

**SUBJECT: Permanent Open Call for Proposals for the European Space Agency's
Business Incubation Centre in Austria (ESA BIC Austria)**

Dear Madam, Dear Sir,

As part of its endeavour to encourage the transfer and commercialization of space technologies, the European Space Agency¹ (the Agency) has started a partnership with Science Park Graz (SPG) as the ESA Business Incubation Centre Manager (ESA BIC) in Austria, an activity that will be pursued in cooperation with accent Gründerservice. The purpose of an ESA BIC is to enable entrepreneurs to receive comprehensive commercial and technical assistance in order to set up their business using space technology for both space and non-space industrial, scientific and commercial uses.

The Agency has set up business incubators located in Noordwijk, the Netherlands, in Frascati, Italy, in Darmstadt and Bavaria, Germany, in Harwell, United Kingdom, in Redu and Geel, Belgium, in Aquitaine, Midi-Pyrénées and Provence-Alpes-Côte-d'Azur and Languedoc-Roussillon, France, in Barcelona and Madrid, Spain, in Coimbra, Porto and Cascais, Portugal, in Luleå, Uppsala and Trollhättan, Sweden, Prague, Czech Republic, Ireland, and now in Graz and Wiener Neustadt, Austria.

Science Park Graz and accent Gründerservice are business incubators that form part of the AplusB – Academia plus Business incubator programme, funded by the Austrian Ministry for Transport, Innovation and Technology. Science Park Graz has its head office in Graz and works closely with Graz University of Technology, Medical University of Graz and University of Graz. accent Gründerservice operates in Wiener Neustadt.

Science Park Graz has the task to setup, administer and implement this Call. Science Park Graz hereby invites you to submit a proposal for the above subject.

Yours faithfully,

Mr. Martin Mössler,
General Manager ESA BIC Austria and Managing Director Science Park Graz

¹ The European Space Agency is an intergovernmental organization constituted of the following Member States: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

Please find enclosed hereto the following documents:

- 1 BAP Template – Cover Letter, Requirements Checklist and Executive Summary
- 2 BAP Template – Business Plan
- 3 BAP Template – Incubation Proposal
- RD.1 ESA BIC Austria Permanent Open Call
- RD.2 Instructions for Business & Activity Proposal, Evaluation Process and Criteria
- RD.3 Draft ESA BIC Austria Incubation Contract
- RD.4 Draft Local Incubation Contract
- RD.5 Innovation Readiness Levels – March 2015
- RD.6 BAP Template – Tables & Figures

Your attention is drawn to the following:

NATURE AND PURPOSE OF THIS CALL FOR PROPOSALS:

1. The purpose of this Call for Proposals (Call) is to select projects and ideas for business incubation in the ESA BIC Austria for a maximum of 24 months.
2. ESA BIC Austria offers to support projects and ideas for business incubation by providing funding, business and technical assistance as well as office accommodation & services. The modalities and extent of the support provided are negotiated on a case-to-case basis.

As a general rule, the incentive granted to one project is not for direct labour costs, only for prototyping and Intellectual Property Rights (IPR), and as a general rule can only be spent in Austria. Exceptions have to be approved by ESA BIC Austria. The incentive will be maximum EUR 50.000 covering costs incurred for the development of products, prototypes, software and IPR. In addition, up to 80 expert hours for prototyping and technical development are offered by ESA BIC partners.

Incentive:

EUR 25.000 from regional partners is to be spent on prototyping and/or IPR related costs and are *de minimis* relevant

EUR 25.000 from ESA is to be spent on prototyping and/or on IPR related costs.

3. This Call is of a permanent nature meaning that it has no closing date for the submission of proposals as long as the ESA BIC Austria has not indicated otherwise.
4. Applications are only considered from one of the Agency's member states (see note¹) and Canada.

5. Start-up companies, with or without legal personality as well as natural persons may apply for this Call.
6. In case of start-up companies with legal personality, the company – represented by its authorized representative(s) – is considered to be the Applicant.
7. In case of legal entities without legal personality, the general partner is considered to be the Applicant.
8. In case the Applicant is a natural person, (s)he shall be over eighteen years of age and able to enter into a binding agreement.
9. All the above categories are hereinafter referred to as “Applicant”.
- 10. This Call is not aimed at particular non-space sectors or domains but explicitly excludes activities promoting, or related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs.**

REQUIREMENTS:

11. Applicants are required to closely follow the instructions provided in this Call when producing and submitting their proposal (RD.2 Instructions for Business & Activity Proposals, Evaluation Process and Criteria).
12. Only those Applicants that fulfil all formal requirements (RD.2 Instructions for Business & Activity Proposal, Evaluation Process and Criteria and I. BAP Template Cover Letter, Requirements Checklist and Executive Summary) will be accepted for evaluation.
13. Applicants should carefully read the contractual documentation provided (RD.3 ESA BIC Austria Draft Incubation Contract and RD.4 Draft Local Incubation Contract). The application shall include a clear, explicit and unambiguous statement whereby the Applicant has read and accepts the terms and conditions contained in the contractual documentation. In case, exceptionally, that the Applicant wishes to propose modifications or amendments, the full text of such modifications or amendments shall be given and the reasons for their being requested be clearly explained as part of the proposal.

PROCEDURE AND PLANNING:

14. The evaluation of all proposals received shall take place in accordance with the Agency's and ESA BIC Austria's rules, procedures and requirements (RD.2 Instructions for BAP, Evaluation Process and Evaluation Criteria). All Applicants will be informed of the outcome of their evaluation.
15. The evaluation procedure is carried out in two phases. The first phase is managed locally by Science Park Graz, which forms the Tender Opening Board (TOB). The second phase, the Tender Evaluation Board (TEB), is managed by the Science Park Graz and ESA together with the Aeronautics and Space Agency (ALR) and local government bodies, with the participation of accent Gründerservice and other institutional, business, technical and financial partners.
16. The Tender Evaluation Board (TEB) meets 3 times per year to evaluate the proposals received in the preceding four months and which have met all formal requirements. Proposals will be accepted for the current evaluation round in case they reach ESA BIC Austria Manager within dates and times published at www.esa-bic.at.
17. The period between receipt of a proposal and contract placement is in principle no longer than 6 months.
18. **Your complete proposal and all supporting documents are to be submitted in one sole document in electronic form (.pdf) to the following email address: spacesolutions@sciencepark.at**

In parallel, one set of signed paper originals are to be sent (considering each submission deadlines) to:

**Science Park Graz GmbH
Stremayrgasse 16/IV
8010 Graz
Austria**

**For the attention of Mr. Martin Mössler / Inês Plácido
Subject: ESA BIC Austria – Permanent Open Call**

MISCELLANEOUS:

19. The contents of Applicant proposals shall be treated as confidential.

20. Despite the highest efforts undertaken by ESA BIC Austria to ensure full confidentiality, the Applicant's idea may through the application to ESA BIC Austria (if not specifically protected for example by patent rights) fall into the public domain. Therefore, we strongly recommend that the Applicant discusses the protection of her/his idea with a dedicated expert in this field prior to application to ESA BIC Austria.
21. As far as allowed by law, any title held by the Applicant to his/her idea shall remain vested in her/him. This application shall under no circumstances result in the acquisition of any title whatsoever to the idea.²
22. No expenses incurred in any stage of the application procedure will be reimbursed to the Applicant by ESA BIC Austria, the Agency and/or any third party.
23. In no event shall this Call for Proposals be construed as imposing any obligation whatsoever upon ESA BIC Austria, the Agency and/or any third party to enter in negotiations with any Applicant or to enter into any other specific arrangement for business incubation in any of the ESA BICs and ESA BIC Austria's establishments.
24. ESA BIC Austria and the Agency are committed to ensuring equal opportunities and the elimination of discrimination of any type for all applications complying with the conditions and requirements set forth in this Call.
25. Any queries relevant to the submissions of proposals are to be addressed, in writing to: spacesolutions@sciencepark.at (clearly marked as question).

² If the Agency or its Member States require the use of any Intellectual Property Rights, owned by the Incubatee as described in Item 20 here above for the performance of the Agency's programmes in the field of space research and technology and space applications, ESA will issue a request for quotation or a purchase order to the incubatee. If the Incubatee is not willing or not able to perform the activity for the Agency, the Agency or its Member States shall be entitled to a free of charge, transferable, non-exclusive license to use such Intellectual Property Rights, which license shall be limited to the territories of the Agency's Member States.