**COST Innovators Grant (CIG) Application Form**

November 2024

***COST Innovators Grant application*** ***- Part A***

|  |  |
| --- | --- |
| Application title |  |
| Application acronym |  |
| Code of COST Action from which the CIG application originates | CA\_\_\_\_\_ |
| Submitter (must be Action Chair/ Vice Chair) | *name, email address* |
| Origin of CIG application in the Action | *Explain here how the solution proposed in this CIG application originates from the Action* |
| CIG Grant Holder | *Grant Holder name, Grant Holder Scientific Representative name & email address.*  *It is advised that the Action Grant Holder continues. If this is not possible, the new Grant Holder institution shall be the affiliation of one of the CIG Team members.* |
| Summary (for publication if the application is approved) | *Write here a summary of your application, explaining the problem or need and how you will address it, and highlighting the expected outcomes of the CIG. This description should be understandable for a non-specialist in your field and should not contain any confidential information.*  *Word limit: between 100 and 500 words* |
| Composition of CIG Team | *In the table below list the members of the CIG Team, clearly specifying who will be the CIG Chair and Vice-Chair. There is no requirement for the Action Chair or the Vice-Chair to become the CIG Chair or Vice-Chair.*  *NOTE: The CIG Team members must be affiliated either in a COST Full Member, COST Cooperating Member or be an approved MC Observer.*  *The composition of the CIG Team is specified in the CIG application. It is not possible to join a CIG Team after submission of the CIG application to the COST Association.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and email** | Institution | Country of affiliation | Role in the CIG | Relevant expertise and expected contribution in the CIG |
|  |  |  | CIG Chair |  |
|  |  |  | CIG Vice-Chair |  |
|  |  |  | CIG Team Member |  |

The CIG team members agree to commit to their contribution as described above and in Part B - Implementation.

***COST Innovators Grant Application - Part B***

*The CIG Application part B has the following sections:*

* *Innovation Potential*
* *Expected impact*
* *Plan for Implementing the CIG*

*The length of the CIG application PART B must not exceed six (6) pages; the CIG Committee will be instructed to not evaluate any additional pages. The first page of the template with the instructions and text in italics should be deleted when saving the application to PDF.*

*Applications shall be submitted using the “CIG application template” and the following COST standard style: Arial font, size 10, line spacing 1 - choose “Normal, Text” style option from the ribbon styles gallery, margins, line spacing, etc. Any application not fulfilling the aforementioned “CIG application template”, will be converted into the standard template by COST. In case of exceeding pages, these will not be provided to CIG Committee for evaluation.*

*Before writing the application, it is recommended to carefully read the* [*CIG Guidelines*](http://www.cost.eu/innovators_grant)*[[1]](#footnote-2).*

*CIG applications must respect fundamental ethical principles as described in Article 3.3 of the* [*“Rules and Principles of COST Activities”*](http://www.cost.eu/rules_innovators_grant)*. COST strives to avoid the deliberate replication of ideas, data, results or other scientific work without due permission and acknowledgement. Make sure that the ideas developed in the application are yours and that you own, or have received the necessary authorisations, from the intellectual property rights holders to validly use, all intellectual property rights on the photographs, slides, graphs, digital images or other material that you include in the application. You can consult Article 5.5 of the* [*“Annotated Rules for COST Actions”*](http://www.cost.eu/Annotated_Rules_for_COST_Actions_C) *for further details related to IP.*

*The instructions related to each section are given below.*

|  |
| --- |
| **1. INNOVATION POTENTIAL** (RECOMMENDED 2 PAGES)  *This section will be used by the CIG Committee to evaluate the Innovation Potential.*  *This section will be evaluated by a CIG Committee sub-group. If the mark does not reach the threshold[[2]](#footnote-3) for Innovation Potential, the CIG application will not be invited to the Hearings and therefore not considered for funding.* |
| 1.1 WHAT IS THE PRACTICAL CHALLENGE AND TARGET GROUP THAT YOU WILL ADDRESS  *Describe clearly and concisely the problem or need that the CIG is aiming to solve or alleviate, and to whom this is addressed.*  1.2 WHAT IS YOUR PROPOSED SOLUTION, WHAT WILL BE THE MAIN OUTCOMES OF THE CIG  *Describe the idea you would like to develop further to address the issue described under 1.1, stating clearly the outcomes that will be achieved and the end point that will be reached under this grant.*  1.3 OBJECTIVES OF THE CIG  *Describe clear objectives of the CIG. Please formulate the objectives in a “SMART” (Specific, Measurable, Achievable, Relevant and Timely) way. These objectives shall not contain any confidential information as they might be published on the COST website.*  1.4 WHAT IS INNOVATIVE ABOUT YOUR SOLUTION  *Describe the novelty of the innovation you aim to achieve and how this advances the state of the art.*  *Applicants should state in their proposal the added value of the CIG compared to a mere continuation of the Action. Additionally, they should explain who the competitors or alternative solutions are and detail the competitive advantages of the CIG.* |
| **2. EXPECTED IMPACT** (RECOMMENDED 2 PAGES)  *This section will be used by the CIG Committee to evaluate the Expected Impact.* |
| 2.1 DESCRIBE WHO AND/ OR WHAT WILL BENEFIT, HOW, WHEN AND TO WHICH EXTENT  *Describe clearly and concisely who (end-users) or what (e.g., the environment, animal welfare, etc.) will benefit from it, and when and how this benefit will occur or will be realised.*  *The impacts and benefits can be societal or technological or economic. The impacts of a CIG must go beyond those arising from scientific publications. Whenever relevant, CIGs are encouraged to include user/customer feedback beyond the research community by different means such as: have a pilot test that require a reality check of their innovation or involve the users from the beginning in co-design activities.*  2.2 PLAN FOR EXPLOITATION  *Describe clearly and concisely how you will ensure that the proposed ideas will be brought forward after the end of the CIG (users’ take-up, commercial exploitation, investment funding etc.). Plans should be realistic and describe end-user take-up or hook-up to further innovation schemes or funding sources.* |
| **3. PLAN FOR IMPLEMENTING THE CIG** (RECOMMENDED 2 PAGES)  *This section will be used by the CIG Committee to evaluate the plan for implementing the CIG.* |
| 3.1 WORK PLAN  *Describe which COST networking tools will be used to achieve the objectives set for the CIG. Please summarise in the table below the foreseen workplan, ensuring that it also contains the activities necessary to enable the delivery of a Business Plan at the end of the CIG. For each activity state which of the CIG Team Members have committed to contribute to this activity. Note: The Grant Period for the CIGs will run for 12 months.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | What will be done | Which COST Networking Tool(s) will be used | Expertise required | CIG Team Members committed to this activity | Budget required | |  |  |  |  |  | |  |  |  |  |  | | **Subtotal** |  |  |  |  | | FSAC (15% of *Subtotal*) |  |  |  | 15% of *Subtotal* | | **Total** |  |  |  |  |   Total budget requested may not exceed 125 000 EUR, including FSAC. |
| 3.2 INTELLECTUAL PROPERTY RIGHTS CONSIDERATIONS  *Identify whether Intellectual Property Rights (IPR) must be considered for the implementation of the CIG. If so, please identify a plan of mitigation and/or risk assessment.*  *Background:*  *Intellectual Property (IP) protection helps inventors create value from their ideas, turning inspiration into sustainable business success[[3]](#footnote-4). Because of its mere nature, the likelihood of IPs deriving from the CIG is considered high. Experience shows that agreeing on IP rules is by far more complicated once IP issues arise than before.*  *The CIG application shall therefore contain a plan for dealing with Intellectual Property Rights that might arise out of the CIG. This aims at avoiding any possible IPR related conflicts and disputes among participants in COST funded activities.*  *COST is required through its agreement with the European Commission to implement the principles set out in the Code of Practice annexed to the Commission’s Recommendation on IP management[[4]](#footnote-5). Developing an IP policy is one of the main principles of this Code of Practice.*  *In order to develop this IPR Plan, CIG applicants are recommended to consult the European IPR Helpdesk (*[*www.iprhelpdesk.eu*](http://www.iprhelpdesk.eu)*) for available materials[[5]](#footnote-6).* |

1. <http://www.cost.eu/innovators_grant>

   2  [CIG Guidelines](http://www.cost.eu/innovators_grant)

   [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. Intellectual Property Office (IPO) <http://www.ipo.gov.uk/ip4b.htm> [↑](#footnote-ref-4)
4. Commission Recommendation C (2008) 1329 of 10.4.2008 on the management of intellectual property in knowledge transfer activities and the Code of Practice for universities and other public research organisations <https://ec.europa.eu/invest-in-research/pdf/ip_recommendation_en.pdf> [↑](#footnote-ref-5)
5. <https://www.iprhelpdesk.eu/home>; [Intellectual Property Helpdesk (europa.eu)](https://intellectual-property-helpdesk.ec.europa.eu/index_en); <https://euipo.europa.eu/ohimportal/en> [↑](#footnote-ref-6)