# 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 |
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| 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  |
| Personal information provided in this form will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in the strictest confidence.Information provided in this form will be processed by Malta Enterprise to assess your eligibility, for the approval or otherwise of assistance under this scheme, for monitoring implementation of aid granted and for other processing related thereto.Malta Enterprise may also need to forward to or request information from third parties where this is strictly necessary for the proper administration of this incentive or when legally required. You have the right to access, rectify, and, where applicable, the right to erase personal data concerning you. Malta Enterprise Corporation guarantees fair processing in respect of your personal information. Furthermore, we will solely send you information related to the Corporation’s services. |
| 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. |