Declaration of Intent

Take-off phase 1
Feasibility study WO

The conditions from the most recent guidelines 'Take-off fase 1 – Haalbaarheidsstudies WO' apply to this form (July 4th, 2022).

Instructions for filling in this form in are provided in the fold-out titles with accompanying explanations.

Expand for Explanatory Notes

Submit your declaration of intent as a PDF via the ISAAC system via the account of the main applicant. Please close up all Explanatory Notes sections before exporting to PDF.

The declaration of intent contains
- Information from the applicant, the application and the start-up (max. 3 pages, excluding a letter or (concept) agreement)
- A letter from the knowledge institute or a (concept) agreement between the knowledge institute and the start-up. (Appendix)

For more information and the Call for proposals, visit the callpage: https://www.nwo.nl/calls/take-off-fase-1-haalbaarheidsstudies-wo

Project title:
Please fill in the (temporary) title here

Who is eligible to apply? See call for proposals, section 3.1

1. Administrative information

<table>
<thead>
<tr>
<th>Knowledge institute (WO):</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main applicant (employed at WO):</td>
<td>Name</td>
</tr>
<tr>
<td>Role:</td>
<td>Role</td>
</tr>
<tr>
<td>Salutation:</td>
<td>Mr./Mrs./other</td>
</tr>
<tr>
<td>Phone:</td>
<td>+31(0)</td>
</tr>
<tr>
<td>Email:</td>
<td>Email</td>
</tr>
</tbody>
</table>

For Take-off phase 1 WO a start-up is not required. Only fill in the table below if a Netherlands Chamber of Commerce (KVK)-registered start-up is involved in the application. If the point of contact for the WO institute and the start-up is the same, please fill in the details twice.

<table>
<thead>
<tr>
<th>Start-up (if applicable):</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of contact:</td>
<td>Name</td>
</tr>
<tr>
<td>Salutation:</td>
<td>Mr./Mrs./dr./drs./other</td>
</tr>
<tr>
<td>Phone:</td>
<td>+31(0)</td>
</tr>
<tr>
<td>Email:</td>
<td>Email</td>
</tr>
<tr>
<td>KVK number, corporate structure, Date of establishment:</td>
<td>#, corporate structure, date of establishment</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Place of establishment:</td>
<td>City or town where start-up is established.</td>
</tr>
</tbody>
</table>
1.1 Ownership structure start-up
If applicable, please provide the ownership structure, owners, and share (max. 150 words)

1.2 Ownership of the knowledge or technology described in the application
Please indicate whether the knowledge is protected by a patent. If this is the case, the applying start-up is required to add a (concept) license agreement to the ‘full proposal’ stage. If the knowledge is not protected by a patent, a (concept) knowledge transfer agreement is required that meets the requirements in the Call for proposals.

1.2.1 Patent information
With regards to IP, if applicable, please provide the following information; 1) title patent, 2) patent owner, 3) patent number, 4) if not published please specify claim.

1.3. Cluster
Indicate your preferred cluster. Select the cluster in which the center of gravity of the activities lies. The Take-off team will decide on the final classification of the applications in the subclusters.

1.1 Ownership structure start-up (if applicable)
Please describe.

1.2 Ownership of knowledge or technology described in the application
☐ The knowledge or technology is protected by a patent or a submitted patent application?
If applicable, list here the 1) title of the patent, 2) number of the patent, and 3) claim of the patent.
☐ The start-up owns – or has an exclusive license on – the patent.
☐ The knowledge institute owns the patent and the start-up does not have a license (yet).
☐ Other Describe the situation
☐ The knowledge of technology is not patented, but exists of (multiple answers are allowed):
☐ Software
☐ Data
☐ Knowhow, process knowledge, trade secrets
☐ Other Describe the nature of the knowledge or technology

1.2.1 If applicable, please provide patent information:
With regards to IP, if applicable, please provide the following information; 1) title patent, 2) patent owner, 3) patent number, 4) if not published please specify claim.

1.3 Preferred cluster to process the application
Choose an item
If you wish to submit your application in the Commit2Data cluster, a (short) motivation is required.
Motivation
1.4 Signature

I hereby declare that I have completed and signed this application as true and correct, and give permission to share my information with the KTO/TTO of my university for verification.

**Name:** Full name

**Place:** Place

**Date:** Date DD/MM/YYYY
2. Knowledge basis

2.1 Research that forms the basis of this application

(1) Provide a short summary of the technology/knowledge/process, and the research that forms the basis of this application.

(2) Indicate (and motivate) the technological maturity and corresponding TRL level.

(3) Explain how the acquired knowledge or technology enables the business case of the start-up. The Take-off team will use this information to assess whether the application fits with the Take-off program. Max 300 words, bullet points are permitted.

2.1 Research that forms the basis of this application

Please describe.
Appendix A - Letter / agreement knowledge transfer

Table 1 Overview required document per stage of the application process.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Unsigned letter</th>
<th>Signed letter</th>
<th>Concept agreement</th>
<th>Signed agreement</th>
<th>R = Required</th>
<th>R* = Required if start-up is already involved in the application</th>
<th>O = Optional</th>
<th>Not required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of intent</td>
<td>R</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Full proposal</td>
<td></td>
<td></td>
<td></td>
<td>R*</td>
<td>O</td>
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<td></td>
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<tr>
<td>8 weeks after granting</td>
<td></td>
<td></td>
<td></td>
<td>R*</td>
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</tbody>
</table>

‘Declaration of intent’ stage
When submitting a declaration of intent, a letter from the involved knowledge institute is required, wherein the knowledge, intellectual property (IP) or technology is described. Additionally, the letter contains an intention to transfer (or license out) this knowledge, IP or technology to the start-up (or a start-up to be founded in the future after a successful feasibility study).

As an alternative to this letter of intent, a concept knowledge transfer agreement between the knowledge institute and an involved, at the Netherlands Chamber of Commerce (KVK) registered start-up is admissible, if this document is already drafted.

‘Full proposal’ stage

Scenario I. No start-up is involved in the application
In case no start-up is involved in the full proposal, a signed letter of intent by the knowledge institute is sufficient. The letter states the intent to transfer the described particular knowledge/IP/technology to a to be founded start-up in case of a successful feasibility study.

Scenario II. A KVK-registered start-up is involved in the application
When submitting a full proposal involving a start-up that is already fully registered at the Netherlands Chamber of Commerce (Kamer van Koophandel, KVK), a concept knowledge transfer agreement between the knowledge institute and the start-up is required. An agreement that lacks explicit descriptions of the knowledge basis and the (intent to) transfer thereof to the start-up that submits the application could result in the application being declared as inadmissible.

Within 8 weeks after granting a signed legal document is required that describes which knowledge or IP is transferred to the startup, including how this is transferred and what rights are start-up has acquired or will acquire. Especially the economical exploitation rights are of importance. This agreement has to be signed by authorized representatives of both organizations*.

The legal knowledge transfer agreement between knowledge institute and start-up at least needs to describe:
- What knowledge or IP is (to be) transferred, and where this knowledge or IP was developed;
- Against what conditions this transfer takes place;
- What rights and obligations the start-up acquires and which “freedom to operate” the start-up derives from the agreement;
- The ways of knowledge transfer (license, sale, other);
- The names, salutation, roles and contact details of the authorized representatives for potential verification.

*The representative from the knowledge institute that is authorized to sign this legal document might not be the same as the contact person.