

# **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 ACTION

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Give the joint action identifier to the participants. With the identifier, the participants are linked to the same joint entity. Give them also the total number of parties involved and the deadline for completing the application for participation. The 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!*

## INFORMATION ON THE JOINT ACTION

Give the joint action identifier to the participants. With the identifier, the participants are linked to the same joint entity. Give them also the total number of parties involved and the deadline for completing the application for participation. The deadline will be visible in the applications for participation.

**Joint action identifier** 4654/31/2021

**Number of participants**

6

**Deadline**

15.4.2021

The participant's business ID	Name of organisation	Responsible person	Status
0512696-4	Innovaatorahoituskeskus Business Finland	Gyllenbögél, Sari (sari.gyllenbogel@tekes.fi)	Incomplete
2725690-3	Business Finland Oy	Gyllenbögél, Sari (sari.gyllenbogel@tekes.fi)	Ready

Total costs applied for by the participants, total EUR 100 000.

Support (grants) applied for by the participants, total EUR 50 000.

# 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

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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

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

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ENTITY**

GOALS OF THE  
JOINT ACTION

IMPLEMENTATION  
OF THE JOINT  
ACTION

SUMMARY AND  
SENDING

4654/31/2021 :: Co-Innovation, main application :: Testi :: Business Finland Oy

## DESCRIPTION OF THE JOINT ACTION ENTITY

**What kind of a common, international competitive advantage will the joint action bring to the consortium?**

In the joint action, the parties join their forces to generate international competitive advantage. Describe how the competitive advantage is generated in this entity. What is the added value joint implementation will bring to the joint action entity?

0 / 3000 characters

**Why is the joint action important for the Finnish business life and society?**

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 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).

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## GOALS OF THE JOINT ACTION

**What are the goals of the joint action?**

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 assessed when the project ends. Based on this data, BF may also consider the funding of possible follow-up projects.

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?**

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.

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## IMPLEMENTATION OF THE JOINT ACTION

### BASIC DETAILS

Name of project

Testi

The planned overall schedule of the joint action

dd.mm.yyyy

-

dd.mm.yyyy



The applicant's own project identifier



The applicant's own project ide

### 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?

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## BENEFITS

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.

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Describe how the project will support the organization's strategy.

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## PROJECT GOALS

What kind of competence and knowledge does the organization get from other parties involved?

Describe the benefits you will receive from the other parties involved in the joint action.

0 / 3000 characters

For which purpose will the organization use this know-how in its own (R&D) operations?

0 / 3000 characters

What will the organization give to other parties of the joint action?

Describe what kind of competence, knowledge or other benefits the other parties involved in the joint action will get from you.

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## PROJECT IMPLEMENTATION

### BASIC DETAILS

Name of project

Testihakemus

Preliminary schedule

dd.mm.yyyy

dd.mm.yyyy

Municipality where the project is primarily carried out

Choose a municipality

The applicant's own project identifier

The applicant's own project ide

What kind of new competence, knowledge, services, products, solutions are created during your subproject?

0 / 3000 characters

What will be done in the project?

0 / 3000 characters

### PROJECT IMPLEMENTATION

1. Download the [project plan guidelines](#)
2. Attach your project plan to the application

Project plan  
Paste or drag-and-drop the project plan here.  
(max size 10 MB, max length of filename is 100 characters)

+ Add file

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## BUDGET AND FUNDING

### ESTIMATED COST OF PROJECT

Please see our website for the instructions and funding terms and conditions for the funding service in question before filling out and submitting the project cost estimate.

Wages and salaries €	<input type="text"/>
Indirect personnel costs €	<input type="text"/>
Overheads €	<input type="text"/>
Travel €	<input type="text"/>
Material and supplies costs €	<input type="text"/>
Machinery and equipment costs €	<input type="text"/>
Purchased services €	<input type="text"/>
Other costs €	<input type="text"/>
<i>Total €</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](#)



# Participant Application: Questions for Customer (Companies)

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## THE COMPANY'S CURRENT STATUS

### Company's business description

Briefly describe the current status of the operations of the company. What is the company's business concept? When did the current business operations begin?

0 / 2000 characters

### The company's ownership, structure, resources and the contribution of key personnel to the company

List your company's owners and holdings, as well as the possible roles of private owners in the company's operational activities.

Describe any corporate structures, e.g. the group or holding company structure.

Give a brief description of the company's core team and the backgrounds of the team members.

Also give a brief description of the other human resources used by the enterprise.

0 / 2000 characters

# Participant Application: Questions for Customer (Companies)

## BUSINESS'S KEY FIGURES

- Evaluate the figures for the current financial year and fill in the figures for previous years.
- If your company's financial year differs from the calendar year, place the month of starting and closing of financial years on column headings, for example 1.4.20XX to 31.3.20XX.
- If the financial statements for the most recent financial year have not been reported to the Trade Register, select that option from the selection options below and report the figures for the unconfirmed financial year in their own column.

Financial statements for the most recent financial year  have been reported 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turnover	<input type="text"/>		
Operating profit (loss)	<input type="text"/>		
Net profit (loss) for period	<input type="text"/>		
R&D expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>
Export	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balance sheet total	<input type="text"/>		
Equity financing	<input type="text"/>		
Equity investments	<input type="text"/>	<input type="text"/>	<input type="text"/>
Share capital or other similar capital	<input type="text"/>		
Capital loan	<input type="text"/>		

# Participant Application: Questions for Customer (Companies)

## ACCOUNTS LEDGER AND CASH FLOW FORECAST

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With the application small and medium size companies must submit an accounts ledger and a cash flow forecast.

Add an accounts ledger no more than 2 months old (income statement and balance sheet).

- Income statement and balance sheet in the same attachment file       Income statement and balance sheet in a separate attachment file

### Income statement and balance sheet

Paste or drag-and-drop the income statement and balance sheet file here.

(max size 10 MB, max length of filename is 100 characters)

+ Add file

Add a cash flow forecast. [Download cash flow forecast template.](#)

### Cash flow forecast

Paste or drag-and-drop the cash flow forecast file here.

(max size 10 MB, max length of filename is 100 characters)

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## BENEFITS

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.

0 / 3000 characters

## BUSINESS TARGET TABLE

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 year of market entry and the target year, and then fill in the target table.

	Year of market entry	Target year
	<input type="text"/>	<input type="text"/>
	?	?
Turnover €	<input type="text"/>	<input type="text"/>
Export €	<input type="text"/>	<input type="text"/>
Jobs	<input type="text"/>	<input type="text"/>

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## PROJECT GOALS

What kind of competence and knowledge does the organization get from other parties involved?

Describe the benefits you will receive from the other parties involved in the joint action.

0 / 3000 characters

For which purpose will the organization use this know-how in its own (R&D) operations?

0 / 3000 characters

What will the organization give to other parties of the joint action?

Describe what kind of competence, knowledge or other benefits the other parties involved in the joint action will get from you.

0 / 3000 characters

# Participant Application: Questions for Customer (Companies)

## 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

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## PROJECT IMPLEMENTATION

### BASIC DETAILS

Name of project

Test application

Preliminary schedule

dd.mm.yyyy


- dd.mm.yyyy



Municipality where the project is primarily carried out

Choose a municipality



The applicant's own project identifier 

The applicant's own project ide

What kind of new competence, knowledge, services, products, solutions are created during your subproject?

0 / 3000 characters

What will be done in the project?

0 / 3000 characters

# Participant Application: Questions for Customer (Companies)

## PROJECT IMPLEMENTATION

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1. Download the [project plan guidelines](#)
2. Attach your project plan to the application

**Project plan**  
Paste or drag-and-drop the project plan here.  
(max size 10 MB, max length of filename is 100 characters)

[+ Add file](#)

### Incentive impact of funding

How would Business Finland' funding impact on the realisation of the project? Describe changes and the key effects.

0 / 2000 characters

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Indirect personnel costs €	<input type="text"/>
Overheads €	<input type="text"/>
Travel expenses €	<input type="text"/>
Materials and supplies costs €	<input type="text"/>
Machinery and equipment purchases €	<input type="text"/>
Machinery/equipment depreciation/rental cost €	<input type="text"/>
Services from domestic SMEs €	<input type="text"/>
Services from domestic research organisations €	<input type="text"/>
Services inside the group or associated companies €	<input type="text"/>
Services from other domestic organisations €	<input type="text"/>
Services purchased from the common market area €	<input type="text"/>
Services purchased from outside the common market area €	<input type="text"/>
IPR-protection €	<input type="text"/>
<i>Total €</i>	0

# Participant Application: Questions for Customer (Companies)

## PROJECT FUNDING

I am primarily applying for

a grant  a loan

Funding applied for from Business Finland €

### Other funding

Companies should indicate their own funding and any other funding sources here.

You must add at least one source of funding.

Name of funding body	Funding type	Sum	%	Funding status	Activities
Total		0	-		

[+ Add sources of funding](#)

## SUMMARY OF FUNDING PLAN

### Total project costs and funding

Total project costs	0 €
Funding applied for from Business Finland	0 €
Other funding in total	0 €
The difference between project costs and funding	0 €

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