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**Participating in the Fieldlab 2021: submitting UPPS proposals**

SME companies can submit a project proposal for project in which knowledge is developed through collaboration about the design process of Ultra personalized Products and Services. How does this work with applying and what are the conditions?

**Application and conditions**

1. The company draws up a project plan (including a budget in consultation with Fieldlab UPPS. In addition to the precise assignment, it describes with what tasks the company will execute within the project and what tasks will be done by the experts of Fieldlab UPPS.

2. The company finances at least 50% of the total project costs through payment or an in-kind contribution, at a maximum hourly rate of € 60.00 per hour including VAT.

3. A maximum of € 15.000 including VAT is contributed by CLICKNL per company.

4. The company may not have previously received a subsidy for the same tasks.

5. The Fieldlab UPPS team assesses whether a project meets the objectives and makes a selection.

6. An agreement must be signed with TU Delft and the company prior to the start of the project; the project plan, including the budget is attached to the contract as an appendix. The Fieldlab team has a limited number of hours (max 2x1-1.5 hours) available to think about the project plan in advance.

7. An invoice for the project, if relevant, will be sent at the start of the project. And must be paid before completion of the project.

8. The company keeps an administration of 'in kind' and provides a management statement (directieverklaring) immediately after the end of the project.

9. The company will deliver a report within one month of the completion of the project, which will be submitted to the project leader of the Fieldlab together with the management statement.

10. The results (approach, results) are shared within and outside the Fieldlab. Participation in at least 1 Meet-UPPS meeting is required.

11. Separate agreements are made about IP per project in the contract

NB Fieldlab UPPS runs until the end of 2022.

For more information, please contact: Marijke Idema, m.k.idema@tudelft.nl

Appendices (included only appendix 1 and 2, the rest can be sent on request)

1. Selection criteria
2. Project plan
3. template UPPS budget
4. Contract of collaboration UPPS
5. Management statement
6. Deminis statement
7. Reporting template
8. Template hours and costs company (cost format)

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**Appendices**

**Appendix 1**

**Selection criteria**

* Completeness and professionalism of the project proposal and the collaboration, in which purpose and feasibility/feasibility becomes clear.
	+ Activities for Fieldlab UPPS
	+ Activities by the company
	+ Budget
* Innovation/Knowledge enhancement for the creative industry (different domains, application areas, UPPS level)
* Added value for all parties
* SME focus
* Attention to sustainability

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**Appendix 2**

**Project plan FIELDLAB UPPS**

Note: this project plan needs to be completely filled in and submitted, including a realistic budget (see budget template) which can be collaboratively filled-in together with the Fieldlab team in a meeting of max 2x1.5 hours.

**Project plan Fieldlab UPPS**

Title project:

Date:

Company:

Adress:

Company registration (in Netherlands KVK):

Applicant name:

Name and title of authorized signatory:

Mobile phone: 06

Email:

**Motivation project**

**Problem definition & research question**

**Goal**

Paragraph about the set goal within the project timeline and budget.

**Activities & task distribution**

Activities company:

Deliverables company:

Activities Fieldlab UPPS:

Deliverables Fieldlab:

**Project timeline and planning**

**Knowledge dissemination & distribution**

The results will be shared on the Fieldlab UPPS website and on the MeetUPPS event. Also state other intended moments of knowledge distribution (such as a graduation presentation):

**Summary budget**

Note: for a complete application, also attach filled-in budget template for participants.

Project scope (incl VAT) total:

Contribution company (min 50% of the total budget):

Contribution company total :

Contribution cash:

Contribution Out of pocket:

Contribution TU Delft:

Contribution in kind:

Out of pocket:

Other subsidies

Note: there cannot be a previous subsidy application for this project activities. Only new project activities can be submitted.