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***Application Form for the Innovation Fund UL 2025***

*Please send the completed, signed, and scanned application form by 29 August 2025 to the email address::* [*gospodarstvo@uni-lj.si*](mailto:gospodarstvo@uni-lj.si)

*Text in grey may be deleted.. Text in yellow should be adapted/completed.*

## **Project Title**

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| --- |
| [*Enter project title*] |

## **SHORT PROJECT NAME**

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| --- |
| [*Enter short project name*] |

## **INFORMATION ABOUT THE APPLICANTS AND PROJECT LEADER**

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| --- | --- |
| Applicant – faculty UL | *[name of the UL faculty]* |
| Department/Chair/Section/Laboratory | *[name of department / chair / section / laboratory]* |
| Name and surname of project leader | *[name and surname]* |
| Position of project leader | *[job title]* |
| Project leader’s e-mail address | *[e-mail address]* |
| Project leader’s mobile telephone number | *[mobile number]* |
| External partners involved (Attach a letter of support) | *[organization, representative’s full name, email address, phone number]* |

## **STATEMENT BY THE PROJECT LEADER AND FACULTY MANAGEMENT**

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| By signing this form, I confirm that::   1. I am employed at the University of Ljubljana with at least a 50% appointment; 2. My employment contract with the University of Ljubljana is valid at least until the anticipated conclusion of the Innovation Fund UL project; 3. The technology submitted in this application is owned by the University of Ljubljana ( the university has claimed ownership of the invention). If there are two co-owners, the UL share is at least 50%; if there are three or more, at least 30%, and all co-owners have agreed to the terms of the call in writing; 4. No licensing agreement has been concluded, nor has a spin-out company been established for the submitted project; 5. All information provided in this application form is accurate, and the inventors-authors employed at the University of Ljubljana also agree with the terms of the call. |

**Place and date**

**Signature of project leader Signature of faculty dean**

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## **PROJECT SUMMARY**

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| *Please provide a brief summary. It should be concise and understandable! Focus on the essence of the message. The Evaluation Team member reading your summary should clearly understand what you do, what problem you are solving, what are the objectives of the proposed project and how you intend to measure success. [around 300 words]* |

## **BASIC INFORMATION**

|  |  |
| --- | --- |
| UL invention number, if already disclosed | *[Enter in the format 821-xyz/20xy]* |
| Technology Readiness Level (TRL) | *[Enter TRL]* |
| Description of the invention/technology/know-how underlying your project | *[Briefly describe the essence of the technology: what it is based on, what it enables]* |
| Possible applications of the technology | *[List all possible/reasonable applications of the technology]*   * *e.g. Organic food production - biopesticides* * *e.g. Bioinformatics - discovering new biological processes and diseases* * *E.g. Automotive - smart sensors and autonomous vehicles* |

## **TEAM**

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| *List the project team members (in addition to inventors, include those who may be joining the team for the first time, particularly individuals whose expertise is currently missing). Include their research areas, a short CV, and highlight any collaboration with industry or implementation of applied projects.* |

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| --- | --- | --- |
| First and last name # | UL Faculty, laboratory | Research area |
| 1. *[Title + First name + Last name]* | *[UL faculty, laboratory]* | *[research areas]* |
| *Short CV – highlight industry collaboration [around 100 words]* | | |
| 1. *[Title + First name + Last name]* | *[UL faculty, laboratory]* | *[research areas]* |
| *Short CV – highlight industry collaboration [around 100 words]* | | |
| 1. *[Title + First name + Last name]* | *[UL faculty, laboratory]* | *[research areas]* |
| *Short CV – highlight industry collaboration [around 100 words]* | | |
| 1. *[Title + First name + Last name]* | *[UL faculty, laboratory]* | *[research areas]* |
| *Short CV – highlight industry collaboration [around 100 words]* | | |

## **ORIGINALITY AND INNOVATIVENESS OF THE PROJECT**

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| **2.1. What specific and whose problem is addressed by the project?** |
| *Your technology may have several applications and address different problems. Describe the specific problem that will be addressed in this project. [around 200 words]* |

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| **2.2. Describe your assumptions on how your technology could solve this specific problem** |
| *Describe the key assumptions (hypotheses) you will test through project activities (e.g. MVP testing, user interviews, market testing, usability testing…) [around 200 words]* |
| **2.3. Competitive advantage** |
| *What are the advantages of your proposed project over existing solutions?*  *[around 150 words]* |

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| **2.4. Existing solutions and patents – identify your competitors** |
| *Technological alternatives: Describe specific examples of current state-of-the-art technologies, services, processes, ideas, or methods. Provide a comparison between your proposed project and the existing state of the art. Include an overview of patents and other forms of intellectual property protection, as well as relevant scientific and professional literature.*  *Existing market alternatives: Highlight competing solutions already present on the market (even if they use different technologies but address the same problem). [around 200 words]* |

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| ***2.5.* How is the intellectual property related to the project legally protected?** |
| *Mark the type of intellectual property used to protect your solution*  patent   * patent * patent application * design * design application * trademark * trademark application * copyright * trade secret * cannot be protected by intellectual property rights * not protected yet – we plan to protect it * other |

|  |
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| **2.6. Has the project been submitted to the Rector’s Award for Best Innovation or any similar competition?** |
| *Select and, if necessary, explain the statement that applies to your project:*   * YES   *State the name of the competition, the year it took place, and the result achieved*   * NO |

## **MARKET POTENTIAL**

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| 3.1. Target customer/user groups |
| *Define who the target customer and/or end-user groups are. Have you already conducted any user interviews or discussions? How many? How have the findings influenced your solution? [around 200 words]* |

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| 3.2. Market size |
| *Clearly and concretely describe the potential market size (volume, countries, market channels). How do you assess the potential use of your solution across different markets? [around 150 words]* |

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| 3.3 Market entry plan |
| *How do you plan to transfer your solution from a research environment to industry or broader application? Which initial steps (e.g. pilot projects, test market, pre-orders) do you consider key for successful implementation of your solution in practice? [around 150 words]* |

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| 3.4. Project alignment with trends |
| *Why is now the right time to develop and introduce your solution? What are the key factors that could influence the broader adoption of your solution? [around 150 words]* |

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| 3.5. Exposure to competition |
| *How developed is the market? Who are the dominant players in the market? [around 150 words]* |

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| 3.6. Commercialisation pathway |
| *How do you envision collaboration with industry partners or other stakeholders? How would you assess your team’s readiness and interest in engaging in commercialisation activities? [around 150 words]* |

## 4. **PROJECT ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.1 Planned activities and timeline** | | | | |
| **No.** | **Description of activity** | **Duration of activity**  **(start – end)** | **Estimated cost, by type** | **Expected resulty** |
| **1** | [] | Start Month.# 🡪  End Month.# | Wages and salaries: []  Material costs: []  External costs: []  Equipment depreciation costs: []  Participation in industrial fair: [] | [] |
| **2** | [] | Start Month.# 🡪  End Month.# | Wages and salaries: []  Material costs: []  External costs: []  Equipment depreciation costs: []  Participation in industrial fair: [] | [] |
| **3** | [] | Start Month.# 🡪  End Month.# | Wages and salaries: []  Material costs: []  External costs: []  Equipment depreciation costs: []  Participation in industrial fair: [] | [] |
| **…** | [] | Start Month.# 🡪  End Month.# | Wages and salaries: []  Material costs: []  External costs: []  Equipment depreciation costs: []  Participation in industrial fair: [] | [] |

## **4.2. Potential risks**

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| *Identify potential risks (technical, programme-related, market or other). How high or low are these risks? Define how you plan to mitigate them. Propose a method for monitoring overall project activities and verifying the effective use of received funds. [around 200 words]* |

## **4.3 Long term plan**

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| *[Define how and to what extent the potential for commercialisation will increase after the project is completed. Assess whether the project is feasible within the proposed timeframe. Explain how the funded activities will lead to further steps (including applications for continued funding).How do you plan to ensure continuity of solution development after the project ends? [around 200 words]* |

## **FINANCIAL PLAN**

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| **Financial Plan** | | | | |
| **Eligible costs** | **Cost descriptiom** | **A:**  **Innovation fund (€)** | **B:**  **Other sources, including companies (€)[[1]](#footnote-1)** | **C:**  **Total**  **(€)** |
| Wages and salaries for a new/additional employee (up to 20% of all costs). | *Name and surname, role in the project* | *Cost in €* | *Cost in €* | € |
| Material costs | [] | € | € | € |
| External costs | [] | € | € | € |
| Depreciation of equipment (up to 30% of all costs). | [] | € | € | € |
| Attendance at industry fairs, visiting potential industry partners abroad | [] | € | € | € |
| **TOTAL COSTS** | € | € | € | € |

# **6. LETTERS OF SUPPORT/INTENT TO COLLABORATE** (opcijsko)

Please provide a list of letters of support or letters of intent. Attach the letters as supplementary documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter/Intent #** | **Company/organisation** | **Signatory** | **Date** |
| **1** | [] | [] | [] |
| **2** | [] | [] | [] |
| **…** |  |  |  |

Organisations or companies not directly involved in the project may submit letters of support or intent to express their endorsement of the project’s goals.

**Each letter must:**

1. Be issued on the organisation’s or company’s official letterhead.
2. Be signed by an authorised representative, with their role clearly stated.
3. Be dated within the last three months.
4. Clearly outline the organisation’s interest in and alignment with the project objectives.
5. Include a statement on how the organisation could contribute to the commercialisation of the proposed technology.

1. Attach the legal basis for collaboration with companies (e.g. a joint development agreement) [↑](#footnote-ref-1)