

# Co-Innovation: instructions for Customers and Application Content Descriptions

Business Finland
May 31, 2021
updated October 17, 2024

#### Co-Innovation Principles of Application Processing

- Business Finland has new applications for applying for co-innovation funding. The application types are Co-Innovation main application and Co-Innovation participant application.
- The Co-Innovation project is described on the main application submitted by the coordinator or the person or organization responsible for the project.
- Each participant submits its own participant application, in which they describe their share of the co-innovation project. The coordinator must also submit a participant application if it is applying for funding for its own share in the project.
- When submitting the applications, the online service gives a warning if a participant application associated with the main application is not completed.



#### **Tasks of the Co-Innovation Coordinator**

- The coordinator must specify the number of participants on the main application and set a deadline for the submission of the participant applications.
- The coordinator provides the participants with the joint action ID, with which the participants can associate their participant application with the main application.
- When participant applications are marked as submitted ('Submit' function), the coordinator sees the status of the application on the main application.
- The coordinator submits the entire Co-Innovation application to Business Finland. All applications associated with the main application are transferred to Business Finland's system simultaneously.



#### **Main Application**

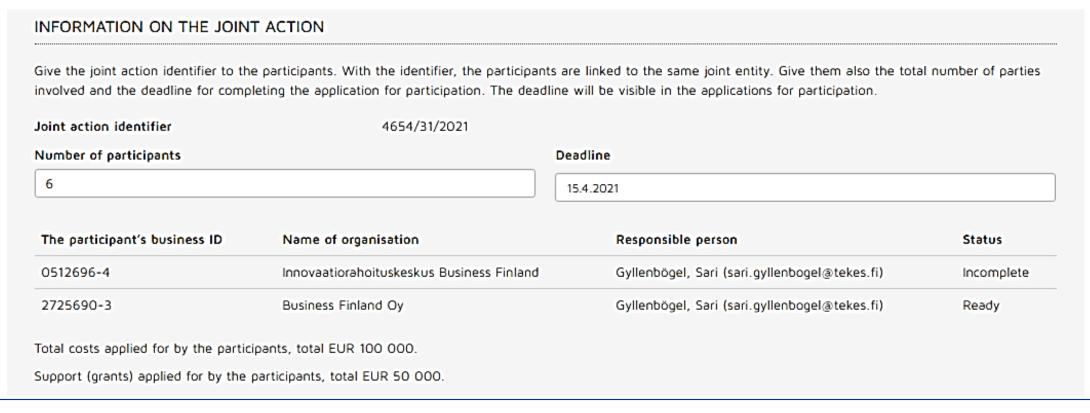
- When a main application is created, a joint action ID is generated.
- The coordinator must specify the number of participants and set a deadline for the submission of the participant applications.
- The coordinator provides the participants with the joint action ID.
- The main application must not be submitted to Business Finland if it has no participant applications associated with it. A main application submitted on its own will not be transferred to Business Finland's systems.

INFORMATION ON THE JOINT A	CTION	
Give the joint action identifier to the pa	rticipants. With the identifier, the partic	cipants are linked to the same joint entity. Give them also the total number of parties
		deadline will be visible in the applications for participation.
Joint action identifier	4654/31/2021	
Number of participants		Deadline



#### **Main Application**

- The status of the participant applications is always visible on the main application.
- After the deadline has passed, the coordinator can submit the main application to Business Finland even if some of the participant applications are not completed -> in this case, unfinished participant applications are not transferred to Business Finland!





#### **Main Application**

- A joint project plan for the entity may be attached to the main application.
- After the first transmission, the main application may be supplemented by the coordinator.
- Business Finland may request a supplement to the main application. An e-mail notification is sent to the persons responsible for the application and the content of the request is displayed on each page of the application.
- The application form is supplemented and must be sent to Business Finland again, in which case the updated information will be transferred to Business Finland.
- The main application will link the co-innovation entity to Business Finland's program.
   The selected program data is automatically copied to participant applications related to the entity.



# **Participant Application: INSTRUCTIONS for Participants**

- The joint action ID provided by the coordinator must be included in the participant application.
- The content of the application for company and research institution participants varies according to the type of the organization (companies are asked to describe their business activities as well)
- After entering the ID, the participant is shown the deadline set for completing the application and by which time the participant application must be submitted.
- After completing and submitting the participant application, the main application is updated accordingly. The coordinator can monitor the status of participant applications and submit the entire application to Business Finland when necessary.

#### INFORMATION ON THE JOINT ACTION

Add the joint action identifier you received from the coordinator (main applicant) of the joint action entity. With the identifier, you join the joint entity and your application is processed at the same time as the entity. After adding the identifier, you will see the deadline set for completing the application on your application.

#### Joint action identifier

4654/31/2021



The deadline for completing the application for participation in the joint action is 15.4.2021.

# **Participant Application: INSTRUCTIONS for Participants**

- After the first co-innovation entity sent to Business Finland, the participation application can also be supplemented.
- Business Finland may also request a supplement to the application for a participant. An
  e-mail notification is sent to the persons responsible for the application and the
  contents of the request are displayed on each page of the application.
- A supplement to the application will be sent again to Business Finland, in which case the updated information will be transferred to Business Finland.
- In addition to the application, new documents may be attached to the application.
- The Business Finland program data selected with the main application is automatically copied to the participant application. Program information cannot be edited or deleted in a participant application.
  - Please note that the application for a company participant opens up public descriptions fields on the application to be completed due to the program interface.



# **Participant Application: INSTRUCTIONS for Participants**

- After the first co-innovation entity sent to Business Finland, the participation application can also be supplemented.
- Co-Innovation entity can be joined afterwards after the first transmission, but only before Business Finland has made funding decisions. This is important to note.
- Permission to join the co-innovation entity retrospectively must be obtained from Business Finland's Funding Adviser.
- A Co-Innovation participant application will be used to join the Co-Innovation entity afterwards
- The joint project identifier must also be added to the participant application when joining the entity afterwards. You'll get the id from the coordinator.
- Fill in the information required for the application and send it.



#### **Content of Main Application: Questions for Customer**

**BUSINESS** 

Back to online service Log out 🗗 FI SV EN 4654/31/2021 :: Co-Innovation, main application :: Testi :: Business Finland Oy BASIC INFORMATION FOR **DESCRIPTION OF THE JOINT ACTION ENTITY** APPLICATION What kind of a common, international competitive advantage will the joint action bring to the consortium? DESCRIPTION OF In the joint action, the parties join their forces to generate international competitive advantage. Describe how the competitive advantage is generated in this entity. THE JOINT ACTION ENTITY What is the added value joint implementation will bring to the joint action entity? **GOALS OF THE** JOINT ACTION IMPLEMENTATION OF THE JOINT ACTION 0 / 3000 characters Why is the joint action important for the Finnish business life and society? **SUMMARY AND** Describe the benefits produced by the joint action in a broader sense from the perspective of the Finnish business life and society. Why should Business Finland fund SENDING this joint action from public funds? 0 / 3000 characters What are the potential links of the joint action to other joint actions and ecosystems? Describe the other potential joint actions and larger ecosystems this entity is related to. Describe also how all these are related to one another (e.g., a part of a larger entity, follow-up project). 0 / 3000 characters previous page next page

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#### **Main Application: Questions for Customer**

Saved Back to online service Log out FI SV EN 4654/31/2021 :: Co-Innovation, main application :: Testi :: Business Finland Oy BASIC INFORMATION FOR **GOALS OF THE JOINT ACTION** APPLICATION What are the goals of the joint action? DESCRIPTION OF Set 1-2 measurable goals for the joint action. The goals are concrete and measurable. The time frame of the goals must be such that their achievement can be THE JOINT ACTION ENTITY assessed when the project ends. Based on this data, BF may also consider the funding of possible follow-up projects. **GOALS OF THE** JOINT ACTION IMPLEMENTATION OF THE JOINT ACTION 0 / 3000 characters What kind of new competence, knowledge, services, products, solutions are created as a result of the joint action? What complete results have been achieved by the time the joint action ends? SUMMARY AND SENDING Describe here the results from the perspective of the joint action. Each party involved gives a more detailed description of the results they are aiming at in their own applications. 0 / 3000 characters previous page next page



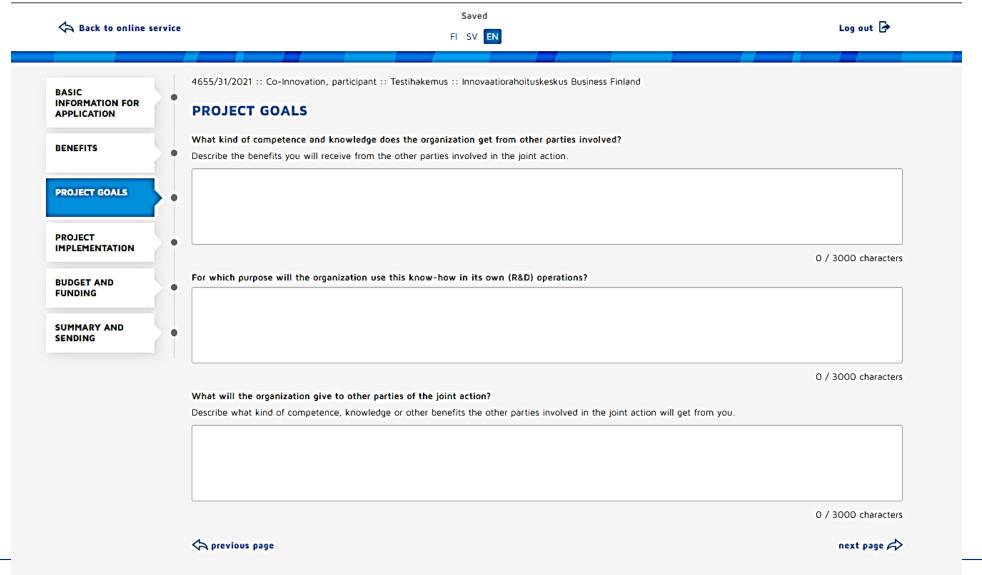
#### **Main Application: Questions for Customer**

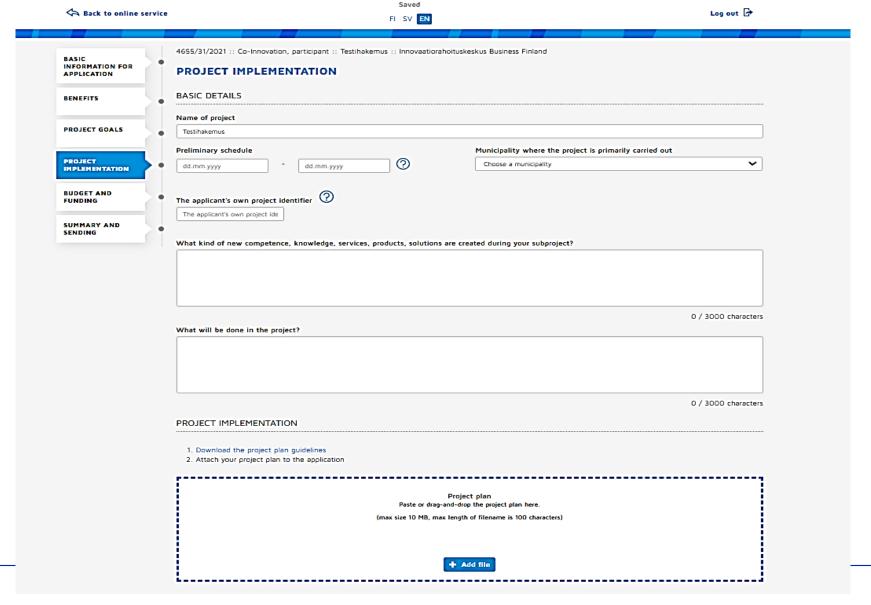
Saved Log out 🗗 Back to online service FI SV EN 4654/31/2021 :: Co-Innovation, main application :: Testi :: Business Finland Oy BASIC INFORMATION FOR IMPLEMENTATION OF THE JOINT ACTION APPLICATION BASIC DETAILS DESCRIPTION OF THE JOINT ACTION ENTITY Name of project **GOALS OF THE** JOINT ACTION The planned overall schedule of the joint action (?) dd.mm.yyyy dd.mm.yyyy IMPLEMENTATION OF THE JOINT ACTION The applicant's own project identifier SUMMARY AND The applicant's own project ide SENDING IMPLEMENTATION OF THE JOINT ACTION How will the joint action be implemented? Describe the roles of parties involved in the joint action. Why is each party important for this joint action? Why are these particular parties involved in the project entity? Why is it good to implement the project jointly? 0 / 3000 characters A previous page next page



Saved Back to online service Log out 🕞 FI SV 4655/31/2021 :: Co-Innovation, participant :: Testihakemus :: Innovaatiorahoituskeskus Business Finland BASIC INFORMATION FOR BENEFITS APPLICATION Which competitive advantage/benefit will participation in the joint action entity bring to the organization? BENEFITS Describe here why you are participating in the joint action and what kind of competitive advantage/benefit you will get to your own operations through the joint action. PROJECT GOALS **PROJECT** IMPLEMENTATION 0 / 3000 characters BUDGET AND Describe how the project will support the organization's strategy. FUNDING SUMMARY AND SENDING 0 / 3000 characters A previous page next page

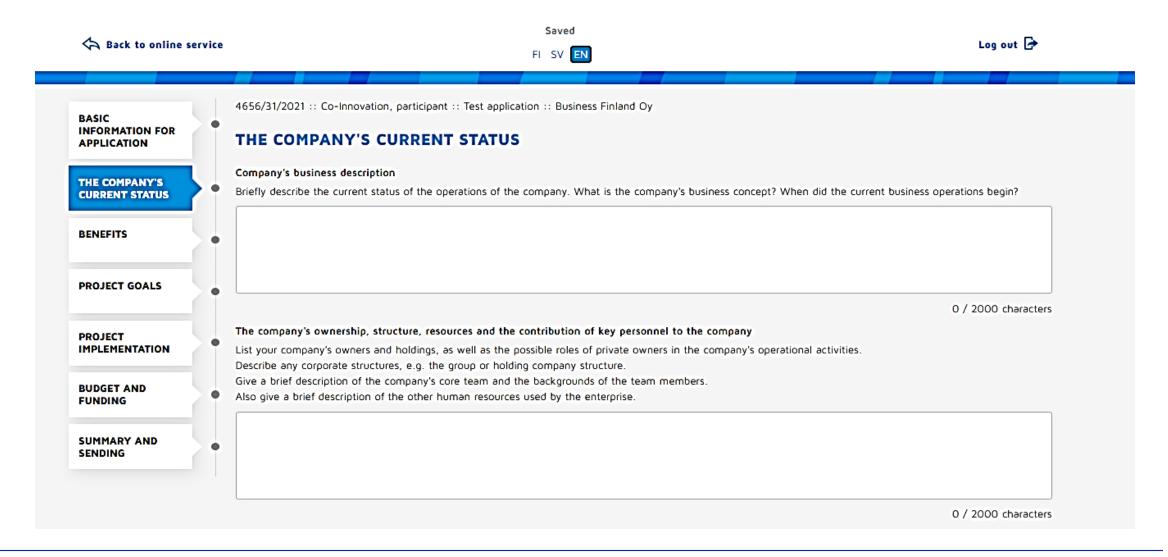








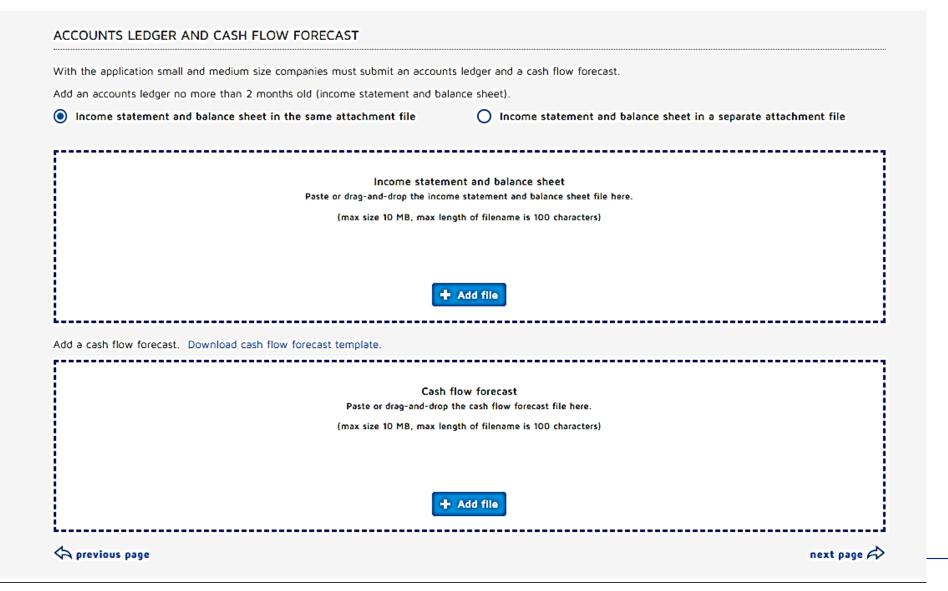
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BASIC INFORMATION FOR APPLICATION	•	4655/31/2021 :: Co-Innovation, participant :: Tes	stihakemus :: Innovaatiorahoituskeskus Busino	ess Finland
BENEFITS	•		unding terms and conditions for the funding so	ervice in question before filling out and submitting the project cost
PROJECT GOALS	•	estimate.  Wages and salaries €		
PROJECT IMPLEMENTATION	•	Indirect personnel costs €  Overheads €		
BUDGET AND FUNDING	•	Travel €  Material and supplies costs €		
SUMMARY AND SENDING	•	Machinery and equipment costs €		
		Purchased services €		
		Other costs €		
		Tota	<i>l</i> € 0	
		PROJECT FUNDING		
		Funding applied for from Business Finland €		
		Other funding		
		Companies should indicate their own funding and	any other funding sources here.	
		+ Add sources of funding		



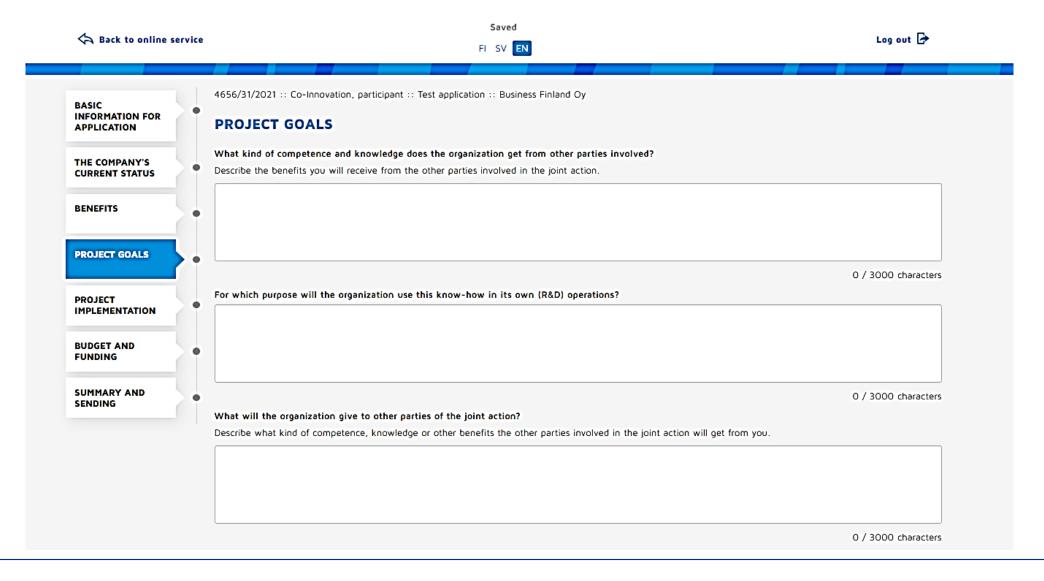


BUSINESS'S KEY FIGURES			
<ul> <li>If your company's financial year d 1.4.20XX to 31.3.20XX.</li> <li>If the financial statements for the</li> </ul>		e month of starting and closing o seen reported to the Trade Registe	of financial years on column headings, for example er, select that option from the selection options below
inancial statements for the most rec rear	cent financial O have been repo	orted to the Trade Register	have not been reported to the Trade Register
	1.1.2021 - 31.12.2021	1.1.2020 - 31.12.2020	1.1.2019 - 31.12.2019
Number of persons			
Turnover			
Operating profit (loss)			
Net profit (loss) for period			
R&D expenditure			
Export			
Balance sheet total			
Equity financing			
Equity investments			
Share capital or other similar capital			
Capital Ioan			





ASIC NFORMATION FOR PPLICATION	4656/31/2021 :: Co-Innovation, participant :: Test application :: Business Finland Oy  BENEFITS
HE COMPANY'S URRENT STATUS	Which competitive advantage/benefit will participation in the joint action entity bring to the organization?  Describe here why you are participating in the joint action and what kind of competitive advantage/benefit you will get to your own operations through the joint action.
ENEFITS	
ROJECT GOALS	•
ROJECT IPLEMENTATION	O / 3000 characters     BUSINESS TARGET TABLE
UDGET AND UNDING	Estimate the likely development of the business  Estimate the likely turnover and employment effect of the business area to be developed through the project. In doing so, only take account of that part of the
	business on which the project will have a direct impact. If the company has other business areas, these figures should not be included in the estimate. Enter first the
UMMARY AND	business on which the project will have a direct impact. If the company has other business areas, these figures should not be included in the estimate. Enter first the year of market entry and the target year, and then fill in the target table.
UMMARY AND	
UMMARY AND	year of market entry and the target year, and then fill in the target table.
UMMARY AND	year of market entry and the target year, and then fill in the target table.  Year of market entry  Target year
UMMARY AND	year of market entry and the target year, and then fill in the target table.  Year of market entry  7





#### Describe the project goals that will carry the company towards its growth vision

Specify 2-5 concrete and at least partly measurable targets. These targets will be discussed with Business Finland in the funding application processing stage. The targets will be incorporated into the eventual funding decision, and their achievement will be monitored. The degree to which the targets are achieved will have a significant effect on potential further funding from Business Finland. Below you will find a few examples of targets:

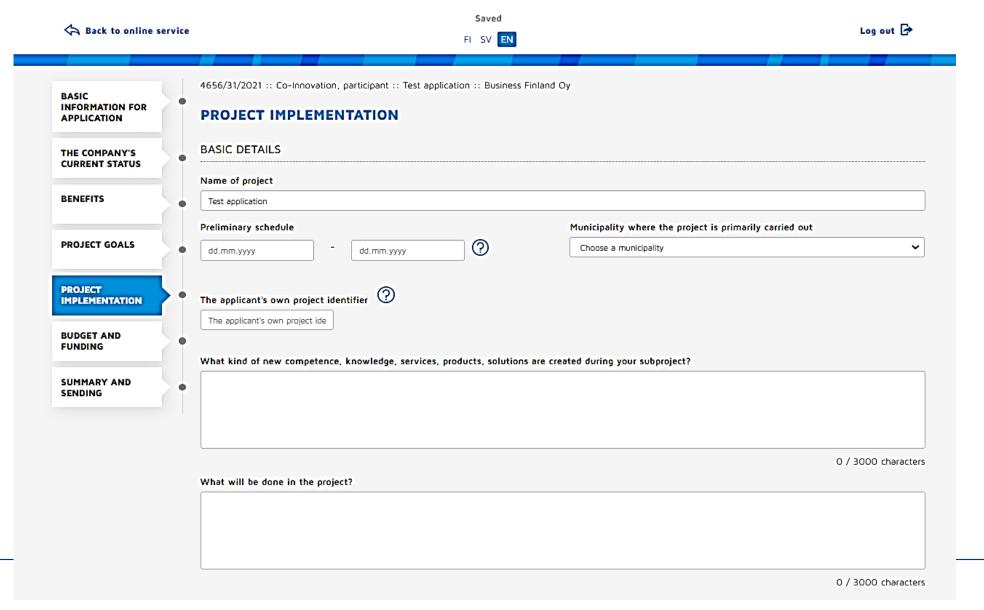
- acquiring additional funding from private sources
- increase in turnover
- · entry into new markets
- · building a stronger management and Board of Directors
- · implementation of customer pilot projects
- · increasing the number of customers
- · completion of product/service characteristics
- · building a stronger partner network
- strategy creation/update
- · new management/operating model creation
- · productivity growth

0 / 3000 characters

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Download the project plan guidelines     Attach your project plan to the application		
	Project plan	
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	+ Add file  ation of the project? Describe changes and the key effects.	]
centive impact of funding ow would Business Finland' funding impact on the realisa		naracters



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l am primarily applying for					
a grant a loan					
Funding applied for from Busin	ess Finland €				
Other funding					
Companies should indicate their	own funding and any other fundir	ng sources here.			
You must add at least one sourc	e of funding.				
Name of funding body	Funding type	Sum	%	Funding status	Activities
Total		0	-		
+ Add sources of funding SUMMARY OF FUNDING P	LAN	0	-		
+ Add sources of funding SUMMARY OF FUNDING P		0	-		
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