



Horizon IP Scan

Helping SMEs manage and valorise
Intellectual Property in R&I collaborations



Guide for Applicants

About this Guide for Applicants

Launched in March 2021, the Horizon IP Scan Service is a new (pilot) service of the European Commission managed by the Executive Agency for Small and Medium-sized Enterprises (EASME). The service supports European start-ups and other SMEs involved in EU-funded collaborative research projects to efficiently manage and valorise IP in collaborative R&I efforts.

Managed by a central coordination team, Horizon IP Scan builds on an EU-wide network of IP experts providing tailored support and recommendations, the service aims to help SMEs develop a cooperative way to manage intellectual property (IP) created in such transnational collaborations.

It will be delivered either by a private IP professional (patent or IP attorney) or otherwise qualified IP experts, such as specifically trained staff from a national IP office or an innovation agency.

Following the principle of IP pre-diagnosis services, the service entails three major steps: a preparation phase including a pre-interview; a main interview, which is done in an in-person or online meeting, and the provision of an individual report and respective recommendations. In addition, if applicable, the service will conclude in a joint discussion with all SMEs of a given cooperation that asked for the service.

Horizon IP Scan is provided free of charge. The cost of the service will be supported by the central coordination team and paid directly to the expert that provides the Horizon IP Scan service.

This Guide for Applicants details the context, objectives and overall approach of the Horizon IP Scan service. Moreover, it provides further information on its implementation and the application procedure.

Table of Contents

Chapter 1	4
Introduction to the Horizon IP Scan service	
Chapter 2	12
How to apply for the service	
Chapter 3	15
Implementation of the service	
Chapter 4	19
Further information on service implementation	
Annex	22
Template of the Horizon IP Scan service request form	



Chapter 1

Introduction to the Horizon IP Scan service

1.1 What is the Horizon IP Scan service?

Horizon IP Scan is a tailored, first-line and free-of-charge Intellectual Property (IP) support service provided by the European Commission specifically designed to help European start-ups and other small and medium-sized enterprises (SMEs) involved in EU-funded collaborative research projects to efficiently manage and valorise IP in collaborative R&I efforts.

Building on a vast network of experienced, local IP experts across Europe, the Horizon IP Scan team will provide an individual, professional, jargon-free assessment of SME's intangible assets in order to

- show them how to protect their existing IP when starting on a research and innovation endeavour with multiple partners;
- assist them in developing a shared strategy with their partners to manage and exploit new IP jointly generated in their project.

1.2 Is Horizon IP Scan a new service?

Launched in March 2021, the Horizon IP Scan is a new (pilot) service of the European Commission managed by the Executive Agency for Small and Medium-sized Enterprises (EASME). Such a service has not been offered so far and no equal service is offered to Horizon participants or Enterprise Europe Network (EEN) clients through other initiatives. It is foreseen to provide 750 IP Horizon IP Scan services in at least 22 countries.

1.3 How is the service provided?

Managed by a central coordination team, the service builds on a network of local IP experts covering all the countries participating in the Horizon programmes, namely all the EU Member States, and Horizon 2020/Horizon Europe associated countries, who will be matched individually with the successful SME applicant.

Based on a first come, first serve approach, the service may either be provided for a single SME or, preferably, a group of SMEs involved in a collaborative research project. Usually, the language applied will be that of the applicant or English.

1.4 What does the service offer? How can I benefit?

Horizon IP Scan aims to support SMEs in defining strategies and appropriate measures to a) give access to existing IP, b) to protect, c) to share and d) to exploit IP created in research and innovation collaborations.

In more detail, your benefits are:

- Increasing overall IP awareness and IP management and protection
- Get a clear picture of existing IP brought into the collaboration
- Better understand, define and negotiate appropriate IP clauses before the start of a collaborative R&I project (i.e. when negotiating Consortium Agreements)
- Identify potential ways to protect intangible and intellectual assets
- Manage jointly created and jointly owned knowledge
- Develop a joint IP management, protection and exploitation strategy with consortium partners
- Prevent potential IP conflicts
- Boost the Plan for the Exploitation and Dissemination of Results
- Leverage the company's innovation capacity

1.5 Horizon IP Scan is an adapted IP pre-diagnosis service focussed on the challenges of SMEs involved in R&I cooperations, such as Horizon collaborative projects. What is an IP pre-diagnosis service?

The concept of 'Intellectual Property pre-diagnosis' originates from the French Intellectual Property Office. Originally introduced by the 'Institut National de la Propriete Intellectuelle' France in 2004, it was developed further and popularised in Europe by the European Patent Office as of 2008. Since then, the concept of IP diagnostic or IP audits has been successfully followed-up by subsequent adaptations on EU Member state and regional level.

The service aims to make an objective assessment of what intangible assets of a small company may be worth protecting, and by which intellectual property protection methods. The recommendations of this assessment will take into account the business strategy of the company. IP pre-diagnosis allows a firm to gain a clear picture of its IP assets, to ensure that it is able to manage its own IP and develop an effective management plan or strategy to run and grow the business.

Usually, IP pre-diagnosis services take a holistic view on the SME's IP awareness and practices ("the big picture") and follow a capacity-building approach. The service will raise general awareness of IP-related issues and identify areas for improvement with respect to IP.

1.6 What is the common approach for implementing an IP pre-diagnosis service?

Basically, the Horizon IP Scan service – as other IP pre-diagnosis services - will be implemented following a well-proven methodology of IP support service delivery.

The Horizon IP Scan service entails three major steps:

1. a preparation phase including a pre-interview;
2. the main interview, which is done in an in-person or online meeting;
3. and the provision of a report and recommendations.

The Horizon IP Scan service will be delivered either by a private IP professional (patent or IP attorney) or otherwise qualified IP experts, such as specifically trained staff from a national IP office or an innovation agency.



1.7 What is specific to Horizon IP Scan – compared to other IP pre-diagnosis services?

The Horizon IP Scan is tailored to the needs and challenges of SMEs involved in collaborative R&I projects. The service is aimed to improve the valorisation of research and innovation results by enabling a smooth cooperation of various R&I project participants with shared and (jointly) exploited intellectual property. Another particularity is the grouping of several SMEs from a given project to receive a joint report and de-briefing session addressing findings and recommendations regarding collaborative IP management.

1.8 What is the rationale to focus Horizon IP Scan services to start-ups and SMEs?

Collaborating with others is a major enabler of innovation for SMEs. Collaborating in a multi-disciplinary team in EU-funded projects allows SMEs to benefit from the collective skills and resources, as well as the funding and support provided by the EC. In collaborative projects, the project results produced by the partners, individually or jointly, are often combined to create successful commercial products and services.

SMEs must make best use of all relevant knowledge and IP to maximise the benefits from collaborative projects, to achieve their business objectives, and to develop and successfully commercialise innovations which enhance competitiveness and growth. This includes, of course, the outputs from the collaborative project itself, their own existing knowledge and IP, and potentially also that of the other partners, and other 3rd parties.

Effective management of all these intellectual assets is crucial – but very challenging for start-ups and SMEs with limited IP experience and resources. It is particularly challenging for those results which are developed collaboratively, and jointly owned. Equally important is the need to consider the strategic value of protecting these results in order to support commercial exploitation.

If these challenges are not addressed, then opportunities may be missed, and the benefits fail to realise their full potential.

1.9 Why and to what extent does Horizon IP Scan analyse the relationship with other consortium partners in a collaborative R&I project?

Horizon IP Scan can help SMEs to fully understand the co-operative “knowledge-base” represented by the consortium as a whole, and to identify the most relevant consortium partners with the knowledge required for their specific needs. Horizon IP Scan is not only about how an SME survives in collaborative project and avoids losing their intellectual assets, or their competitive position; it is much more about developing new value propositions and enhancing their competitiveness and growth.

Collaborating is about more than just sharing. Open approaches for sharing knowledge, and obtaining knowledge from others, can stimulate the development of innovations; it is the basis of collaboration and should be embraced. Whilst consortium partners are a good source of knowledge and ideas, with the increased focus on Open Innovation and Open Science practices in EU-funded collaborative projects involving multiple actors with different objectives and perspectives, it is a major challenge to address the appropriate and systematic management of the knowledge flows between partners.

However, defining an appropriate framework to organize and manage these collaborative innovation activities, whilst at the same time maintaining control over the dissemination and commercial use of the knowledge, can be very challenging for SMEs. The SMEs must, therefore, fully understand the potential contributions from the consortium partners, and vice-versa, to be clear about what they bring to the project. Knowing and matching expectations among consortium partners is a pre-requisite for developing the trust and credibility necessary for the exploitation of collaborative project results. Expectations, needs, contributions, benefits, risks etc. need to be discussed and understood alongside a clear collective purpose, vision, and outcomes. A needs and contributions matrix can help consortia to manage and nurture a collaborative relationship between the SME and other partners in an efficient manner. Such a matrix will help partners clearly and transparently state their needs and wants, clarify expectations, identify a partner’s contributions, highlight individual and collective benefits, and surface any risks that need to be considered.

1.10 Is the service only available for my company if other SMEs from the same collaboration project (when applicable) also apply to the service?

SMEs can apply individually and the acceptance of the application does not depend on further applications from other SMEs in the same project.

However, given the fact, that the service intends to help SMEs to develop a cooperative way to manage IP created in such a collaboration, the other SMEs are encouraged to join in during the application process. It is in this context, that SME applicants are asked whether the request is related to an additional Horizon IP Scan request from another SME involved in the same collaborative project.

After having received an SME application, the central coordination team will check the consortium partner list and – if applicable – encourages additional SMEs in the consortium to request the service.

All SMEs requesting the service will receive an individual IP review by an individual expert – resulting in an individual report. In addition, the service will conclude in a joint discussion with all SMEs of a given cooperation that asked for the service.

More details on the implementation of the Horizon IP Scan service are provided in section 3.

1.11 What are typical IP challenges addressed by the Horizon IP Scan service?

Collaborative R&I projects, i.e. funded through Horizon, differ in their innovation dimension, but as a common principle, they are collaborative and interdisciplinary, bringing together partners with different business mindsets and innovation interests. Expectations and strategies regarding the further (commercial) use of project results are driven by the value and exploitability of IP generated in the project on one hand, and the overall business orientation of the participating institution on the other. The primary objective of the service is to make sure that SMEs are well prepared to carry out exploitation activities while avoiding the common mistakes, and with a sound knowledge of IP-related rules as a participant in Horizon.

Horizon IP Scan will particularly reflect on the main IP-related challenges faced by SMEs in collaborative R&I projects:

- Bridging the various cultures and different mindsets on research results exploitation
- Strategic approach to define background knowledge (IP) brought into the R&I cooperation
- Defining opportunities and risks of sharing knowledge with consortium partners
- Possibilities to protect IP generated in the collaborative project
- Joint ownership and the definition of relative contributions of joint-owners
- Appropriateness and types of agreements for further exploitation activities
- Defining (joint) exploitation strategies and pathways

Start of the project	During project implementation	After project end
<ul style="list-style-type: none"> • Strategic approach to define and analyse existing background IP brought into the R&I cooperation • Initial analysis of patent landscape and/or other relevant IP rights • Defining opportunities and risks of sharing knowledge with consortium partners • Check whether default Horizon IP rules or other relevant default rules are suitable 	<ul style="list-style-type: none"> • Analysis of existing and potential knowledge creation and management tools • Discussion of possible IP protection methods (e.g. patents, copyright, trade secrets, defensive publications, semiconductor topographies, etc.) and their pros and cons • Identification of potential complementary IP protection methods 	<ul style="list-style-type: none"> • Strategic definition of (joint) exploitation strategies and pathways • Identification of possible IP ownership arrangements and related responsibilities including the definition of relative contributions of joint-owners • Discussion of potential (licensing) agreements options on the use of IP resulting from the project and options for remuneration

1.12 Does the service only focus on collaborative projects with a higher Technology Readiness Level (TRL)?

Horizon IP Scan is not focused or limited to a specific TRL. Equally, the service is open to any type of collaboration project within Horizon, i.e. Research & Innovation Actions or Innovation Actions.

Horizon IP Scan services cover a broad scale of IP advice within the range of early-stage research until Go-To-Market activities.

Before starting the interview, the IP experts carefully take into account the characteristics of collaborative R&I projects which apply to different Technology Readiness Levels (TRLs). Moreover, the IP review process will consider challenges, opportunities, and strategic decisions in the context of Innovation Readiness and associated risks.

The service implementation ensures flexibility, and may vary depending on the concrete challenges, needs and wants of the SME to valorise IP within a collaborative environment.

1.13 Is the service mainly addressing SMEs aiming to protect inventions resulting from Horizon projects through patents?

Horizon IP Scan understands and practices IP in the broad sense, encompassing both so-called “formal” and “informal” means of protection.

Therefore, SMEs should choose the most appropriate tools, whether they are formal IP Rights (such as patents, design rights, utility models, copyright, etc), trade secrets, or contractual agreements for know-how (such as a confidentiality or licensing agreements). It may also be the case that having no protection and making the IP freely available would be the best strategic approach for the company. These choices are strategic decisions and will depend on many things, such as the market, technology and IPR landscape. There are many different options for protecting and commercialising research results, but both are closely connected and dependent on each other, so they must be considered together.

1.14 How do Horizon IP Scan services relate to Horizon Results Booster services?

Both services subscribe to the same objective, namely to maximise the impact of R&I public investment and further amplify the added value of Horizon funding. [The Horizon Results Booster](#) aims particularly at better dissemination and exploitation of research results – including Go-To-Market strategies and Business Plan Development. Thus, booster services cover a wider scope of issues related to exploitation beyond intellectual property.

Due to its more universal scope it may be less detailed on IP issues, and hence the Horizon IP Scan services remain complementary, and are considered to generate substantial added value to define credible exploitation strategies based on intellectual assets. The booster also tends to be used well after the beginning of a Horizon project, while the Horizon IP Scan should be used at the very early stage of a Horizon project.

Although the two services are placed differently in the value-creation process of Horizon collaborative projects, both services are integral parts of the Horizon innovation support ecosystem and SME clients will be supported to accede further innovation support services that best meet their needs.

As an example, the Horizon IP Scan services are also open for SMEs signposted by the Horizon Results Booster even after the starting phase of the project (maximum until half of the project duration).

1.15 The European IP Helpdesk also supports SME Horizon beneficiaries to deal with IP matters. What are the differences and synergies between the two IP advisory services?

Both services support European SMEs involved in cross-border business and/or EU-funded research activities to manage, disseminate and valorise their IP. [The European IP Helpdesk](#) is a first-line intellectual property (IP) service offering a broad range of informative material; a Helpline service for direct IP support as well as on-site and online training. The main goal is to support IP capacity building along the full range of IP practices: from awareness to strategic use and successful exploitation.

The broad scope of services offered by the European IP Helpdesk are very complementary to the Horizon IP Scan services, and cover the full life-cycle of Horizon projects and collaborative SME initiatives supported by EEN members. Thus, the two services share the same target group of SMEs. However, European IP Helpdesk services are relevant along all implementation phases. European IP Helpdesk services might be applicable with regard to the preparation of the Horizon IP Scan interviews through the offering of informative material such as guides and fact sheets related to IP management in Horizon. Moreover, the helpline provides focal assistance and guidance to SMEs in the design and implementation of concrete IP management measures, i.e. resulting from Horizon IP Scan findings and recommendations.

If applicable, the Horizon IP Scan experts will signpost SMEs to the Helpdesk team and vice-versa depending on the user's needs.

1.16. What are target groups and services offered by “IPA4SME” and the “IP Booster”

“IPA4SME” and “IP Booster” are two additional IP advisory services funded within Horizon/COSME but addressing different target groups:

IP Access for SMEs (IPA4SME)

IPA4SME aims to provide SMEs the opportunity to integrate and develop IP strategies which fit their contexts and needs, based on their competencies and capabilities. More concretely, the service provides financial and expert support for intellectual property (IP) valorisation and protection services to SMEs which have submitted a proposal to the H2020 SME Instrument or the EIC Accelerator Pilot that has been awarded with the [Seal of Excellence](#). Eligible SMEs may receive up to 15.000 EUR worth of support services for their IP valorisation and protection strategy.

IPA4SME offers the following services:

- IP Pre-diagnostics: Free-of-charge expert analysis of SMEs' existing technology and knowledge assets along with a customised IP business strategy.
- IP Protection Co-financing: Partial reimbursement of the costs associated with the IP registration process. This support will be provided through two distinct services: EPO fee reimbursement: and IP Attorney fee reimbursement.

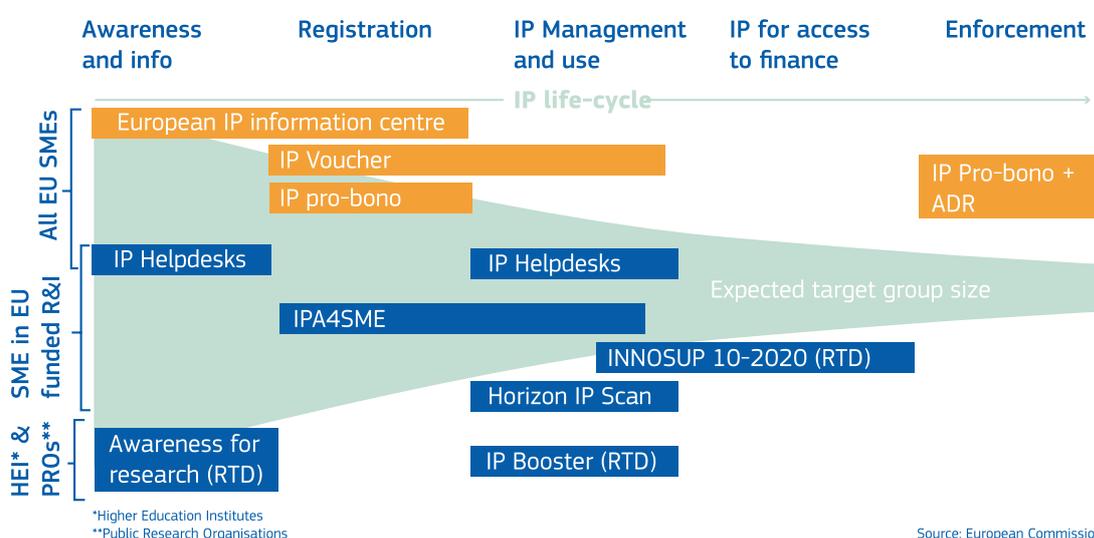
Each granted co-financing service will be for a unique European patent application process. In other words, if a company has several patent applications processes in the pipeline, they may then submit several IPA4SME applications. All EU and COSME countries are eligible for IP Protection Co-financing.

To be eligible for IP Pre-diagnostics, SMEs must be incorporated in one of the following countries: Austria, Denmark, France, Germany, Greece, Ireland, Italy, Latvia, Netherlands, Spain, and Sweden.

IP Booster

A specialised professional IP service for [public research organisations](#) looking to create value from their research results. IP experts examine and guide universities and public research organisations towards the best intellectual property strategy via dedicated services. The call is continuously open, assessments of applications will be carried out at regular intervals.

Support services are structured in five packages including strategic advice for IP protection, patent landscaping, assessment of IP assets (due diligence), preparation of patent/trademark/design applications and the provision of advice/support in negotiating technology transfer agreements.



Chapter 2

How to apply for the service

2.1 Who can apply for the service?

Horizon IP Scan refers to [four different scenarios](#) in which SME applicants can request the service.

The service is open to European start-ups and SMEs (according to the EC's definition) that

- are about to sign a Horizon (2020/Europe) Grant Agreement or
- have recently signed one (up to six months after signature).

In addition, Horizon IP Scan caters to SMEs signposted by the Horizon Results Booster (maximum until half of the project duration).

Also, SMEs that are referred to Horizon IP Scan by the Enterprise Europe Network, in view of a planned cooperation with other entities on a R&I project, are eligible for the service up to six months after the beginning of a project, but preferably before any agreement is signed.

2.2 Can I apply for different Horizon IP Scan services?

Basically, there are no restrictions on applying for multiple Horizon IP Scan services provided that the requests for services refer to different collaborative R&I projects. However, the central coordination team will check whether your application is to be seen in a sufficiently different situational context and justifies the provision of another Horizon IP Scan service.

2.3 What is the territorial coverage of the Horizon IP Scan services?

SMEs based within the EU Member States or in one of the Horizon (2020/Europe) associated countries are eligible for Horizon IP Scan services.

2.4 In which language will the service be offered?

Usually, the language applied will be that of the applicant(s) or English.

2.5 What is the timeframe of the service?

Applicants may request the Horizon IP Scan service starting from March 2021 until end of September 2023 following a continuous open call scheme. At a later stage of service implementation, requests may not be answered favourably due to lack of capacities, reasons of geographical coverage or political priorities of the European Commission.

Usually, the overall duration of the service – from the confirmation of the service until the final report will not take longer than 8 weeks.

After receiving your eligible application, within two weeks, the central coordination team will propose qualified local experts for your selection. The selected expert will agree with you on the schedule for next steps (pre-interview, interview, de-briefing, report) to be completed within six weeks after the initial contact.

Depending on the agreements made between SMEs and experts involved, the timeframe – particularly for multi-SME-IP Scan services – might be adapted individually.

2.6 How to submit an application?

Only applications that are submitted through the website application form will be considered. The official service request form is available on [the Horizon IP Scan website](#). The request must be in English. No additional information may be attached to the request form. Supporting documents to conduct the IP review will be requested from the expert later in the implementation process – not at the application stage.

All other enquiries received by the central coordination team, for example by email to contact@horizon-ipscan.eu, will be redirected to the website.

2.7 Which information is requested in the application form?

The service request application form has been designed in order to easily support the application process. The template of the service request form can be found as Annex I at the end of this document.

Applicants are required to complete an online [Horizon IP Scan – Service Request Form](#).

The following information is requested on a mandatory basis:

- Company Details
- Business Sector
- Contact Details of the Person Submitting the Service Request
- Confirmation of SME status
- Involvement in Horizon project or R&I collaboration supported by the Enterprise Europe Network (EEN)
- Relation of your request to another request from another SME involved in the same collaborative project

2.8 How to declare the SME status?

The Horizon IP Scan service are open to start-ups and SMEs. Therefore, the service request form requires applicants to confirm that the company qualifies as micro, small or medium-sized enterprise (hereinafter SME) in accordance with the [European Commission's definition of an SME](#).

Further, the SME applicant is asked to quote their Participant Identification Code (PIC). In case an SME applies in its capacity as a beneficiary of a Horizon proposal/project, it has been registered in the Participant Register and received a PIC. Thus, the central coordination team may validate the SME status.

In case the SME is referred to the Horizon IP Scan service from an Enterprise Europe Network partner, the central coordination team asks for further details of the Enterprise Europe Network partner/advisor.

2.9 When am I requested to provide additional information regarding my involvement in the related cooperation project?

At the beginning of the service delivery, in order to prepare the interview, the selected local expert will get in contact with you to agree on concrete measures for the exchange of supporting information and documents. Further details are given in Chapter 3.

2.10 When will I receive an answer whether my application has been accepted?

After an SME has applied through the website, the central coordination team will check the eligibility of the SME, subject to the completeness of the information provided by the applicants. The SME applicant will receive an answer within three working days.

2.11 How will other SMEs from the same collaborative project be involved in the service?

When receiving an application, the central coordination team will identify and contact other SME members of the same Horizon consortium or Enterprise Europe Network partnership in order to check their interest. Those SMEs have five working days to apply for the service through the official webform. Applications will be assessed within three working days.



Chapter 3

Implementation of the service

3.1 What is the process to select and appoint the local IP expert?

The central coordination team will identify and suggest different potential IP experts to be paired with the successful SME. Depending on where the SME applicant is based different selection procedures will be applicable.

The experts are selected from the Horizon IP Scan expert database established by the central coordination team and list of experts provided by collaborating National IP Offices.

IP experts will be pre-selected according to domain specialisation and specific knowledge related to the application, country of origin (geographical proximity) or language.

After the three pre-selected IP experts have confirmed their availability, the SME is provided with a short bio of the three experts and is asked to choose one of them. The central coordination team will inform the chosen local expert and initiate the next steps.

This process might be subject to further adaptations during the service implementation and may differ among countries.

For multi-SME Horizon IP Scans: If two or more eligible SMEs are located in the same country and one expert has the capacity to service all of them, it may be advantageous for the expert and the SMEs to rely on the same expert.

3.2 How will the selected expert get in contact with me? And what is the objective of the pre-interview?

After having been appointed, the selected expert will immediately contact the SME to agree on a date for a [pre-interview](#) – to be carried out via an online meeting platform.

The main objectives of the pre-interview are:

- Presentation of the scope and implementation steps of the service
- Brief discussion of business model and market access routes
- Provision and brief explanation of self-assessment questionnaires to be completed by the SME – focusing on corporate IP knowledge
- Requesting further information/documents related to the collaboration project, to prepare for the main interview
- Information about background IP (rights) brought into the collaboration
- Initial discussion on main IP issues brought forward by the SME – to be followed up in the interview
- Scheduling the date for the interview

The pre-interview is expected to last 30–60 minutes. After the pre-interview, the SME needs to complete the questionnaires and provide the expert with the requested information/documents within two working days.

The expert will analyse the information and documents in order to best prepare the interview. The expert will also take into account publicly available information about the SME such as the website, registered IP (i.e. using IPR search tools) or the collaborative project (i.e. CORDIS database).

The timeframe between pre-interview and the interview should not be longer than two weeks.

3.3 Who – from the company side - should participate in the pre-interview/interview?

Usually, as many of the following profiles – as appropriate: the company’s CEO or other top manager, head of R&D, innovation/IP manager, and/or project manager involved in the collaborative project.

The presence of other experts such as marketing managers, legal experts or others could benefit the meetings.

3.4 How does the interview run?

The interview is the central part of the service and should usually last from two to three hours. In the interview the expert will clearly focus on strategic aspects of collaborative IP management – related to your specific R&I collaboration project.

The interview will be led by the IP expert – guided by templates and checklists to ensure that the interview is conducted in a systematic, structured and time-efficient manner. The experts will fill in the templates on the basis of the discussion and information that they receive from the SME. This might also include the use of specific tools to question the relative contributions of consortium partners in collaborative innovation activities.

The expert will present the results of the desk study, such as identified specific IP risks related to the business concept, or strategic intelligence derived from competitive IP analysis.

Moreover, the interview will address following aspects:

- Reflecting on IP rules and related procedures established in the Consortium Agreement
- Knowledge creation management tools
- Overseeing the framework to organise and manage collaborative innovation activities
- Understanding the co-operative “knowledge-base” represented by the consortium
- Defining most appropriate strategies for knowledge-sharing and IP protection
- Joint ownership and the definition of relative contributions of joint-owners
- Agreements on the use of IP rights resulting from the project
- Defining (joint) exploitation strategies and pathways

For more information on IP challenges in collaborative R&I projects, potentially reviewed in the interview, check questions in chapter 1.

At the end of the interview the local expert will agree with the SME on a date for sending the report (including recommendations), and the de-briefing session (lasting around 60 minutes). In case the interview is part of a multi-SME Horizon IP Scan service, this date needs to be mutually agreed with all SMEs and experts involved.

3.5 How will the de-briefing be organised in multi-SME Horizon IP Scan services?

Each local IP expert will send an individual report – validated by the central IP expert team – to the served SME.

In addition, the experts will appoint a lead expert who will draw an additional report with recommendations related to strategic collaborative IP management aspects in cooperation with the other local experts that have served the cooperating SMEs.

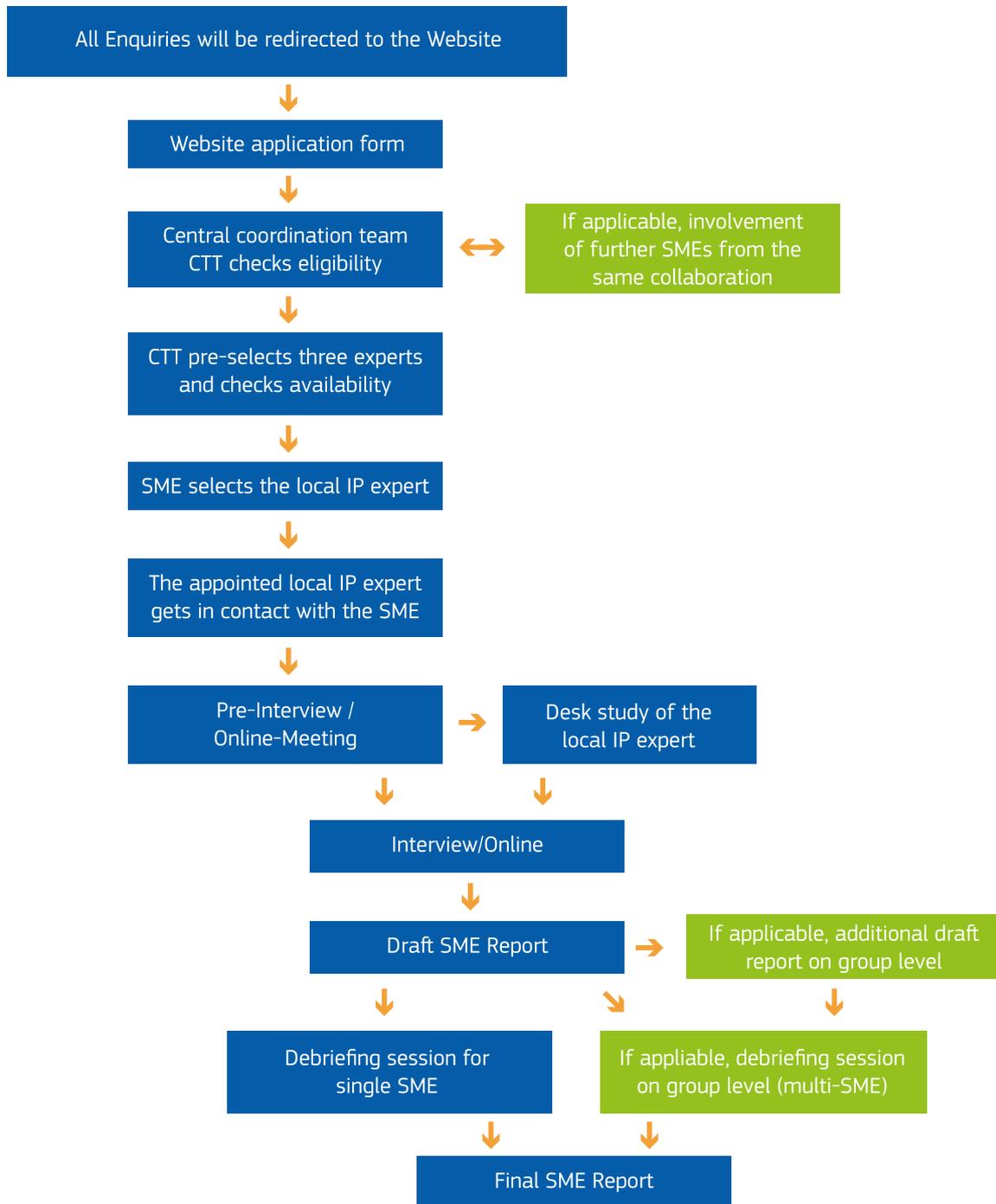
The central coordination team will organise a common online debriefing meeting where all experts meet up with the SMEs.

The report will be presented to the management of the served SMEs in a one to two hours debriefing, stressing solutions that provide fair reward to all cooperating SMEs, while facilitating the valorisation of the results of a collaborative project.

Normally, the joint de-briefing will be organised in English, although another working language might be chosen, provided that all parties are comfortable with that language.

New findings or reflections resulting from the discussion in the de-briefing session will lead to an update of the final reports to be sent to the SMEs (not more than five days after the de-briefing).

Workflow chart – illustrating the different phases of the implementation process



Chapter 4

Further information on service implementation

4.1 Who provides the Horizon IP Scan service?

The service is managed by the Executive Agency for Small and Medium-sized Enterprises (EASME), with policy guidance provided by the European Commission's Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG Grow).

Service Operator:

European Research and Project Office GmbH, Germany, representing the Horizon IP Scan Central Coordination Team.

Email: contact@horizon-ipscan.eu

The central coordination team will be supported by an EU-wide network of local IP experts.

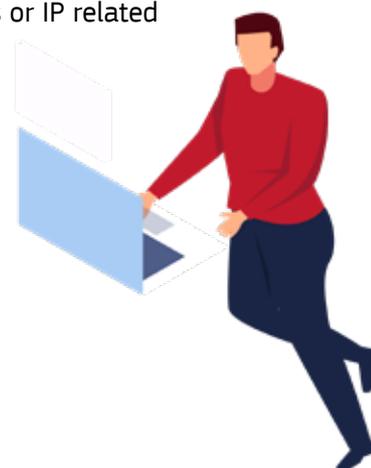
4.2 Cost of the service

The services will be rendered to the eligible SMEs free of charge. The cost of the service will be supported by the central coordination team and paid directly to the expert that provided the Horizon IP Scan service.

4.3 Limits of the Horizon IP Scan service

It is important to understand what the Horizon IP Scan is and what it is NOT. A (free-of-charge) service of approximately 1.5 working days cannot be considered to be a complete IP review of the company's intellectual assets and neither the IP expert nor the central coordination team can assume liability for the recommendations. The Horizon IP Scan services never replaces the services of professional representatives such as lawyers or patent attorneys. Moreover, only professionals can provide legal advice.

The experts will avoid giving advice which would refer to explicit legal solutions. In the same spirit, the service will not serve to draft intellectual property right applications or IP related contracts.



4.4 Where can I find details on the processing of personal data related to the Horizon IP Scan service?

Protecting your privacy is of the utmost importance to us. The Horizon IP Scan team is committed to respecting and protecting your personal data and ensuring your rights as a data subject. All data of a personal nature that identifies you directly or indirectly will be handled fairly, lawfully and with due care.

Detailed information is provided in [the Horizon IP Scan Privacy Policy](#).

4.5 Is the exchange of information and documents treated confidentially?

All information and documents provided within the implementation of the service – in particular in exchange with the IP expert – are treated with the highest degree of confidentiality.

A non-confidential summary of the final report will be used for evaluation purposes and policy briefings.

4.6 What are specific conditions for the service delivery due to COVID-19?

Due to restrictions caused by coronavirus (COVID-19) the planned on-site visits between SME and expert have been turned into online formats. All meetings will take place online, unless indicated otherwise.

As soon as the situation has changed, we will inform accordingly via the Horizon IP Scan website.

4.7 Where can I get further support?

Should you have any additional questions or need further support, you can reach the Horizon IP Scan team directly by sending an email to:

contact@horizon-ipscan.eu

Disclaimer:

Horizon IP Scan is a tailored, first-line and free-of-charge IP support service provided by the European Commission specifically designed to help European start-ups and other SMEs involved in EU-funded collaborative research projects to efficiently manage and valorise IP in collaborative R&I efforts.

The service is managed by the European Commission's Executive Agency for Small and Medium-sized Enterprises (EASME), with policy guidance provided by the European Commission's Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG Grow).

The information provided by Horizon IP Scan is not of a legal advisory nature and no responsibility is accepted for the results of any actions made on its basis. Moreover, it cannot be considered as the official position of EASME or the European Commission. Neither EASME nor the European Commission nor any person acting on behalf of EASME or of the European Commission is responsible for the use which might be made of this information.

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Annex I

Template of the Service Request Form

Horizon IP Scan – Service Request Form

Fields marked with * are mandatory.

COMPANY DESCRIPTION

Company Details

* Name of the Company

* Address

* Country

* Registration Number

* National Tax number

* Business Sector

- Automotive
- Biotechnology
- Business and/or Innovation Support
- Chemistry
- Construction
- Cosmetics
- Creative Industry
- Defence Industries
- Digital Economy
- Electrical and Electronic Engineering

- Energy
- Fashion
- Food and Drink
- Healthcare Industries
- Information and Communication Technology
- Legal
- Maritime Industry
- Mechanical Engineering
- Medical Devices
- Physics
- Raw materials, metals, minerals, and forest-based industries
- Space
- Tourism
- Transport and Logistics
- Other

Please specify major fields of business activities

* Business Character

- Profit
- Non-profit

Contact Details of the Person Submitting the Service Request

Prefix

- Mr
- Ms
- Mx

* Name

* Position in the Company

* Email

* Phone

ACCESS CONDITIONS

In order to be eligible for the Horizon IP Scan service, firstly, you must qualify as micro, small or medium-sized enterprise (hereinafter SME) in accordance with the [European Commission's definition of an SME](#).

Status as Small and Medium-Sized Enterprise

I hereby confirm that the company requesting the service qualifies as micro, small or medium-sized enterprise (hereinafter SME) in accordance with [the European Commission's definition of an SME](#).

* Company Category/Number of Employees

Micro: 0-5 Small: 6-50 Medium: 51-250

Secondly, at least one of the following three scenarios must apply to you:

I. Involvement in Horizon 2020/Europe Projects

* Is the service request linked to a concrete running/starting Horizon 2020/Horizon Europe project(s)?

Yes No

If yes, please provide:

* the relevant Grant Agreement number(s)

In case your Grant Agreement has not been signed yet, please indicate the state of your Grant Agreement preparation and provide us with the acronym and full title of the project concerned

* the project starting date (also foreseen)

The service is open to SMEs that are about to sign or recently signed a Horizon 2020/Europe Grant Agreement (up to six months after project start)

* the PIC number of the applicant

PIC stands for Participant Identification Code. Any organisation participating in EU project proposals needs to be registered and have this 9-digit code. The register contains all participants of EU programmes.

* To your knowledge, is your request related to an additional Horizon IP Scan request from another SME involved in the same collaborative project?

Yes No

* If yes, please name the other SMEs involved in your project

* Have you been signposted to the Horizon IP Scan service by the [Horizon Results Booster](#)?

Yes No

II. Link to Enterprise Europe Network

* Are you a client of the Enterprise Europe Network, and the service request is linked to a planned cooperation with other entities in a research or innovation project?

Yes No

If yes, please specify the Enterprise Europe Network partner (organisation) and advisor you have been in contact with:

* Enterprise Europe Network Partner

Contact Details of the Enterprise Europe Network Advisor

* Name

* Email

* Phone

III. Other

In case you are neither involved in a Horizon project nor a client of the Enterprise Europe Network, you may indicate whether you are involved in any other EU-funded research and innovation initiative.

QUESTIONS AND SUBMIT REQUEST

Please use the field below to share any questions or comments you may have with us.

I have read and agree with the [privacy statement](#).

[Show](#)