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The InnoNext Scheme

Deliverable D3.1

Due date of the deliverable: 31/07/2025

Actual submission date: 06/08/2025



Document Information

Deliverable	D3.1	Title	The InnoNext Scheme
Work Package	WP3	Title	Iterative InnoNext Scheme Implementation

Dissemination level ¹	PU	Nature ²	R — Document, report
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Deliverable abstract	<p>The present deliverable describes the description of the of the InnoNext methodology (OA1). It includes the methodology, the service design, the mentorship and evaluation tools, and the templates of all documents (e.g., agreements). It will be iteratively delivered until the final release, with releases every six months, at M6, M12, M18, M24. It contains OA3, the replication and upscaling toolkit (from T3.3).</p> <p>It gives an overview of the whole implemented activities foreseen throughout the project and the Cooperation and CO-Design with the EU Programmes.</p>
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Version History

Version no.	Date	Modified by	Actions ³
V0	17/06/2025	Maria Elisabetta Migoni [RES]	Creation and outline
V0.1	01/07/2025	Maria Elisabetta Migoni [RES]	Compilation
V0.2	07/07/2025	Simone Foglia [RES]	Talent Scheme Update
V0.3	07/07/2025	Stefano Fatica [RES]	Section 9 Update
V0.4	10/07/2025	Negar Mokarram Dorri [RES]	Companies Scheme Update

¹ Dissemination level: **PU** = Public, **PP** = Restricted to other programme participants (including the JU), **RE** = Restricted to a group specified by the consortium, **CO** = Confidential, only for members of the consortium

² Nature of the deliverable: **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

³ Creation, modification, final version for evaluation, revised version following evaluation, final.





V0.5	28/07/2025	Maria Elisabetta Migoni [RES]	RES Final Review
V0.6	06/08/2025	Benedetta Matcovich, Giuseppe Rizzo [LKS]	Quality assurance

Table of Content

1.	Introduction.....	8
1.1.	InnoNext overview.....	8
1.2.	Purpose of the Document.....	9
2.	The InnoNext operational scheme.....	11
2.1.	The main stakeholders	11
2.2.	The InnoNext scheme.....	11
3.	InnoNext Methodology	13
4.	Discovery InnoNext: Communication and Engagement Activity.....	15
4.1.	InnoNext Journey.....	15
4.2.	Main Communication channels	16
5.	InnoNext Agreement Kit.....	18
5.1.1	Letter of Commitment	19
5.1.2	Declaration of Honour	21
5.1.3	Financial Support for Third Parties (FSTP)	22
6.	Hosting Companies Journey	27
6.1.	Sign-Up Process.....	28
	Step 1: Submission of Requests	29
	Step 2: Verification and Approval	30
	Step 3: Access Granted.....	30
	Step 4: Post Internship position	31
6.2.	The InnoNext Role	34
7.	Visiting Talents Journey.....	37
7.1.	Sign-Up process	37
	Step 1: Profile Creation.....	38
	Step 2: Exploration of Innovation Internship positions	40
8.	Matchmaking (AI & Experts)	42
9.	Application.....	43
9.1.	Application Submission	43
9.2.	Selection and Interviews.....	44
9.3.	Offer Acceptance and Internship Activation	45
	Step 2: Document Package Sent to the Talent – Financial Agreement and Declaration of Receipt of Financial Support to Third Parties.....	46
	Step 3: Signing and Return of Documents by the Talent.....	46
	Step 4: Mandatory Surveys and Self-Assessments.....	47





9.4.	Step 5: Payment Process and Monthly Timesheet	47
9.5.	Step 6: End of Internship Requirements.....	47
10.	InnoNext Role - The Monitoring, Evaluation and Learning Plan (MEL) (M9)	48
	Monitoring Activities.....	48
	Tutoring and Mentoring Activities	49
11.	Updates on the Communication actions	52
12.	Overview of the beneficiaries activities	53
13.	Annexes.....	55
13.1.	Annex 1 – Letter of Commitment	55
13.2.	Annex 2 – Declaration of Honour	64
13.3.	Annex 3 – Financial Agreement Template	67
13.4.	Annex 4 – Time Sheet	83
13.5.	Annex 5 - Declaration of Receipt of FSTP	84
13.6.	Annex 6 – InnoNext Best Practices Guidelines.....	86
13.7.	Annex 7 – Guide to Creating a Vacancy for an InnoNext Internship	97

List of Figures

Figure 1 – The InnoNext schema	9
Figure 2 - InnoNext main actors' journey (April 2025)	12
Figure 3 - Agreement Toolkit (Data 15th May 2025).....	18
Figure 4 – FSTP validation process.....	23
Figure 5 – FSTP/Cascade funding process	23
Figure 6 – Admission to FSTP process	24
Figure 7 – Financial agreement dor EIC pathfinder and ERC.....	25
Figure 8 – Online resources page.....	25
Figure 9 – Reporting and archiving procedures.....	26
Figure 10 – Company's registration form: general information	28
Figure 11 – Company's registration form: eligibility data	28
Figure 12 – Company's registration form: contact information	29
Figure 13 - Company's registration form: privacy policy acceptance.....	29
Figure 14 – Matchmaking platform: new vacancy, company description.....	32
Figure 15 - Matchmaking platform: new vacancy, position description	32
Figure 16 - Matchmaking platform: new vacancy, other information.....	33
Figure 17 - Matchmaking platform: new vacancy, workplace and details.....	33
Figure 18 - Matchmaking platform: new vacancy, attachments.....	34
Figure 19 - Client Section on the Platform, visible only by the InnoNext Team.....	35
Figure 20 – Talent's application form on the Website: demographics.....	38
Figure 21 - Talent's application form on the Website: work experience	39
Figure 22 - Talent's application form on the Website: internship desiderata	39
Figure 23 - Talent's application form on the Website: CV attachment	40
Figure 24 - Internship Overview on the Website	40
Figure 25 - Application Scheme.....	43





Figure 26 - Talent Label for each Opportunity44
 Figure 27 - InnoNext User Experience45
 Figure 28 - Number on the Platform (Data source: InnoNext Platform, July 2025)53
 Figure 29 -- Open Opportunities (Data source: InnoNext Platform, July 2025)53
 Figure 30 - Activated Internship (Data source: InnoNext Platform, July 2025)53
 Figure 31 - Hiring Talents related with the DoH postponement (Data source: Dashboard, July 2025)
54

List of Tables

Table 1 - InnoNext beneficiaries 8

Acronym List

EIC	European Innovation Council
EIT	European Institute of Innovation & Technology
ERC	European Research Council
EU PP	European Partner Programme
FSTP	Financial Support for Third Parties
HC	Hosting Company
HE	Horizon Europe
IN	InnoNext
MSCA	Marie Skłodowska-Curie Actions
PO	Project Officer
VT	Visiting Talent
RIs	Research Infrastructures





Executive summary

The document *D3.1 – The InnoNext Scheme* outlines the operational framework and structure of the *InnoNext* scheme, detailing its phases, participation mechanisms, and support tools. The program follows an iterative process, with periodical updates aimed at refining the model based on participant feedback.

The scheme is structured into different operational phases that engage *Visiting Talents (VT)* and *Hosting Companies (HC)* in a structured pathway designed to foster collaboration between researchers/master graduates and companies. Participation is facilitated through two *Open Calls*, one for talents and one for hosting companies, creating a dynamic and continuously evolving environment.

The sign-up process includes a verification of eligibility:

- *Hosting Companies* must sign a *Letter of Commitment (LoC)*, certifying their eligibility and formalizing their commitment to actively participate in the initiative.
- *Visiting Talents* are required to complete a *Declaration of Honour (DoH)* to confirm their eligibility and ensure their participation aligns with their other research commitments.

Once this phase is completed, companies can post internship positions on the dedicated platform, while talents can apply and initiate the selection process. The selection is conducted through a *matchmaking* system that combines an AI-driven algorithm with expert supervision to ensure that proposed opportunities align with candidates' skills and interests.

The collaboration process between companies and talents is supported by various tools and resources, including:

- **A digital platform** for managing applications and internship postings.
- **A continuous support** to guide participants in the process.

Moreover, the InnoNext Initiative provides Financial Support to a specific target of talents, particularly those from *ERC* and *EIC Pathfinder*, who may receive funding for mobility and reimbursement.

The initiative includes continuous monitoring of activities, collecting data and feedback from participants. This allows for the progressive refinement of the model and optimisation of the user experience. Communication is carried out through multiple channels, including the website, social media platforms, the EU Programmes network, and dedicated events promoting *InnoNext* opportunities.

The document also provides a detailed overview of application trends, highlighting statistics on company and talent participation. It describes the strategies implemented to enhance engagement and improve the selection and matching process.

In the following table, an overview of the main changes on the document:



Version	Month Delivery	Main Changes
V01	M9	First delivery of the document; InnoNext Scheme Description (Agreement Kit; User Experience; Engagement Activity Overview)
V02	M12	InnoNext Scheme Update: Declaration of Honour postponed; EIT Participation and Scheme update; Application and Selection process testing and definition; Administrative procedure and management; The Monitoring, Evaluation and Learning Plan



1. Introduction

1.1. InnoNext overview

InnoNext is an initiative funded under the call HORIZON-EIC-2023-TALENTS-01-01 "Next Generation Innovation Talents", aiming to cultivate an entrepreneurial mindset by creating collaboration opportunities for talented researchers and innovators to work with startups operating in their areas of expertise, across the EU with the support of the extensive network of EIC and various European Partner Programmes.

InnoNext scheme includes 2 open calls dedicated to aspiring Visiting Talents and Hosting Companies to collaborate through an Innovation Internship. The calls for interests, which will remain open for the whole duration of the project until 2026, facilitate a tailored matching process. Moreover, InnoNext offers different resources to connect beneficiaries and support them during the internship, including a comprehensive mentoring and acceleration plan. InnoNext aims to activate 600 internships involving multiple beneficiaries (Table 1).

Table 1 - InnoNext beneficiaries

Visiting Talents	Hosting Companies
<p>Including PhD candidates, and postdoctoral researchers participating in projects funded by the following EU Partner Programmes:</p> <ul style="list-style-type: none"> • EIC Pathfinder and Transition • ERC • MSCA Postdoctoral Fellowships • MSCA Doctoral Networks • MSCA COFUND • Research Infrastructures <p>Students or graduates from EIT Label Master's or Doctoral programmes EIT Alumni members Participants from other postdoctoral training programmes supported by the EIT Community</p>	<p>Including startups and SMEs:</p> <ul style="list-style-type: none"> • Supported by EIC Accelerator • Supported by EIC Transition • Supported by EIC Pathfinder • Awarded by EIC Seal of Excellence • Supported by EIT Community and its business creation services • Created as a result of / receiving support from Knowledge and Innovation Communities (KICs) • Partnered with KICs for innovation activities • With at least one co-founder who is an EIT Alumni member • Supported by MSCA

The InnoNext scheme is structured in six sequential phases (Figure 1) and the following distinctive pillars:

- The **collaboration with the EU Partner Programmes**, which has been involved since the beginning in the call design and during the process through the integrated communication and dissemination of the calls to the potential beneficiaries, as well as the eligibility and monitoring criteria.
- Two **Application calls** dedicated to Visiting Talents and Hosting Companies. The calls, largely disseminated thanks to Research and Innovation European Programmes support, will remain open for 18 months. During this period, the continuous monitoring of the process and



feedback of beneficiaries and stakeholders might result in the call updates, handled in 5 releases.

- A **dedicated platform** that facilitates the Hosting Companies in creating internship vacancies and allows Visiting Researchers to apply for them throughout a well-driven and easy process, supported by dedicated guides and indications. The service includes mechanisms to keep the registered users informed about all the opportunities and suggestions resulting from the matchmaking, the internship activation steps and the mentoring activities, making the whole process understandable and transparent.
- A **hybrid matchmaking process** based on an AI-based algorithm processing the needs and ambitions of the applicants will propose ranked shortlists of opportunities. Shaped and supervised by experts, the whole process will guarantee equal access⁴ to opportunities for the applicants.

A comprehensive mentorship plan to offer and share knowledge and tailored support to nurture the entrepreneurship potential of participants. Background and skills such as innovation management, teamwork, and internal communication will be deepened in experiential workshops for Talent and Enterprises. These activities will be planned based on direct feedback collected from the beneficiaries, allowing to improve and refine the InnoNext initiative schema continuously.

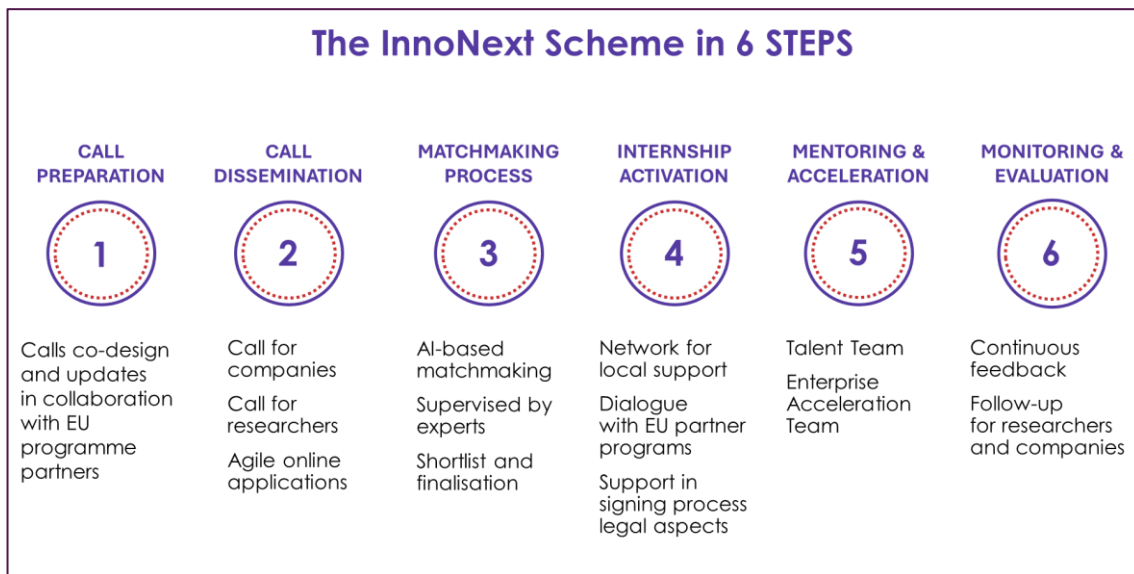


Figure 1 – The InnoNext schema

1.2. Purpose of the Document

This document provides a comprehensive overview of the InnoNext methodology (OA1), including its framework, service design, mentorship and evaluation tools, and templates for all relevant documents (e.g., agreements). It will be iteratively refined until its final release.

⁴ Criteria of fairness and impartiality will be consistently and transparently applied uniformly to the whole process. Every application will have the same opportunities, resources, and consideration without favouritism, discrimination, or any barriers that could disadvantage individuals or groups,



The objective of this document is to present the InnoNext scheme by highlighting key elements derived both from the InnoNext team's approach and from feedback received from beneficiary users. This continuous input allows the Team to refine the process iteratively, ensuring optimal outcomes and continuous improvement of the Scheme. The iterative nature of the document enables tracking of improvements and complexities, with the goal of identifying a roadmap to support the potential future continuation of the Initiative.



2. The InnoNext operational scheme

2.1. The main stakeholders

InnoNext considers three main categories of beneficiaries, encompassing both direct and indirect stakeholders:

1. Direct beneficiaries:

- **Visiting Talents:** PhD, postdoctoral candidates, and graduates from the InnoNext Partner Programmes are invited to apply to participate in the innovation internships promoted by the project.
- **Hosting Companies:** Startups and SMEs willing to offer internship opportunities to visiting talent.

2. Partners:

- **EU Programmes:** EU Programmes supporting the Visiting Talents and Hosting Companies eligible for InnoNext, including EIC Pathfinder, EIC Accelerator, EIC Transition, EIC Seal of Excellence, ERC, Research Infrastructure, EIT and EIT KICs, Marie Skłodowska-Curie Actions, HE Research Infrastructure. The role of the EU programmes is crucial for InnoNext, for different reasons; participants will in fact come from these programmes and many of them will be financed by the grant from the programme they come from. EU Programmes participation also allows the initiative to be disseminated through their official channels, expanding the possibilities of reaching many beneficiaries. Given their high participation in this project, they are also interested in the operations and results of the project, so in order to keep them constantly updated on the progress of the project, regular reports will be shared with them.

2.2. The InnoNext scheme

The InnoNext scheme is a dynamic process designed to facilitate the interplay among the beneficiaries and to reach the general goal of nurturing an entrepreneurial mindset through collaboration between talented researchers, innovators and startups across the EU.

The scheme becomes operative for the beneficiaries after the first phase of the co-design and the first launch of the Call for application. The scheme underlies **five phases and iterations**.

The phases have been designed to guarantee the proper and essential information exchange and interaction among the involved actors. Curated from each beneficiary's perspective, the scheme is **described as a journey** accompanying them from the status of **Applicants to becoming Visiting Talents and Hosting Companies**, facilitated by the EU PPs communication, InnoNext platform and experts, supporting each action in every phase. Figure 2 is the visual representation of the Journey from the point of view of the different beneficiaries. The Deliverable is dedicated to the description of each step of the Journey.



Journey in InnoNext

Legend

- Path
- Waiting for other stakeholder's action
- Movements of documents and data

- Dot: General actions
- Square: Actions with documents
- Diamond: Feedbacks

- Filled: active action
- Empty: passive action (receive)
- InnoNext matchmaking platform

Acronym

- LoC: Letter of Commitment
- DoH: Declaration of Honor
- VT: Visiting Talent
- HC: Hosting Company

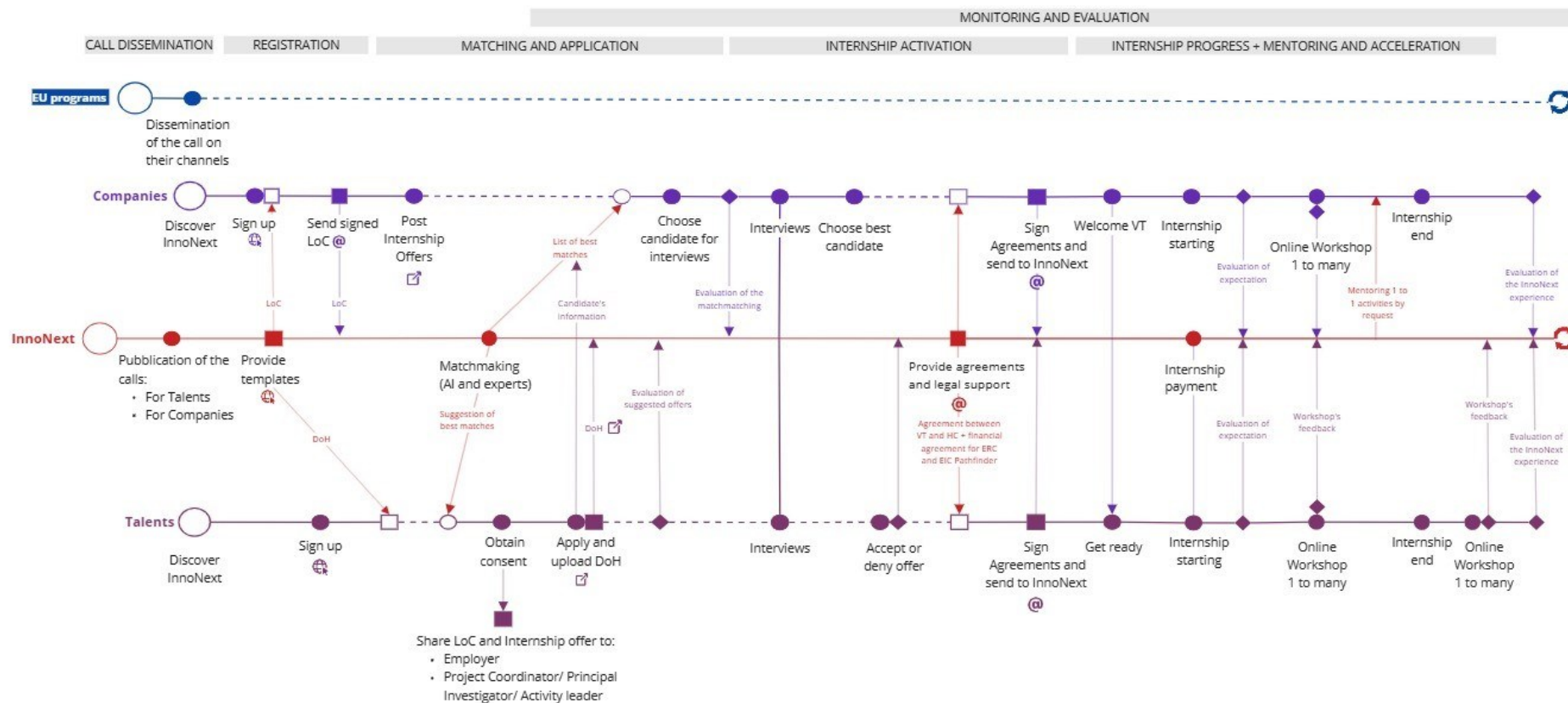


Figure 2 - InnoNext main actors' journey (April 2025)



3. InnoNext Methodology

The methodology applied in the InnoNext Initiative follows an **iterative approach** aimed at testing and improving the proposed model.

The initial phase focused on launching a call to assess the model's effectiveness and identify areas for enhancement. Based on the feedback collected, improvements have been implemented to optimize its impact and user experience.

This approach emphasizes **continuous learning and adaptation**, ensuring that each phase of the project builds upon validated insights. Early testing with a minimal version of the model allowed for the collection of crucial data, guiding refinements before scaling further. By integrating user feedback at multiple stages, aware and smart adjustments have been made to better align with stakeholders' needs.

It's possible to identify specific key steps to the model definition:

1. **Preliminary activities:** define the model's content and supporting materials.
2. **Online publication:** release and initial refinement of the model.
3. **Model refinement:** ongoing adjustments based on feedback.
4. **Model validation:** validation driven by feedback from users and stakeholders.

Month	Activity (and Key Events)
M1 - M4	Preliminary activity dedicated to the definition of the toolkit needed to launch InnoNext Initiative, with a specific focus on the co-design activity with EU Programmes.
M5	Launch of the Calls and Online Publication
M5-M7	Model refinement and continuous adjustment thanks to the feedback gathered
M6-M7	First release of the Model validated
M9	EIT officially became a part of InnoNext
M10	New codesign activity (Monitoring Meeting with EU PPs)
M10 – M12	Tutoring and Mentoring Activity (Workshops + Webinars)
M11 – M12	InnoNext User Experience Update (DoH request postponed)

The process of **InnoNext** model validation includes a **co-design phase for the definition of the requirements and needs** and a **structuring phase**, which must then be tested. The meetings with EU Partner Programmes were a key and strategic component of the designing phase, which played a fundamental role in shaping the next steps. These interactions contributed to refining strategic directions and choices and aligning objectives (D1.1 – Initial Scheme).

By M12, agreements with the EIT programme were finalised, officially marking its entry into the InnoNext project as of April 2025. This milestone opened the door for beneficiaries from the EIT ecosystem to participate in the initiative.

Furthermore, in May (M10), a **Monitoring Meeting** was held with all EU programmes involved. This was a key moment for project updates and alignment with programme representatives, aimed



at jointly identifying potential actions to further support and strengthen the initiative. **During this meeting, the possibility of modifying and redefining the process and the user experience within the platform was also discussed**, with the goal of improving the overall interaction and engagement of users throughout the InnoNext journey (see D4.3 – Impact assessment and feedback from EC_M12 for more).

Moreover, to ensure a comprehensive assessment, experts with specific competencies, including an Internal Legal Advisor and a Social Media Advisor, have been engaged to provide specialized insights.

From the moment the call is published (M5 – Dec 2024), the model is continuously updated based on users' feedback and other aspects gathered thanks to direct contact with stakeholders.

It is precisely thanks to the continuous collection of feedback from users and programme representatives that several components of the InnoNext scheme have been revised between M9 and M12.

These include the update of the Agreement Kit, the development of communication tools and website, the introduction of media kits for EU PPs, and improvements to the user interaction flow within the platform, most notably, the **strategic relocation of the Declaration of Honour** to coincide with the confirmation of the match between VT and HC.

The goal is to operationalize the methodology and validate the model, with continuous improvement in the following months.



4. Discovery InnoNext: Communication and Engagement Activity

4.1. InnoNext Journey

InnoNext Journey begins with the initial phase dedicated to the Discovery of the Scheme by the beneficiaries, and it focused on the communication activity, the dissemination of opportunities through the official channels provided by the EU Programmes and the launch of the Call for Application. This phase was dedicated to the content creation on the InnoNext website (website) and Social Media channels (LinkedIn; X), as well as producing informational material to be shared with EU Programmes to facilitate dissemination through official channels.

As anticipated in D1.1, the first call launched was the one dedicated to the Hosting Companies, with the aim of starting to populate the website with internship offers. The Call has been officially published on **December 2, 2024**. In the days leading up to and following the official launch, targeted communications have been released for companies, primarily using the official channels provided by EU programmes and, secondly, the InnoNext channels.

The call dedicated to Visiting Talents has been launched on **December 13, 2024**, and the opportunity was promoted through the official channels of EU Programmes and the official channels of the InnoNext Initiative.

Hosting Companies 1st Call for Application	December 2, 2024
Visiting Talents 1st Call for Application	December 13, 2024

After the first launch, **the call will remain open for 18 months**, until July 2026.

After the launch of the two calls, communication activities followed the implementation of the Communication and Dissemination Plan, published in M5 (see D4.1). The actions carried out were described and collected in the Communication and Dissemination Report (see D4.2). In summary, the activities included the activation of a coordinated communication strategy through the official channels of the EU Programmes, supported by the creation of content designed for easy dissemination. Actions included the use of InnoNext's official social media channels, participation in both online and in-person events to present the initiative, and further communication efforts aimed at integrating and amplifying these channels.

The Call for both beneficiaries consists of **Two Single-Page Calls** dedicated to Visiting Talents and Hosting Companies. Every call is an InnoNext website page and includes the essential information on the initiative, the application form and links to additional resources. Applying from these pages, Companies and Talents register to InnoNext Platform and will be enabled to enter the matchmaking platform. The Calls were described in detail in the Deliverable 1.2 – Starter Kit. To support the beneficiaries understanding of the call, a **starter toolkit was created**. The kit includes briefly:



- **Frequently Asked Questions (FAQs):** a dedicated website section with detailed information organised in step-by-step and programme-specific answers, divided per beneficiary type. The FAQ section has been updated frequently thanks to the feedback collected through the direct interaction with beneficiaries (see D4.3)
- **InnoNext Guides:** two tailored guides for applicants, one for Visiting Talents and one for Hosting Companies, describing in detail the InnoNext process, step by step, from the specific beneficiary perspective (see Deliverable D1.2 - Starter kit). The Kit are under redevelopment to include the new user experience flow, with the aim to create a clear and useful tool for the beneficiaries, orienting them through the Scheme;
- **InnoNext Agreement Kit:** the collection of essential legal documents and agreements for internships (see Annex 1; 2; 3) and the guide to the administrative steps (see Annex 5). The Agreement kit has been updated thanks to the continuous interaction e codesign with the EU PPs (in particular integrating specific request from EIT programme who became part of InnoNext in M9 – April 2025);
- **Guide to Creating a Vacancy** (see Annex 4), which has been included also in the application through a tooltip to facilitate the vacancy creation directly in the InnoNext Platform.

These documents are available on the [Resource](#) page and in the [FAQ page](#) of the InnoNext website and the Starter Kit is fully described in the D1.2.

The documents were periodically updated according to the continuous process of iteration, to match the emerging needs of the Initiative itself and of the beneficiaries reached through the communication activity.

4.2. Main Communication channels

The InnoNext Consortium from the M4, before the launch of the calls, implemented specific communicative channels dedicated to engaging and reaching a wide range of potential beneficiaries. The Communication activities follow the Communication and Dissemination Plan (M5 – see D4.1) and a first release of the Report of Communication and Dissemination Activity describe the action implemented in the first year of InnoNext (see D4.2).

The following are the main communication channels and tools implemented:

- **EU PPs Official Channels**
 - Media Kit with contents to be disseminated through Newsletter, Mailing List, Social Media Post (LinkedIn), Press Release, Specific Platform;
- **InnoNext Official Channels**
 - Social Media (LinkedIn and X), InnoNext Website;
- **Other Activities Performed**
 - Online and In-Presence Events;
 - Two Info Session Webinars dedicated to VTs and HCs.

The Communication Toolkit (M5) has been updated and included in the Website in the **Media Kit** section, to allow the EU PPs to disseminate the InnoNext Initiative through the official channels.



The Media Kit includes custom and adaptable contents, to be disseminated through different channels, in particular the mailing list, identified as one of the relevant assets to engage the relevant target audience (see D4.2 for more information).

The Report of Communication and Dissemination (D4.2) provides a visualization of the performance of the main tools used directly by the InnoNext Team, which helps in the understanding of the effects of the methodology applied.

One of the more effective communication actions implemented is the **Info Session Webinars (12th & 19th May 2025)**. These webinars served as key communication and engagement tools, attracting over 400 registrants (both companies and talents). They also enabled a valuable Q&A session, helping to clarify practical aspects of the programme.



5. InnoNext Agreement Kit

The InnoNext Consortium, in agreement with EU Programmes, has defined a **toolkit** that gathers all the elements necessary to ensure a smooth and smart participant activation process. This toolkit includes:

- **Letter of Commitment (LoC)**, a document useful to validate the eligibility of the company and guarantee a high level of commitment (see Annex 1);
- **Declaration of Honour (DoH)**, a document which helps the InnoNext Team to validate the eligibility of the Talent and obtain permission for the activation of the internship by the Talent's project manager/supervisor/project coordinator (see Annex 2);
In M12, the Agreement Kit includes **two different DoH**, a general one and one dedicated to the EIT beneficiaries.
- **Innovative Internship Agreement Template** (the document is included in the LoC – Annex 2);
- **Financial Agreement** directly related to the FSTP procedure. In particular, the Kit include a FA for EIC Pathfinder dedicated to the Mobility Allowance, a FA for EIT which include a reimbursement and a one-shot mobility allowance, a FA for ERC which include the reimbursement.

The Financial Agreement (from M11) includes an Annex "**Declaration of Receipt of FSTP**" that inform the FSTP beneficiary about the tax management of the grant received through InnoNext (see Annex 5 – Declaration of Receipt of FSTP);

- **InnoNext Best Practices Guidelines** an Ethical document, which describe the role and responsibilities of the parties included in the InnoNext Initiative. Highlight the role of the InnoNext Team in the management of the relation between VTs and HCs. (see Annex 6 – InnoNext Best Practices Guidelines)

Agreement toolkits



Figure 3 - Agreement Toolkit (Data 15th May 2025)



The Legal documents were developed with the support of **Internal Legal Advisor** who identified the best strategies to ensure both security for all parties involved and efficiency in the process. The Legal Advisor is a part of the Team and will support the evolution and development of the Scheme, considering the agreement signing, emerging internship legal situation, and the finalisation of the Agreement Toolkit.

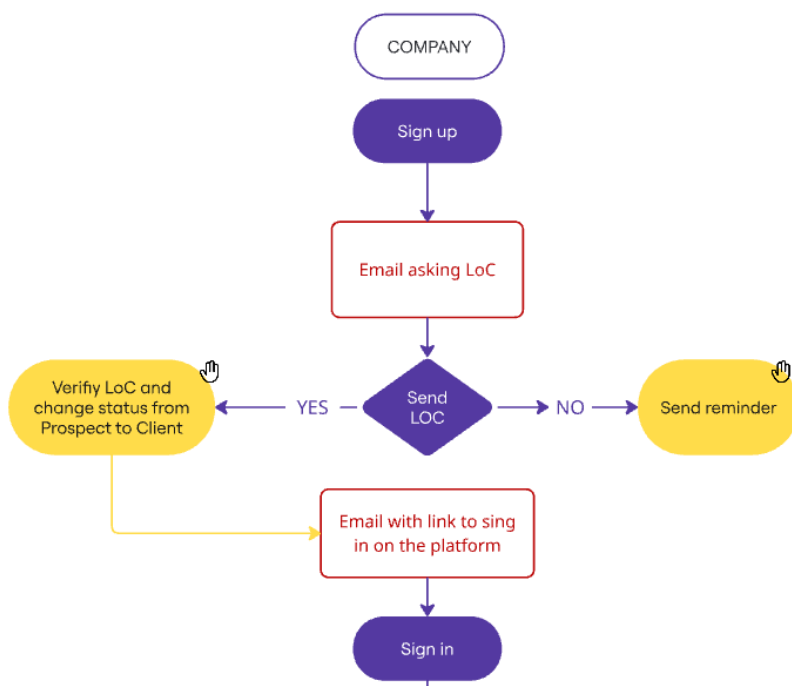
The InnoNext Agreement Kit is available online in the [Resources](#) section to ensure the candidates are aware of the legal limitations and requirements imposed on participants. The FAQ for both Hosting Companies and Visiting Talent further describes the content and exchange of the required documents between both parties, which are defined according to the EU Programmes guidelines.

In parallel with the Agreement Kit, the **Privacy Policy** has been defined involving the DPOs of the three different Consortium Partners to identify the best document for InnoNext Initiative's needs. The privacy policy is described in Deliverable D5.1.

Below, the aforementioned documents are outlined, highlighting their key components and the stage of the process in which they are used.

5.1.1 Letter of Commitment

Legal Ratio: acceptance of the initiative - eligibility



The Letter of Commitment (see Annex 1) is **the document required to the Hosting company** during the platform registration process. Its purpose is to validate and confirm the company's involvement in the initiative and ensure it operates in compliance with the project's objectives and vision.

The LoC has been shared with the EU Programmes and **validated** in the codesign activity, including the customisation needs that emerged. It includes the Annexes that have to be defined during the interview with the Talent and have

the role of informing the HC and guaranteeing total acceptance of the InnoNext Initiative. Each specific case is allowed to introduce specific legal needs related to the specific country's regulation.



The document includes elements agreed upon with EU programmes. Specifically, it's useful to highlight the request of MSCA for its fellows, which requires the following:

The HOSTING COMPANY is aware of the fact that, if the VISITING TALENT with whom it will sign an internship contract belongs to the MSCA Program, it has to become an Associated Partner entering into the MSCA Grant Agreement, subject to the requirements and conditions set out in such MSCA Grant Agreement, which the HOSTING COMPANY declares to know (comma D) of the Letter of Commitment).

The document is structured as follows:

- **“General Conditions of Participation”**: this section outlines the description of the internship, the hosting company's obligations, the methods of talent remuneration (which do not involve the Hosting Company), term constraints, applicable law and jurisdiction, and other miscellaneous provisions.
- **“Annex 1 – Training Program”**: this section must be filled after the matching between Visiting Talent and Hosting Company. It will contain the description of the job position posted on the platform by the Hosting Company and other specific agreements defined during the interview with the Talent. The section aims to facilitate the understanding of the role and responsibility of the Visiting Talents and allows the Project Coordinator/Supervisor to understand the activity in which the Talent will be involved. The Project Coordinator/Supervisor has to approve the internship before its start;
- **“Annex 2 – Internship Contract Template”**: this section includes a template of the internship contract, which must be signed by both parties, who must agree on the training plan of the internship outlined in Annex 1. Annex 2 specifies agreements regarding the workplace location, working hours, talent insurance, and working conditions.

This document is essential as it includes a section entirely dedicated to **intellectual property**, a crucial aspect for the proper functioning of the initiative and the establishment of functional and effective relationships, fostering the growth of both parties involved. Moreover, the provided LoC is a template designed to protect intellectual property. However, **if the company requires additional protection**, such as signing an NDA, it is not prohibited. After the match, during the interview with the identified talent, both parties can agree on any additional documents to be signed, in compliance with the regulations of the company's country.

During M9, the LoC has been updated to include specific requirements from EIT Programmes, in particular in terms of Conflict Management, Early Ending of the Internship, tax regulations, Insurance responsibilities.

- **“Annex 3 – Financial Agreement”**: this section will be included in case of the involvement of a VT from EIC Pathfinder mobility, EIT or ERC Talent and has the aim to inform the company about the financial management of the Talent. These categories will be able to access to a financial support provided through the Financial Support for Third Parties (FSTP) procedure by the InnoNext Consortium (see 5.1.3 - Financial Support for Third Parties (FSTP)).



- The EIC Pathfinder receive a Mobility Allowance in case of the need to move to a different country (at a distance greater than 150km).
- The EIT beneficiaries will be reimbursed for an Internship of 3 to 6 months and can receive a one shot mobility allowance;
- The ERC will be reimbursed for a three-month internship;

The document must be signed at the beginning of the Hosting Company registration process with the aim to **make the company aware of the complete process**. Moreover, the LoC has the value of a self-declaration to guarantee the check on the eligibility of the candidate.

In the EIT beneficiaries case, the eligibility is checked not only through the LoC: the company has to send through the email a **Certificate or Letter of Engagement**, a document that proves the current or past participation in an EIT programme (e.g. Contract, Grant Agreement, Acceptance Letter) and must include the EIT logo or a clear reference to the Educational programme related to EIT.

More information on the process is available in section 6.1.

5.1.2 Declaration of Honour

Legal Ratio: eligibility check (considering also FSTP procedure)

The **Declaration of Honour** (see Annex 2) is a formal document that the Talent must complete and sign. The document has multiple purposes: firstly, it dissuades possible non-eligible participants and simplifies the process of eligibility check; on the other hand, the document will help the process of acceptance of the Internship from the EU Programmes part, in particular from the project coordinator/investigator/supervisor who has to allow the talents to stop it's activity in the main project.

In M11, the InnoNext flow has been changed, in particular in relation to the DoH request: the Talent now has to upload the DoH only after a match has been identified, and a company is ready to activate and Internship, due to a deep analysis of the beneficiary's activity on the platform (see D4.3-M12 for more information).

Moreover in M9, a DoH dedicated to the EIT has been integrated into the Agreement Kit. In this case the DoH has a different aim not directly related to the eligibility validation and check, because the EIT beneficiaries to validate their eligibility has to upload a **Certificate or Letter or Engagement**, a document that proves the current or past participation in an EIT programme (e.g. Contract, Grant Agreement, Acceptance Letter) and must include the EIT logo or a clear reference to the Educational programme related to EIT.

The DoH in this case has the role to avoid potential double funding of the EIT beneficiaries.

Below is a summary of its main contents:



1. **Personal Information:**

- Name and surname of the Talent.
- ID or passport number.

2. **Project Details:** a series of information related to the main project of the talents, which helps with the eligibility check.

3. **Statements:**

The document includes confirmation that the potential beneficiary is eligible to participate in the InnoNext initiative. It also contains a declaration stating that the talent has informed their employer, project coordinator, or project supervisor about their participation without receiving any objections. Additionally, it confirms that the talent will not receive double remuneration for being involved in both EU-funded research and the InnoNext initiative. For those who are eligible for the FSTP procedure, it is requested **to confirm the commitment to comply with specific additional requirements related directly to the Horizon EU Grant Agreement** signed by the InnoNext Consortium. The FSTP considers the Third Parties as beneficiaries of the same Horizon EU Grant, and the Talents must be aware of this specific requirement. The obligations are the following:

"Researchers receiving the financial support must and apply to the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) of the Horizon Europe Model Grant Agreement."

For greater clarity, the DoH includes a **direct link to the Grant Agreement Template**, the same model signed by the InnoNext Consortium, which is publicly available online and can be downloaded. This allows Talents who need a clearer understanding to access the document whenever necessary.

4. **Signature:**

- The document has to be signed by the Talent.

5.1.3 Financial Support for Third Parties (FSTP)

The InnoNext Team conducted a deep study to define the most suitable implementation methods for the FSTP procedures. The process involves meeting and co-definition with the POs. The proposal has been shared and validated through meetings with the goal to enhance user experience and improve the effectiveness and efficiency of the process while ensuring full compliance with European regulations and cascade funding procedures.

The Consortium designs an **integrated approach** with the aim to simplify the process for both VT and HC, that consists of **a single call integrated with the Call for Application** to the Initiative, which is published on the InnoNext website and the Official [EU Funding&Tenders Portal](#), and does not require the participation and compilation of a double call.



Validation of integrated process for internship and FSTP calls

(only for EIC Pathfinder Mobility and ERC)

Integrated Open Call for EIC Pathfinder and ERC Talents

An integrated call will merge the Talent Application process (already provided on the website) with the FSTP Application for the two categories, ensuring compliance with the Cascade funding procedures. This approach simplifies the process for talents while aligning with the financial instrument.

The call will be open on the Funding & Tenders portal, with a direct link to the InnoNext project website for applications.

The process will include:

- **eligibility verification** by the InnoNext Consortium with **absence of conflicts of interest** in the award process;
- **financial agreement containing mandatory articles** that comply with the obligations of the signed Grant Agreement (see slide 19).

The presentation provides the inspiring examples and reasons that guided us through the definition of this approach.

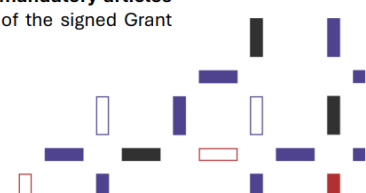


Figure 4 – FSTP validation process

Application Procedure

The application process for both the internship and the financial support (FSTP) is centralised on the official InnoNext website, aligning with cascade funding procedures. **Talents are required to submit the Declaration of Honour**, confirming their affiliation with one of the specific Partner Programmes (EIC Pathfinder, EIT or ERC) and providing relevant details, such as the distance from their usual workplace in the case of EIC Pathfinder. A FSTP dedicated FAQ section on the website will provide clear instructions on how to apply for internships and financial benefits.

InnoNext process FSTP/Cascade Funding

- 1 **Publication of the call** on the Funding & Tenders portal.
- 2 **Redirection to the InnoNext project website** for applications (see slide 14).
- 3 **Application process:** Talents must self-declare their Program affiliation (DoH), including specific details for EIC Pathfinder (program affiliation and distance from the workplace, calculated through a tool). Relevant information will also be included in the FAQs (see slide 20).
- 4 **Selection process:** Eligibility check for both matching with HC and Financial Support allocation (double validation) (see slide 16).
- 5 **Support for contract signing:** Two separate financial agreements will be prepared, one for ERC and one for EIC Pathfinder Talents (see slide 18-19).

This process has **two goals**:

- 1) To make the application process simple and efficient for VSs and HCs;
- 2) Ensure impartiality, absence of conflict of interest, and data protection in the matchmaking and selection process thanks to the procedure implemented by the InnoNext consortium

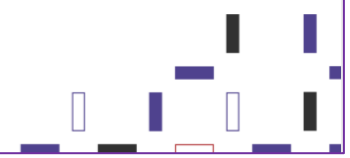


Figure 5 – FSTP/Cascade funding process

Selection Process

The eligibility of talents is verified by the InnoNext Consortium. The validation process takes place **after the match with the hosting company** has been confirmed. At this stage, InnoNext performs the necessary checks to verify eligibility, depending on the program:



- For **EIT Talents**, the Team verify that the EIT Certificate/Engagement Letter and the DoH have been correctly **uploaded to the platform** and are valid.
- For candidates affiliated with **EIC Pathfinder or ERC**, the Team initiate a validation process by sending them the **DoH**, which must be duly **completed and signed by the candidate**. This document is analysed internally to ensure full compliance with the FSTP requirements.

In addition, InnoNext Team assesses the candidate's eligibility for the **mobility allowance**, which is based on the geographical distance between the candidate's **normal place of work** and the **workplace of the Hosting Company**.

- The Normal place of work must be provided by the candidate on the platform.
- If the distance is **greater than 150 km**, and the candidate is affiliated with **EIC Pathfinder or EIT**, they will be **entitled to receive a mobility allowance (one shot reimbursement for EIT)**.
- If the distance is **less than or equal to 150 km**, no mobility allowance will be granted.

Once the eligibility criteria are fully verified and the **Annex 2 with the hosting company has been signed**, InnoNext Team proceed with the final step: the **signature of the Financial Agreement** with the talent.

Selection Process

The selection process for the activation of the internship **integrates**:

- the verification by the [InnoNext Consortium](#) of the following elements:
 1. **Eligibility Check Through Declaration of Honor of the VTs** and the belonging to the specific program (ERC or EIC Path.);
 2. Only for EIC Pathfinder's Talents, verification of the location of the normal place of work of the researcher (integrated in the [InnoNext Platform](#)) for **verification of the criteria of 150 km distance**;
 3. Finalization of **matching** with a HC for a specific job position;
- the process for the admission to FSTP (internship reimbursement for ERC and mobility allowance for EIC Pathfinder)

The selection and matching finalization process is entrusted to the [InnoNext Consortium](#)



Figure 6 – Admission to FSTP process

Agreements

The process involves **two types of agreements**. The first is the same **Innovative Internship Agreement** presented above and signed between the talent and the hosting company. The second is a **Financial Agreement** managed by the InnoNext Consortium. The financial agreements specify the contracting parties, selection and award criteria, types of financial benefits granted, conditions and deadlines for disbursement and bank information. They also outline the obligations under the Horizon Europe Model Grant Agreement, such as conflict of interest, confidentiality, ethics, and data protection.

Financial Agreement For ERC and EIC Pathfinder

This agreement contains the following points:

- Indication of the Contracting Parties;
- Selection procedure and Award criteria for granting the FSTP;
- Type of financial benefit granted (traineeship reimbursement for ERC and mobility allowance for EIC Pathfinder);
- Conditions and deadlines for the disbursement of the financial benefit.

Talents receiving the financial support must and apply to the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) of the Horizon Europe Model Grant Agreement.

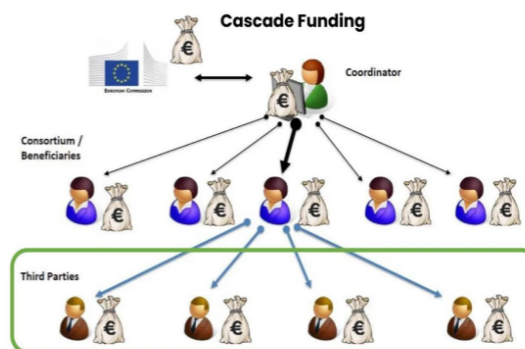


Figure 7 – Financial agreement dor EIC pathfinder and ERC

Resources Section on the Website

Beneficiaries will be supported at every stage of the process through easily accessible resources, a simplified procedure, and detailed guides, all available on the website to ensure a smooth and seamless experience.

The Template for ERC and EIC Pathfinder are provided in the **Resources** section of the InnoNEXT website.

- Guide for Visiting Talents (.pdf)
- Guide for Hosting Companies (.pdf)
- Agreements Guide Infographic (.pdf)
- Declaration of Honour (.pdf)
- Letter of commitment (.pdf)
- Letter of commitment - for MSCA only (.pdf)

Figure 8 – Online resources page

Payment

The payment is made on a **monthly basis**, following the submission by the talent of a **progress report**, which may correspond to a **timesheet signed by both parties**. Together with the Financial Agreement, the **official timesheet template** has been provided, to be used throughout the duration of the internship. The talent is required to **submit the completed and duly signed timesheet** by the **end of each month**, with the signature from the **Hosting Company supervisor**. In line with the terms of the Grant, **InnoNext commits to proceed with the reimbursement no**



later than the 15th of the following month, provided all required documentation has been received.

As part of InnoNext internal procedure, all **supporting documents are properly archived**, including the submitted timesheet and the **proof of payment**. Once the reimbursement has been processed, **the Team will send the payment confirmation to the VT** as evidence of the completed transaction. This integrated approach not only simplifies the application and selection processes but also reinforces the operational framework, ensuring **a high level of compliance, traceability, and efficiency**.

Monitoring

A control section is also provided: the consortium's operational structure has implemented a system for monitoring FSTP financial flows, with a dedicated data archiving and database management process. Additionally, a system has been adopted to conduct random checks on the accuracy of self-declared statements related to eligibility, such as the LoC and the DoH.

Reporting and Archiving Procedures

- **Tracking and Payments:**

We will ensure accurate tracking and monthly execution of payments to the Talents:

 - Reimbursements for the ERC's Talents;
 - Mobility Allowance for the EIC Pathfinder's Talents.

Payment is made upon receipt of the monthly timesheet from the Visiting Talent.
- **Documentation Archiving:**

All related documentation will be systematically archived, including:

 - Internship contracts
 - Payment records
 - Timesheets
 - Any additional supporting documents

These procedures aim to maintain transparency, accountability, and efficient record management.




Figure 9 – Reporting and archiving procedures



6. Hosting Companies Journey

As mentioned before, to participate, the company should fall into one of the following categories:

EIC Companies

- Start-ups and SMEs supported by the EIC Accelerator (including H2020 SME instrument)
- EIC awarded Seal of Excellence companies
- Start-ups and SMEs supported by EIC Transition
- Start-ups and SMEs supported by EIC Pathfinder

EIT Companies

- Start-ups and SMEs supported by the EIT Community and its business creation services
- Businesses founded with support from Knowledge and Innovation Communities (KICs)
- Companies that have partnered with KICs for innovation activities
- Start-ups or scale-ups with at least one co-founder who is an EIT Alumni member

MSCA

Companies

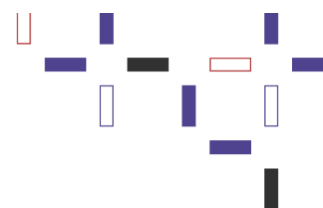
Starting in mid-July 2025, companies supported by Marie Skłodowska-Curie Actions can also participate in InnoNext as Hosting Companies.

If companies meet the eligibility criteria and they're interested in participating, they can apply through the InnoNext platform and post their vacancies.

In M9 EIT officially became part of InnoNext Initiative, allowing their beneficiaries to activate an Innovation Internship through InnoNext.

Benefits for Hosting Companies:

Why InnoNext for Hosting Companies?



Boost innovation by hosting a highly skilled talent

Strengthen the technology performance for better competing in a challenging market

Access to new ideas

Train talents with hands on experiences on company sustainability

Receive mentor support

- **Access to Research Talent:** Collaborate with researchers at the forefront of scientific and deep-tech R&D.



- **Accelerated Development:** Leverage new ideas and insights to speed up the creation of innovative solutions.
- **Knowledge Transfer:** Benefit from the practical experience and understanding that researchers bring, enhancing your company's processes and strategies.

Below, the journey of the companies is explained:

6.1. Sign-Up Process

Companies access the platform via the InnoNext website and fill in the required information as prompted by the system.

- In the initial phase, general information is requested, such as the company's name, legal representative, company size, and website (Figure 10).

Figure 10 – Company's registration form: general information

- In the next phase, the necessary information to approve the **eligibility of the companies** is collected (Figure 11). This information is divided into: Affiliate Program, Project Acronym, Project ID, and PIC Number.

Figure 11 – Company's registration form: eligibility data

- The second-to-last part is dedicated to requesting the **contact information** of the reference person, which is divided into: First Name, Surname, Email, and Telephone Number (Figure 19).



Figure 12 – Company's registration form: contact information

- The final part involves accepting the **Privacy Policy of InnoNext** (fully described in D5.1).

Figure 13 - Company's registration form: privacy policy acceptance

Step 1: Submission of Requests

Once the information is provided, the company will receive an **automatic email** with the subject 'InnoNext Registration Confirmation' and the password to access the mentoring space on the website, where they can find the registered workshop

Below, you can find the automatic mail:

→ *Dear [NAME] [SURNAME], This is an automated e-mail to confirm your registration to the InnoNext matching platform. To activate your account, click the following link: [ACTIVATION_URL]*

As you embark on this new experience, we want to ensure you have all the resources you need to succeed. You now have access to our exclusive Mentoring Area, where you will find valuable content and support to help you maximize your internship experience.

You can access the Mentoring Area here: <https://innonext-project.eu/en/mentoring-login>

Your password for access is: InnoNext2025



*We wish you all the best for a productive and enriching internship.
Best regards,
The InnoNext Team*

Step 2: Verification and Approval

After submission, the companies will receive an email stating that they are not yet registered as a client, as it is necessary to **upload the LoC** (Letter of Commitment) (see [Annex 1](#)). In case of eligibility through EIT, it is also necessary to **upload a Certificate/Engagement Letter proving the relationship with EIT** (e.g., participation in an EIT programme or alumni status), as this is required.

This email contains all the instructions needed to download and return the LoC.

Below you can find the automatic mail:

→ *Dear [NAME] [SURNAME],
Thank you for taking the time to complete the registration form, we have successfully received your submission.
Your participation is crucial to the success of InnoNext, and we're excited to collaborate with you.
To upload your internship, please complete the **Letter of Commitment**, which you can download from this link: <https://innonext-project.eu/en/resources>.
Review the document carefully, sign it, and send the signed version to us at companies@innonext-project.eu.
Only for EITs: It is necessary to send us your EIT Certificate or Engagement Letter together with your signed LoC.
Once the terms are agreed upon, you will receive an email to activate your account and create the internship vacancies.*

Best regards,

Innonext

Step 3: Access Granted

From this point onwards, companies will need to sign the LoC. The InnoNext Team, via the email addresses info@innonext-project.eu or companies@innonext-project.eu, is available to answer any questions. Once the companies return the signed copy, the InnoNext team, after verifying the signed copy, **will convert the prospects** (companies that have made the request) **into**



beneficiaries (*companies that have returned the signed LoC and certificates from those who come from EIT*). From that moment on, they will receive the next email with all the instructions.

Additionally, this automatic email also includes the **link to the guidelines on how to create and publish internship positions on the matchmaking platform**. The InnoNext team, in order to standardise the position description, has decided to provide a set of guidelines to help the companies structure their proposal (see [Annex 7](#)).

There is also additional information for the next phase, including which document they need to sign to formalise the relationship with Talents and the email address where the signed copy should be returned. Additionally, companies are asked to **upload the status of the vacant positions based on the progress of the talents**.

Below, you can find the automatic mail:

→ Dear [NAME] [SURNAME],

*This is an automated e-mail to confirm your registration to InnoNext. Your login has not been activated yet. Please click on the following link to activate the account and to choose your password:[ACTIVATION_URL]. From now on, you can upload your internship positions. We recommend providing a clear description of your company and the tasks interns will be expected to perform. Be specific about the skills you are looking for. The clearer your description, the better the chance of finding the right candidate for your internship. Please also carefully read the **Guide to Creating an InnoNext position** that you will find at the same link: <https://innonext-project.eu/en/resources>. Feel free to organise interviews based on your needs. Please update the "Application status" on the platform to reflect the progress. Once you've approved a candidate, you'll need to have **the agreement signed by both you and the intern**. You can download it from [this link](#). The signed copy must be returned to companies@innonext-project.eu.*
Best regards, InnoNext

Step 4: Post Internship position

Once companies are approved on the system, they can set their offer by filling out the following forms. The InnoNext team has prepared a guideline, included in [Annex 7](#), which also explains to companies what information is advisable to include in these fields.

In the following, the screens of the vacancy creation on the matchmaking platform are presented.

The screenshot shows the 'New Vacancy' form in the Matchmaking platform. The form is divided into three steps: 1. Description (highlighted in yellow), 2. Publishing, and 3. Permissions (Optional). The 'Description' step includes the following fields:

- Company ***: A dropdown menu with 'innonext' selected.
- Vacancy Owner**: A dropdown menu with 'Select' selected.
- Title ***: A text input field.
- Company Description***: A large text area for entering the company description.

Figure 14 – Matchmaking platform: new vacancy, company description

The screenshot shows the 'New Vacancy' form in the Matchmaking platform, specifically the 'Position' step. The form includes the following fields:

- Position ***: A large text area for entering the position description.
- Requirements ***: A text area for entering the requirements for the position.

A rich text editor toolbar is visible above the 'Requirements *' field, with options for text formatting (bold, italic, underline, strikethrough, text color, background color) and list creation (bulleted, numbered).

Figure 15 - Matchmaking platform: new vacancy, position description

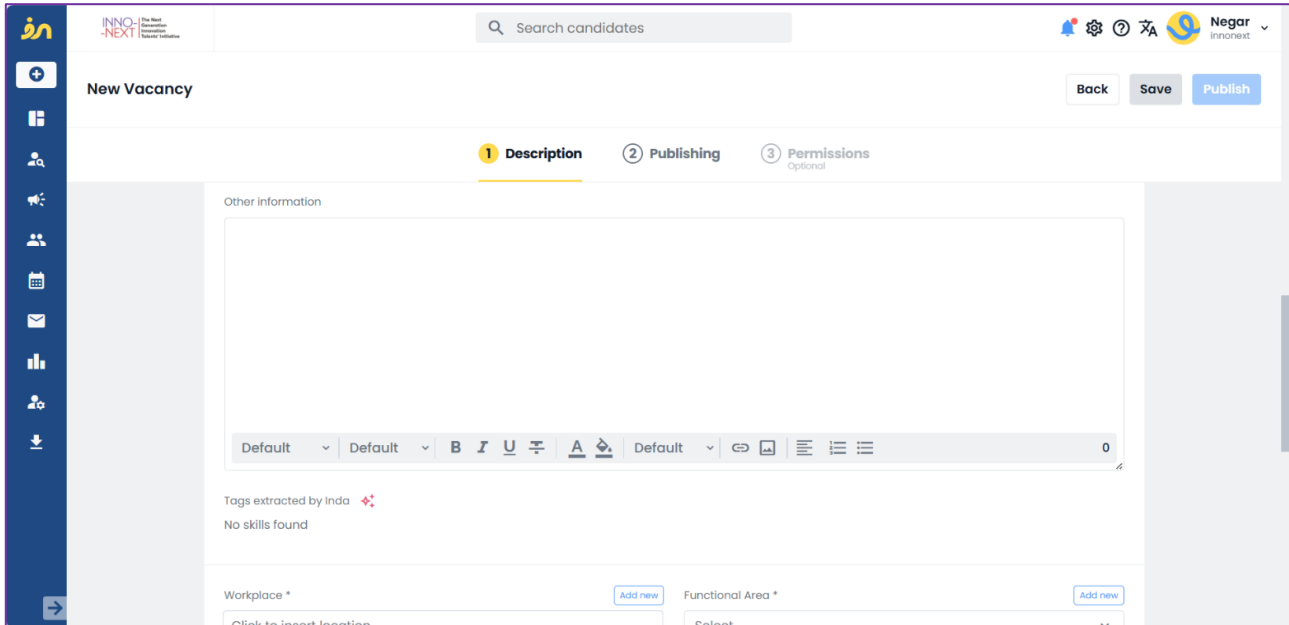


Figure 16 - Matchmaking platform: new vacancy, other information

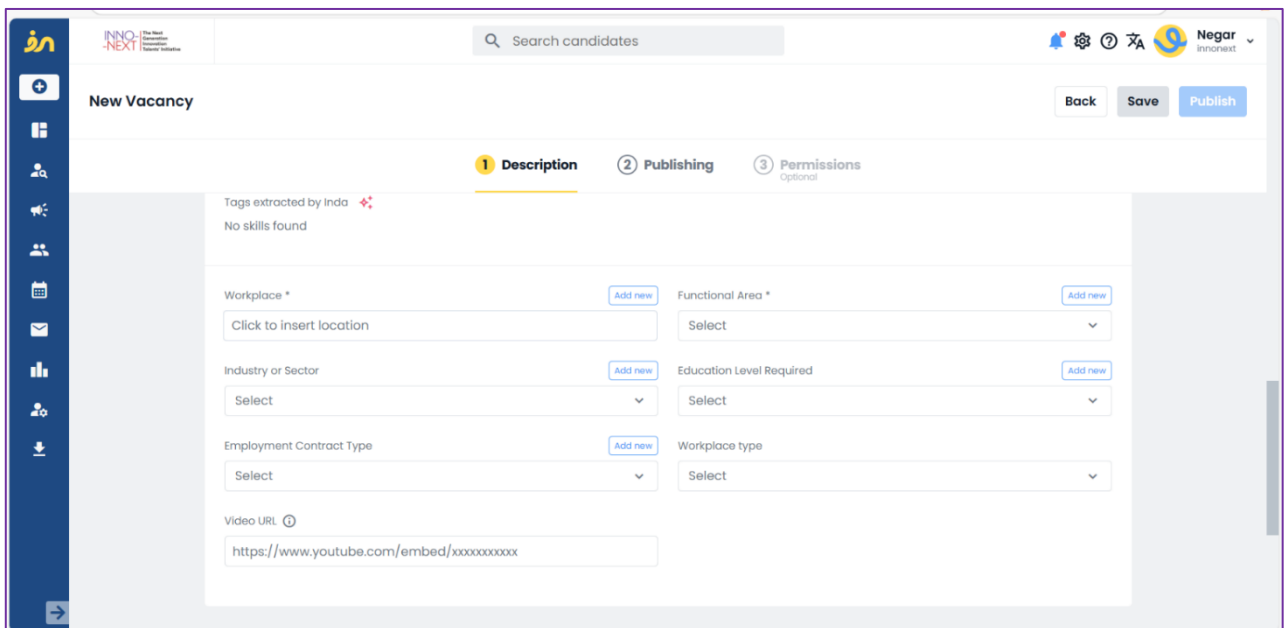


Figure 17 - Matchmaking platform: new vacancy, workplace and details

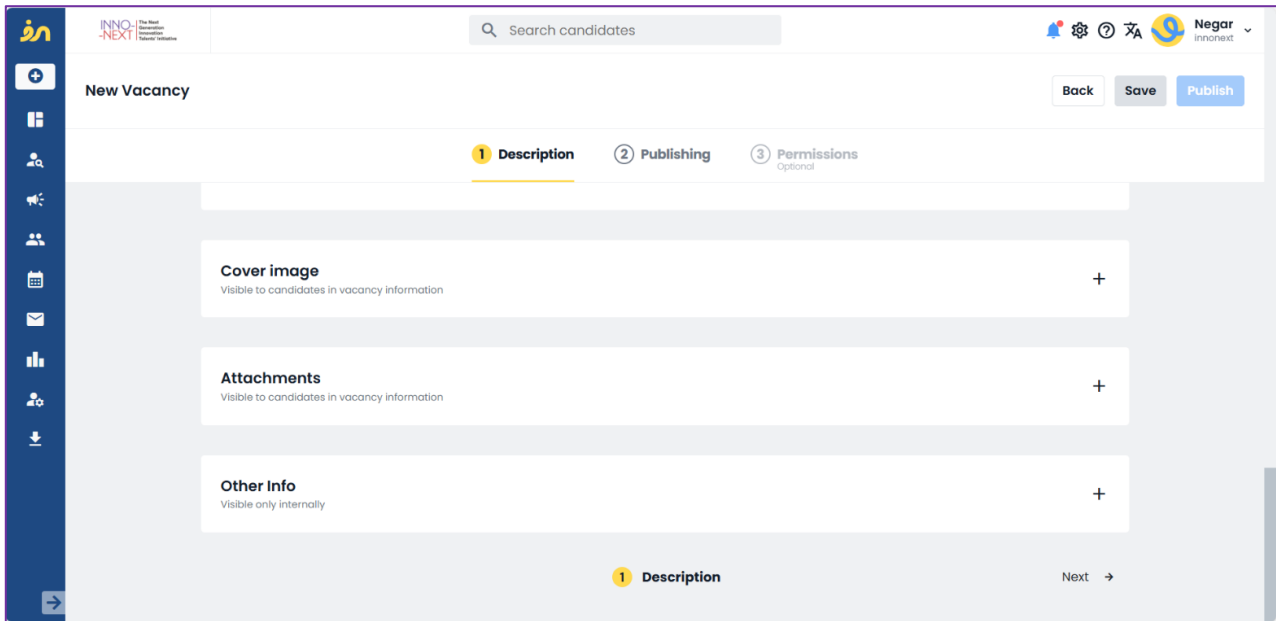


Figure 18 - Matchmaking platform: new vacancy, attachments

6.2. The InnoNext Role

The team, with different accounts, has access to the matchmaking platform. The 'Companies' team receives the following email **whenever a company registers on the platform**.

→ *We are pleased to inform you that a new Hosting Company has successfully submitted the form through the InnoNext website and has been inserted as a "Prospect" into InRecruiting. Please review the submission and, after having checked the eligibility, take the necessary follow-up actions. Below are the details of the submission:*

Prospect name: [PROSPECT_NAME]

Eligibility

Affiliate EU Program: [AFFILIATE_EU_PROGRAM]

Project acronym: [PROJECT_ACRONYM]

Project ID: [PROJECT_ID]

PIC Number: [PIC_NUMBER]

Contact

Name: [CONTACT_NAME]

Surname: [CONTACT_SURNAME]

Email: [CONTACT_EMAIL]

Telephone: [CONTACT_TELEPHONE]

All these data are recorded in an internal Excel file to monitor the progress status. In addition to general details, the registration date is also noted, along with whether the LoC (Letter of Commitment) has been received. **If a company sends the LoC and Certificates (for only EIT) within a few days, the team updates the company's status from "prospect" to "client."**



However, if no signed document is received, a **follow-up email** is sent to the company asking if they need any support. All LoCs and certificates are stored on the InnoNext drive, which is managed by the Links Foundation.

The screenshot below shows the Beneficiaries (called "Clients" in the matchmaking platform) and **Prospects** (that are the **registered companies whose eligibility is still to be confirmed**). At the moment, this pending status is due to companies that have not yet submitted the LoC, as well as those in the EIT network that have not yet provided their certifications, since the necessary authorizations to proceed are still missing

The screenshot shows the 'Clients' section of the InnoNext platform, filtered to show 'Prospect' companies. The table lists the following companies:

COMPANY NAME	INDUSTRY	JOB ORDERS	MANAGES THE CLIENT
AGUA DE SOL SAS Authorized #31	-	0	-
ARSLAN FARM GIDA SAN TIC. LTD. ŞTİ. Authorized #47	-	0	-
Beeodiversity Authorized #38	-	0	-
CinSOIL GmbH Authorized #51	-	0	-

The screenshot shows the 'Clients' section of the InnoNext platform, filtered to show 'Active' companies. The table lists the following companies:

COMPANY NAME	INDUSTRY	JOB ORDERS	MANAGES THE CLIENT
BioCoS Active #41	-	0	-
EYE4NIR Active #34	-	0	-
FreezeM Active #27	-	0	-
iloF - Intelligent Lab on Fiber Active #52	-	0	-

Figure 19 - Client Section on the Platform, visible only by the InnoNext Team



In this section, the InnoNext team can find all the companies that meet the eligibility requirements, have submitted their Letters of Commitment (LoC) and certificates, and have been classified as 'Clients', thus authorising them to post their offers on the platform.



7. Visiting Talents Journey

7.1. Sign-Up process

To participate, Talents should fall into one of the following categories:

EIC Talents

- EIC Pathfinder PhD candidates
- EIC Pathfinder Postdoctoral researchers
- EIC Transition researchers

EIT Talents

- Students or graduates from EIT Label Master's or Doctoral programmes
- EIT Alumni members
- Researchers from other postdoctoral training programmes funded by the EIT Community
- Other KICs education programmes

ERC Talents

- PhD and/or postdoctoral researchers participating in projects funded by the European Research Council (ERC)

MSCA Talents

- Fellows participating in Marie Skłodowska-Curie Actions (MSCA) Postdoctoral Fellowships
- Fellows participating in Marie Skłodowska-Curie Actions (MSCA) Doctoral Networks
- Fellows participating in Marie Skłodowska-Curie Actions (MSCA) COFUND

RIs Talents

- PHD and/or postdoctoral researcher participating as a consortium member in a project funded by the Research Infrastructures part of Horizon Europe

In M9 EIT officially became part of InnoNext Initiative, allowing their beneficiaries to take part in an Innovation Internship through InnoNext.

The Visiting Talents Journey outlines the structured process by which talents engage with the InnoNext platform to participate in innovation-focused internship opportunities.

Talents have two flexible options for starting their journey with the InnoNext platform:

1. **Create Profile First:** The talent can choose to create their profile first, filling in personal information and professional qualifications and uploading their CV. Once the profile is set up, the talent will gain access to the curated list of Innovation Internship vacancies, where they can explore opportunities based on their qualifications and interests.
2. **Explore Internships First:** Alternatively, the talent may begin by directly exploring the available internship positions. They can browse through the listings and see which internships align with their interests. If they find a suitable opportunity, they will then be prompted to create their profile in order to submit their application.

Both approaches ensure that talents can engage with the platform in a way that best suits their preferences, providing a streamlined process for discovering and applying for internships.



While following we describe the first approach, it's important to note that both **approaches are interchangeable**, and talents can choose whichever sequence suits them best in their journey on the platform.

Step 1: Profile Creation

The first phase involves the VTs creating their profile on the InnoNext platform. This step requires the completion of an online form where all mandatory fields must be accurately filled. The profile includes personal information, professional qualifications, and any other relevant details.

The screenshot shows a web form titled 'Demographics'. It contains the following fields:

- FIRST NAME * (text input)
- SURNAME * (text input)
- E-MAIL * (text input)
- CONFIRM E-MAIL * (text input)
- Demographics** (Section Header)
- GENDER * (dropdown menu with 'Select' option)
- DATE OF BIRTH * (text input with placeholder 'Date of Birth* (dd-mm-yyyy)')
- RESIDENCE * (text input)
- MOBILE PHONE NUMBER (text input with country code dropdown '+39' and number '312 345 6789')

Figure 20 – Talent's application form on the Website: demographics

In addition to the basic personal and professional information, the talent is also required to provide the following additional details during the profile creation process:

- **Country of Employer / Research Institution:** This information helps to understand the geographic context of the talent's current work environment and supports the matchmaking process by considering regional factors.
- **University or Research Organisation:** This helps to clarify the academic or research background of the talent, contributing to a better understanding of their training and potential areas of expertise.
- **Affiliate Programme:** Talents must specify which EU Programme they are affiliated with. This data is crucial for statistical tracking and allows the platform to tailor internship opportunities in accordance with the specific requirements of each EU Program.
- **Project Acronym:** This information helps to identify the project within the EU framework under which the talent has been supported. It aids in understanding the context and objectives of their prior work and can be useful in aligning internships with relevant project goals.
- **Project ID:** Similar to the project acronym, this identifier enables the platform to track and correlate the talent's background with EU-supported initiatives. It provides insight into the talent's contributions to specific projects.



- **ORC ID:** The ORC ID is used to track the publications and research output of the talent. This is particularly important for the matchmaking algorithm, which utilizes this data to assess the talent's expertise and match them with internship opportunities that align with their research interests and skills.

Figure 21 - Talent's application form on the Website: work experience

In addition to reviewing the curated internship opportunities, the talents' **Internship Desiderata** (preferred internship locations) are also taken into account. During the application process, talents are asked to indicate their preferred geographical areas for internship placements. This information helps the platform to **match the talents with available opportunities that align not only with their qualifications and interests but also with their desired geographic locations**. By considering these preferences, the platform ensures that talents are more likely to find an internship that suits both their professional aspirations and personal preferences regarding the location of the Hosting Company.

Figure 22 - Talent's application form on the Website: internship desiderata

Additionally, the talent is required to upload their current CV. This profile serves as the foundational element for the subsequent matchmaking and application processes, enabling Hosting Companies to assess the talent's suitability for available internships.

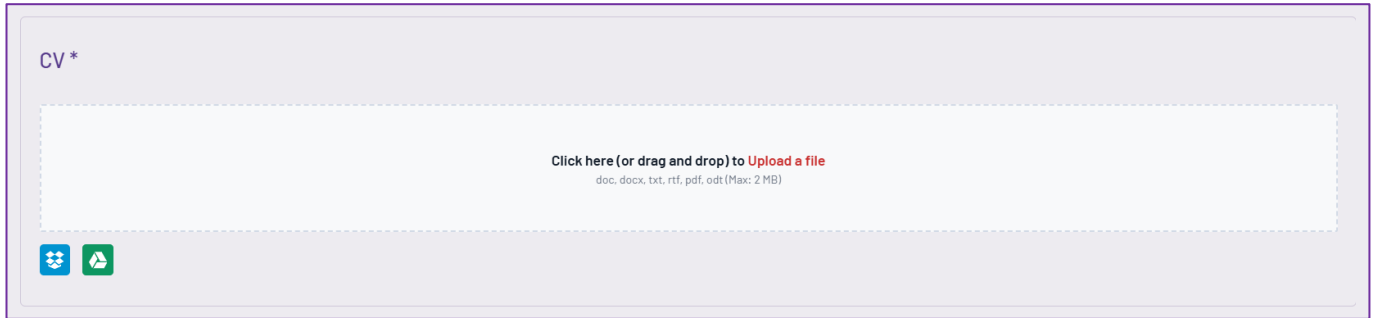


Figure 23 - Talent's application form on the Website: CV attachment

Step 2: Exploration of Innovation Internship positions

After the profile is set up, the talent gains access to a curated list of Innovation Internship positions. These opportunities are posted by Hosting Companies participating in the program. The algorithm implemented in the matchmaking platform provides tailored recommendations to the talent, highlighting roles that align with their qualifications and interests. The exploration phase allows talents to review job descriptions and **identify opportunities** corresponding to their professional aspirations. Here you have some real examples:

Optical Engineer (Photonics/Physicist)

📍 Porto, Portugal 🗑 Other Apply

What You'll Do Help us to develop our technology by combining an advanced photonics platform, data science, and ML algorithms to extract biological fingerprints from optical signals. Design, fabricate, implement and validate optical sensing...

Plant molecular biologist

📍 Chania, Greece 🗑 Research and Innovation Apply

We are seeking a dedicated and detail-oriented Molecular Biologist to join our research team. The successful candidate will focus on cutting-edge techniques for DNA isolation from fatty matrices, with a primary emphasis on plant tissue samples. A...

Signal Processing Specialist (Medical Devices)

📍 Barcelona, Spain 🗑 Research and Innovation Apply

Position Overview We are looking for a software engineer (PhD candidate or postdoctoral researcher in a related field) to join our highly skilled R&D team. In this role, you will lead the design and implementation of signal post-processing...

Figure 24 - Internship Overview on the Website

Opportunity Discovery via AI-Driven Matching

Once registered and validated, the talent enters the opportunity discovery phase, powered by InnoNext's hybrid matchmaking system.

- **Current Flow (Implemented):** The AI-based matchmaking system continuously analyzes the talent's profile (including their CV and ORCID) against the internship positions published by hosting companies on the platform. The platform provides a dedicated and crucial feature for proactive talent engagement: Talents can access a section within the platform where they view a comprehensive list of available internship opportunities. Each listing is accompanied by a **percentage of affinity**, clearly indicating how well that specific



position aligns with their profile based on the AI's assessment. This functionality empowers talents to actively explore and prioritize opportunities that are most relevant to their skills and career aspirations.

- **Planned Enhancements (Upcoming Automatism):** A significant future enhancement will be the implementation of **automatic email notifications** for suggested positions. This means that whenever a new suitable vacancy is posted, or an existing one develops a strong affinity with a talent's profile, the talent will receive a direct, personalized email alert. This aims to actively engage users, including those who may not frequently log into the platform, and significantly accelerate the initial connection between talent and opportunity.



8. Matchmaking (AI & Experts)

The InnoNext team is actively working on the development and refinement of the matchmaking algorithm that powers the platform. Given the limited historical data available, the current phase focuses on defining optimal feedback mechanisms to improve the algorithm's accuracy and efficiency. At this stage, the team is evaluating the alignment between high-scoring matches—**comparing candidates' CVs with internship vacancies**—to ensure that the algorithm correctly identifies relevant opportunities. To enhance this process, InnoNext Consortium is designing and testing efficient **feedback loops** that allow those manually reviewing the CV-to-vacancy matches to provide structured input to the algorithm development team.

By integrating these feedback mechanisms, InnoNext aims to accelerate the algorithm's training process, improve its ability to recognise relevant patterns, and ultimately deliver more precise and meaningful recommendations for both talents and hosting companies.

The AI algorithms and the ICT platform description is available in the InnoNext D2.1 – M12.

9. Application

9.1. Application Submission

Once a talent identifies suitable internship opportunities, they proceed to the application phase.

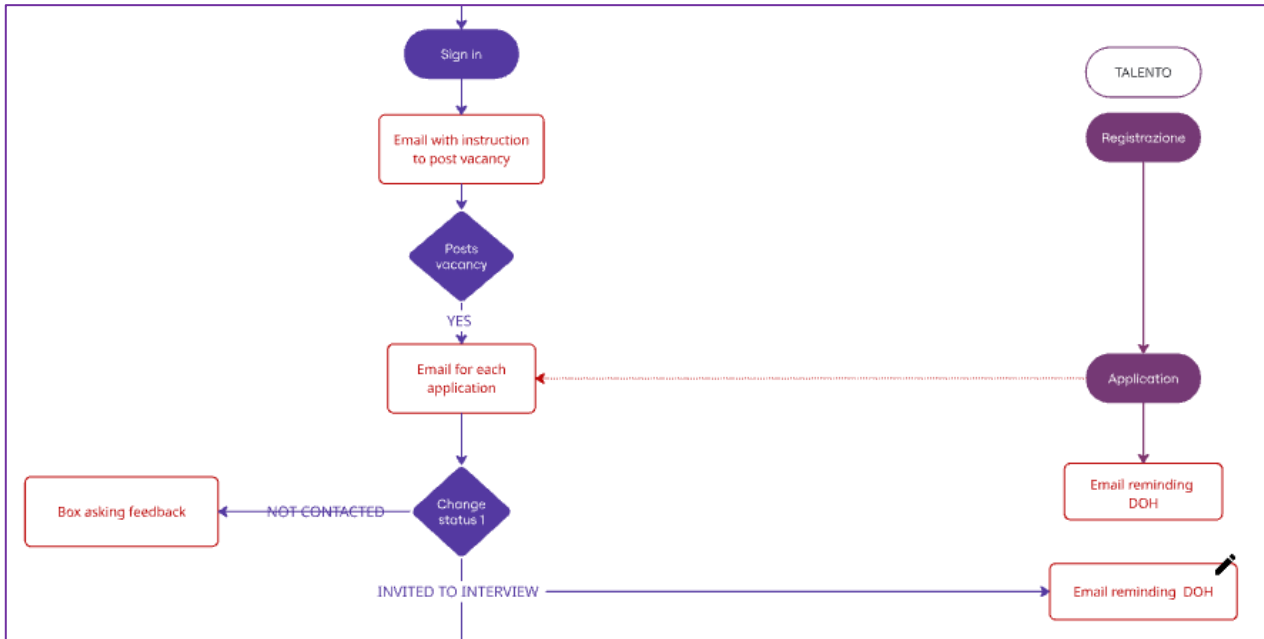


Figure 25 - Application Scheme

Talent Application

For each position a talent applies to, an **automatic email confirmation** is sent to acknowledge receipt of the application.

A critical requirement at this stage is the upload of a **specific Declaration of Honour (DoH)** for each application (see section 5.1.2). Before M11, it was imperative for the talent to submit this DoH at the point of application. If the DoH is not uploaded at this time, it will be rigorously requested again at the final stage of the selection process, as **failure to provide a valid DoH will prevent the internship from being activated**.

Recent Major Improvement Implemented (M11)

CV Visibility: A substantial recent improvement to our process, which has significantly streamlined operations, is that **companies can now view the CVs of talents immediately upon their application thanks to the postponement of the DoH requests**.

This access is granted even before the Declaration of Honour (DoH) for that specific vacancy has been uploaded.

This change has effectively **removed a prior bottleneck**, allowing companies to conduct initial assessments of candidates much more swiftly and accelerating the overall evaluation phase. It is important to note, however, that currently, only the CVs of talents who have actively submitted an



application are made visible to companies; the entire pool of registered talents is not yet broadly accessible for proactive browsing by companies.

9.2. Selection and Interviews

Upon submission of an application, the hosting company assumes responsibility for the selection process.

Company Selection & Interview

All candidates who have applied for a specific vacancy become visible to the company that published the position. The AI matchmaking system provides the company with a list of candidates, which is ordered by affinity to the role.

However, it is crucial to understand that the system **does not hide any profiles, nor does it make unilateral decisions** on behalf of the company.

The company then directly contacts the talents they wish to consider for further evaluation to schedule interviews.

These interviews serve as a critical touchpoint to:

- Provide the Hosting Company with an opportunity to assess the talent’s suitability for the role.
- Allow the talent to better understand the company’s objectives, working culture, and specific internship activities. The interview phase facilitates mutual alignment between the Hosting Company and the talent.

Application Status (Company-Driven for Monitoring) (M11)



Figure 26 - Talent Label for each Opportunity

It is important to note that talents **do not directly interact with or change their application status** on the platform. These statuses are mainly managed by the hosting companies to monitor their selection flow. This mechanism enables the InnoNext team to track the progress of each application in real-time and understand its current stage within the selection pipeline. While primarily company-driven, these statuses can be modified by the InnoNext administrative team upon request to ensure accurate tracking and responsiveness.

Key application statuses currently include: "Applied", "Invited to Interview", "Awaiting Review", "Selected", "Hired" and "Disqualified."

For each vacancy, the platform provides an at-a-glance overview of the number of talents in specific status categories. These categories are "New" (containing "Applied" statuses), "Interview" (containing "Invited to Interview" statuses), "Evaluation" (containing "Awaiting Review" statuses),



"Offer" (containing "Selected" statuses), "Hired" (containing "Hired" statuses), and "Disqualified" (containing "Disqualified" statuses).

Upon a candidate's application, their status is set to "Applied," and the hiring company receives an immediate email notification. To track interview progress, companies update the status to "Invited to Interview." Subsequently, the "Awaiting Review" status is used to allow companies time for evaluations before making a decision.

- Applied
- Invited to interview
- Awaiting review
- Selected
- Hire

The "Screen" category was previously utilized when eligibility checks were performed during the talent registration phase, with the InnoNext team marking candidates as "Eligible." However, after careful evaluation and scenario planning, this verification has been strategically moved to a later stage to prevent bottlenecks, a change that has significantly improved efficiency. Consequently, the "Screen" category is no longer actively considered in the current process.

The "Selected" status holds particular significance, as it formally notifies InnoNext of the company's choice, triggering the subsequent steps for internship activation, including eligibility checks and documentation processing to formalize the internship.

9.3. Offer Acceptance and Internship Activation

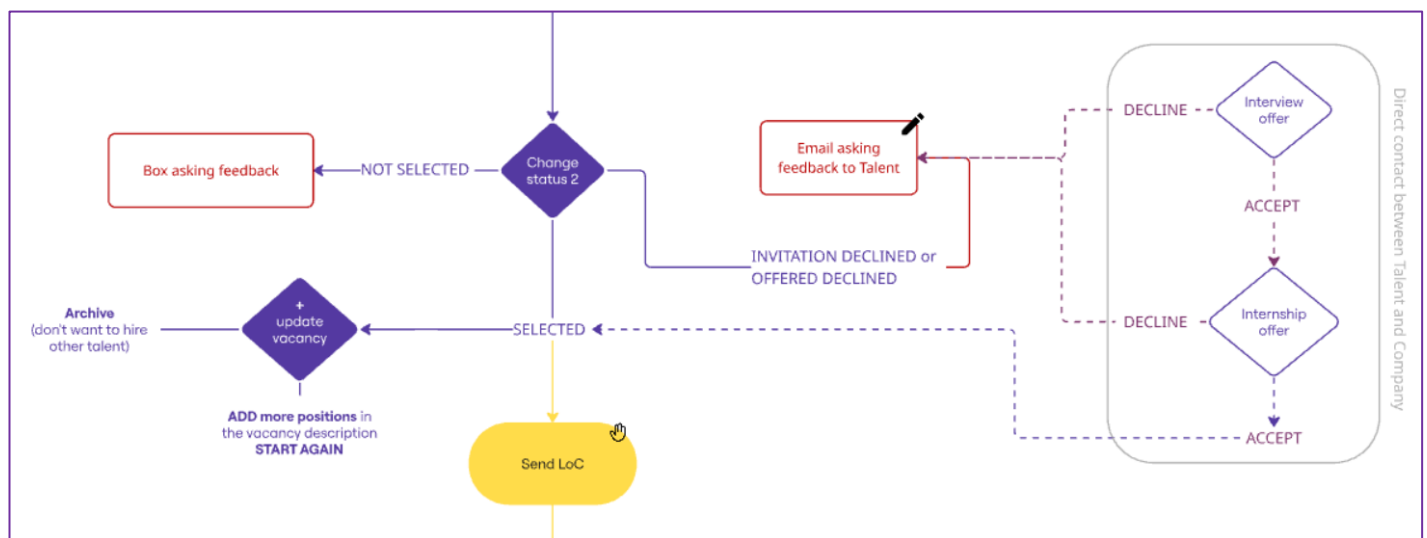


Figure 27 - InnoNext User Experience

Once a talent accepts an internship offer and the hosting company updates the application status to "**Selected**", the formalization phase for the internship begins.

Following the talent's acceptance and the "Selected" status notification on the platform, InnoNext dispatches the Letter of Commitment (LoC) along with Annex 2 to the company.



These documents require formal signature from both the hosting company and the talent. Concurrently, the talent must ensure that their **Declaration of Honour (DoH) has been properly signed and validated** (if not already completed). The DoH must be signed by the Talent and uploaded to the platform. InnoNext must verify the eligibility of the Talent based on the signed DoH **before** Annex 2 can be signed by either party.

Moreover, in the case of EIT Talents, a **cross-check with the Certificate/Letter of Engagement** has to be implemented to guarantee the eligibility.

Once all these essential documents are duly submitted to InnoNext and undergo final validation, the **formal collaboration can officially commence**, marking the start of the Innovation Internship. The Hosting Company may proceed with signing Annex 2. The completed and signed Annex 2 must then be returned to InnoNext for further processing.

Planned Integration_ A key enhancement to streamline the onboarding experience post-activation is the implementation of an **automatic email dispatch**. This email, sent immediately after internship activation, includes the talent's login credentials for the dedicated mentoring area within the InnoNext platform. This provides talents with instant access to enhance their smooth integration into the program.

Step 2: Document Package Sent to the Talent – Financial Agreement and Declaration of Receipt of Financial Support to Third Parties

After receiving the duly signed Annex 2 from the Hosting Company, InnoNext sends a full document package to the Talent, which includes:

- **Financial Agreement (FA):** The formal agreement between InnoNext and the Talent outlining the financial support provided under the programme, including bank details for payments (see 5.1.3)
- **Declaration of Honour (for reference):** Already signed and submitted by the Talent at the start of the process, it is included here again for completeness.
- **Declaration of Receipt of Financial Support to Third Parties (FSTP):** This document acknowledges that the financial support provided falls under the FSTP scheme of the Horizon Europe programme. It is for information purposes at this stage and must be completed, signed, and returned only at the end of the internship period.
- **Timesheet Template:** To be used by the Talent for monthly reporting of internship activities. (see Annex 4 - Timesheet)

Step 3: Signing and Return of Documents by the Talent

The Talent must complete, sign, and return the following documents to InnoNext:

- **Financial Agreement (FA)**
- **(Previously submitted) Declaration of Honour**

Once received, InnoNext proceeds with the countersignature of the Financial Agreement by its Legal Representative. A fully executed copy is then shared with the Talent.



Step 4: Mandatory Surveys and Self-Assessments

Throughout the duration of the internship and upon its conclusion, the talent actively participates in a structured process of feedback and support.

Talents are regularly invited to complete concise surveys designed to evaluate various aspects of their experience, including the quality of the matchmaking process, the effectiveness of the mentoring provided, and their overall internship experience. Upon completion of the internship, a comprehensive final survey is administered to gather detailed feedback, which is invaluable for the continuous improvement of the program. Furthermore, online collective mentoring sessions are routinely scheduled to provide talents with ongoing support and to help them maximize the opportunities afforded by InnoNext. (see Section 10 – The Monitoring, Evaluation and Learning Plan)

Following the execution of the Financial Agreement:

- The **Talent** receives and completes the Mandatory Self-Assessment and Programme Questionnaire.
- The **Host Company** also receives a Self-Assessment and Programme Questionnaire to complete.

9.4. Step 5: Payment Process and Monthly Timesheet

At the end of each calendar month, the Talent must submit a completed Timesheet, signed by both them and the Host Company.

Payments are processed by InnoNext only upon receipt of the signed Timesheet.

Disbursements are made via bank transfer to the account specified in the Financial Agreement.

Payments are generally scheduled by the 15th of the month following the submission of the Timesheet (see Annex 4 – Timesheet).

A **Payment Receipt** is issued to the Talent for each payment, which may be used for tax documentation if needed.

9.5. Step 6: End of Internship Requirements

Upon completion of the internship:

- InnoNext sends a **Final Survey** to both the Talent and the Host Company for feedback and programme evaluation.
- The Talent must also submit the **Declaration of Receipt of FSTP**, duly signed. This document confirms that the Talent has received financial support under the Horizon Europe FSTP scheme and acknowledges that the Talent is responsible for managing any related tax matters, including consulting a tax advisor if necessary.



10. InnoNext Role - The Monitoring, Evaluation and Learning Plan (MEL) (M9)

The InnoNext initiative includes a continuous Monitoring, Evaluation and Learning (MEL) process aimed at improving the Scheme and addressing the emerging needs of Initiative beneficiaries. This iterative process is based on collecting and analysing feedback and evidence from beneficiaries and project stakeholders, aiming to improve the Scheme of the project over time. The Plan encompasses both quantitative and qualitative data collection activities through the InnoNext platform and website, as well as direct feedback collection from participants. There are two primary feedback collection processes:

1. **Monitoring Activities:** These involve gathering feedback and comments through targeted surveys that help understand the beneficiaries' experience, their interaction with the platform, and their expectations from the Innovation Internship.
2. **Tutoring & Mentoring Activities:** This includes dedicated one-on-one support for InnoNext beneficiaries, available upon request when needed.

Monitoring Activities

The monitoring process includes three key activities:

1. **Experience Surveys:** Beneficiaries will be required to complete two surveys—one at the beginning and one at the end of the internship. These surveys will be differentiated between Visiting Talents (VTs) and Hosting Companies (HCs) and will cover various topics, including user experience with the platform, the matching process, and qualitative insights on their overall experience. This helps track changes in participants and assess the impact of the internship. Below are the main themes of the surveys:
 - **Visiting Talents - Pre-Internship:** Collects some more information about the talents, their expectations about the project, reasons for participating and an evaluation of the experience with the platform and the matching process.
 - **Hosting Companies - Pre-Internship:** A short survey to gather expectation about the project, reasons for participating in InnoNext and an evaluation of the platform.
 - **Visiting Talents - Post-Internship:** Overall satisfaction rate and evaluation of different aspects such as the experience with the company, the support received, and the mentoring programme offered by InnoNext team. Includes some of the same questions from the pre-survey to assess changes over time and professional growth.
 - **Hosting Companies - Post-Internship:** Collects feedback on different aspects of the experience such as the support received, the mentoring programme to improve the internship program for future participants. And an evaluation of the satisfaction about the InnoNext project.
2. **Self-Assessment on the EntreComp Framework:** To assess and enhance participants' entrepreneurial skills, we will adopt the EntreComp framework as a reference model. At the beginning and end of the internship, participants will complete a self-assessment form



evaluating 15 key competences covering 3 areas: Ideas and Opportunities, Resources and Into Action. This evaluation will allow us to measure both their initial skill levels and the progress achieved through the practical experience of the internship and the mentoring program offered by InnoNext.

3. **Internship Report:** The reporting activity consists in two parts:
 - **Monthly reports** to be sent at the beginning of each month of the internship (starting from the second) where the talent will briefly describe the activities carried out during the reporting period and indicates the amount of time worked, specifying the hours per day worked. This monthly report **must be signed from both the HC and VT**, and it will demonstrate that planned activities have been conducted.
 - **Report** to be submitted at the end of the Internship detailing the activities carried out with the HC. While it will partially cover the technical aspects, the focus will be on skills learned, knowledge developed, and the overall impact of the experience, particularly in fostering entrepreneurial interest.

The InnoNext team will provide a standardized template to ensure consistency across reports and facilitate comparative analysis for monitoring and evaluation purposes.

Tutoring and Mentoring Activities

The activity is managed mainly by RES and it is structured into two phases:

- **Before the Internship: Tutoring**
- **During the Internship: Mentoring**

All Tutoring and Mentoring interventions aim to support VTs and HCs throughout the application process, platform access, and the overall program.

For more information about the implementation of this activity see the *Deliverable D4.3 – Impact Assessment and Feedback from EC – M12*.

Before the Internship: Tutoring

Tutoring 1-to-1: All registered participants on the platform can request support for navigating different InnoNext Scheme steps. Support requests can be made via direct contact with the InnoNext team and will be provided through various formats depending on the complexity of the request.

One-to-One Support for Companies

- Creating and optimizing the vacancy
- Support in the selection process
- Guidance until the internship conversion

One-to-One Support for Talents

- Support for uploading the Letter of DoH
- Suggesting vacancies aligned with their profile
- Assistance throughout the application process



Beneficiaries can contact the team via email at info@innonext-project.eu. To streamline the process, dedicated email addresses have been set up:

- talents@innonext-project.eu: For Visiting Talents
- companies@innonext-project.eu: For Hosting Companies
- administration@innonext-project.eu: For FSTP-related inquiries

Participants, in agreement with the InnoNext Team, may also request a one-to-one online meeting for direct assistance during critical stages.

Collective Tutoring Webinars: The InnoNext team will conduct online workshops covering key aspects of the process, addressing complex steps for beneficiaries.

A webinar will be organized and divided into two sessions, each tailored to a specific target audience: **Talents** and **Companies**. Both sessions are scheduled to take place **on 12th and 19th May**.

Each webinar will follow a structured agenda that includes the following key parts:

1. **General Presentation of the Initiative**

An introduction providing an overview of the InnoNext project, its goals, and its relevance for the participants.

2. **Target-Specific Focus**

- For **Visiting talents**: A deep dive into the talent journey, the opportunities offered, and how they can participate and benefit from the initiative.
- For **Hosting Companies**: A focused explanation of how companies can get involved, what kind of talent profiles are available, and the value the program brings to their innovation processes.

3. **Technology and AI Integration**

A general session explaining the technological framework behind the initiative, with a special focus on the role and practical use of Artificial Intelligence.

4. **Final Q&A Session**

A live Q&A session where participants can interact, ask questions, and receive clarifications from the organizing team.

The Webinar are included in the Resources Section of the InnoNext Website, accessible to all interested users.

During the Internship: Mentoring

Mentoring 1 to 1: During the internship, both HCs and VTs can request direct support from the InnoNext team. A direct relationship will be established with participants to address potential challenges and enhance the overall experience. The InnoNext team also supports beneficiaries throughout the internship journey, helping them to **capitalise on the experience** and to fully absorb the insights emerging from the interaction between the two ecosystems — research and entrepreneurship.

The InnoNext team is made up of experienced professionals in the field. In particular, RES (who is in charge of managing the mentoring activity) specialises in supporting entrepreneurs and early-



stage founders. The support offered is consistent and adaptable for both companies and talents. If a participant — whether a talent or a company — raises a question regarding the programme, a specific topic, or even a vertical, the team steps in directly to provide guidance. When the need arises for a more targeted or highly specialised intervention, InnoNext is also able to **engage an expert** for an initial consultation.

Collective Mentoring InnoNext Workshop: Designed to engage the community of Talents and Companies to share Innovation Internship experiences and reflect on key themes for testing entrepreneurship innovation processes.

InnoNext's Academy is based on a careful analysis of the coaching and support offerings already available within the EU Programmes network, with the aim of:

- Avoid overlaps with other programs
- Prevent overloading Talents—who are already engaged in internships
- Enhance the innovation experience for Talents within Companies
- Accelerate innovation within Companies
- Inspire Talents toward entrepreneurship
- Create a Community of Talents and Companies within InnoNext
- Consider the introduction of Learning Materials from stakeholders

A series of **four dedicated workshops** has been designed to support the continuous learning and development of both **Talents and Companies**.

These sessions will begin in **May 2025**, with each webinar scheduled to take place approximately **every two months**, concluding by **November–December 2025**.

The webinars are **open to all eligible participants**, not only those currently enrolled in the internship program. The goal is to provide broader access to practical knowledge and strategic insights that support innovation and growth.



11. Updates on the Communication actions

The communication and dissemination activities are fully described in the Report delivered in Month 12, which provides a comprehensive analysis of the actions carried out, including data tracking and a visual overview of the engagement of potential beneficiaries. (See Deliverable 4.2 – Report of Communication and Dissemination Activity)



12. Overview of the beneficiaries activities

Between **Month 9 (M9)** and **Month 12 (M12)**, a series of strategic actions were implemented and aligned with key events that triggered significant growth within InnoNext, all recorded in just three months and described on the Deliverable D4.3 – Impact Assessment and Feedback from EC – M12.

The following section is an overview of beneficiary engagement on the platform.

As of now, **455 talents and 213 companies** have registered on the platform, marking substantial growth compared to the quantities recorded at M9.

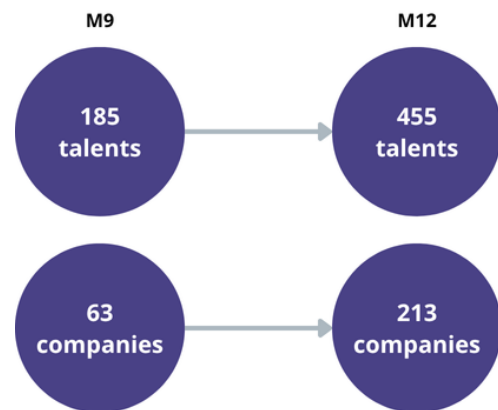


Figure 28 - Number on the Platform (Data source: InnoNext Platform, July 2025)

Currently, **105 Innovation Internship opportunities** are published, of which 79 are aligned with the DeepTech stream and 26 are part of the Aspiring Innovators stream.

Open opportunities

● Deep Tech Talents ● Aspiring Innova...

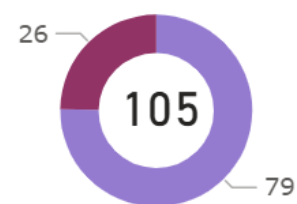


Figure 29 -- Open Opportunities (Data source: InnoNext Platform, July 2025)

Activated Internships

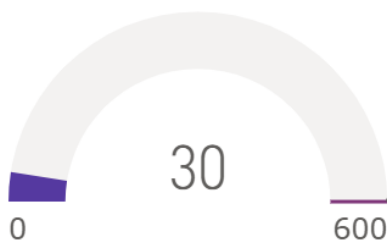


Figure 30 - Activated Internship (Data source: InnoNext Platform, July 2025)

At present, **30 matches have been confirmed** and are now progressing into Innovation Internships through the process defined by the Agreement Kit. This framework outlines the roles and responsibilities of each party and, where applicable, formalizes a financial agreement with InnoNext.

From M9 to M12, one of the most significant milestones achieved by the InnoNext project has been the consolidation of the first matches and the launch of the first Innovation Internships.

This positive trend is linked not only to the key events described in D4.3, but also to an in-depth analysis of the InnoNext Scheme and user experience conducted by the InnoNext Consortium during the previous months.

A key issue was the role of the **Declaration of Honour (DoH)**, a document required to all talents (see Section 9.1) at the moment of registration and/or when applying to each individual vacancy. The DoH serves as a self-declaration of eligibility and includes confirmation that the Visiting Talent has received approval from their project supervisor, project investigator, or project coordinator prior to initiating the internship.



Previously, a candidate could apply to a position, but their application would only become visible to the company **after the DoH had been uploaded**.

A pivotal improvement in the user experience was the **postponement of the DoH submission to a later stage**, specifically when the match between the Visiting Talent and Hosting Company is confirmed and both parties are ready to proceed with the Innovation Internship Agreement. At this stage, the candidate, who is already aware of DoH requirement, is asked to confirm their eligibility before signing the Internship Agreement with the Hosting Company.

Additionally, the **candidate status tracking system** was updated (see Section 9.2), requiring the Hosting Company to label selected candidates accordingly. This helps the InnoNext team monitor which talents have been officially selected, hired and when internships are activated.

The chart below illustrates **the increasing number of talents who have obtained the “Hired” status** on the platform, an upward trend that directly correlates with the improved handling of the DoH process.

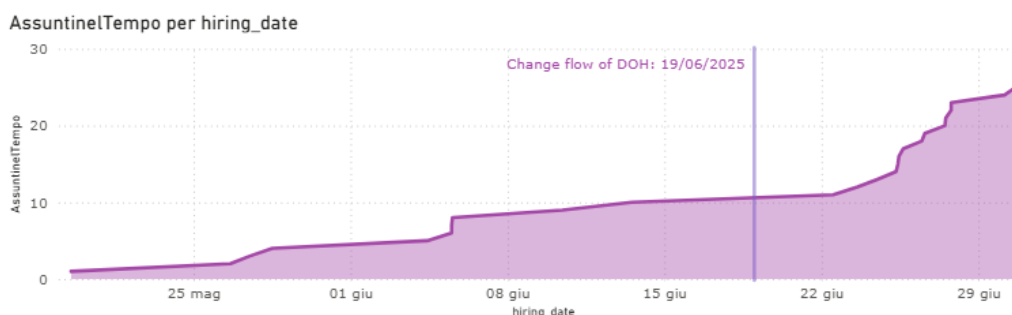


Figure 31 - Hiring Talents related with the DoH postponement (Data source: Dashboard, July 2025)



13. Annexes

13.1. Annex 1 – Letter of Commitment

Template

LETTER OF COMMITMENT

of

_____ [name of the company], _____ [VAT number or other identification number],
_____ [registered office], in the person of its legal representative Mr./Ms. _____,
(in the following “**HOSTING COMPANY**”),

in the initiative for companies and researchers called **InnoNext** promoted by the European Innovation Council, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467 signed with The European Innovation Council and SMEs Executive Agency (EISMEA) and subsequent Consortium Agreement.

WHEREAS

A) The objective of the InnoNext scheme is to enable researchers and aspiring innovators to better understand and gain direct experience of the complex process of taking innovation beyond invention and help them develop their entrepreneurial mindset. At the same time, this scheme aims to provide innovative start-ups with access to new ideas and insights from the cutting edge of research, thus accelerating the development of their breakthrough products and services. This project having as a goal to create internship for researchers and aspiring innovators (in the following “**VISITING TALENT**”) in certain type of companies (hereinafter “**HOSTING COMPANY**”).

B) The **HOSTING COMPANY** is interested in participating to InnoNext making available to the **VISITING TALENT** a working experience according to the program specified in **Annex 1**, for the purposes of InnoNext.

C) The **HOSTING COMPANY** is aware of the fact that the general conditions of participation set out in this document are binding and constitute the framework in which the internship shall be regulated.

D) The **HOSTING COMPANY** is aware of the fact that, if the **VISITING TALENT** with whom it will sign an internship agreement belongs to the MSCA Program, it has to become an Associated Partner entering into the MSCA Grant Agreement, subject to the requirements and conditions set out in such MSCA Grant Agreement, which the **HOSTING COMPANY** declares to know.

E) The **HOSTING COMPANY** is aware of the InnoNext’s Best Practices Guidelines, also related to “how to manage the possible conflicts arising out with the **VISITING TALENT** during the internship”.

GENERAL CONDITIONS OF PARTICIPATION

1) DESCRIPTION OF THE INTERNSHIP



Template

1.1 The HOSTING COMPANY is aware of the fact that the name and curricula of the VISITING TALENT will be communicated to the same HOSTING COMPANY only after the matchmaking process carried out by the Consortium InnoNext.

1.2 The HOSTING COMPANY undertakes to sign with the VISITING TALENT an agreement, according to the template herewith attached (**Annex 2**), that, if necessary, shall be adapted and amended according to the mandatory rules of the law applicable in its jurisdiction, in order to regulate the internship. The agreement shall abide all clauses contained in these general conditions of participation, whereas included.

1.3 The HOSTING COMPANY undertakes to comply with the principles and labour rules developed by the European Commission to ensure strong social protection to the workers. In particular the HOSTING COMPANY undertakes, subject to the applicable law, to respect the rules concerning minimum requirements on working conditions - such as wages, working time, part-time work, workers' rights (such as, for example, insurance for the workers) - and obligations of information about important aspects of their employment and the posting of workers.

2) OBLIGATIONS

2.1 The HOSTING COMPANY, once signed the internship agreement with the VISITING TALENT (**Annex 2**), undertakes to send a copy of it as attachment to an e-mail to the Consortium InnoNext, at the following e-mail address companies@innonext-project.eu.

2.2 The HOSTING COMPANY undertakes to give all the information, required by the Consortium InnoNext, about the progress of the internship, as indicated in the InnoNext Best Practices Guidelines.

2.3 The HOSTING COMPANY undertakes to comply with the InnoNext's Best Practices Guidelines, also related to "how to manage the possible conflicts arising out with the VISITING TALENT during the internship".

3) REMUNERATION

3.1 The VISITING TALENT shall be paid for this internship by either InnoNext or the EU partner programme in which the researcher is a member as a natural person or as a member of a consortium. If the VISITING TALENT will be paid by InnoNext, he/she will sign a specific financial agreement (**Annex 3**).

4) TERM

4.1 These general conditions of participation become valid with their signature by the HOSTING COMPANY and will remain in force as long as the internship agreement (**Annex 2**), to be signed between the HOSTING COMPANY and the VISITING TALENT, will be in force.



Template

5) APPLICABLE LAW AND JURISDICTION

5.1 These general conditions of participations are governed by Belgian law.

5.2 Any dispute arising from these general conditions of participations shall be the exclusive competence of the Courts of Brussels (Belgium).

6) MISCELLANEA

6.1 The whereas and the annexes are an integral part of these general conditions of participations.

_____ [place], _____ [date]

HOSTING COMPANY

For acknowledgement of Annex 1, Annex 2, Annex 3.

HOSTING COMPANY

Template

ANNEX 1

INTERNSHIP PROGRAM

A thorough description must be provided for each job position posted on the platform. This will allow the VISITING TALENT to understand whether that job position will allow him/her to put into practice the scientific research he is conducting in his research institution. It means that in this Annex it is important to give an accurate job description, highlighting, on the one hand, the challenges and innovativeness of the entrepreneurial project and, on the other hand, the opportunity for the VISITING TALENT to put into practice the scientific research he/she is conducting and/or see the concrete implementation of innovation processes.



Template

ANNEX 2

INTERNSHIP AGREEMENT TEMPLATE

[only if necessary, according to mandatory rules of applicable law, the present template can be amended accordingly]

between

_____ [name of the company], _____ [VAT number or other identification number],
_____ [registered office], in the person of its legal representative Mr./Ms. _____, (in the following "HOSTING COMPANY")

and

_____ [name of the trainee], _____ [fiscal code], residing in _____ [place of residence], (in the following "VISITING TALENT")

In the following also indicated singularly as "Party" and together as "Parties"

WHEREAS

A) The European Commission published a new project for companies and researchers called "Next Generation Innovation Talent" (in the following "InnoNext") promoted by the European Innovation Council, more specifically HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467, signed with The European Innovation Council and SMEs Executive Agency (EISMEA) and subsequent Consortium Agreement. The objective of the InnoNext scheme is to enable researchers and aspiring innovators to better understand and gain direct experience of the complex process of taking innovation beyond invention and help them develop their entrepreneurial mind set. At the same time, this scheme aims to provide innovative start-ups with access to new ideas and insights from the cutting edge of research, thus accelerating the development of their breakthrough products and services. This project having as a goal to create internship for researchers in certain type of companies.

B) The HOSTING COMPANY and the VISITING TALENT want to sign this internship agreement, since they are both interested to collaborate according to the Internship Program published by the HOSTING COMPANY.

C) The Parties declare they are aware of the InnoNext's Best Practices Guidelines, also related to "how to manage the possible conflicts arising out with the VISITING TALENT during the internship".

In the light of the above, the Parties

AGREE AS FOLLOWS



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1) DESCRIPTION OF THE INTERNSHIP

1.1 The VISITING TALENT will carry out the following activities relating to the project concerning:

[description of the activities]

1.2 The VISITING TALENT has the right to ask for 2 days in smart working each week, if the activities to be carried out could be conducted not at the premises of the HOSTING COMPANY.

1.3 The HOSTING COMPANY shall provide for a tutor, fluent in English, who will follow the VISITING TALENT during the entire internship and to whom he/she can address questions related to the internship.

1.4 The VISITING TALENT may have to travel on behalf of the HOSTING COMPANY as part of the project he/she is following; in such case the relevant travel expenses shall be borne by the HOSTING COMPANY.

1.5 The VISITING TALENT has the same performance obligation of the employees of the HOSTING COMPANY.

1.6 The HOSTING COMPANY undertakes to comply with the principles and labour rules developed by the European Commission to ensure strong social protection to the workers. In particular the HOSTING COMPANY undertakes, subject to the applicable law, to respect the rules concerning minimum requirements on working conditions - such as wages, working time, part-time work, workers' rights (such as, for example, insurance for the workers) - and obligations of information about important aspects of their employment and the posting of workers.



Template

1.7 Also to comply with the principles and labor rules as per clause 1.6 above, the HOSTING COMPANY undertakes to make all reasonable efforts and to take adequate measures in order to guarantee that the VISITING TALENT will have an internship according to the European Commission best practices.

1.8 The Parties undertake to comply with InnoNext's Best Practices Guidelines, also related to "how to manage the possible conflicts arising out with the VISITING TALENT during the internship".

2) REMUNERATION

2.1 The VISITING TALENT declares that the HOSTING COMPANY shall not have any obligation of payment for this internship, except for the costs as per clause 1.4 above, since he/she receives a remuneration by either InnoNext or the EU partner programme in which the researcher is a member as a natural person or as a member of a consortium, according to the rules of the InnoNext project.

2.2 At the end of the internship the VISITING TALENT shall send to InnoNext, through the HOSTING COMPANY, a report aimed at evaluating the effectiveness of the internship, a template of which will be provided by InnoNext to the HOSTING COMPANY during the internship.

3) TERM AND EARLIER TERMINATION

3.1 The internship could have a duration from 3 to 6 months. It being understood that the financial support coverage under the InnoNext scheme may vary depending on the specific programme of origin of the Visiting Talent.

3.2 If the VISITING TALENT belongs to the MSCA Program, the duration of this internship shall not be more than 1/3 of the duration of the fellowship in the MSCA Program.

3.3 Both the HOSTING COMPANY and the VISITING TALENT will not liable for a failure to perform any of their obligations in so far as they prove that the failure was due to an impediment beyond their control. In such a case, the obligations arising out from this INTERNSHIP AGREEMENT shall be considered as suspended. Should the impediment last for more than 15 days, this INTERNSHIP AGREEMENT shall be considered as terminated.

3.4 Should the HOSTING COMPANY not comply with the INTERNSHIP PROGRAM (Annex 1 of the Letter of Commitment) or with the undertakings as per clauses 1.6 and 1.7 above, this will be considered as a material breach of the present INTERNSHIP AGREEMENT and the



Template

VISITING TALENT, after having complied with the relevant clauses concerning the management of the conflict included in the InnoNext Best Practices Guidelines mentioned at clause 1.8 above, will have the right to terminate it by giving the HOSTING COMPANY 7 days written notice.

3.5 Should the VISITING TALENT be in material breach of his/her duties arising out from this agreement, the HOSTING COMPANY, after having complied with the relevant clauses concerning the management of the conflicts included in the InnoNext Best Practices Guidelines mentioned at clause 1.8 above, will have the right to terminate this INTERNSHIP AGREEMENT by giving the VISITING TALENT 7 days written notice.

3.6 Should the VISITING TALENT need to leave the HOSTING COMPANY for good reasons, for example connected with his/her research program, the VISITING TALENT and the HOSTING COMPANY shall agree a period of suspension of the Internship which shall be communicated to InnoNext without delay.

4) INTELLECTUAL PROPERTY

4.1 If, during the internship, the VISITING TALENT and the HOSTING COMPANY give each other access to their respective background knowledge, which are covered by intellectual property rights, such background knowledge remains the property of the original owner and no rights are recognised to the other.

4.2 If, during the internship, it will be created something new, which can be protected with intellectual property rights, the property will be of the HOSTING COMPANY and the VISITING TALENT declares that the remuneration as per clause 3 above satisfies also this aspect concerning the intellectual property rights, except in case of different written agreement between the Parties.

4.3 The HOSTING COMPANY recognizes to the VISITING TALENT the right to use, previous authorisation in writing of the HOSTING COMPANY which will not be unreasonably withheld, the results realized during the internship working, for the project in which he/she has been involved, for research scope. Furthermore, the VISITING TALENT will be entitled to publish scientific papers related to the project of the internship in order to give information about the results reached, but such publications need previous authorization in writing by the HOSTING COMPANY which will not be unreasonably withheld, in order to allow the latter to take the necessary measures to protect confidential information before obtaining the relevant protection (for example a patent).



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4.4 Should the HOSTING COMPANY file a patent or other intellectual property right (e.g. trademark, design, etc.), the VISITING TALENT will give all useful support also once the internship ended and, if asked, will sign all relevant documents.

5) CONFIDENTIALITY

5.1 The VISITING TALENT agrees that all information, documents and materials to which the VISITING TALENT has access, related to the project in which the VISITING TALENT will be involved in execution of this INTERNSHIP AGREEMENT, are to be considered as confidential, unless they are in public domain.

5.2 The VISITING TALENT engages itself for the whole duration of this INTERNSHIP AGREEMENT and until they fall into public domain, not to use and/or disclose on its behalf or on third parties' behalf any confidential information.

6) MISCELLANEA

6.1 The whereas are an integral part of this INTERNSHIP AGREEMENT.

6.2 Here below the main terms and conditions of this INTERNSHIP AGREEMENT, to be completed accordingly:

Starting date	
Duration [3 to 6 months]* *It being understood that the financial support coverage under the InnoNext scheme may vary depending on the specific programme of origin of the Visiting Talent.	
Visiting Talent Programme	
Fulltime/Parttime	
Working hours	From _____ To _____
In presence / smart working / hybrid	
Location of the premises of the Hosting Company	

_____ [place], _____ [date]

The HOSTING COMPANY

_____ [place], _____ [date]

The VISITING TALENT



Template

ANNEX 3

FINANCIAL AGREEMENT

*The hosting companies **will not provide any direct payment to the visiting talents** because the costs of the internships will be covered by either InnoNext* or the EU partner programme in which the researcher is a consortium member.*

In the first case, the Visiting Talent, belonging to the **EIC Pathfinder Program or to **EIT Program** or to **ERC Program** and being eligible as a beneficiary of the Financial Support for Third Parties provided by the InnoNext Project, will sign this Annex 3 (Financial Agreement).*



13.2. Annex 2 – Declaration of Honour

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DECLARATION OF HONOUR

_____ [Name] and _____ [Surname] of the signatory of this form (hereinafter “**Talent**”), with ID or passport number _____.

Name and Unique Identification Number of the Project in which the Talent is involved: _____.

The Funding scheme: _____.

Name and identification data of the Project Coordinator/Activity Leader of the Project, in which the Talent is involved: _____.

Name and identification data of the Employer, by which the Talent is employed: _____.

Aware of the civil and criminal liability under the law arising from untrue information, I, the undersigned,

DECLARE THAT

- 1) The above-mentioned entities are among those already accredited for participation in the InnoNext initiative, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467, as part of certain research initiatives funded by the European Union, that the latter has selected to form the pool from which to draw talents for the abovementioned initiative.
- 2) On _____, I sent written information through e-mail about my participation to InnoNext initiative to my Employer, who had no objections.
- 3) On _____, I sent also written information through e-mail about my participation to InnoNext initiative to my Project Coordinator/Activity Leader of the project, who had no objections.
- 4) I do not receive double remuneration for being involved both in a previous research initiative funded by the European Union and for the participation in the InnoNext initiative.
- 5) I undertake to respect the ‘further requirements’ requested by the InnoNext initiative (*only for ERC and EIC Pathfinder mobility*): “Researchers receiving the financial support must and apply to the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) of the Horizon Europe Model Grant Agreement.” included in the General Model Grant Agreement (GA), to which the InnoNext GA refers. Due to confidentiality requirements, the full agreement cannot be published. However, the aforementioned articles are the same of those included in the InnoNext GA. Therefore, you can read them in the General Model Grant Agreement, at the following link: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf.

Place, date and signature of the Talent



Draft

DECLARATION OF HONOUR

_____ [Name and Surname of the signatory of this form] (hereinafter “**Talent**”),
with ID or passport number _____ and beneficiary of an EIT-funded Program as a
researcher or learners.

EIT KIC (e.g. EIT Digital, EIT Food, etc.) _____

EIT Alumni/Student _____

Aware of the civil and criminal liability under the law arising from untrue information, I, the undersigned,

DECLARE THAT

- 1) The above-mentioned entity is among those already accredited for participation in the InnoNext initiative, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467, as part of certain research initiatives funded by the European Union, and with reference to the agreement signed with EIT Health and other EIT Knowledge and Innovation Communities (KICs) on 11 April 2025.

- 2) By flagging one of the two boxes below I declare that:
 - I do not receive double funding for being involved in a previous education program funded by EIT KICs and/ or the European Union and for the participation in the InnoNext initiative. In particular, I do not receive any kind of funding by EIT for other activities, such as internships / scholarships or similar positions.

 - I receive a second funding by EIT for another activity, such as an internship/scholarship or similar position and, with reference to the above, I confirm that:
 - (i) the eligibility criteria required for each internship are met;
 - (ii) the activities (tasks) that I will carry out in each internship are clearly distinct in scope, objective, and output (it is properly documented);
 - (iii) costs are not duplicated; there is no overlap in what is being funded by each source;
 - (iv) to the best of my knowledge, Grant Agreement conditions for both internships are fully respected.

- 3) I undertake to respect the ‘further requirements’ requested by the InnoNext initiative, Researchers and EIT Talents receiving the financial support must apply to the following obligations: “*under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), [omissis], 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) of the Horizon Europe Model Grant Agreement.*” included in the General Model Grant Agreement (GA), to which the



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InnoNext GA refers. Due to confidentiality requirements, the full agreement cannot be published. However, the aforementioned articles are the same of those included in the InnoNext GA. Therefore, you can read them in the General Model Grant Agreement, at the following link: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf.

Place, date and signature of the Talent



13.3. Annex 3 – Financial Agreement Template

Template

FINANCIAL AGREEMENT FOR EIC PATHFINDER TALENTS

Between

RESEAU ENTREPRENDRE PIEMONTE, Ente del Terzo Settore, legal representative Mr. Christian Zegna, C.F. 97730200017, with seat in Via Maria Vittoria 38 by Rinascimenti Sociali, Torino, in its quality of member of the Consortium InnoNext together with Fondazione LINKS e Zucchetti S.p.A. (the “**BENEFICIARY**”)

and

Mr./Ms. _____, with ID or passport number _____, with residence in _____ (the “**VISITING TALENT**”)

Together also called the “Parties”

WHEREAS

- A) The European Innovation Council promoted a project for companies and researchers called InnoNext, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467 signed with The European Innovation Council and SMEs Executive Agency (EISMEA) and subsequent Consortium Agreement.
- B) The objective of the InnoNext scheme is to enable researchers and aspiring innovators to better understand and gain direct experience of the complex process of taking innovation beyond invention and help them develop their entrepreneurial mind set. At the same time, this scheme aims to provide innovative start-ups with access to new ideas and insights from the cutting edge of research, thus accelerating the development of their breakthrough products and services. This project having as a goal to create internship for researchers in certain type of companies (hereinafter “**HOSTING COMPANY**”).
- C) The **VISITING TALENT** is a researcher, who belongs to an entity which is part of certain research initiatives funded by the European Union, that the latter has selected to form the pool from which to draw talents for the abovementioned initiative; in particular, the **VISITING TALENT** is currently working on EIC Pathfinder program.
- D) According to the rules of the InnoNext, visiting talents working on EIC Pathfinder program will receive a mobility allowance for their internship with the mechanism of “cascade



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funding” (or “financial support to third parties” FSTP) not by their employer but by another subject.

- E) The Beneficiary is the entity which will provide for such mobility allowance in its quality of financial executor InnoNext’s cascade funding.
- F) The VISITING TALENT participated to the initiative InnoNext filing its application and he/she has been selected for an internship.
- G) During the application process, the VISITING TALENT gave evidence of the fact that he/she meets the conditions of eligibility in order to be paid for the internship through the mechanism of FSTP, in particular that the distance between the location of his normal place of work and the location of the HOSTING COMPANY is of more than 150 Km.
- H) Therefore, the Parties want, with this agreement, to fix the rules and the steps of the procedure for the payment of the mobility allowance, according to the criteria established in the Grant Agreement n. 101160467.

THE PARTIES AGREE AS FOLLOWS

1) OBJECT

- 1.1 The scope of this financial agreement is to regulate the mobility allowance of the VISITING TALENT for the internship he/she will do according to the agreement signed with the HOSTING COMPANY.
- 1.2 For the internship, according to the criteria established in the Grant Agreement n. 101160467, the VISITING TALENT shall receive a monthly mobility allowance of Euros 2.300,00, with a maximum amount to be granted of Euros 6.900,00.
- 1.3 If the internship lasts longer than three months, there will not be additional mobility allowance through this action; therefore, the mobility allowance will be the competence of the HOSTING COMPANY or the research program to which the VISITING TALENT belongs as a natural person or as a member of a consortium, but all other obligations arising out from the internship agreement remain in force until the end of the internship.
- 1.4 The internship will take place at a HOSTING COMPANY, whose location is more than 150 km from the VISITING TALENT's current workplace.

2) OBLIGATION OF THE VISITING TALENT

- 2.1 Monthly, within the 1st week of each month of the internship starting from the second one, the VISITING TALENT shall send to the BENEFICIARY a time sheet, (a template will be provided by the BENEFICIARY to the VISITING TALENT at the beginning of the internship)



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signed by the HOSTING COMPANY, about the progress of the internship. Should the time sheet not be sent by the VISITING TALENT within the term mentioned above, the BENEFICIARY will be entitled to interrupt the relevant mobility allowance due as per clause 3 below. In the meantime, all the obligations of the VISITING TALENT arising out from the internship agreement remain in force and the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to the internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY. At the end of the internship, the VISITING TALENT shall send to the BENEFICIARY, together with the last time sheet, a report aimed at evaluating the effectiveness of the internship, a template of which will be provided by the BENEFICIARY to the VISITING TALENT during the internship. The final report shall be required also if the internship lasts longer than three months.

- 2.2 During and at the end of the internship the VISITING TALENT shall also answer the surveys sent to him/her by the BENEFICIARY.
- 2.3 The VISITING TALENT shall send to the BENEFICIARY all the information necessary to provide the mobility allowance, such as bank data, filling in the following table:

TALENT'S BANK DETAILS:
Full name of the account holder:
IBAN:
BIC/SWIFT code:
Name of the bank:

- 2.4 The VISITING TALENT shall comply with the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (recordkeeping) of the Horizon Europe Model Grant Agreement, which he/she confirms to know.
- 2.5 The VISITING TALENT declares to be aware of and to comply, for the entire duration of the internship, and thereafter, with the InnoNext Best Practices Guidelines (<https://www.innonext-project.eu/en/resources>), also related to “how to manage the possible conflicts arising out with the VISITING TALENT during the internship”.

3) OBLIGATION OF THE BENEFICIARY



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- 3.1 Monthly, within the 15 of each month, the BENEFICIARY shall pay the amount due to the VISITING TALENT, upon receipt of the time sheet relating to the activities carried out during the previous month as per clause 2.1 above.
- 3.2 If the VISITING TALENT fails to send the monthly time sheet in time, before interrupting the mobility allowance, the BENEFICIARY shall ask for it also to the HOSTING COMPANY, according to the clause 2.2 of the letter of commitment signed by the latter, warning the HOSTING COMPANY that, in the absence of the report, the BENEFICIARY will interrupt the mobility allowance to the VISITING TALENT.

4) TERM

- 4.1 This financial agreement becomes valid with its signature by the VISITING TALENT and the BENEFICIARY and will remain in force as long as the internship agreement, signed between the HOSTING COMPANY and the VISITING TALENT, will be in force.
- 4.2 If the internship agreement will be terminated before its natural term, by a decision of the HOSTING COMPANY based on a breach of the obligations arising out of the internship agreement by the VISITING TALENT, all the mobility allowance obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.
- 4.3 If the internship agreement will be terminated before its natural term, by a decision of the VISITING TALENT based on a breach of the obligations arising out of the internship agreement by the HOSTING COMPANY, all the mobility allowance obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.
- 4.4 If the VISITING TALENT will be in material breach of the obligations arising out from this financial agreement, the mobility allowance obligations of the BENEFICIARY shall be considered as terminated. Should this be the case, the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to his internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY.
- 4.5 The Parties are not liable for a failure to perform any of their obligations in so far as they prove that the failure was due to an impediment beyond their control. In such a case, the mobility allowance obligations of the BENEFICIARY shall be considered as suspended.



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Should the impediment last for more than 15 days, this financial agreement, including the mobility allowance obligations of the BENEFICIARY towards the VISITING TALENT, shall be considered as terminated.

4.6 If the internship lasts for more than three months, this financial agreement shall be terminated at the end of the first three months period as per clause 1.3 above.

5) APPLICABLE LAW AND JURISDICTION

5.1 This financial agreement is governed by Belgian law.

5.2 Any dispute arising from this financial agreement shall be the exclusive competence of the Courts of Brussels (Belgium).

6) MISCELLANEA

6.1 The whereas are an integral part of this financial agreement.

Place and date _____

Place and date _____

The BENEFICIARY

The VISITING TALENT



Template

FINANCIAL AGREEMENT FOR ERC TALENTS

Between

RESEAU ENTREPRENDRE PIEMONTE, Ente del Terzo Settore, legal representative Mr. Christian Zegna, C.F. 97730200017, with seat in Via Maria Vittoria 38 by Rinascimenti Sociali, Torino, in its quality of member of the Consortium InnoNext together with Fondazione LINKS e Zucchetti S.p.A. (the “**BENEFICIARY**”)

and

Mr./Ms. _____, with ID or passport number _____,
with residence in _____ (the “**VISITING TALENT**”), in the capacity of:

PhD candidate

Postdoctoral researcher

Together also called the “Parties”

WHEREAS

- A) The European Innovation Council promoted a project for companies and researchers called InnoNext, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467 signed with The European Innovation Council and SMEs Executive Agency (EISMEA) and subsequent Consortium Agreement.
- B) The objective of the InnoNext scheme is to enable researchers and aspiring innovators to better understand and gain direct experience of the complex process of taking innovation beyond invention and help them develop their entrepreneurial mind set. At the same time, this scheme aims to provide innovative start-ups with access to new ideas and insights from the cutting edge of research, thus accelerating the development of their breakthrough products and services. This project having as a goal to create internship for researchers in certain type of companies (hereinafter “**HOSTING COMPANY**”).
- C) The VISITING TALENT is a researcher, who belongs to an entity which is part of certain research initiatives funded by the European Union, that the latter has selected to form the pool from which to draw talents for the abovementioned initiative; in particular, the VISITING TALENT is currently working on ERC program.



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- D)** The VISITING TALENT is aware of the fact that during the Internship, the contract of the VISITING TALENT in the framework of the ERC program will be suspended, including the payment of the salary.
- E)** According to the rules of the InnoNext, visiting talents working on ERC program will receive a reimbursement for their internship with the mechanism of “cascade funding” (or “financial support to third parties” FSTP) not by their employer but by another subject, based on a new contract. The VISITING TALENT is aware of the fact that the FSTP mechanism is based on the allocation of a predetermined amount of funds, subject to exhaustion.
- F)** The Beneficiary is the entity which will provide for such reimbursement in its quality of financial executor InnoNext’s cascade funding.
- G)** The VISITING TALENT participated to the initiative InnoNext filing its application and he has been selected for an internship.
- H)** During the application process, the VISITING TALENT gave evidence of the fact that he/she meets the conditions of eligibility in order to be paid for the internship through the mechanism of FSTP.
- I)** Therefore, the Parties want, with this agreement, to fix the rules and the steps of the procedure for the correct reimbursement of the internship, according to the criteria established in the Grant Agreement n. 101160467.

THE PARTIES AGREE AS FOLLOWS

1) OBJECT

- 1.1 The scope of this financial agreement is to regulate the reimbursement of the VISITING TALENT for the internship he/she will do according to the agreement signed with the HOSTING COMPANY.
- 1.2 For the internship, according to the criteria established in the Grant Agreement n. 101160467, the VISITING TALENT shall receive a monthly reimbursement, for the entire duration of the internship.
- 1.3 If the internship lasts longer than three months, there will not be additional reimbursement through this action; therefore, the reimbursement will be the competence of the HOSTING COMPANY or the research program to which the VISITING TALENT belongs as a natural person or as a member of a consortium, but all other obligations arising out from the internship agreement remain in force until the end of the internship.
- 1.4 If the VISITING TALENT is a Postdoctoral researcher, he/she will receive the flat monthly rate of Euros 5.300,00; if the VISITING TALENT is a PhD candidate, he/she will receive the



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flat monthly rate of Euros 4.300,00. The sums that the VISITING TALENT will receive are gross; therefore, it is up to the VISITING TALENT to pay the relevant taxes, if any, according to the legislation of the country to which he/she belongs.

2) OBLIGATION OF THE VISITING TALENT

- 2.1 Monthly, within the 1st week of each month of the internship starting from the second one, the VISITING TALENT shall send to the BENEFICIARY a time sheet (a template will be provided by the BENEFICIARY to the VISITING TALENT at the beginning of the internship) signed by the HOSTING COMPANY, about the progress of the internship. Should the time sheet not be sent by the VISITING TALENT within the term mentioned above, the BENEFICIARY will be entitled to interrupt the relevant reimbursement due as per clause 3 below. In the meantime, all the obligations of the VISITING TALENT arising out from the internship agreement remain in force and the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to the internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY. At the end of the internship, the VISITING TALENT shall send to the BENEFICIARY, together with the last time sheet, a report aimed at evaluating the effectiveness of the internship, a template of which will be provided by the BENEFICIARY to the VISITING TALENT during the internship. The final report shall be required also if the internship lasts longer than three months.
- 2.2 During and at the end of the internship the VISITING TALENT shall also answer the surveys sent to him/her by the BENEFICIARY.
- 2.3 The VISITING TALENT shall give to the BENEFICIARY all the information necessary to provide the reimbursement, such as bank data, filling in the following table:

TALENT'S BANK DETAILS:
Full name of the account holder:
IBAN:
BIC/SWIFT code:
Name of the bank:

- 2.4 The VISITING TALENT shall comply with the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for



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carrying out action), 19 (information) and 20 (recordkeeping) of the Horizon Europe Model Grant Agreement, which he/she confirms to know.

2.5 The VISITING TALENT declares to be aware of and to comply, for the entire duration of the internship, and thereafter, with the InnoNext Best Practices Guidelines (<https://www.innonext-project.eu/en/resources>), also related to “how to manage the possible conflicts arising out with the VISITING TALENT during the internship”.

3) OBLIGATION OF THE BENEFICIARY

3.1 Monthly, within the 15 of each month, the BENEFICIARY shall reimburse the amount due to the VISITING TALENT, upon receipt of the time sheet relating to the activities carried out during the previous month as per clause 2.1 above.

3.2 If the VISITING TALENT fails to send the monthly time sheet in time, before interrupting the reimbursement, the BENEFICIARY shall ask for it also to the HOSTING COMPANY, according to the clause 2.2 of the letter of commitment signed by the latter, warning the HOSTING COMPANY that, in the absence of the report, the BENEFICIARY will interrupt the reimbursement to the VISITING TALENT.

4) TERM

4.1 This financial agreement becomes valid with its signature by the VISITING TALENT and the BENEFICIARY and will remain in force as long as the internship agreement, signed between the HOSTING COMPANY and the VISITING TALENT, will be in force.

4.2 If the internship agreement will be terminated before its natural term, by a decision of the HOSTING COMPANY based on a breach of the obligations arising out of the internship agreement by the VISITING TALENT, all the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.

4.3 If the internship agreement will be terminated before its natural term, by a decision of the VISITING TALENT based on a breach of the obligations arising out of the internship agreement by the HOSTING COMPANY, all the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.

4.4 If the VISITING TALENT will be in material breach of the obligations arising out from this financial agreement, the reimbursement obligations of the BENEFICIARY shall be



Template

considered as terminated. Should this be the case, the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to his internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY.

4.5 The Parties are not liable for a failure to perform any of their obligations in so far as they prove that the failure was due to an impediment beyond their control. In such a case, the reimbursement obligations of the BENEFICIARY shall be considered as suspended. Should the impediment last for more than 15 days, this financial agreement, including the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, shall be considered as terminated.

4.6 If the internship lasts for more than three months, this financial agreement shall be terminated at the end of the first three months period as per clause 1.3 above.

5) APPLICABLE LAW AND JURISDICTION

5.1 This financial agreement is governed by Belgian law.

5.2 Any dispute arising from this financial agreement shall be the exclusive competence of the Courts of Brussels (Belgium).

6) MISCELLANEA

6.1 The whereas are an integral part of this financial agreement.

Place and date _____

Place and date _____

The BENEFICIARY

The VISITING TALENT



Template

FINANCIAL AGREEMENT FOR EIT TALENTS

Between

RESEAU ENTREPRENDRE PIEMONTE, Ente del Terzo Settore, legal representative Mr. Christian Zegna, C.F. 97730200017, with seat in Via Maria Vittoria 38 by Rinascimenti Sociali, Torino, in its quality of member of the Consortium InnoNext (the “**BENEFICIARY**”)

and

Mr./Ms. _____, with ID or passport number _____, with residence in _____ (the “**VISITING TALENT**”)

Together also called the “Parties”

WHEREAS

- A)** The European Innovation Council promoted a project for companies and researchers called InnoNext, more specifically Next Generation Innovation Talents, HORIZON-EIC-2023-TALENTS-01-01, Grant Agreement n. 101160467 signed with The European Innovation Council and SMEs Executive Agency (EISMEA) and subsequent Consortium Agreement.
- B)** The objective of the InnoNext scheme is to enable researchers and aspiring innovators to better understand and gain direct experience of the complex process of taking innovation beyond invention and help them develop their entrepreneurial mind set. At the same time, this scheme aims to provide innovative start-ups with access to new ideas and insights from the cutting edge of research, thus accelerating the development of their breakthrough products and services. This project having as a goal to create internship for researchers in certain type of companies (hereinafter “**HOSTING COMPANY**”).
- C)** Between the **BENEFICIARY** and EIT Health and other EIT Knowledge and Innovation Communities (KICs) has been signed an agreement, in the implementation of the EU Next Generation Innovation Talents Scheme, dated April 11th 2025, that represents the ground of this financial agreement.
- D)** The **VISITING TALENT** is a researcher, who belongs to an entity which is part of certain research initiatives funded by the European Union, that the latter has selected to form the pool from which to draw talents for the abovementioned initiative; in particular, the **VISITING TALENT** is one of the EIT talents and aspiring innovators currently working on EIT program.



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- E)** According to the rules of the InnoNext, visiting talents working on EIT program will receive a reimbursement for their internship with the mechanism of “cascade funding” (or “financial support to third parties” FSTP) not by their employer but by another subject. The VISITING TALENT is aware of the fact that the FSTP mechanism is based on the allocation of a predetermined amount of funds, subject to exhaustion.
- F)** The BENEFICIARY is the entity which will provide for such reimbursement in its quality of financial executor InnoNext’s cascade funding.
- G)** The VISITING TALENT participated to the initiative InnoNext filing its application and he/she has been selected for an internship.
- H)** During the application process, the VISITING TALENT gave evidence of the fact that he/she meets the conditions of eligibility in order to be reimbursed for the internship through the mechanism of FSTP; in particular that the distance between the location of his normal place of work and the location of the HOSTING COMPANY is of more than 150 Km. In the case of master students and individuals who are not currently employed, the distance of 150 km is calculated based on their official residence address.
- I)** Therefore, the Parties want, with this agreement, to fix the rules and the steps of the procedure for the correct reimbursement of the internship, according to the criteria established in the Grant Agreement n. 101160467 and in the agreement mentioned in Whereas C) above.

THE PARTIES AGREE AS FOLLOWS

1) OBJECT

- 1.1 The scope of this financial agreement is to regulate the reimbursement of the VISITING TALENT for the internship he/she will do according to the agreement signed with the HOSTING COMPANY.
- 1.2 For the internship, according to the criteria established in the Grant Agreement n. 101160467 and in the agreement mentioned in Whereas C), the VISITING TALENT shall receive a monthly payment, which includes a reimbursement and a mobility allowance if the distance between the location of his normal place of work and the location of the HOSTING COMPANY is of more than 150 Km, for the entire duration of the internship. In the case of master students and individuals who are not currently employed, the distance of 150 km is calculated based on their official residence address.
- 1.3 If the internship lasts longer than six months, there will not be additional reimbursement through this action; therefore, the reimbursement will be the competence of the HOSTING COMPANY or the research program to which the VISITING TALENT belongs, but all other



template

obligations arising out from the internship agreement remain in force until the end of the internship.

- 1.4 The VISITING TALENT will receive a flat monthly reimbursement of 2.000,00 Euros and a total amount of Euros 750,00 as a mobility allowance for the entire duration of the internship (for a three - to six-month internship). The sums that the VISITING TALENT will receive are gross; therefore, it is up to the VISITING TALENT to pay the relevant taxes, if any, according to the legislation of the country to which he/she belongs.

2) OBLIGATION OF THE VISITING TALENT

- 2.1 Monthly, within the 1st week of each month of the internship starting from the second one, the VISITING TALENT shall send to the BENEFICIARY a time sheet (a template will be provided by the BENEFICIARY to the VISITING TALENT at the beginning of the internship) signed by the HOSTING COMPANY, about the progress of the internship. Should the time sheet not be sent by the VISITING TALENT within the term mentioned above, the BENEFICIARY will be entitled to interrupt the relevant reimbursement due as per clause 3 below. In the meantime, all the obligations of the VISITING TALENT arising out from the internship agreement remain in force and the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to the internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY. At the end of the internship, the VISITING TALENT shall send to the BENEFICIARY, together with the last time sheet, a report aimed at evaluating the effectiveness of the internship, a template of which will be provided by the BENEFICIARY to the VISITING TALENT during the internship. The final report shall be required also if the internship lasts longer than three months.
- 2.2 During the internship the VISITING TALENT shall also answer the surveys sent to him/her by the BENEFICIARY and, at the end of the Internship, he/she shall complete and send a self-assessment, a template of which will be provided by the BENEFICIARY, to the latter.



Template

2.3 The VISITING TALENT shall give to the BENEFICIARY all the information necessary to provide the reimbursement, such as bank data, filling in the following table:

TALENT'S BANK DETAILS:
Full name of the account holder:
IBAN:
BIC/SWIFT code:
Name of the bank:

2.4 The VISITING TALENT shall comply with the obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (recordkeeping) of the Horizon Europe Model Grant Agreement, which he/she confirms to know.

2.5 The VISITING TALENT declares to be aware of and to comply, for the entire duration of the internship, and thereafter, with the InnoNext Best Practices Guidelines (<https://www.innonext-project.eu/en/resources>), also related to “how to manage the possible conflicts arising out with the VISITING TALENT during the internship”.

3) OBLIGATION OF THE BENEFICIARY

3.1 Monthly, within the 15 of each month, the BENEFICIARY shall reimburse the amount due to the VISITING TALENT, upon receipt of the time sheet relating to the activities carried out during the previous month as per clause 2.1 above.

3.2 If the VISITING TALENT fails to send the monthly time sheet in time, before interrupting the reimbursement, the BENEFICIARY shall ask for it also to the HOSTING COMPANY, according to the clause 2.2 of the letter of commitment signed by the latter, warning the HOSTING COMPANY that, in the absence of the report, the BENEFICIARY will interrupt the reimbursement to the VISITING TALENT.

4) TERM

4.1 This financial agreement becomes valid with its signature by the VISITING TALENT and the BENEFICIARY and will remain in force as long as the internship agreement, signed between the HOSTING COMPANY and the VISITING TALENT, will be in force.



Template

- 4.2 If the internship agreement will be terminated before its natural term, by a decision of the HOSTING COMPANY based on a breach of the obligations arising out of the internship agreement by the VISITING TALENT, all the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.
- 4.3 If the internship agreement will be terminated before its natural term, by a decision of the VISITING TALENT based on a breach of the obligations arising out of the internship agreement by the HOSTING COMPANY, all the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, based on this financial agreement, shall be considered as terminated.
- 4.4 If the VISITING TALENT will be in material breach of the obligations arising out from this financial agreement, the reimbursement obligations of the BENEFICIARY shall be considered as terminated. Should this be the case, the VISITING TALENT shall not have any right to ask for any disbursement, at any title, to the HOSTING COMPANY in relation to his internship, except the case in which the VISITING TALENT is asked by the HOSTING COMPANY to make any payment in advance for expenses for travels on behalf of the HOSTING COMPANY, payment which shall be thereafter refunded by the HOSTING COMPANY.
- 4.5 The Parties are not liable for a failure to perform any of their obligations in so far as they prove that the failure was due to an impediment beyond their control. In such a case, the reimbursement obligations of the BENEFICIARY shall be considered as suspended. Should the impediment last for more than 15 days, this financial agreement, including the reimbursement obligations of the BENEFICIARY towards the VISITING TALENT, shall be considered as terminated.
- 4.6 If the internship lasts for more than six months, this financial agreement shall be terminated at the end of the first three months period as per clause 1.3 above.

5) APPLICABLE LAW AND JURISDICTION

- 5.1 This financial agreement is governed by Belgian law.
- 5.2 Any dispute arising from this financial agreement shall be the exclusive competence of the Courts of Brussels (Belgium).



Template

6) MISCELLANEA

6.1 The whereas are an integral part of this financial agreement.

Place and date _____

Place and date _____

The BENEFICIARY

The VISITING TALENT



13.5. Annex 5 - Declaration of Receipt of FSTP

Draft

Declaration for the Receipt of Financial Support to Third Parties

Subject: Declaration for the receipt of Financial Support to Third Parties (FSTP) under the Horizon EU program for InnoNext – The Next Generation Innovation Talent's Initiative project, Grant Agreement No. 101160467.

I, the undersigned, [Full Name] _____,
born in [Place of birth] _____ on [Date of birth] _____,
residing at [Full address] _____,
Tax Code: [_____],

DECLARE:

that I have received a grant of € [Amount] _____ from Réseau Entreprendre Piemonte, whose registered office is at Via Maria Vittoria 38, 10123 Torino, Tax Code 97730200017, VAT No. 13220250016; as:
Financial Support to Third Parties (FSTP) under the Horizon EU program for the InnoNext – The Next Generation Innovation Talent's Initiative project, Grant Agreement No. 101160467.

The received grant:

- may be subject to taxation;
- will be reported by the undersigned in accordance with the applicable tax regulations.

The undersigned undertakes to consult his/her tax advisor to ensure the proper fiscal treatment of the received grant.

Place and date: [_____]

Signature: _____



Draft

Declaration for the Receipt of Financial Support to Third Parties

Subject: Declaration for the receipt of Financial Support to Third Parties (FSTP) under the Horizon EU program for InnoNext – The Next Generation Innovation Talent's Initiative project. Agreement dated April 11th 2025 between Réseau Entreprendre Piemonte (BENEFICIARY) and EIT Health and other EIT Knowledge and Innovation Communities (KICs) as the implementation of the EU Next Generation Innovation Talents Scheme.

I, the undersigned, [Full Name] _____,
born in [Place of birth] _____ on [Date of birth] _____,
residing at [Full address] _____,
Tax Code: [_____],

DECLARE:

that I have received a grant of € [Amount] _____ from Réseau Entreprendre Piemonte, whose registered office is at Via Maria Vittoria 38, 10123 Torino, Tax Code 97730200017, VAT No. 13220250016; as:

Financial Support to Third Parties (FSTP) under the Horizon EU program for the InnoNext – The Next Generation Innovation Talent's Initiative project. Agreement dated April 11th 2025 between Réseau Entreprendre Piemonte (BENEFICIARY) and EIT Health and other EIT Knowledge and Innovation Communities (KICs) as the implementation of the EU Next Generation Innovation Talents Scheme.

The received grant:

- may be subject to taxation;
- will be reported by the undersigned in accordance with the applicable tax regulations.

The undersigned undertakes to consult his/her tax advisor to ensure the proper fiscal treatment of the received grant.

Place and date: [_____]

Signature: _____



13.6. **Annex 6 – InnoNext Best Practices Guidelines**

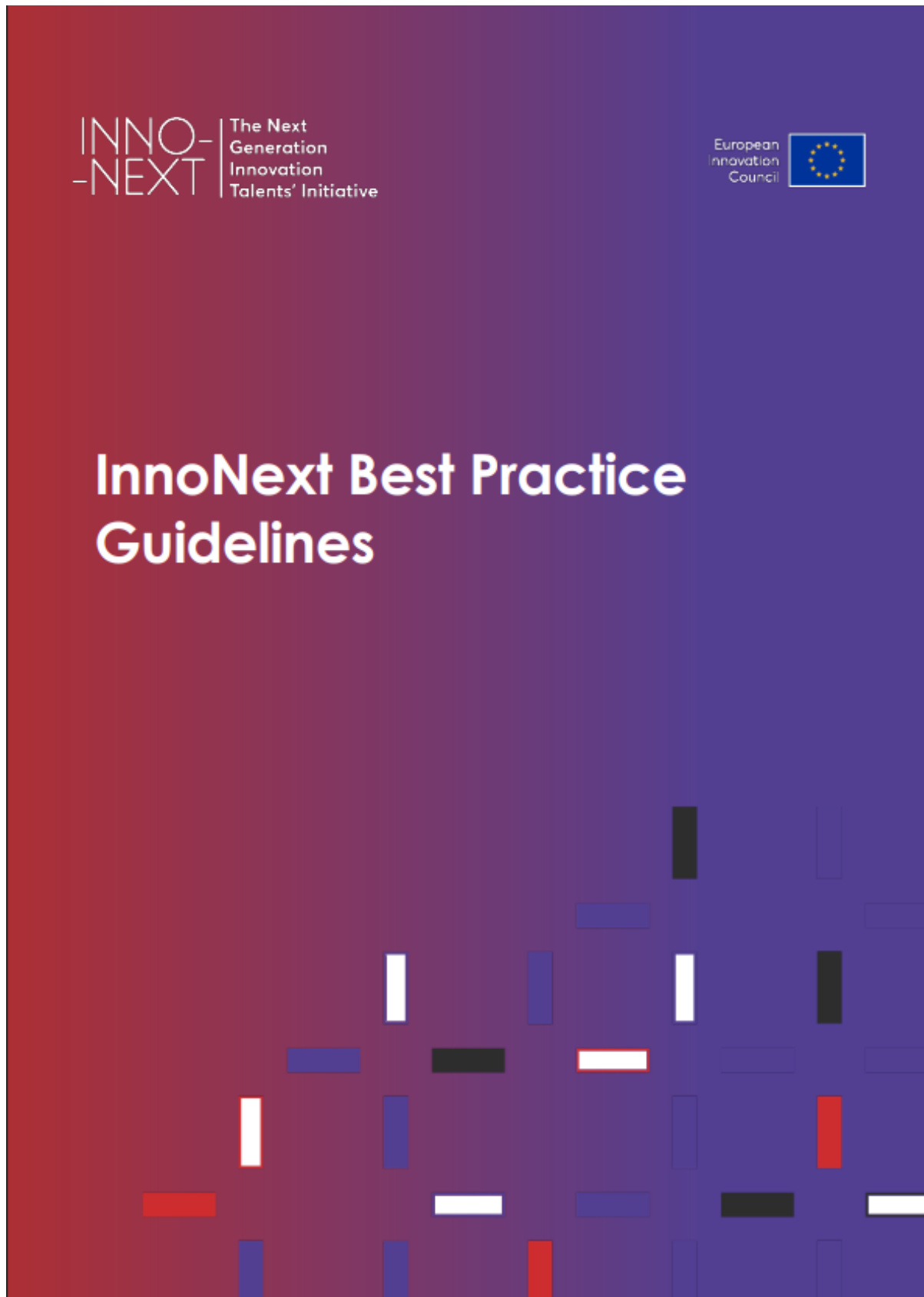




Table of Content

1. Objectives.....	2
1.1 The objectives of InnoNext.....	2
1.2 Objectives of the Guidelines.....	3
2. The Parties	4
2.1 InnoNext Consortium.....	4
2.2. Visiting Talent.....	4
2.3 Hosting Company.....	5
3. Commitments of the Parties	5
3.1 InnoNext Consortium commitments.....	5
3.2 Hosting Company Commitments.....	7
3.3 Visiting Talent Engagements	8
4. Causes of suspension and/or termination of the internship	10
5. Conflicts and crisis management.....	10

1. Objectives

1.1 The objectives of InnoNext

InnoNext is a flagship initiative of the European Innovation Council (EIC), designed to foster collaboration between Europe’s top academic talents and innovative start-ups and SMEs. By leveraging fully funded internships, we bridge the gap between research and enterprise, driving impactful innovation and strengthening the European innovation ecosystem.

We go beyond traditional internship programs by applying a human-centered approach and focusing on tailored matches that align with the specific needs of companies and talents, providing a platform that connects deep-tech talents and aspiring innovators with entrepreneurs, start-ups, and SMEs collaborating through Innovation Internships.

We support innovators like you with two main streams of action:

- Deep Tech Talents - Research-Focused Internships: Talents collaborate on cutting-edge projects, addressing technological challenges and advancing research applications in the European entrepreneurial ecosystem.

2

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- **Aspiring Innovators - Entrepreneurship-focused Internships:** Innovators gain hands-on business experience and entrepreneurial skills while contributing to real-world solutions.

Internships last between 3 and 6 months and are fully funded by the respective EU Programmes or InnoNext, ensuring no financial burden for hosting companies.

The Objectives

- **Increase competitiveness:** Provide innovative start-ups and SMEs with access to cutting-edge research ideas and insights, thus accelerating the development of innovative products and services.
- **Encourage entrepreneurship:** Develop an entrepreneurial mindset by enabling researchers and aspiring innovators to gain practical experience and understanding of the processes needed to take research ideas to the next level.
- **Facilitate knowledge transfer:** Mobilize individuals with specific skills, knowledge and abilities developed in EU excellence Programmes within innovative startups and SMEs.
- **Promote equal opportunities:** Improved and equal access to research talent: Innovative startups and SMEs supported by EU-funded Programmes will have better access to research talent, which could lead to more innovative products and services.

InnoNext reinterprets the internship as a transformative partnership that unites high-level talents with visionary deep-tech start-ups and companies to redefine the future of science, technology, and progress. entrepreneurs, start-ups and SMEs collaborating through Innovation Internships.

InnoNext internships are designed to bring innovation beyond invention and grow the entrepreneurial mind-set.

1.2 Objectives of the Guidelines

The InnoNext Guidelines have been developed in order to make the innovation internship experience an enriching and positive experience for both VISITING TALENTS and HOSTING COMPANIES.

The Guidelines are, therefore, to be considered an integral and substantial part of the internship agreements and related financial agreements.

In the document, the roles of the main actors are made explicit and regulated, in addition to what is already provided for in the agreement templates:

- Causes for suspension and interruption of internship;
- Conflict and crisis management.





These Guidelines are drafted in compliance with the quality criteria provided by the European programmes participating in the initiative, in order to guarantee high quality standards of the experience.

2. The Parties

2.1 InnoNext Consortium

The InnoNext Consortium, composed of Links Foundation, Réseau Entreprendre Piemonte and Zucchetti, acts as the facilitator of the initiative.

It intervenes, at all stages of the process, to support both Visiting Talent and Hosting Companies in the following actions: application, uploading documents for eligibility, creating vacancies, providing the agreements' templates needed to activate the internships, manages payments for FSTP beneficiaries.

The InnoNext Consortium also intervenes, as well, in all cases of dispute and crisis management as regulated in the following paragraphs.

The Consortium will, also, take care of the additional activities related to the innovation internship:

- organizing workshops aimed at Visiting Talent and Hosting Companies as part of InnoNext Workshops, a hub of insights and experience sharing aimed at the InnoNext community;
- monitoring and measuring the effectiveness of the initiative through the administration of questionnaires, surveys, assessment, etc.

2.2. Visiting Talent

InnoNext is open for:

Talents:

- EIC Pathfinder PhD candidates
- EIC Pathfinder Postdoctoral researchers
- EIC Transition researchers
- Students or graduates from EIT Label Master's or Doctoral programmes
- EIT Alumni members
- Researchers from other postdoctoral training programmes funded by the EIT Community
- Other KICs education programmes
- PhD and/or postdoctoral researchers participating in projects funded by the European Research Council (ERC)





- Fellows participating in Marie Skłodowska-Curie Actions (MSCA) Postdoctoral Fellowships
- Fellows participating Marie Skłodowska-Curie Actions (MSCA) Doctoral Networks
- Fellows participating Marie Skłodowska-Curie Actions (MSCA) COFUND
- PHD and/or postdoctoral researcher participating as a consortium member in a project funded by the Research Infrastructures part of Horizon Europe

2.3 Hosting Company

InnoNext is open for:

Hosting Companies:

- Start-ups and SMEs supported by the EIC Accelerator (including H2020 SME instrument)
- EIC awarded Seal of Excellence companies
- SMEs/start-ups supported by EIC Transition
- SMEs/start-ups supported by EIC Pathfinder
- Startups and SMEs supported by the EIT Community and its business creation services
- Businesses founded with support from Knowledge and Innovation Communities (KICs)
- Companies that have partnered with KICs for innovation activities
- Startups or scale-ups with at least one co-founder who is an EIT Alumni member

3. Commitments of the Parties

3.1 InnoNext Consortium commitments

In the framework of the Initiative, the InnoNext Consortium undertakes to implement the following activities:

1) Support activities for VISITING TALENTS and HOSTING COMPANY throughout the process, from the registration phase to the finalization phase of the matchmaking, in particular:

- a. support in the compilation of the Letter of Commitment for the HOSTING COMPANY;
- b. support in the compilation of the Declaration of Honor for the VISITING TALENT;
- c. support in the realization and compilation of the vacancy by the HOSTING COMPANY to be published on the dedicated page of the portal, with suggestions on how to orient the proposal;

5

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- d. support in the choice of vacancy to be proposed so that they respond to the questions of specific candidates, from the point of view of the subject of the internship, also through the use of Artificial Intelligence;
- e. reminder for the upload of the required documentation to the parties, in order to facilitate the closure of the process within the established deadlines, aimed at the signing of an internship agreement;
- f. collection of feedback from the VISITING TALENT and the HOSTING COMPANY regarding the matchmaking process and then regarding the progress of the internship;
- g. support in the matchmaking activity and, if necessary, in the organization of meetings between the HOSTING COMPANY and the VISITING TALENT to verify the actual interest and usefulness of the internship;
- h. supervision in the process of signature of all the agreement documentation by the two parties;
- i. support in the process of restarting the search path in case the VISITING TALENT is not selected by the HOSTING COMPANY for which he/she had applied;
- j. support during the internship period as facilitators of the moments of dialogue and exchange between HOSTING COMPANY and VISITING TALENT, when requested by one or both parties;
- k. support in case of conflict between HOSTING COMPANY and VISITING TALENT, in order to find an amicable settlement of the same and allow the continuation of the Internship until its expiration with an effective benefit for both parties;
- l. collection, through surveys, of the feedbacks of HOSTING COMPANY and VISITING TALENT during and at the end of the internship.

In order to be able to carry out the activities referred to in the present point 1), the InnoNext Consortium will provide dedicated staff, who can be contacted directly at the following addresses:

companies@innonext-project.eu

talents@innonext-project.eu

2) The InnoNext Consortium, in addition to the activity of facilitator in the matchmaking process between VISITING TALENT and HOSTING COMPANY, will provide in-depth workshops divided by themes, in order to provide also a mentoring support to all participants in the Initiative (Workshop InnoNext).





3.2 Hosting Company Commitments

In the registration phase on the portal of the initiative, in order to allow a smooth and correct matchmaking procedure aimed at the realization of value-added internships, the HOSTING COMPANY undertakes:

- (i) to sign the Letter of Commitment and to send it duly filled in and signed in compliance with the indicated deadlines;
- (ii) to draft and upload a vacancy, in compliance with the guidelines, available at the following link <https://innonext-project.eu/en/resources> and with the indicated deadlines.

In the framework of the initiative, the HOSTING COMPANY undertakes, in particular, to carry out the following activities in order to provide the best possible experience to VISITING TALENT:

- 1) within its structure, it identifies a person (tutor), with adequate preparation at least on the English language, to act as a contact person for both the VISITING TALENT and the InnoNext Consortium throughout the Internship, providing assistance even if conflicts should arise between the parties;
- 2) in order to allow the best possible offer to the VISITING TALENT, for the finalization of the registration to the portal, it will draw up a detailed vacancy, in accordance with the guidelines made available in the following link: <https://innonext-project.eu/en/resources> ;
- 3) during the implementation of the Innovation Internship program, ensures that the experience of the VISITING TALENT is of high quality and innovative, and that it actually enables the practical application of the scientific background of which the Visiting Talent is bearer;
- 4) in the preliminary phase with respect to the internship, fills in accurately and sends in a timely manner the required documentation (Letter of commitment);
- 5) during the signing of the internship agreement, together with the VISITING TALENT, defines the performance objectives, so that they are clear and shared and reflect the specialized scientific training of the VISITING TALENT;
- 6) before the actual start of the internship, defines, together with the VISITING TALENT, in accordance with the program already published on the portal, the operational steps that will allow the achievement of the objectives set during the signing of the internship agreement;
- 7) during the internship, draws up a progress report, documenting the collaboration process carried out and which can also be used as feedback to be provided to the InnoNext Consortium in case of request;

7

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- 8) during the Internship, introduces the VISITING TALENT into the company's business activity, by including him/her in the work team and providing him/her with the equipment he/she needs;
- 9) during the Internship, monitors the activities carried out by the VISITING TALENT and periodically review them in order to identify possible complexities to be solved together;
- 10) during the Internship, takes part in the training initiatives promoted within the InnoNext Workshop, involving both HOSTING COMPANY and VISITING TALENT;
- 11) at the end of the Internship, taking into account the documentation concerning the progresses made during the relationship, draws up a final report reflecting the path carried out and the objectives achieved.

In order to enable the VISITING TALENT to have a proper work experience, respectful of the European standards for the protection of workers, the HOSTING COMPANY:

- A) will comply with what is indicated at European level on the treatment of workers in full respect of current legislation and good practice on the subject, as indicated in the agreement documentation signed;
- B) will take all necessary and appropriate safety measures in order to protect the health and safety of the VISITING TALENT, taking responsibility for carrying out due assessments of the risks, even if only potential, to which the VISITING TALENT could be exposed during his/her stay with the HOSTING COMPANY;
- C) shall endeavor to provide all the necessary specific training to the VISITING TALENT, in relation to the specific risks related to the operational activities to be carried out during the Internship, in particular where this requires access to restricted areas in the company.

3.3 Visiting Talent Engagements

In the registration phase on the Initiative portal, in order to allow a smooth and correct matchmaking procedure aimed at the realization of effective Internships, the VISITING TALENT undertakes:

- (i) to complete, sign and send the required pre-agreement documentation (Declaration of Honor or EIT Certificate or Engagement Letter for verification of eligibility requirements) within the terms indicated, taking advantage if deemed useful of the support of the dedicated InnoNext Team, available at the following e-mail address talents@innonext-project.eu;





(ii) to read carefully the individual vacancy posted, in order to verify that the subject matter of the one or those selected to send one's application actually reflects one's scientific background;

In the matchmaking phase, in order to enable the finalization and start of the Internship, as well as then during the Internship in order to facilitate the collaboration, the VISITING TALENT undertakes:

- 1) at the agreement signing stage, to a joint definition with the HOSTING COMPANY of the performance objectives to be achieved during the Internship in order to include them in the training plan signed by both parties;
- 2) during the Internship, to follow the jointly drafted program in order to achieve the previously agreed objectives, through the performance of the agreed activities;
- 3) during the Internship, to closely follow the activities carried out by the HOSTING COMPANY, in a proactive manner aimed at understanding the dynamics of practical application of the scientific research carried out by him/her;
- 4) during the Internship, to maintain a professional and competent attitude, reflecting the level of complexity required by the activities he/she will have to perform, as well as to comply in addition to current regulations, with all company regulations related to the protection of workers' health, particularly where the Internship requires access to sensitive areas or the performance of high-risk activities;
- 5) during the Internship, to maintain a constant relationship with the tutor that the HOSTING COMPANY will entrust to him/her, through the establishment of at least one monthly alignment meeting (possibly with the involvement of an InnoNext Consortium representative where requested by the VISITING TALENT or the HOSTING COMPANY), also in order to facilitate the drafting of the documentation to the progresses of the internship (such as the timesheet and the final report) and if necessary in order to make revisions or additions to the agreed collaboration plan;
- 6) during the Internship, to complete and send to the InnoNext Consortium, in addition to timesheets where required, surveys or other questionnaires that will be sent to him/her, necessary to allow monitoring of the quality of the Initiative;
- 7) during the Internship, compatibly with the activities to be carried out and in agreement with his or her company tutor, to participate in the training initiatives promoted within the InnoNext Workshop, involving VISITING TALENT and HOSTING COMPANY;
- 8) at the end of the Internship, send to InnoNext, in addition to the final report reflecting the achievement of the goals set in the program initially signed between





the parties, also the self-assessment in compliance with the template sent by InnoNext.

4. Causes of suspension and/or termination of the internship

In addition to the causes of default stated in the internship agreement and the financial agreement, which could result in the early termination of the internship, and in addition to the causes provided for by applicable law, the internship may be suspended or prematurely terminated where the following circumstances exist:

- work commitment of the VISITING TALENT imposed by the home research organization, already on the schedule prior to the start of the internship and made known to the HOSTING COMPANY prior to the start of the internship, which results in the absence of the VISITING TALENT from the HOSTING COMPANY for a period of up to 5 days during the course of the internship. In such a case, the internship will be suspended and the days of absence will be recovered.

5. Conflicts and crisis management

If, during the internship, any disputes arise from the VISITING TALENT towards the HOSTING COMPANY or vice versa, the parties should first attempt to reach an amicable resolution of the matter, in order to avoid the emergence of a conflict.

If it is the VISITING TALENT, who has claims, he/she should first contact his/her company tutor; if this is not sufficient, he/she may send an e-mail to the InnoNext Consortium contact, that will be provided to him/her at the beginning of the internship, stating the issue.

InnoNext, at this point, will contact the HOSTING COMPANY tutor and schedule a meeting (which can also be held remotely), to be held within 15 days of receiving the communication, inviting both the VISITING TALENT and the HOSTING COMPANY to participate.

During this first phase of dialogue, there will be no suspension of the parties' obligations, including payment obligations (for VISITING TALENTs that have accessed third-party funding).

If at the first meeting or any subsequent meeting an agreement is reached, which in any way results in a modification of the covenants contained in the internship agreement, a document, signed by VISITING TALENT and HOSTING COMPANY, under the supervision of





the InnoNext Consortium, shall be drawn up and shall be an integral part of the agreement documentation for that specific relationship.

If a solution cannot be reached after the first meeting, an additional meeting may be scheduled, at the discretion of the InnoNext Consortium, at the outcome of which, in the absence of agreement between the parties, each may decide, if necessary, to terminate the internship, or to take legal action to protect its interests, in accordance with the terms of the internship agreement.





13.7. Annex 7 – Guide to Creating a Vacancy for an InnoNext Internship



Guide to Creating a Vacancy for an InnoNext Internship

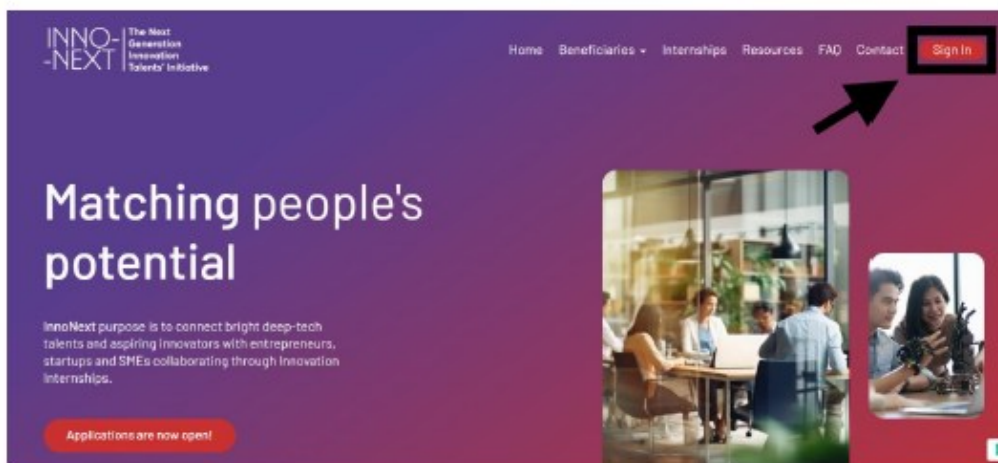
This document is designed to assist companies in creating an innovation internship vacancy for InnoNext.

The introduction provides a guide on how to access the InnoNext recruiting platform.

As the main focus, the document includes a detailed guide on structuring the content for the vacancy fields.

Introduction: Accessing the InnoNext recruiting Platform

- a. On the InnoNext website (<https://innonext-project.eu/>) click on the **Sign In** button



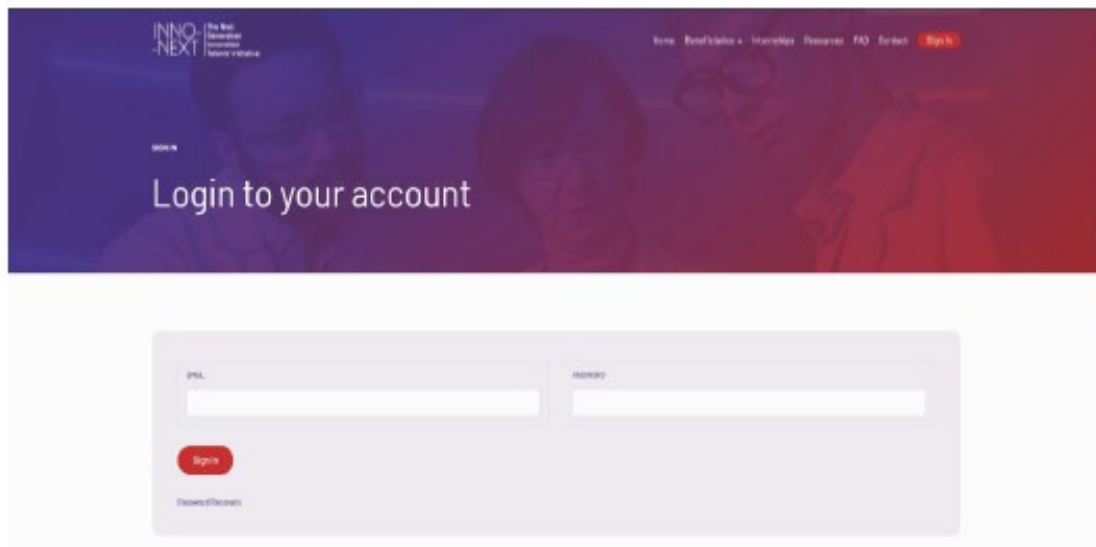
info@innonext-project.eu

www.innonext-project.eu

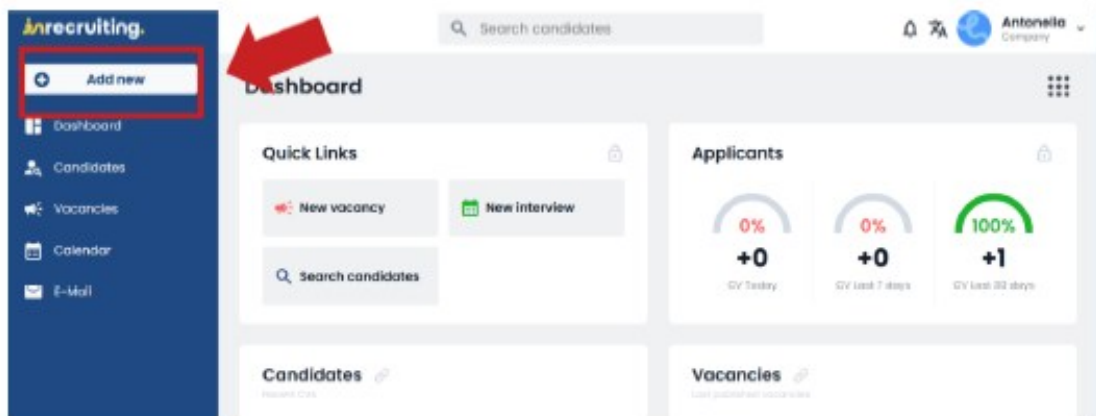




b. Insert email and password, you will be redirected to the platform



c. In the platform click on Add New.



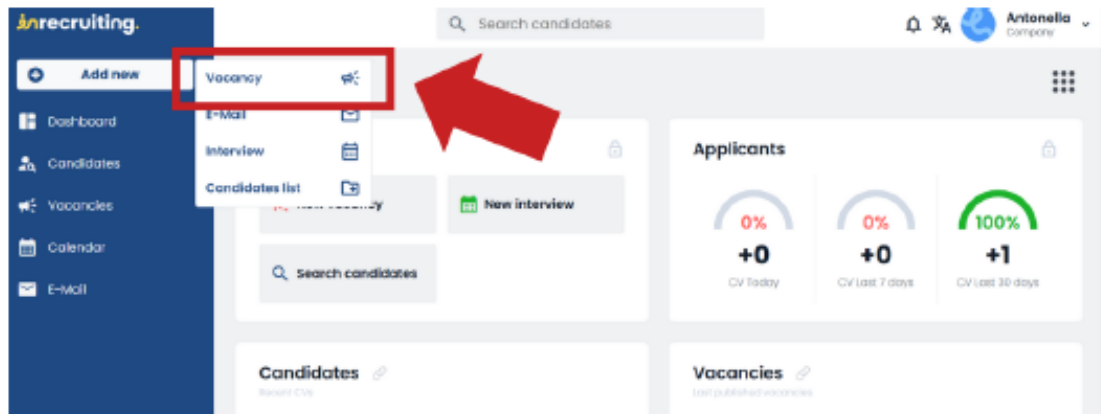
info@innonext-project.eu

www.innonext-project.eu





d. Select Vacancy.



1. Company Information and Title

≡ Description

Company * x v

Vacancy Owner ⓘ v

Title *

- **Company:** Complete name of your company
- **Title:**
 - Must be concise, specific, and aligned with the core activity of the project supported by the EU program for which the company is eligible.
 - Avoid generic terms and refrain from using "internship," "vacancy," "job position," etc., in the title.
 - Do not include "Deep Tech Talents" or "Aspiring Innovators" in the title.

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2. Company Description

In case your company received support from your affiliated EU program for a specific project, please describe the project and refer the vacancy to it.

Company Description*

Default | Default | B I U | A | Default | | | | | 0

Content structure:

- Start describing the innovation project to which the internship will refer. Specify the thematic area of the ongoing innovation project (e.g., biotechnology, sustainable energy, artificial intelligence). The internship must be directly related to this thematic area.
- Describe the company: include a summary of the company's history, activities, team, and work environment. Highlight the company's Mission and Vision.
- Link the website of your company.

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3. Position

Position *

Default Default B I U A Default [link icon] [list icon] [list icon] 0

Content structure:

- **Position Overview**
 - Provide a detailed description of the goals of the internship.
 - Highlight tasks and responsibilities directly related to the innovation project being supported.
 - Explain why the candidate's expertise is crucial for the role.
 - Emphasize the connection between the internship and the project's objectives.
- **Key Outcomes**
 - Clearly outline the value that the candidate will gain from the internship experience.
 - List the competencies and output that the internship will aim to develop. Provide a detailed description of the responsibilities and activities the intern will undertake.
 - Clearly link the activities to the expected outcomes of the innovation project.
- **Type of Stream**

You can indicate the type of internship you will offer:

 - **Deep-Tech Talents (research focused internship)**
 - **Aspiring Innovators (entrepreneur focused internship)**

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4. Requirements

Requirements *

Default | Default | B I U | A | Default | | | | | 0

Content structure:

1. Required Qualifications

Include, but are not limited to:

- o Degree Level
- o Specific Technical Skills

2. Soft Skills

- o Highlight interpersonal or organizational skills required for the role.

3. Preferred Qualifications (Optional)

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5. Other Information

Other information

In this section it's possible to include additional important details, such as:

- Duration of the internship (e.g., 3 or 6 months, to be defined with the candidate, ...).
- Additional details about the internship organization
- Additional relevant information.

6. Suggestions

Promote the internship through your company's communication channels.

Good luck!

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*InnoNext is an initiative funded by the European Union
(call HORIZON-EIC-2023-TALENTS-01-01) under grant agreement n. 101160467.*

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InnoNext Consortium:

