# Research and Development

# Macintosh HD:Users:nigelanastasi:Desktop:dots-01.pngPre-Proposal Form





## Pre-Proposal Form

The Pre-Proposal check allows entities interested in applying for a Malta Enterprise R&D incentive to establish whether or not their intended project conforms as a valid R&D project with the parameters set in the Incentive Guidelines. The check will also clarify whether the project constitutes Industrial Research or Experimental Development. This will allow potential applicants to determine the conformity of their project and the level of support before filing a full application.

It is strongly recommended that potential applicants file a Pre-Proposal Check prior to submitting their full R&D Application. Malta Enterprise’s recommendations vis-à-vis the pre-proposal will provide applicants with valuable information in relation to a full application, an indication of the expected aid intensity level, and potentially save applicants from submitting a full proposal based on a non-conforming project.

The Pre-Proposal Check is a tool provided by Malta Enterprise to assist applicants and any recommendations will not guarantee funding for the project. A project that conforms at Pre-Proposal Stage may still become ineligible at application.

The Pre-Proposal Check will provide feedback on:

* whether the project constitutes Industrial Research or Experimental Development;
* the applicable aid intensity;
* the best R&D Scheme(s) for the project;
* the potential of find foreign or local partners.

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| 1. Applicant Details |
| Macintosh HD:Users:nigelanastasi:Desktop:dots-01.png |
| 1.1 Name of Applicant: |
| This section should specify the legal name of the enterprise as defined in the Memorandum of Articles. In the case of partnerships and co-operatives the name outlined in the deed of partnership should be used in this section. In the case of Sole Traders, the name of the sole trader shall be inserted. |       |
| 1.2 Address of Applicant: |
| This section should specify the address of the Applicant. The address inserted here will be used to address any mail correspondence to the Applicant. |       |
| 1.3 Applicant’s Telephone Number/s: |
| The Applicant’s general telephone number/s. |       |
| 1.4 Applicant’s e-mail: |
| The Applicant’s general e-mail address. |       |
| 1.5 Website (URL): |
| The Applicant’s website address. |       |
| 1.6 VAT Number: |
| The Applicant’s VAT Number, as per VAT Certificate, relating to the activities funded under this proposed project. |       |
| 1.7 Legal Form of Enterprise: |
| The legal form of the Applicant’s business entity may be, self employed, co-operative, registered company, or partnership.  | Choose an item. |
| * A Self Employed, defined as: any person who takes up a gainful occupation full-time, part-time or otherwise, other than in a contract of employment with an employer.
* A Co-operative Society, defined as: an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically owned enterprise.
* A Registered Company, defined as: limited liability companies registered with the Malta Financial Services Authority, which also includes commercial partnerships.
* A Partnership, defined as: a formal agreement between two or more parties that have agreed to work together in the pursuit of common goals.
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| 1.8 Registration / Identification Number: |
| The registration number is the official registration number of the co-operative, company or partnership as defined in the Companies Act – Chapter 387 of the Laws of Malta. In the case of Self Employed, this should be the corresponding Identity Card Number. |       |
| 1.9 Date Established:: |
| This is the date, the enterprise was first established. Where applicable this will be the date of registration as defined in the Companies Act – Chapter 387 of the Laws of Malta. |   /   /      |
| 1.10 Please provide an outline of the Applicant’s core business activities: |
| The Applicant is required to provide a background description of the enterprise and its operations. The information should highlight the Applicant’s main line of business. The Applicant should show its main markets, clearly describing key products and/or services provided in these markets and its relative market share in these markets.      |

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| 2. R&D Project Proposal |
| 2.1 Project Title      : |
| 2.2 Estimates Project Budget:: |
| Give an estimate of the project budget in Euro (€). An approximate figure is sufficient.  | €       |
| 2.3 Project Duration : |
| Give an estimate (in Months) of the R&D project.An approximate figure is sufficient. |       months |
|  2.3.1 Has the project already started? Choose an item. |
|  2.3.2 If yes, when has the project started? Click here to enter a date. |
| 2.4 Collaboration : |
| Provide details of any R&D activities plan as part of the proposed project that will most likely be undertaken in collaboration with other enterprises or research institutions. Explain briefly the envisaged collaborations, where possible giving details on the involved third parties.       |

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| 2.5 Brief Description of Proposed R&D project |
| This brief project proposal should consist of a maximum of 1 page outlining the principal ideas behind the project together with the scientific and commercial results expected from the project.The Project Proposal should include:* what are the objectives of the project?
* a definition of the project deliverables, including milestones (if already defined)
* what is new or innovative about this project? Does it apply knowledge or techniques in a unique way?
* what are the results expected to be patentable?
* what staff is working on the project? And what Competences, Skills or/ and Knowledge are required to achieve this R&D project (In-house or Outsourced)?
* whether the Applicant commissioned studies relative to the proposed project? If yes, what are the main conclusions or recommendations?

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| 2.6 Type of R&D project |
| Malta Enterprise provides assistance for R&D projects that qualify as Industrial Research or Experimental Development. Thus applicants are requested to select the R&D type that matches the applicant’s R&D project.Based on the definition provided below select the on which best fits the proposed project: |
|  | Choose an item. |

* ‘Industrial research’ means the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation.
* ‘Experimental development’ means acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services;

Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes.

Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements.

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| Give a justification for selecting Industrial Research or Experimental Development. This should consist of 50 – 200 words clearly outlining how the proposed R&D project fits the definitions as described above.      |

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| 3. Personal Data Protection  |

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| A. | Contact email address of the Data Protection Officer: dpo@maltaenterprise.com |
| B. | The legal basis and purpose of processing:The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:1. The Scheme Incentive Guidelines;
2. Article 28 of the Malta Enterprise Act;
3. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs(hereinafter referred to as the ‘General Block Exemption Regulations’ (for Schemes notified under the General Block Exemption Regulations);
4. COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (*de minimis* Regulation);
5. Data Protection Act, Chapter 440 of the Laws of Maltaand Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘*processing is necessary in order to take steps at the request of the data subject prior to entering into a contract*’. |
| C. | Data retention period:The data collected by the Corporation as submitted by the data subject via this written application for aid will be retained for a period of 10 years from the last aid granted to the Undertaking represented by the data subject in relation to this written application for aid, in line with the Scheme Incentive Guidelines and Article 12 of the General Block Exemption Regulations or Article 6 of the *de minimis* Regulation. |
| D. | 1. Pursuant to the Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Corporation to restrict the processing of personal data.

To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:* 1. Render one or more cost items or the Undertaking ineligible for assistance under the Scheme or render void an Incentive Entitlement Certificate issued in favour of the Undertaking for assistance under the Scheme in relation to this written application for aid;

Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of this written application for aid, in line with Article 32 of the Malta Enterprise Act. |
| E. | Sharing of data where strictly necessary and required by law:For the purpose of processing this written application for aid in line with the Scheme Incentive Guidelines, the General Block Exemption Regulations or the Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter referred to as the ‘*de minimis Regulations*’), the Corporation shall share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR. |
| F. | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission.   |
| G. | For any individual aid awarded in excess of €500,000 as part of this written application for aid, the details of the Beneficiary, the awarded aid and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulation. |
| H. | If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.  |
| I. | Authorisation to engage with the Corporation on matters related to this application.I the undersigned, as legal representative of the Applicant Undertaking, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Malta Enterprise Corporation with respect to matters related to this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.

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| **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** |
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Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in this application) in any communication between the Corporation and the Person granted authorisation as per above table.  |
| J. |

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| **Name and Surname of person giving authorisation:** |  |
| **E-mail address of person giving authorisation:** |  |
| **Signature of person giving authorisation:** |  |
| **Designation:** |  |
| **Date:** |  |
| *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Undertaking as its legal representative.* |
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K. Information on Third Parties

The undersigned, as legal representative of the Applicant Undertaking, confirm that for any personal data submitted with this application for aid, all prior necessary measures were taken in line with the applicable provisions of the General Data Protection Regulations.

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| 4. Declaration |

I hereby authorise Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other information given in support of this application is correct to the best of my knowledge.

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| **Name of Applicant (full legal name)** |       |

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| **Name and Surname of signatory authorised to represent the Applicant (CAPITAL LETTERS)** |       |

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| **Position in Establishment** |       |

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| **Signature** |  |

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| **Date** | Click here to enter a date. |