



Guide on How to submit a Technology Request Form

The **Technology Request (TR)** is the first document that brings the small and medium-sized enterprises (SMEs) in contact with the project KET4CleanProduction. The TR form is to be **filled out by interested SMEs** and contains only non-confidential data. To fill out the form an interested SME can see support from its KET4CP EEN partner (for more information about the European Enterprise Network see <https://een.ec.europa.eu/>) or already a KET Technology Centre (TC).

The TR can be downloaded from the project homepage (www.ket4sme.eu/micro-grants), filled out by the interested SME, converted into a **PDF-file** and send via e-mail to info@ket4sme.eu with the subject **"KET4CP | Technology request | Submission"**.

How to write a good Technology Request - general rules

To ensure the good quality of your TR form, it is recommended:

- **Keep it clear and concise:** Avoid long sentences or lists. Target the generalists / non-specialists and avoid jargon. Explain acronyms and abbreviations.
- **Check spelling and grammar:** Run a spell check before submitting a profile - MS-Office can be used for that purpose. Read the TR form once again before submitting it. Avoid unnecessary use of capital letters.
- **Make sure that the TR form is consistent**
- **Avoid repetitions** (i.e. copy – paste)
- **Avoid marketing speech** (the profile should not sound like an advertisement)
- **Write a profile in the 3rd person**, do not use of "we, our, you, your".



Technology Request- Template

Below please find specific recommendations for each section.

I. Company details

Contact

In this section the main information on the company are to be completed. Write the general information of the SME and the contact details.

- Company name
- Company Address and City
- Country - Select the main location of your company
- URL – Link to your company webpage
- Contact person (surname, first name)
- Function / Position of contact person
- Department of contact person
- Languages spoken by contact person - Indicate all languages
- Phone contact person
- E-mail contact person
- Year established - Indicate the year of company establishment
- Type of company - Select the type of your company, for more information see: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en. Categories:
 - Micro (< 10 staff members)
 - Small (< 50 staff members)
 - Medium (< 250 staff members)
 - Large (> 250 staff members)

II. Technology request details

Title

In this section the information on the title of the technology request is to be specified.

- The title should be sufficiently meaningful; it should be clear and concise, explicit and attractive, free from spelling mistakes and specific acronyms. Profile titles may not be entered writing all words in capital letters. Please also do not start every word in the title with a capital letter.
- The title should be clear and self-explanatory for non-experts in the technology or application field. It should highlight the technology / know-how on requested.

Stage of Development

This field indicates the specific stage of development of the technology (based on TRL categories). For more information see: https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf).



Categories:

- Basic principles observed (TRL 1)
- Technology concept formulated (TRL 2)
- Experimental proof of concept (TRL 3)
- Technology validated in lab (TRL 4)
- Technology validated in relevant environment (TRL 5)
- Technology demonstrated in relevant environment (TRL 6)
- System prototype demonstration in operational environment (TRL 7)
- System complete and qualified / evaluated (TRL 8)
- Competitive manufacturing (TRL 9)

Description (100-2.000 characters)

In this section the main information on the content of the technology request should be specified. Consider following recommendations:

- The description should be perceived as a full stand-alone text. Here you have the opportunity to describe your company and products in more detail. Your text in the description should give enough details to help a potential partner decide whether or not to make **an expression of interest (Eoi)** by the KET TC.
- A good description gives a clear outline of the companies' background, what they do and what they request.
- The description should be well structured and written in full sentences.
- It is recommended to attach a picture or drawing to the description. Additional documents can be placed into the section "Attachments" or merged into one PDF-file together with TR form. This can be done in the attachments tab of the new profile.
- The addressed TR should explicitly state the problem and limitations of the SME to enable the KET4CleanProduction platform to link you with the best-matching KET TC(s).

A good description should contain the following information

Describe your company and background:

- Your field of activity, focus on the description of the company, not the content of the profile.
- Your particular expertise or know-how / your core competences.
- If applicable, give comments regarding stage of development.
- If applicable, indicate all internationally recognised standards that you have or plan to implement (e.g. ISO9001).

The technology requested and special requirements:

- Describe the problem to be solved by a KET TC.
- What should be developed / improved (e.g. improvement of the efficiency of a process, broadening the range of products, specific problem encountered ...)?
- Describe your limitations in the implementation of a new technology. This field allows you to explain in more detail the main features and / or innovative aspects that required technology / product / service should have. Indicate the general framework, for example in terms of:
 - Performance, ease of use, cost, quality;
 - Size, dimensions, tolerances;



- Numbers/volume;
- Capability;
- Specific IP requirements;
- Stage of development required.

Find a balanced approach: Don't be too prescriptive which might limit the expressions of interests (Eol) from KET TCs, but still give enough specifications in order to get relevant offers.

Please mark which clean production objectives can be achieved by the technology requested

Mark the corresponding objectives that can be achieved by your TR.

Attachments

Use this space to insert further information (e.g. pictures, texts) to support your technology request. This can be useful to describe complex products / services / technologies to better understand a concept or problem. For this, directly add your attachment in this section in the DOCX-template and submit the **converted PDF-file** to the KET4CleanProduction platform. In case of longer attachments, merge them in **one PDF-file** together with the TR form. The whole PDF-file file should not exceed 4Mb.

