

TRACE Call for Fostering Collaborative Innovation - Agreements and project initiation

Please find below information about the practicalities and agreements needed to initiate the pool 3.3 project.

- 1. Trace Project agreement:** Please check the details in the Pool 3.3 project agreement template and fill in the missing information marked with yellow, including the expected start date/end date of the project and the project manager's name. Together with the finalized project agreement, please provide us with the latest version of the project budget and project plan so that they can be reviewed, approved, and attached to the agreement. Once the project agreement and the updated attachments are approved, the lead project partner can sign the agreement.
- 2. Collaboration agreement:** As regulated by the project agreement, all the project partners in the project need to agree and sign a collaboration agreement for the project. The collaboration agreement can be based on the template of the university/GTS organization that participates in the Project. In the case that there is no university or GTS involved in your project, you can get a template from us. Alternatively, you can use Innovations fond guidance and inspirational templates for collaboration agreements for Grand Solutions projects. It is the responsibility of the lead project partner to finalize this agreement. The collaboration agreement is between the partners in the project, and Trace is not part of this agreement. However, the document needs to be sent to Trace when it is completed.
- 2. Trace Association membership:** All partner organizations will have to become **non-paying partners** in the Trace Association and thereby agree to the articles of the association. The TRACE administration will automatically register all the project partners as non-paying members of the TRACE Association when the Trace Project Agreement has been signed. The partners will receive an e-mail receipt after the registration. TRACE administration will later contact all partners regarding the advantages of full membership, I.e. becoming paying members. You can find the Trace articles attached to this e-mail as information for the project participants.
- 3. IFD Declarations:** All the private organizations in the project need to sign the relevant Innovations Fund Denmark declarations. The company partners must complete up to 3 of the following declarations: 1A) Declaration on status as not in crisis 'Ikke-kriseramt virksomhed', 1B) Declaration on De minimis rules of state funding, and 1C) Declaration on status as an SME and state funding. All companies must complete 1A. Companies that apply a flat rate in the budget complete 1B, and all SMEs complete 1C (IFD Sagsnummer: 3208-00001B Cross Innomission).