

Submissions of UPPS Proposals for Participation in the Fieldlab:

## **Application and conditions**

1. The company draws up a project plan including a budget in consultation with Fieldlab UPPS. In addition to the precise assignment, it describes with what tasks the company will execute within the project and what tasks will be done by the experts of Fieldlab UPPS.
2. The company finances at least 50% of the total project costs through payment or an in-kind contribution, at a maximum hourly rate of € 60.00 per hour including VAT.
3. A maximum of € 15.000 including VAT is contributed by CLICKNL per company.
4. The company may not have previously received a subsidy for the same tasks.
5. The Fieldlab UPPS team assesses whether a project meets the objectives and makes a selection.
6. An agreement must be signed with TU Delft and the company prior to the start of the project; the project plan, including the budget is attached to the contract as an appendix. The Fieldlab has a limited number of hours (max 2x1-1.5 hours) available to think about the project plan in advance.
7. An invoice for the project, if relevant, will be sent at the start of the project. And must be paid before completion of the project.
8. The company keeps an administration of 'in kind' and provides a management statement (Directieverklaring) immediately after the end of the project.
9. The company will deliver a report within one month of the completion of the project, which will be submitted to the project leader of the Fieldlab together with the management statement.
10. The results (approach, results) are shared within and outside the Fieldlab. Participation in at least 1 Meet-UPPS meeting is required.
11. Separate agreements are made about IP per project in the contract

NB Fieldlab UPPS runs until the end of 2020.

For more information, please contact: Marijke Idema, [m.k.idema@tudelft.nl](mailto:m.k.idema@tudelft.nl)