



BIOINCUBATECH – SECOND CALL

REGULATORY CONDITIONS FOR THE SUBMISSION OF APPLICATIONS

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1 Introduction

BioIncubaTech aims to implement and provide activities in a High Technology Incubator in the Autonomous Community of Galicia. **BioIncubaTech** is the result of the call published by the INCYDE Foundation, included, and financed within the ERDF Operational Programme for Intelligent Growth 2014ES16RFOP001, through the intermediate body INCYDE Foundation [Fundación Instituto Cameral para la Creación y Desarrollo de la Empresa].

BioIncubaTech is part of the project "*High Technology Incubators for the development of innovation and technology transfer to micro-SMEs*" [Incubadoras de Alta Tecnología para el fomento de la innovación y la transferencia de la tecnología a las micropymes], aimed at promoting a modernization of the productive framework of the regions. The Incubators are created as traction instruments aligned with the objectives of the EU 2020 Strategy and Horizon 2020. Each of the Incubators will facilitate interregional cooperation and collaboration between public and private sector entities, not only on a national level but also internationally.

The University of Santiago de Compostela (USC) presented its project "**BioIncubaTech** - *High Technology Incubator for the advancement of innovation and transfer of biotechnology to micro-SMEs in the field of health and food technologies*" [Incubadora de Alta Tecnología para el fomento de la innovación y transferencia de biotecnología en el ámbito de la salud y las tecnologías alimentarias a las micropymes], leading the project and incorporating into a partnership the Chamber of Commerce of Santiago de Compostela and Uninova - Innovative Business Initiatives, under the formula of Project in Collaboration. The project is supported by the Galician Agency for Innovation [Axencia Galega de Innovación, GAIN] of the Ministry of Economy, Employment, and Industry of the Xunta de Galicia [Consellería de Economía, Emprego e Industria de la Xunta de Galicia].

The first call, resolved in December 2019, agreed to support 22 projects and companies. At the time of this second call, 6 of the projects approved in the pre-incubation phase have already been constituted as companies, 4 companies are already installed in laboratories and offices in the Emprendia Building [Edificio Emprendia], another 5 have the coworking area at their disposal; and all of them are receiving the support of the different programs offered by **BioIncubaTech**.

The present regulatory bases gather the criteria and the procedure through which the companies incubated in **BioIncubaTech** will be selected in this second call.

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2 BioIncubaTech Features

2.1 Differential aspects

The creation of “**BioIncubaTech** - High Technology Incubator for the advancement of innovation and transfer of biotechnology to micro-SMEs in the field of health and food technologies” will lead to the creation of a centralised infrastructure for incubation and acceleration of companies from the Biotechnologies industry. For this, it will have specialised shared facilities and technical equipment, private workspaces, and a set of coordinated support programmes in areas such as technology transfer, business development, internationalisation, and financing.

The fundamental objective is the incubation of micro-SMEs and projects from the biotechnology sector:

- Technology-based companies that integrate relevant national and international research into the market.
- Companies that are already consolidated and plan to introduce innovations into their processes or products by acquiring or licensing new technologies, both nationally and internationally.

The project will also welcome potential business ideas or projects that are able to transfer research to the market.

The selected innovative projects and companies will be offered space, infrastructure, incubation, and acceleration services so that they can develop their business processes faster and more effectively.

BioIncubaTech will launch a series of programmes under the supervision of a team of experts to combine the critical elements of each project, thus personalising the programmes to ensure the proper development of each of them. These elements include: the knowledge transfer methodology; tutoring and mentoring of projects; use of coworking spaces that facilitate the exchange of experiences; assistance in detecting and attracting financial resources; training workshops adapted to the needs of the business project; and advice in how to attract talent.

The objectives of **BioIncubaTech** are:

- To create health sciences and food biotechnology micro-SMEs in the biotechnology sector.

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- To improve the competitiveness of companies in the biotechnology, health sciences and food technologies sectors through the transfer of technology; development of incubation actions and fostering of innovation, mentoring, communication, and advancement.
- Facilitate the transfer of real technology to productive systems, to ensure an improvement of competitiveness and the sustainability of R&D.
- To collaborate with companies in the internationalisation process by providing support in reaching technological and commercial agreements with international strategic partners, attracting clients on a global scale and, ultimately, becoming relevant actors in international markets.
- To foster inter- and intra-sectoral collaboration, recruitment of talent and a shared use of high-tech equipment.

2.2 Target recipients of the call

This call is addressed to micro-SMEs and business projects in the biotechnology sector - specifically in the areas of health and food technologies - that have an innovative and differentiating approach compared to other concepts on the market and that are in their:

- **Pre-incubation phase:** projects in initial phases, that have not started developing; they do not have a business plan or if they do, they are not yet feasible.
- **Incubation phase:** incorporated companies that have an initial business plan and basic market access.
- **Acceleration phase:** incorporated companies that have a developed business plan and significant market access.

The selected incubated projects must meet the criteria listed in the fourth section of these conditions; participation in international projects will be favoured, as that ensures a greater external impact for the incubator and technologies.

Both natural and legal persons for the selected projects must have their registered office in the European Union and a stable physical headquarters or work centre in the Autonomous Community of Galicia.

Should this requirement not be met at the time the application is submitted, a maximum period will be given to establish one, which shall be added to the roadmap included in the collaboration agreement that must be signed between the parties.

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3 Resources available to selected projects.

3.1 Hosting and workspace

Hosted projects will have spaces available to them, such as a private work area, located in the Bioincubator facilities. Projects must justify the need for this private space.

There are 48 m² of incubation spaces equipped with the basic infrastructure necessary for the development of biotechnological products and services. These spaces have running water, technical gas connections and gas extraction mechanisms, as well as the possibility of access to a centralised vacuum system.

There are also 38 m² incubation spaces available for projects that do not require special laboratory technical facilities. These spaces are available both as open planned spaces and with a basic office design for four workstations, each comprising an L-shaped table, chair, drawers, and a closet for every two workstations.

3.2 Common facilities

BioIncubaTech will make available to the participating projects to have the infrastructure to develop products and services for the biotechnology sector, facilitating an initiation of their business activity without the need for an excessive investment risk.

The common areas available to the beneficiaries of the **BioIncubaTech** project fall into two categories:

- Common technological spaces: shared equipment will be available to each project and company. Including:
 - o An ISO 7 cleanroom.
 - o A molecular biology room equipped with pre- and post-CRP area.
 - o An equipment room, comprising an HPLC, Karl-Fisher, UV spectrophotometer, as well as other large volume equipment that companies are not able to install in their private space.
 - o Sample storage room equipped with freezers and an uninterruptible power supply (UPS).
 - o Cell culture room with conditions for culture in asepsis. It will also have the necessary equipment in this type of premises, such as a laminar flow cabin, incubators and microscopes that allow the control and counting of cells. These spaces will be provided throughout 2019 and 2020 and will be available to companies as soon as they are operational.
- Coworking space to foster synergies among bioincubator users.

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- Meeting rooms for business development and planning, management activities and technical meetings with clients.
- Training room, for presentations and/or training activities for groups of up to 40 people.

3.3 R&D support infrastructures

BioIncubaTech will provide value-added services to incubated companies and projects for their development and business growth. In addition to the services created for the **BioIncubaTech** programme and being offered in these facilities, the incubated companies will have access to the University of Santiago de Compostela, Technological Research and Development Support for Network Infrastructure [Red de Infraestructuras de Apoyo a la Investigación y Desarrollo Tecnológico] services under the same conditions as the [USC Research Groups and Spin-off](#).

3.4 Programmes

Participating **BioIncubatech** projects and companies will also benefit from the following programmes, regardless of the phase they are in (pre-incubation, incubation, or acceleration) which can be adapted to the specific needs of each case.

3.4.1 Talent

BioIncubaTech can help the incubated projects identify and recruit talent who have skills that are complementary to the project's technical and scientific needs, with special attention to management, commerce, and internationalisation.

Collaboration with HR consultants and talent scouts to locate and select talent through a flexible, fast, and efficient system.

3.4.2 Technology transfer

Companies will be shown how to implement innovative actions through licensing agreements and joint ventures.

Some of these actions are aimed at detecting transferable technologies, raising awareness of the business framework, and providing support for valorisation, transfer, and creation of spin-offs processes.

3.4.3 Business Model feasibility

The projects selected for this specific type of support will be assigned a tutor who will orient their business model feasibility, introduction into the market and the basic

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actions to be developed to start the company's business activity. A financial analysis and a suggested financing plan will be included in this model.

3.4.4 Networking

As part of the services offered to the incubated projects, actions to improve their relational competencies will be carried out; the purpose of these actions is to improve company performance through international awareness and networking campaigns, and build relationships with more traditional sectors, such as food.

3.4.5 Access to funding

Beneficiary companies will receive consultation on attracting investors and managing financial resources. They will be made aware of the different resources available, at the Galician regional, national, and international levels with special attention to those entities or investors that have a greater focus on the biotechnology sector.

3.4.6 Communication

Circulation, promotion, and publicity campaigns will be carried out continuously and widely to support the main objectives of **BioIncubaTech**:

- To make the project known to potential beneficiaries and other actors and collaborators such as relevant financing entities and knowledge generating institutions working in the biotechnology sector.
- To publicise any results and potentially transferable knowledge that **BioincubaTech** generates for society in general and for the biotechnology sector specifically.
- To inform and communicate the results and activities of the project to public and private organisations and entities at an international level.
- To position the project and its professionals in social networks and ensure their presence on the Internet in general.
- To organise efficient internal communication between participating and collaborating entities of the project.

3.4.7 Internationalisation

Internationalisation fosters participating SMEs introduction into external markets with a three-stage methodology:

- Preparation of a diagnostic report on the international competitiveness of the project.
- Providing information and referencing.
- Promotion and collaboration in the internationalisation of the project.

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4 Terms and conditions:

4.1 Application submission

Applications to receive support and use the resources available for selected projects incubated in **BioIncubaTech** must be submitted through the appropriate platform found at www.bioincubatech.com, between **8th July 2020 to 8th September 2020**.

The application must be submitted through the form available at the **BioIncubaTech** website (www.bioincubatech.com), which is attached to these rules as Annex I (candidacies for the pre-incubation phase) or Annex II (candidacies for the incubation and acceleration phases). In addition to this form, candidates can include any other documentation they believe will facilitate the correct understanding of their business project. Candidates will have the opportunity to provide additional information during the evaluation and selection of applications process, or when requested by the technical team, the evaluation commission or the **BioIncubaTech** managing entity.

A maximum of 22 projects with the following characteristics will be selected under this call for proposals:

- Up to 14 projects in the pre-incubation phase, of which 4 may be hosted in the coworking area and the rest in the virtual incubation mode.
- Up to 4 projects in the incubation phase, of which up to 3 may be physically housed in laboratory or office modules (depending on availability) and the rest in the virtual incubation mode.
- Up to 4 projects in the acceleration phase, of which up to 3 may have physical accommodation in laboratory or office modules (depending on availability) and the rest in the virtual incubation mode.

Once the application has been submitted, the **BioIncubaTech** technical team will contact the application candidates to clarify:

- a. The business idea or project, and its suitability to **BioIncubaTech**'s stated requirements and objectives.
- b. The resources and services that **BioIncubaTech** will need to make available to the project while it is incubated.
- c. A schedule for the use of these resources and services, which will necessarily include the estimated date in which the project will leave **BioIncubaTech**.

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4.2 Eligibility criteria

The strategic definition of **BioIncubaTech** makes establishing minimum requirements that participating companies and projects must necessarily meet essential. In the case of companies:

- a. Micro-company. According to the European Union: a micro-SME employs fewer than ten employees and has an annual turnover (the amount of money received in a given period) or balance sheet (statement of a company's assets and liabilities) of less than 2 million euros.
- b. Life cycle. A maximum of 42 months for applications in the incubation phase, and six years for applications in the acceleration phase.

In the case of companies and projects:

- c. Technology transfer, understood to be the scientific, technological or knowledge base on which the project is based, as well as those differentiating elements that the value proposal incorporates.
- d. RIS3. It is essential that the project participates in one of the BIO areas specialising in Health and Food: <http://www.ris3galicia.es/>

Proposals that do not sufficiently justify compliance with these minimum requirements, at the discretion of BioIncubaTech's management bodies during any phase of the evaluation process, will be rejected. Exceptionally, the managing bodies of **BioIncubaTech** may relax the deadlines indicated in paragraph b) if it is sufficiently justified in the evolution of the candidate company and its technology.

4.3 Evaluation

The Operational Management Commission is responsible for developing, managing, and executing programmes associated with **BioIncubaTech**; it is made up of:

- An operational director.
- A representative from the University of Santiago de Compostela
- A spokesperson representing Uninova.
- A spokesperson representing the Santiago de Compostela Chamber of Commerce.
- A spokesperson representing the Galician Innovation Agency [Axencia Galega de Innovación, GAIN].
- A spokesperson representing Bioga.
- A spokesperson representing the Galicia Agrifood Cluster [Clúster Agroalimentario de Galicia CLUSAGA].

The proposals received will be evaluated by the **BioIncubaTech** Operational

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Management Commission, and given a score out of a total of 100 points, based on the following criteria:

PROJECTS IN THE PREINCUBATION PHASE

PROJECT	75%
Degree of technological and business innovation.	15
Degree of technology protection. Protection strategy.	10
Potential for growth and generation of economies of scale.	15
Potential for internationalisation.	10
Technical, commercial, and financial feasibility.	20
Socio-economic impact: contribution to the revitalisation of the business fabric.	5
TEAM	25%
Team composition and degree of commitment.	15
Team history and generation of innovation.	10

PROJECTS IN THE INCUBATION PHASE

PROJECT	70%
Degree of technological and business innovation.	15
Degree of technology protection. Protection strategy.	10
Potential for growth and generation of economies of scale.	10
Potential for internationalisation.	10
Technical, commercial, and financial feasibility.	20
Socio-economic impact: contribution to the revitalisation of the business fabric.	5

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TEAM	30%
Team composition.	10
Team history and generation of innovation.	10
Degree of commitment of the team.	10

PROJECTS IN THE ACCELERATION PHASE

PROJECT	60%
Degree of technological and business innovation.	10
Degree of technology protection. Protection strategy.	10
Potential for growth and generation of economies of scale.	10
Potential for internationalisation.	10
Milestones achieved from a development, raising of finances, etc. perspective.	15
Socio-economic impact: contribution to the revitalisation of the business fabric.	5
TEAM	40%
Degree of cohesion and complementarity of the team.	20
Degree of commitment of the team/entity.	20

The Commission will pre-select a maximum of eight projects for laboratory spaces and four for office modules.

4.4 Candidature selection

The shortlisted applications will be summoned to present an elevator pitch of their business project and team to the Commission of Operational Direction and to answer any questions.

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During this stage, other strategic criteria will also be taken into account, such as the connection and complementarity of the project with technological clusters, sector associations or other Galician companies; its ability to create synergies with R&D, technology and research centres in Galicia, and its cost/benefit expectations based on the proposed roadmap and resources allocated.

After the presentations, the Operational Management Commission will publish a list with the scores given to each project presented and a proposal for the posts indicated in section 4.1.

The deadline for the selection of applications is December 15.

4.5 Roadmap

The services the **BioIncubaTech** incubator will provide depend on the specific project presented and the phase the project is in. A work programme or **road map** –created between **BioIncubaTech** and the successful team– will be strictly necessary; it shall establish what support the company or project will receive through the bioincubator, its work methodology and the schedule of actions to be carried out. This agreement will be formalised by signing an agreement between the University of Santiago de Compostela and the incubated company and/or the successful team.

The preincubation phase will have a maximum duration of one year, the incubation phase of two years and the acceleration phase of one year.

The fulfilment of that indicated in the **road map** will be reviewed **every six months** to assess progress and detect new needs. Breaches of the road map will be analysed by the **BioIncubaTech** Operational Management Committee and may result in exclusion from the incubator.

4.6 General commitments

The commitments to which the projects commit to, in general, will be the following:

- Accept and comply with the programme conditions.
- Diligently comply with the milestones and deadlines agreed on in the **road map**.
- Ensure that the information provided is true and correct.
- Comply with the deadlines set by **BioIncubaTech** for the provision of information.
- Ensure the project and team members' information is kept up-to-date during their participation in the bioincubator, communicating any significant changes to the composition of the team, or representatives, new partners in the share capital, the name, brands and logos, as well as any other substantial project information.

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- Maintain an adequate dedication to the project in accordance with the scope of the project.
- Show maximum diligence in the use and care of infrastructures, ensuring strict compliance with their regulations and instructions of use.
- Pay the legally approved fees and public prices incurred from using such equipment.
- Post on the project and/or company's website information about the support **BioIncubaTech** and ERDF are providing, according to the advertising standards and models that will be specified at the time the company or project is selected to participate in the incubator.
- Deliver any additional information that may be required throughout the programme.

4.7 Horizontal principles

Throughout the **BioIncubaTech** programme one of the main areas of action will be the incubation and acceleration spaces for innovative projects, and during this time the following horizontal principles will be observed:

- Sustainable growth.
- Equality between men and women.
- Equal opportunities and non-discrimination.

5 Legal Aspects

5.1 Acceptance of the conditions

Participating in the Call implies acceptance of the conditions herein, without exceptions or omissions, as well as any resolution that may occur.

If, during the development of the **BioIncubaTech** incubation and acceleration programme, participants do not fulfil the commitments signed in the road map prepared during the application selection phase, the BioIncubaTech project partners reserve the right to make recommendations or even contemplate the exclusion of their candidacy.

For the interpretation and compliance of these regulations, the **BioIncubaTech** project partners and participants of the incubation programme will be subject to the application of Spanish laws.

In any case, the **BioIncubaTech** team reserves the right to interpret these conditions.

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5.2 Responsibility

Applicants and participants will be responsible for any direct or indirect damages and/or harm that are caused or may be caused by violating these rules, while those responsible for the programme will be completely exempt from any responsibility in this regard, without exception.

Under these terms, the applicants will be responsible for the infringement of third party rights during their participation in the **BioIncubaTech** programme and must compensate any affected third parties and, where appropriate, those responsible for the programme, for any damage or injury caused and claimed judicially or extrajudicially, expressly including any professional fees involved in the proceedings, for the breach of the obligations described in these bases.

5.3 Intellectual property

It is a minimum requirement that must be set in the terms and conditions of the **Bioincubatech** grants, if applicable, that the intellectual property of the idea/project presented is the applicant's, or that they have the corresponding permits for its use.

Each applicant guarantees that the content of its presentation is its own original creation and does not infringe any right, including any intellectual property rights of third parties and that the content is not illegal, nor has it been created in breach of any contractual obligation with a third party.

The information provided by the applicant must be correct, truthful, and complete, and the applicant assumes full responsibility for any inaccuracies. Conversely, **BioIncubaTech** has the right, without prejudice to any other legal means, to withdraw, reject or suspend the rights granted to the applicant in this document.

5.4 Disclosure of information and good use of the information provided

The participants agree, as a rule, that the project data can be used by the partners during the evaluation processes contemplated in these Conditions.

Similarly, the acceptance of these Conditions gives permission to **BioIncubaTech** members to use the project's logo, name or any other type of audiovisual support developed or taken during the course of the programme, in any circulation and communication activities that **BioIncubaTech** considers appropriate, regardless of the medium or format used.

All notifications regarding the development of the **BioIncubaTech** incubation and acceleration programme, including the list of selected projects, will be published on its website www.bioincubatech.com

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Any personal notification will be communicated through the email or telephone number provided in the proposal.

5.5 Personal Data protection

In compliance with EU Regulation (EU)2016/679 on the protection of personal data, please note that those responsible for the processing of the data provided as a participant will be treated by the entities promoting and collaborating with **BioIncubaTech**. The participant may exercise their rights of access, rectification, deletion, opposition and limitation, and can revoke the consent given, by contacting **BioIncubaTech** (<http://www.bioincubatech.com/>). Similarly, a claim can be filed with the Spanish Data Protection Agency if the participant believes that their rights have been violated.

5.6 Complaints

For the interpretation and fulfilment of these conditions, **BioIncubaTech** and programme participants are subject to the application of Spanish laws and the courts of Santiago de Compostela.

Any dispute arising from the interpretation or execution of this document will be resolved directly by the parties; they commit to making, in good faith, their greatest efforts to consensually resolve any dispute, according to a common objective, within a maximum period of fifteen (15) business days from the date on which any of the parties notified a complaint to the other in writing, without a lack of response from the other party affecting that period in any way.

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6 Annexes

ANNEX I: PRE-INCUBATION APPLICATION FORM

PROJECT

Title:	
Sector:	

CONTACT PERSON

Name	
ID/Tax number:	
Address:	
Email:	
Relationship with the project.	

BRIEF DESCRIPTION OF THE PROJECT

Any information on the business model, competitive advantages, target market, competitors, and resources needed to execute this project should be included. Should a team for the business project already exist, describe its capabilities, adaptation to the needs of the company and complementarity between its members.

(2,000 characters maximum)

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TEAM

Human team participating in the project: describe their skills and suitability to the needs of the company. This may include personnel, collaborators, scientists, etc.

(2,000 characters maximum)

JUSTIFICATION OF THE KNOWLEDGE TRANSFER PLAN PROCESS

Describe the technology, its degree of innovation in the context of the field's current state, origin (including a description of the equipment generating it), degree of protection, the different stages planned during its development, and any information deemed relevant to justify the advantages it brings to the business project.

(2,000 characters maximum)

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INTENDED USE OF BIOINCUBATECH FACILITIES AND SERVICES

Workspaces (check the option that applies):

- Co-working space
- Virtual incubation

Common facilities and services (describe):

(2,000 characters maximum)

Attach business plan –if available– or document (any format) that describes the business idea in more detail.

Three-year account estimation

Date:

Signature:

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ANNEX II: INCUBATION-ACCELERATION APPLICATION FORM

PROJECT

Title:	
Sector:	

PROJECT / INCUBATION SPACE PHASE (select one)

Incubation		Need for physical space	
Acceleration		Virtual incubation	

COMPANY DETAILS

Registered Name:	
Tax number:	
Registered offices:	
National Classification of Economic Activities:	
Date of incorporation:	
Website:	

CONTACT PERSON

Name:	
Tax number:	
Address:	
Email:	

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Position:	
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BRIEF DESCRIPTION OF THE PROJECT

Information on the business model, competitive advantages, target market, competitors, and resources needed to execute this project should be included.

(2,000 characters maximum)

TEAM

Human team participating in the project: describe their skills and suitability to the needs of the company. This may include personnel, collaborators, scientists, etc.

(2,000 characters maximum)

JUSTIFICATION OF THE TRANSFER PROCESS

Describe the technology, its degree of innovation in the context of the field's current state, origin, degree of protection, the different stages planned during its development, and any information deemed relevant to justify the advantages it brings to the business project. Include, if applicable, the license agreement or authorisation document permitting use of the technology being operated.

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(2,000 characters maximum)

INTENDED USE OF BIOINCUBATECH FACILITIES AND SERVICES

Workspaces (check the option that applies):

- Laboratory module incubation
- Office module incubation
- Virtual incubation

Common facilities and services (describe):

(2,000 characters maximum)

Attach business plan in any format.

Attach company activity report

Attach statutes

Attach tax number

Income statement for the last three years

Three-year account estimation

Date:

Signature:

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