



## FUNDING SCHEME

«RESTART 2016-2020» Programmes for Research, Technological Development and Innovation

## PROGRAMME

«ENTERPRISES CAPACITY BUILDING IN NEW PRODUCT DEVELOPMENT»

## CALL FOR PROPOSALS

NPD-CAPBLD/0225



This Call for Proposals is funded by the Recovery and Resilience Facility of the NextGenerationEU instrument



The Research and Innovation Foundation (RIF) announces the Call for Proposals for the «Enterprises Capacity Building in New Product Development» Programme within the framework of the «RESTART 2016-2020» Programmes for Research, Technological Development and Innovation – Programmes for the Period 05/2022 – 06/2025 and invites potential beneficiaries to submit relevant Project Proposals (Proposals).

The present Call will be financed by the Recovery and Resilience Facility of the NextGenerationEU instrument, in the frame of the action C3.212 «Innovation Funding Programmes and Funding Schemes for the Enhancement of Growth and Competitiveness of startups, innovative companies and SMEs» of the Cyprus Recovery and Resilience Plan. The Action is implemented under Policy Axis 3: «Strengthening the Resilience and Competitiveness of the Economy», and specifically the Component 3.2 «Enhanced Research and Innovation».

## GENERAL CALL INFORMATION

<b>Pillar</b>	<b>III. Transformation of RTDI System</b>
<b>Programme</b>	<b>Enterprises Capacity Building in New Product Development</b>
<b>Call Identifier</b>	<b>NPD-CAPBLD/0225</b>
<b>Funding Source</b>	<b>EU Recovery and Resilience Facility</b>
<b>Call Budget</b>	<b>750.000 Euro</b>
<b>Maximun Funding Per Project</b>	<b>30.000 Euro</b>
<b>Publication Date</b>	<b>7<sup>th</sup> February 2025</b>
<b>Deadline</b>	<b>31<sup>st</sup> March, time: 13.00 or until the budget is expended</b>

*The English version of the Call, even though an official translation endorsed by the Research and Innovation Foundation, is provided for information purposes only. Only the Greek version of the Call is legally binding and shall prevail in case of any divergence in interpretation.*

## OBJECTIVES

«Enterprises Capacity Building in New Product Development» Programme aims to support companies with 15 or more employees, to employ specialised staff in New Product Development and to engage in research and development activities aiming at the development of new products and services.

## DESCRIPTION



According to the most recent data of the Statistical Service, there are more than 2.500 enterprises in Cyprus which employ 15 or more employees. The RIF, through the present Call, aims to encourage enterprises of this size with no prior experience in research and innovation, to engage in relevant activities for the development of new products and services.

More specifically, the «Enterprises Capacity Building in New Product Development» Programme supports beneficiaries to employ certified professionals in New Product Development, which will work full time in the enterprise in order to support it to develop new products and services.

These professionals can be new employees, who will be hired specifically for this purpose, or existing members of staff of the enterprise and should be trained and obtain a certification in New Product Development. The RIF will provide free-of-charge training to the involved staff to be included in the project team.

RIF funding is expected to cover part of the personnel cost of these professionals who will implement research and innovation projects aimed at the development of new products and services.

## **BENEFICIARIES**

Enterprises

## **SPECIFIC RESTRICTIONS AND CONDITIONS FOR PARTICIPATION**

The Host Organisation of a project must be a Small, Medium or Large Sized Enterprise (B1, B2, B3) that has at least fifteen (15) full-time employees.

The number of employees must be documented by the Earnings and Contributions Schedule from the Social Insurance Services Online Contributions Payment System for November 2024. The verification will be carried out during the internal evaluation process stage.

In the frame of the present Call for Proposals, each enterprise may receive funding as Host Organisation (HO) for only one Project.

The participation of Enterprises that have received funding as Host Organisations/Coordinators, in previous projects in the frame of the RESTART 2016-2020 Programmes, excluding «Participation in International Brokerage Events» Programme, or in projects funded by EU's Horizon 2020 and Horizon Europe Programmes, is not allowed.

The Project Coordinator (PC) should be the person who will undertake the Product Owner role in the beneficiary company. The PC should be a full-time employee of the Host Organisation during the project duration. The PC can be a new employee who has a NPDP Certification, or



an existing employee in the beneficiary enterprise who should receive training in New Product Development.

Up to 3 individuals may participate in the Project Team, including the PC. For the additional staff in the Project Team, further to the PC, at least one person should have a NPDP Certification, or should receive training in New Product Development, as is also the case for the PC.

For projects to be selected for funding, individuals included in the Project Teams, will have the opportunity to participate in training sessions organised by the RIF, in new product development, prior to the projects start. The training costs, estimated at 250 Euro per person, will be covered by the RIF and will be awarded to beneficiaries as indirect state aid, on the basis of the Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. In order for enterprises to be eligible to participate in the training, the de-minimis aid control procedure will be followed.

It is clarified that the participation in the training organized by the RIF is not mandatory. Staff of the beneficiary companies may participate in the training sessions organised by the RIF, free of charge, or they can choose other trainings of their choice, covering the relevant costs. In the case where they will attend other trainings of their choice:

1. The beneficiary should justify the participation of its staff in the trainings of their choice. The trainings should have a duration of at least thirty (30) hours and should be delivered by one provider.
2. Staff should complete the training within three (3) months at the latest, from the start date of the project.
3. Upon completion of their staff training, beneficiaries should submit to the RIF the relevant participation/attendance certificates. If the relevant documentation is not submitted within three (3) months for the projects start date, the projects will be terminated.

It is recommended that all professionals who will receive training, will take the relevant applicable test in order to receive the NPDP Certification or NPDP Provisional Status by the Product Development and Management Association (PDMA)<sup>1</sup>.

It is also recommended that enterprises that have received funding under this programme include the relevant project costs in their Financial Statements, as research and innovation expenses, in order to secure tax exemptions.

The minimum budget for a Project should be 75.000 Euro.

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<sup>1</sup> Product Development and Management Association (PDMA)

[https://www.pdma.org/page/NPDP\\_certification](https://www.pdma.org/page/NPDP_certification)



## PROJECT ACTIVITIES

The projects must necessarily include Experimental Development activities. They may also include Feasibility Study activities.

## DURATION OF PROJECT IMPLEMENTATION

Up to 9 Months

## BUDGET

€ 750.000

## MAXIMUM FUNDING PER PROJECT

€ 30.000

The maximum aid intensity is 40% for Small Enterprises, 35% for Medium Enterprises, and 25% for Large Enterprises.

## ELIGIBLE COSTS

Personnel costs, Overheads (20%).

All beneficiaries that have not previously participated in the RESTART 2016-2020 Programmes, should make use of the simplified cost Method «Standard Scales of Unit Costs» for the calculation of personnel costs.

## SERVICES OF THE CENTRAL KNOWLEDGE TRANSFER OFFICE (KTO)

Beneficiaries of this Programme will automatically become Beneficiaries of the services and tools for knowledge transfer offered by RIF, in the framework of the Central Knowledge Transfer Office (KTO) and the Innovation Factory initiative.

## RESTART 2016-2020 WORK PROGRAMME

All general rules and procedures for the participation of organisations and individuals, the eligible activities and costs, as well as the specific information regarding the «Innovation Vouchers» Programme, as well as the other RESTART 2016-2020 Programmes, are included in the **RIF's Work Programme for the «RESTART 2016-2020» Programmes for Research, Technological Development and Innovation – Programmes for the Period 05/2022 – 06/2025,**



which is the main reference document and an important information source for interested parties and can be found on the Research and Innovation Foundation's **IRIS (Innovation Research Information System) Portal** (<https://iris.research.org.cy/#/documentlibrary>).

## SPECIFIC CONDITIONS

In the frame of the present Call, the following specific conditions apply:

- The Host Organisation is required to register the updated data regarding their ultimate beneficial owners in the Competent National Registry / Archive, as per «The prevention and suppression of money laundering and terrorist financing Law of 2007 (188(I)/2007)». The RIF maintains the right to proceed with the appropriate checks in the competent Registries to verify the registration. For this purpose, all private organisations should submit an official proof for the data registration during the Contract Preparation stage.

Additionally, the Host Organisation, who is applying for funding exceeding 150,000 Euros, must include the details of their ultimate beneficial owners (Full Name, ID/Passport Number, and Date of Birth) in the Declaration regarding the Ultimate Beneficial Owners.

- Funded Projects should comply with the «Do No Significant Harm» principle, according to which they must not include or support activities that could cause significant harm to any of the six environmental objectives, as per Article 17 of Regulation (EU) No 2020/852, on the establishment of a framework to facilitate sustainable investment.
- Time extension for the completion of the funded projects is not allowed.
- Payment requests for the final instalment must be submitted within thirty (30) calendar days after the end of the period to which they relate.
- When reviewing Payment Requests, the deadline for submitting supplementary documents is set at fourteen (14) calendar days.

## SUBMISSION

Proposals are submitted through the Research and Innovation Foundation's **IRIS Portal** (<https://iris.research.org.cy>).

The Project Coordinator and the Host Organisation, should register in advance on the IRIS Portal.

Potential applicants are advised to use the «**Guide for Applicants**», which contains guidelines and clarifications regarding the Submission procedure and the «**IRIS Portal User Manual**» which can be found on the IRIS Portal (<https://iris.research.org.cy/#/documentlibrary>).



*The Research and Innovation Foundation encourages in all its Calls for Proposals:*

- *the participation of women as Project Coordinators, and*
- *the gender-balanced formation of projects.*

**The Project Proposal consists of the following parts:**

1. Part A – General Information & Budget (electronic form (fields) to be completed online through the IRIS Portal).
2. Part B – Technical Annex (document to be uploaded as an Annex on the IRIS Portal in PDF format).
3. Annex I – Curricula Vitae (document to be uploaded as an Annex on the IRIS Portal in PDF format and includes the CVs of all project team members – **Mandatory Submission**). It is recommended that, CVs of all project team members are created according to the EUROPASS format and do not exceed 5 pages per person.
4. ANNEX III – Call Specific Information not to be Disclosed by the Evaluators (documents, correctly completed and signed, which are uploaded as an Annex on the IRIS Portal in PDF format):
  - a. **Earnings and Contributions Schedule from the Social Insurance Services Online Contributions Payment System for November 2024.**

## PROJECT SELECTION

For the evaluation of the Proposals submitted in the frame of the «Enterprises Capacity Building in New Product Development» Programme, after the completion of each Cut-Off-Date (First and Final), an internal evaluation procedure will be carried out by responsible RIF staff according to the Call requirements.

During the internal evaluation procedure, the RIF may request additional documentation.

### Evaluation Criteria

Not applicable.

### Selection

Prioritised by order of submission to the RIF (non-competitive procedures apply) on condition that proposals have been deemed eligible for funding according to the Call requirements and furthermore, the following are duly justified in the Proposal:



- The enterprise's plan for the development of new, or significantly enhanced existing products and services, and the expected impact on its competitiveness, as well as on its growth prospects.
- The selection criteria and the suitability of the PC and the other project team members, based on their skills and relevant experience.
- The benefit of the enterprise and its capacity building for research and innovation, which will arise through the employment of certified professionals in new product development.

Eligible proposals are selected for funding, until the total requested funding of approved Proposals, equals the total Call budget.

## COMPLETION

Upon the completion of the Project, the Host Organisation submits to the RIF a brief Report using the «Progress Report» document, and a «Payment Request» including all relevant expenses (personnel cost) implemented in the frame of the Project, as defined in the above provisions of the present Call for Proposals, should also submitted. It is noted that, all relevant documentation/proofs for Personnel Cost are described in detail in Chapter 5.4.1. of the RESTART 2016-2020 Work Programme.

The «Progress Report» and the «Payment Request» will be reviewed by the RIF according to the objectives and the regulations of the Programme and provided that the necessary conditions are met, the approved funding, will be released to the Host Organisation. According to the RESTART 2016-2020 Work Programme, the RIF may organise monitoring visits for on-the-spot verifications if deemed necessary.

## INFORMATION – CONTACT DETAILS

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### RIF Support Service

#### Email

[support@research.org.cy](mailto:support@research.org.cy)

#### Telephone

+35722205000

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*The Research and Innovation Foundation may at its discretion, proceed to the extension or revocation of the present Call by applying the same publication procedure.*