Process for investment

**Trace Booster: ‘Boost of Innovative Ideas for Circular Infrastructure’**

**Pool 3**

In this document actions on the part of the Mission Partnership, unless otherwise specified, will be conducted by the Partnership Director, drawing on resources at her disposal and seeking approval by the respective Board of Directors as and where required.

# Call text and application format

The Mission Partnerships are governed using the principlesof Guidelines Mission Booster (see section 10 in the Call text). These also apply to here unless otherwise specified.

The application format will be as identical as possible across the 4 Mission Partnerships with a set of Mission specific aspects that can be found below. Due to the high diversity within the four Mission Partnerships, specific guidelines, guidance text, assessment criteria, roadmaps, strategies, etc. is provided for each Mission. Please note that the Mission specific aspects take precedence over the generic rules and texts covering all four Mission Partnerships.

The call text and application form will invite applicants to demonstrate that:

1. The applicant is excellent in terms of knowledge and experience in relation to the proposed work and has the required competences and capacity
2. The proposed work is innovative and breaks new ground
3. The expected outcome will have significant impact in areas relevant to the mission and the mission roadmap

Announcement of the calls will be available on the Trace Mission Partnership website.

Applications must be submitted via Filkassen.

# Assessment criteria

The evaluation will be undertaken by international peer experts.

All applications will be assessed on the following criteria (referring to the application template):

1. The idea/the innovative platform for your company
2. The Trace Booster project
3. Involvement of a Danish university or Research and Technology Organisation (RTO) (mandatory) and other suppliers of knowledge (not mandatory)
4. Plan for the project activities
5. Which market is the project results targeted towards?
6. How do the projects contribute to the company’s future knowledge foundation and business models?
7. The project team
8. Strategic fit of the project with the Trace Partnership roadmap and revised roadmap?

In section 9 of the application template the applicants must describe the strategic fit between the respective project and the Mission Partnership, including how the project is aligned with and contributes to the goals and roadmap of the Mission. Alignment with Mission goals will be assessed by individuals or groups of individuals appointed by each Mission Partnership. Furthermore, the Mission Board of Directors will evaluate the projects taking the fit to the Mission project portfolio and fit to roadmap into consideration.

# Evaluation and consultation

Project applications are assessed by international experts who give motivated scorings for evaluation criteria.

Applicants will receive the evaluation via e-mail.

Applicants will be invited to reply to the assessments and submit their response.

Mission Partnerships: An internal body (group or individual) will assess the project applications in relation to Assessment criteria 8, (*Strategic fit to* *the Trace Partnership roadmap and revised roadmap*). This will be either the Mission Director, members of the Board of Directors or designated professionals, or a combination of those. These persons cannot evaluate projects where there is a conflict of interest. Should a situation arise where it is not possible to find one or more people capable of evaluating the project applications, due to conflicts of interest, the Board of Directors will decide the course of action.

# Mission Partnership Shortlisting and Decision

Mission Partnerships will assess the scorings, taking outliers in scorings as well as applicant’s responses into account. Project applications with low scores or outliers in the evaluation, to which the applicant has made reasonable objections related to formality or procedural errors, may be included in the shortlist for full consideration by the Mission Partnership.

Members of the Board of Directors are likely, through their places of employment or association, to have conflicts of interest in relation to individual project applications. Members must declare in which project applications they have conflict of interest. Board members will not take part in deliberations or decisions in relation to project applications for which they have conflict of interests but will be provided the abstracts and evaluations for deciding on the final project portfolio. The full Board of Directors will partake in the final discussions and deliberations about the fit to roadmap for the full project portfolio.

1. Call announcement

The call is announced on the website of the Trace Mission Partnership.

1. Administrative support during the application phase

Any questions regarding the call documents prepared by the Mission Partnerships will be answered by the respective Mission Partnership Secretariat. The Mission Partnership Secretariat is not allowed to advise on the specific content of an application, and neither can the Board of Directors. Contact details for the Trace Mission Partnership Secretariat can be found here:

* Director Anette Juhl – e-mail: [aj@trace.dk](mailto:aj@trace.dk)
* Strategic Funding Manager Thomas Bay Estrup – e-mail: [tbe@trace.dk](mailto:tbe@trace.dk)

# Fitting project budgets to available investment budget

The Mission’s Board of Directors will seek to fund projects from the top of their lists of prioritized projects. The Mission Board recommends a project portfolio for investment. Final approval is dependent on each project’s acceptance of the Mission Partnership investment agreement, and an agreement about project execution, including but not limited to governance, timeline and budget.

Should a project default during negotiations or prior to signature of the investment agreement, it is at the discretion of the Board of Directors to decide if the next project on the list will be selected for funding.

# Rejections

Letters of rejection will be sent to applicants who are not selected for funding. The letter will refer to the evaluation criteria and be sent to the applicant by e-mail.

# Complaints

Any complaints regarding the submission or evaluation process must be directed to Innovation Fund.

The complaint must be received by the Innovation Fund at the latest 2 weeks after receipt of the decision (acceptance or rejection of funding) from the Mission Partnership.