

ANNEX 4 – APPLICATION SUBMISSION

Application Submission in India

1. Registration and submission of application

- The Indian Project Lead visits GITA website (to be developed) under the India-Italy Collaborative Industrial R&D Program 2017. Refer to the section “Key Dates” in this document.
- Registration Process on GITA website:
 - Registration is a two-stage process
 - Stage I - Registrant needs to provide basic information.
 - Stage II – The system will send a Login ID and Password to the email ID provided and ask for completion of registration.
 - Upon completion of registration, registrants will receive an auto-generated email/SMS acknowledgement shortly after, confirming the registration along with a registration number.
- Application Submission Process:
 - The Indian Project Lead needs to submit the Application online (no other mode of submission will be accepted) as per deadline.
 - Login with the same ID and password, used for Downloading for Guidelines & Application Form.
 - Complete and submit the desired Application Form by the deadline.
 - Upon Application submission, the system will send auto-generated SMS/email acknowledgement to the IPL, along with an application reference number.
 - Please upload the necessary documents as per deadlines as per requirements.
 - For multiple applications, the IPL needs to contact GITA Program Coordinator (contact details given below).
- The Indian Project Lead must ensure that the content of the application form is identical to the one being submitted to MAECI by the Italian Project Lead.
- The application must reflect a combined effort from both the ITPL and IPL, be written in English, and submitted using the prescribed process by the stated application submission.
- Only online mode of submission will be accepted.

2. Additional supporting documents required

In addition to submitting the Application Form and its appendices, the Indian Project Lead (IPL) will also be required to submit/upload the following:

- Where the IPL/Partners are recognised by the Department of Scientific and Industrial Research (DSIR), the Government of India or any other competent authority as an in-house R&D unit, supporting document for the same.
- Know Your Customer (KYC) documents of the IPL/Partners.

- Copy of the Company Registration Certificate of the IPL/Partners.
- Audited Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) of the IPL/Partners for the last three Financial Years. Annual Report can be exempted in case of institutions managed by a Government Agency.

The above list is indicative and GITA, in India, may seek additional documents/information from individual project applicants.

3. Administrative and legal requirements to be addressed by the Indian Project Lead prior to the release of funds

Following award notification, GITA will advise the IPL in their jurisdiction of all administrative and legal requirements to be addressed prior to the start of projects and the release of funds.

Post project approval, as per the recommendations and approval on the project, the Indian Project Lead (IPL), as an Industry lead and its other Indian partners will be supported with grant as per the terms and conditions of the agreement.

If successful, as part of the final grant agreement process, projects will be expected to provide:

- Copy of a Memorandum of Understanding (MoU)/collaboration agreement (along with IP sharing agreement, if any) between all Indian Project Partners (as applicable), clearly specifying the roles/responsibilities/deliverables of each of the project partners.
- Collaborative Agreement between the Indian and the Italian Project Partners along with IP sharing agreement (if any).

Grant will be in the form of reimbursement for costs already incurred. Project partners are expected to use their own funds for the project activity and seek quarterly reimbursement of GITA's committed fund on proportional basis.

Release of the first instalment will be subject to compliance with all terms and conditions, which include Due-Diligence, signing of the agreement, etc. The subsequent funding/instalments to the Indian project partners will be released as per the (a) agreed milestones and deliverables laid down in the agreement between GITA and IPL and (b) on-site periodic project review by Experts nominated by GITA.

A Project Review and Mentoring Committee, comprising of Technical and Financial Experts, shall be constituted by GITA for the purpose for providing advice/support towards achieving the defined objectives of the project within the time and costs projected.

4. Royalty payments – for Indian participants

On successful completion of the project, Royalty will be collected minimum at 2% per annum on Net Sales generated from the funded project from Indian Project industry partner(s) subjected to maximum recovery of the amount equal to the

Sanctioned Grant to only industry partner(s).

Sales for this purpose shall be defined as net annual sales, and should be calculated as gross sales minus excise duty and sales tax for the corresponding financial year.

Royalty for each financial year shall be payable to GITA by the Indian Industry Partners within 30 days of close of the corresponding financial year. For this purpose, the Indian Industry Partners shall submit an Auditor's certificate for the corresponding period of the financial year for calculating royalty. In case of delay in payment of royalty, the Indian Industry Partners shall be liable to pay simple interest at the rate of 12 percent per annum on the amount of default in payment of royalty. The Indian Industry Partners shall pay the actual amount of royalty calculated as above.

5. Type of cost supported by GITA

Please refer to the Project Cost Guidelines at (<http://gita.org.in/OnlineRfp/ProgramInfo.aspx?ProgramId=13>) for full information on what can and cannot be funded under this competition.

The following can be funded:

Labour Cost, Overheads, Materials Consumed, Capital Usage, Sub-contracts, Consultancy Fees (including Fees for Trial and Testing), Travel and Subsistence, Other Costs (Training Costs, Preparation of Technical Report(s), Market Assessment, Licensing in New Technologies, Patent filing costs for new Intellectual Property.

Application Submission in Italy

1. Submission of application

The Italian Project Lead needs to download and complete the Application Form (Annex A) that can be found on the same website as the Call (http://www.esteri.it/mae/it/politica_estera/cooperscientificatecnologica/avvisiincaricobandi.html).

The Italian Project Lead must ensure that the content of the application form complies with the one being submitted to GITA website by the Indian Project Lead.

The completed Application Form and a copy of the signed Consortium MoU/Agreement including IP terms between the lead participants from the respective Countries must be sent to the following email address: dgsp09.pec@cert.esteri.it.

2. Additional supporting documents required

If successful, the ITPL must send the documents requested by the Italian regulations in force.