official Journal of the European Union, L 187,1).

- Equipment
- Travel
- Other direct costs
- Subcontracting
- Indirect (overheads)

Detailed description of each category and further information regarding expenditures will be given to participants during the workshop.

The final cost eligibility date is 30 April 2024.

4.5 The IdeaLab workshop: submitting the project idea

Project ideas developed during the IdeaLab workshop by research groups need to be described using the **project idea form**. Participants include in the project idea information about the novelty of the project, how it is related to other projects, and ongoing about research in the thematic area of the workshop, the interdisciplinary of the proposed research, the risks and their mitigation. The project idea should contain a justification why it should be funded and explanation what is the wow factor as well as the description of the objectives of the project, methodology and challenges being addressed. The members of the partnership are indicated and a description on how each team member is contributing is included. Details concerning the required information are in the **project idea form**.

The submission deadline for project ideas is on Thursday, 5 March 2020 at 21.00 CET. Project ideas are submitted electronically to the e-mail address idealab@ncbr.gov.pl. One research group may submit one project idea form. If two or more project idea forms are submitted by a particular research team, the latest version of the project idea form is assessed. Please note that only participants of the workshop may submit the **project idea form**.

4.6 The IdeaLab workshop: assessment of the project ideas

The project teams receive feedback on their project ideas from peers (other workshop participants) and experts (mentors and director) at different stages during the event. Finally, on Friday 6 March 2020 the project ideas will be presented by each research team, led by the Principal Investigator, to the Panel of Experts for final evaluation. Requirements for the project idea presentation will be provided to participants during the workshop. Detailed information about the assessment criteria and assessment procedure can be found in the document **the Guide for Evaluators – Assessment of Project Ideas**.

The Panel of Experts consists of the Director and mentors, that are present during the workshop. In order to ensure the independence of the project idea assessment two additional experts are included in the Panel of Experts meeting. The additional experts do not participate in the workshop and only take part in the assessment of the project ideas.

The workshop ends with the announcement to participants of the results of the experts' assessment. The Panel of Experts provides the list of pre-proposals that are recommended for funding and list of pre-proposals that are not recommended for funding. The pre-proposals

recommended for funding are ranked in order. **Please note that the pre-proposal placed on the list of preproposals recommended for funding, must be developed into project full proposal and submitted in the call for full proposals, in order to apply for funding.**

The Programme Operator, following the ranking list and information about requested funding, and the budget for funding projects gives in the information, which project ideas can be funded and which projects are on the reserve list.

In case when the budget for funding projects is exhausted and there are pre-proposals recommended for funding that cannot be funded (the reserve list), the Principal Investigator receives from the Programme Operator the information about the funding situation of the pre-proposal. The Principal Investigator, together with the project consortium, can decide to submit the full proposal. If one (or more) of the proposals that can be funded will not succeed in submitting the full proposal, the funding will go to a project from the reserve list.

5. The full-proposal stage

The call for full proposals will be opened in March 2020 and closed in May 2020. The duration of the call is two months. This is the time needed to elaborate project pre-proposals into full proposals. Applicants to the IdeaLab should, therefore, reserve the time needed to work on full proposals in the period of March-May 2020 after the IdeaLab workshop.

The call will be opened for all interested potential applicants, however only project ideas developed during the IdeaLab workshop and assessed positively by the Panel of Experts during the workshop, can receive positive assessment during the eligibility check. The Panel of Experts reviews consistency of the full proposal with the project idea developed during the workshop and with the recommendations given by the Panel. Following the assessment, the Programme Operator shall prepare a preliminary ranking list. The ranking list is reviewed and approved by the Programme Committee.

Final funding decisions shall be issued by the end of August 2020. The project grants are awarded by the Director of the National Centre for Research and Development, who issues decisions concerning project financing.

6. Timeframe of the IdeaLab

The IdeaLab Workshop	
Announcement of the invitation to propose candidates for the IdeaLab workshop participants	4 November 2019
Deadline for submitting application documents for IdeaLab workshop participants	30 November 2019, 16.00 CET
Selection of the IdeaLab participants	December 2019 – January 2020

Invitation of the IdeaLab participants	February 2020
The IdeaLab workshop in Poland	2-6 March 2020
Call for full proposals	
Announcement of the full proposal call	March 2020
Deadline for full proposals submission	May 2020
Assessment of full proposals	June-July 2020
Grant decisions	August 2020
Singing contracts	September-November 2020
Start of the projects	End of 2020/ Beginning of 2021

7. Contact person

The National Centre for Research and Development – Programme Operator

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The timeframe for answering e-mail queries is 3 working days.

8. Annexes

1. The participant's application form
2. The participant's statement
3. The entity's statement