

Regulations for a Call for Proposals of Innovative Ideas of  
Instituto Superior Técnico (Teclnnov)

**Guidelines**

**Preamble**

Higher Education Institutions have been playing a key role in the knowledge-based economy and in the development of human resources, in order to compete effectively at a global scale.

Instituto Superior Técnico (Técnico) has been developing a value creation strategy within its academic community, by investing on innovation and entrepreneurship as technology transfer catalyzers and by seeking to get the most from its well-known research quality and educational offer, in economic terms.

Students, researchers and faculty will be the major stakeholders in a wealth generating process, in which knowledge and skills acquired over time at Técnico add value and consequently have gained increased importance in a fast growing global and competitive market.

Against this background, and considering the importance of setting up a framework to allocate funds to innovation, these regulations were set up in order to fund the development of innovative ideas of Instituto Superior Técnico (Técnico).

Article 1

**Purpose and scope**

These regulations lay down the terms whereby the Governing Board of Instituto Superior Técnico (Técnico) grants aid, financial or other, allocated to support innovation projects, which are aimed to address clearly identified problems for which a technology-based solution is sought with a sustainable business model. Each project will have a team, consisting mostly of members of Técnico's academic community, i.e. its students, researchers and faculty.

Article 2

**Eligibility**

Teams mostly consisting of members of Técnico academic community (students, faculty and researchers) are eligible to compete for support within the application period set up in the respective call notice.

Article 3

**Submission of applications**

Each applicant team may submit only one application per call and must comply with the following requirements:

1. Fill in and sign an application form available on <http://tt.tecnico.ulisboa.pt/> (further information to be disclosed in call notices, however at least one annual call is expected, which will always depend on available resources) that will be sent electronically to [pe@tecnico.ulisboa.pt](mailto:pe@tecnico.ulisboa.pt) or served by hand at the Technology Transfer Area of Instituto Superior Técnico.

2. Applications must include a summary, the problem description and its cost, the problem solution and its expected cost, the innovation brought in and the economic advantage, the description of the proof of concept or the steps to be taken in the envisaged innovative process, the success metrics at the end of the project, a detailed budget listing expected expenses, and a work schedule.
3. The application should also identify each team member, his or her relevant skills for the projects and other innovative projects, in progress or submitted, in which he or she is involved.
4. The application may also submit a list of names of scientific or technological advisors or business mentors who, even if they are not part of the project team, are willing to support it, by specifying their relevant skills for the project.
5. Where requested, applicants must provide additional information and documentation, and analysis of and decision about the application for support will depend on the delivery of requested information and documentation.
6. Applications must be submitted within the deadlines defined in the respective call notices.
7. Applications will be instructed by the Business Partnership Unit of the Technology Transfer Area of Instituto Superior Técnico, which will send them for the jury's analysis and decision, after which the respective minutes containing the results will be drawn up.

#### Article 4

##### **Support allocation criteria**

1. The projects will be generally examined in accordance with the following criteria:
  - a) Team competence and suitability
  - b) Project feasibility and degree of innovation
  - c) Economic potential and degree of soundness of the business model
  - d) Time-to-market technology development state-of-the-art
  - e) Requested financial aid and budget availability
2. Each call notice may specify additional criteria or restrictions in relation to team composition, fields of application of innovation, market, etc.
3. Where an equal score in project merit occurs, multidisciplinary projects will be given preference.
4. Pre-selected ideas will be submitted in pitch format to the competition jury, and winning ones will be given conditions for funding of the innovation project.
5. Proof of concept may be theoretical, practical or based on a scale model, which should be sufficiently strong to underpin the project feasibility and must be prepared during a maximum period of 4 months.
6. As many winning projects as possible will be put in place if they fit into the available budget.
7. The funds are designed to support part of the project's activities, which will be duly specified when the decision is known. However, the beneficiary must return the funds, wholly or partly, if the activities supported by Técnico are not carried out under the conditions laid down.

## Article 5

### **Notice**

After the President of IST delivers his order, having heard the Governing Board of IST, regarding the minutes of the call results, any notices will be served by the Business Partnership Unit of the Technology Transfer Area of Instituto Superior Técnico electronically and on the webpage of the Technology Transfer Area, and the project evaluation result will be notified and, if approved, the amount of the aid given.

## Article 6

### **Support mention**

Any winning projects must bear the logo of Técnico and, where appropriate, the logo of the entity or entities involved in the award of funds, publicly and visibly.

## Article 7

### **Final report**

1. The team responsible for the activities approved for support must send to the Business Partnership Unit of the Technology Transfer Area of Instituto Superior Técnico, within 30 days after the activities have been concluded, a report on how the action ran and how the financial support was used. Nevertheless, the beneficiary of the funds must return them if the said report fails to be submitted on time or shows, in the analysis mentioned in the paragraph below, that the supported activities were not carried out as originally expected.
2. The Business Partnership Unit of the Technology Transfer Area of Instituto Superior Técnico must analyse the report and send it to the President of IST for his opinion.

## Article 8

### **Deadlines, jury, support and dissemination**

1. Subject areas, deadlines, jury composition and support to be given in each edition of the competition will be established by order of the President of IST, having heard the Governing Board of IST, if there are funds available for the projects in the form of donations that Técnico has received or receives that may allocate to that purpose.
2. Each edition of the call provided for in these Regulations will be made public through the webpage of Técnico and the webpage of the Technology Transfer Area and order means of communication deemed adequate.

## Article 9

### **Confidentiality**

1. The appointed members of the jury of each edition must expressly commit to:
  - a) Keeping in strict and full confidentiality any information received under the competition and that is classified as confidential.
  - b) Refraining from copying, disclosing, making use or treating confidential information differently from the purpose for which it has been disclosed.

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Article 10

**Amendments and Omissions**

1. Omissions to these Regulations will be analysed by the Governing Board of Instituto Superior Técnico.
2. Any amendment to these Regulations will only be valid if reduced to writing and signed by the President of Técnico, expressly mentioning deleted, amended or added articles.