



University of Verona

Call for applications Collaborative projects with Industry, Public and Private Bodies

Joint Projects 2019

Article 1 - Purpose and object of the call

1. Departments and Research Centres of the University of Verona are invited to submit a collaborative project with Industry, public and private institutions (other public or private universities can participate only as a scientific partner). The call aims to foster research and development thanks to a research of common interest comprising the involvement of researchers and the use of knowledge, facilities and equipment.
2. The University will co-finance the collaborative projects, submitted and evaluated under this Call, through specific resources from the University budget.

Article 2 – Research Project eligibility criteria

1. Joint projects should refer to one or more of the following actions:
 - a) Research activities aimed at the development of new products / services / processes / methods / models (Applied / Industrial Research);
 - b) Activities of study and theoretical and experimental research aiming at the development of prototypes and / or pilot plants (Pre-competitive Development);
 - c) Activities of study and research aimed to broaden scientific and technical knowledge and more generally culture, not necessarily connected with specific and immediate industrial or commercial objectives (Basic Research);
2. Projects must be carried out by one or more departments and / or research centers with financial autonomy, in partnership with at least one or more companies and / or public or private bodies. Other universities may participate as partners; however, their financial or figurative contribution will not be counted in the total project cost. Financial partners must submit a letter of commitment during the application process where it states their willingness to participate actively on the project and the full availability of the financial fund.
3. Submitted projects must not overlap in content to previously project funded by University. Failure to comply will result in exclusion for evaluation and funding.
4. The Scientific Coordinator of a joint project shall be a tenured professor of the University of Verona (full professor, associate professor or assistant professor) who, as principal investigator, will submit only one project following the instructions described in Article 3. Temporary researchers can submit a proposal as a principal investigator only if the duration of the project is in line with the duration of their contract. The Department/Centre will be responsible for the administrative, financial and accounting of the joint project admitted to co-financing for the Scientific Coordinator.
5. If a Scientific Coordinator won a grant on Ricerca di Base 2017 call or Joint Project 2018 call cannot submit a proposal for this call. However, he/she can participate on the research group but his/her participation must be compatible with other institutional activities already undertaken.
6. The joint project will be led by the Research Unit of each partner and coordinated by a Scientific Supervisor specified in the application form. The Scientific Coordinator will have also the role of Head of the Research Unit located at the

Department.

Article 3 - Presentation of project proposals

1. Project proposals must be submitted through the online form, set up by “Area Ricerca – Liaison Office” at the following link www.univr.it/jp by the deadline of **October 14, 2019 at 12 am**.
2. Project proposals must be **written in English** with a brief description in Italian. It will include a detail description of research novelty, short term and long term milestones and the main impacts. Furthermore, the Scientific Coordinator should select the funding line to which wants to participate (Line 1 or Line 2)
3. In addition, project proposals must disclose the following information elements:
 - The common interest of the University and Company / Institution involved in the project;
 - The technical and scientific capacity and viability to ensure the proper execution of the research activities;
 - The articulation of activities falling, respectively, in the types of research described in Article 2, c. 1, letters a), b), c) and d) of this Call.

Article 4 - Resources and extent of co-financing

1. The overall resources available for this Call are equal to € 500.000 for the year 2019. The total financial fund are divided between the following two lines of funding:
 1. Line 1
400.000 Euro for project in partnership with companies, established in various legal forms (Spin-off of the University of Verona are excluded) and/or with Public Research Institutions.
 2. Line 2
100.000 Euro are allocated for project in partnership with Public or Private non-profit organizations, with exclusion of Italian or Foreign public or private University
2. Given the overall financial resources allocate for the Call, the amount of co-funding of the project will be determined on the basis of the total cost of the project, as stated in Article 5 and according with the below clause.
3. For the Projects of Line1 the total co-financing assured by the University must not exceed 50% of the total cost of the project and it is composed as the following:
 - Up to a maximum of 30% of the total project cost, will be provided by the Budget of the Central University;
 - 20% of the total cost of the project will be provided by the Department or Research Centre of the University. This amount can be given in cash or can be represented by the cost of research staff who will work in the program according to the objectives of the project ;At least 50% of the total cost of the project will be supplied by the Companies / Organizations participating in the realization of the joint project. The external resources may include a maximum of 20% of the cost of partner personnel who will work in the research program and/or of value of existing equipment that are necessary for the objectives of the project.. If the share of co-funding insured by participating Companies / Entities participants exceeds 50% of the total project cost, the additional external resources might determine a decrease or an annulment in the share of co-financing by University.
4. For the projects of line 2, the total co-financing must be allocated exclusively to the activation of research grant or fellowship and it is composed as follows:
 - up to a maximum of 80% of the total project cost will be provided by the Budget of the Central University;
 - 20% of the total cost of the project will be provided by the partner or/and the Department or Research Centre of the University. This percentage may be also increased over 20% based on the availability of resources of the external partners.
5. The contribution provided by the Budget of the University will be transferred in full amount only after signing the cooperation agreement duly registered by the Department and having provided the Unique Project Code (UPC).
6. **The request of funding to the Central Administration of the University:**
 - for each project belonging to the line 1 may not be less than € 15,000.00 and more than € 50,000.00.
 - for each project belonging to the line 2 cannot exceed € 20,000.00.

Article 5 - Determination of the total project cost

1. The total cost of the joint project will be given by the sum of costs incurred starting from the date of submission of the project proposal and throughout the period defined for the conduct of research. Therefore, in the Cooperation Agreement must be indicated the start date and end date of the project, the Unique Project Code (UPC), which, must be included in every supporting documents of expenses related to the project (invoices, receipts, etc.)

2. The only eligible costs will be the following:

a) Purchase of new equipment

This category will be included: equipment, instrumentation and software purchase on the market. The following criteria will be applied:

- The cost of new equipment and new instrumentation be used exclusively for the project will be determined according to the invoice. The following costs are eligible: customs duties, transport, packaging and any assembly, insurance costs, maintenance and any other contractual cost required by the nature of the good. For this category the eligible cost is related to the annual amortization, in compliance with the Italian law. The cost is proportional to the actual use of the asset for the project.

- If new equipment or instrumentation fall in to art. 4 clause 3, the eligible cost is equal to 100% of the cost of the asset. However, the partner must signed agreement by the legal representative and countersigned by the auditor or by the chairman of the supervisory board (if any). This must include the reasons for charging the full cost of the asset and certify that at the end of the project the property will have to be transferred free of charge at the University.

- Costs related to furniture and fixtures are excluded.

b) R&D cost.

The category includes the following costs: raw materials, components, semi-finished products, marketing materials, materials specific consumption (i.e reagents), expenses for clinical trials, expenses for crops and livestock (i.e for research of agricultural interest), in addition to equipment used for the construction of prototypes and / or pilot plants, as well as the realization of the questionnaires, the purchase of books / books / articles and / or the costs of publications (ISSN / ISBN / DOI) including conference proceedings concerning the project.

This item covers the costs of the materials required for the minute operational functionality such as: tools, small metal parts and electrical items for the protection of personal digital media (eg. Mass storage devices, etc.) And similar computers, glassware ordinary equipment, feed, bedding and cages for the maintenance of laboratory animals etc.

The costs will be determined on the basis of the amount of the invoice (covering the UPC project), which will have to make clear reference to the unit cost of the goods supplied, plus any customs duties, transport and packaging.

It specifically excludes the costs of maintenance and repair of any equipment.

c) Temporary employees.

For departments and research centers of the University of Verona this item will include costs for the activations / renewals (up to the maximum period allowed by the relevant regulations) of PhD scholarships, research grants and scholarships, the latter only if fully funded with the contribution of the external partner, and any other form collaboration possible by law in view of the regulation of the University.

For different partners by the university this item will include the activation, by law, of occasional services and employment contracts.

Partners will also co-finance directly Departments and research centers through grants for doctoral fellowships and scholarships and research grants.

Both for the University and for the partners, the personnel involved in the project activities may conduct any task at the facilities of the University and / or the participating institutions, taking care to follow the requirements of legislation on safety and health at work.

In any case, the costs incurred for this entry shall result from a copy of the contract of staff involved and the corresponding total cost expressed in slips / payroll.

d) Subcontracting and analysis services.

Must refer to benefits even occasional, exclusively scientific rendered by individuals or entities with legal personality and regulated by special act of a legally valid commitment. Their cost will be determined according to the invoice / bill / billing note. Within this category the following costs are eligible: reimbursements for travel and accommodation of visiting scientists at the headquarters of the project, for reasons of a scientific nature are closely related to the activities

covered by the project, and even in cases where scientific advice is given free of charge. In this item is included services purchased from other Department or/and Center of the University of Verona, as long as there is a proof of the cost-effectiveness of the internal acquisition.

e) Travel and subsistence.

This item includes all expenses incurred for missions related to the project. The costs can be recognized, for the realization of the joint project and the mission must be authorized by the Head of the Research Unit and formalized in a letter of appointment in which is identified the person who goes on a mission, the period mission and the scientific reasons that have to be linked to the operations provided for in the final design.

The costs of the missions for the staff of partner organizations cannot be supported by the Departments and Research Centers of the University of Verona.

f) Meetings and seminars organization.

It includes the organization of scientific-informative events for the presentation of research results. As an indication, including expenses related to rent rooms, fees for external speakers, catering, website, logistics, communications agencies, information material, etc. In any case, the remuneration paid to the Research Unit is excluded in any way intended (organizer, speaker, etc.). It will be possible to make this expense even after the end of the project, provided that these activities are scheduled and estimated in detail by the end date of the project

g) Department/Centre permanent employees.

In the maximum percentage of 20% of the total project cost from the Department or Research Center may include: staff with permanent contract or temporary employee by the University that is directly involved in Research activities (i.e. the full professor, associate professor, assistant professor, fellow, graduate student, , lab technician, etc..) and based on time commitment indicated in the Work Packages

3. In the event that the contribution of the University is less than 30% of the total project cost requested by the proponent it will be possible to cover the difference with additional funds from the Department and / or of the Company / Organization participant or to reshuffle the expense items provided that the goals and the expected results of the project remain unchanged.

4. It will be possible to make readjustments of the costs for the entire period of the project (also to adjust costs to the curtailment occurred initially on the basis of the evaluations) within a range of variability equal to 20% of the total cost of the project with the possibility of moving from one item to another provided that the percentage of co-financing of each partner to respect the provisions of art. 4 of this call. In any case the remodeling does not involve additional costs for the University.

5. Any requests for changes of projects approved and funded should be addressed to Research Service - Liaison Office, who will have 15 working days to respond and after consulting the Delegate. After the deadline without any answer changes will be deemed to be accepted.

Article 6 - Procedure for the assessment of project proposals submitted

1. The parties involved in the evaluation process of the projects presented are:

- The Research Service - Liaison Office, with regard to the verification of the completeness of documents, the technical and administrative management of the evaluation process and the allocation of projects to independent expert evaluators, by drawing lots.
- The Board of Directors of the University for the approval of projects to be funded until the depletion of the fund and the related publication of the final ranking.

2. The evaluation procedure of the submitted proposals will be carried out in the manner electronically through peer reviewing. It provides that, verified the completeness of documents by the Office, the project is submitted for scientific evaluation to 3 (three) experts, drawn at random from the **REPRISÉ database of the MIUR (Ministerial decree of 13th June 2016 n.380)** on the basis the following data:

- 3 free key words chosen by the Scientific Coordinator
- 3 key words selected from the **ERC sector** and related to the research project
- Scientific Disciplinary Sector (SDS) of the project which may be different from that one of the Scientific Coordinator

In order to guarantee the best association between the project and referees and to optimize the selection time, the

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electronic procedure will draw the referees from the database and in accordance with the combination of the aforementioned criteria. The selected referee has the right to accept or reject the evaluation after a careful reading of the abstract

In Accordance with the procedure, the expert will send the results of its evaluation on the basis of the following criteria:

EVALUATION CRITERIA up to a maximum of 100 points
a) Innovation, novelty and adequacy of the proposed research, prospects for dissemination and transfer of results expected from the project and contribution to the advancement of knowledge, of skills and technologies in the specific production sector or scope of interest: up to 60 points ;
b) Scientific qualification, including in relation to the proposed project, the scientific coordinator and unit coordinators, with the assessment of their scientific activity in the past five years and the expertise in the area of the proposal: up to 25 points ;
c) Possible impact of the proposed research and the potential of making a significant advancement of knowledge with respect to the state of the art, with specific reference, for the areas involved, to the issues covered by the program Horizon 2020: up to 15 points ;

3. The final score will be equal to the arithmetic average of the three evaluations

4. It will be considered for funding only those proposals that have obtained a minimum score of 60 points

5. There will be two separate final rankings for the two different lines of projects. These ranking are used until the allocated financial amount are exhausted

5. The communication of the assignment of the eligible funding will then be forwarded to the Scientific Coordinator of the project, accompanied by the documents of the evaluation process. Coordinators of the projects not selected to the funding, both for score lower than 60 or for exhaustion of the fund, will also receive complete information on the results of the evaluation procedure.

5. The final list with the results of the evaluation procedure will be made public through the web pages of the University.

Article 7 - Duration of the project, monitoring and verification of results, reporting.

1. The research will last for one year (annual project), two years (two-year project) or three years (three-year project).

2. After evaluation of the results obtained, the project can be extended (for once and for up to 6 months) without entailing any case, no additional contributions from the Administration Central University, also in case of any changes projects.

3. The Scientific Coordinator of the project will be required to report within three months from the end of the project through a detailed report to provide the following findings:

a. analytical reporting of the expenses occurred;

b. the progress of the project in relation to the objectives;

c. the results achieved;

d. (If any) changes compared to the original plan;

e. the prospects for further development and possible economic effects predictable.

Article 8 - Ownership and / or enjoyment of research results

1. The exploitation of rights coming from intellectual or industrial property on the research results are proportional to the share of the co-financing (inventions, new models, process or product innovations, technical and commercial know-how), without prejudice to the rights, set up by law, of authors and inventors. If the partners agree otherwise, they must be expressly authorized by the Research - Liaison Office.

2. Each party can publish the results coming from the project only if the other party gives a written consent, which, shall not be unreasonably withheld and it must be strictly linked to consideration on the protection and exploitation of intellectual property and on the industrial development of these results

3. The products of the research in full text format will have to be deposited on Open Archive of the University. How to

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insert the same and related intellectual property rights must be agreed with the Research Area.

Article 9 - formalization of the Agreement of cooperation for the realization of the project

1. The cooperation between the parties will be implemented through a special agreement, concerning the agreed research program (Collaboration Agreement for the realization of the joint project prepared from the Research Service-Liaison Office and published on the site Internet University) which will regulate: the purposes, the duration, forms of consultation of the contracting entities, their financial relationships and mutual obligations and guarantees with the determination, in particular, the manner and timing of implementation, ownership and the exploitation of the results of research carried out in collaboration.
2. It is necessary that every Scientific Coordinator setting out in detail the collaboration agreement with the support of Research Service- Liaison Office.

Article 10 - Forms of publicity and dissemination of the call

1. In order to ensure the widest possible dissemination of the opportunities provided by the Call, it will be publicized on the Official Register of the University, in the press, through publication on the Home Page of the University and by sending to associations and institutions of category, foundations and financial institutions.
2. In order to better identify the legacy of skills and knowledge belonging to the University of Verona, the University Web Site www.univr.it provides information for each Department Areas, Groups, laboratories and instrumentation present in their structures.
3. To support and facilitate participation in the call on the Web Site of the University has been activated an "information service" at

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