



**INNO-
-NEXT** | The Next
Generation
Innovation
Talents' Initiative

InnoNext Guide for Hosting Companies

Version n°2



European
Innovation
Council



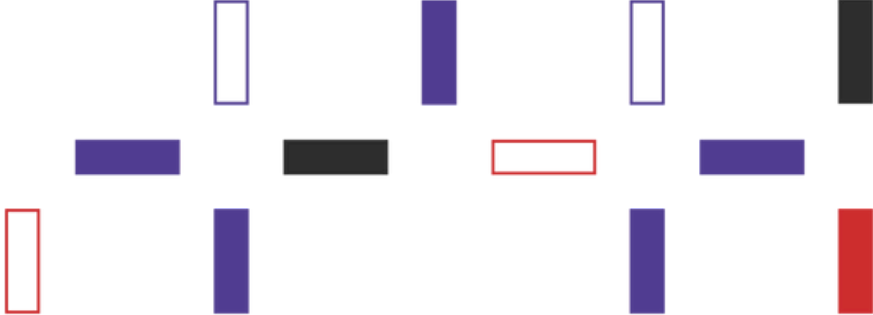
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**Can my Company
apply?**

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Eligibility Criteria



You're eligible to become a **Hosting Company in InnoNext** if you are a **startup or a SME** included in one of these categories:

EIC Companies

supported by **Accelerator**

supported by **Transition**

supported by **Pathfinder**

awarded **Seal of excellence**

MSCA Companies

EIT Companies

supported by **EIT Community**

supported by **KICs**

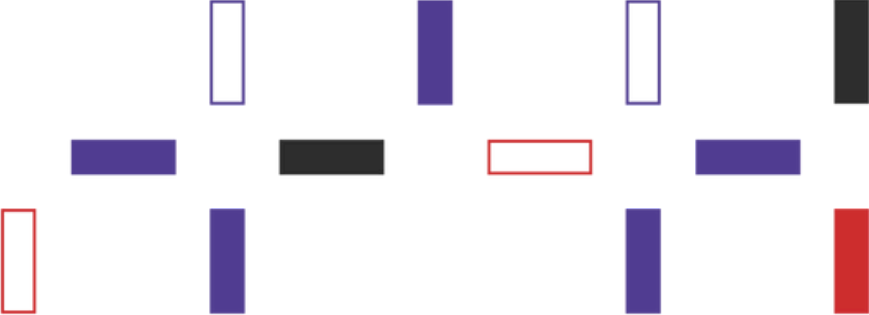
partnered with **KICs**

with at least one co-funder who is an **EIT Alumni member**

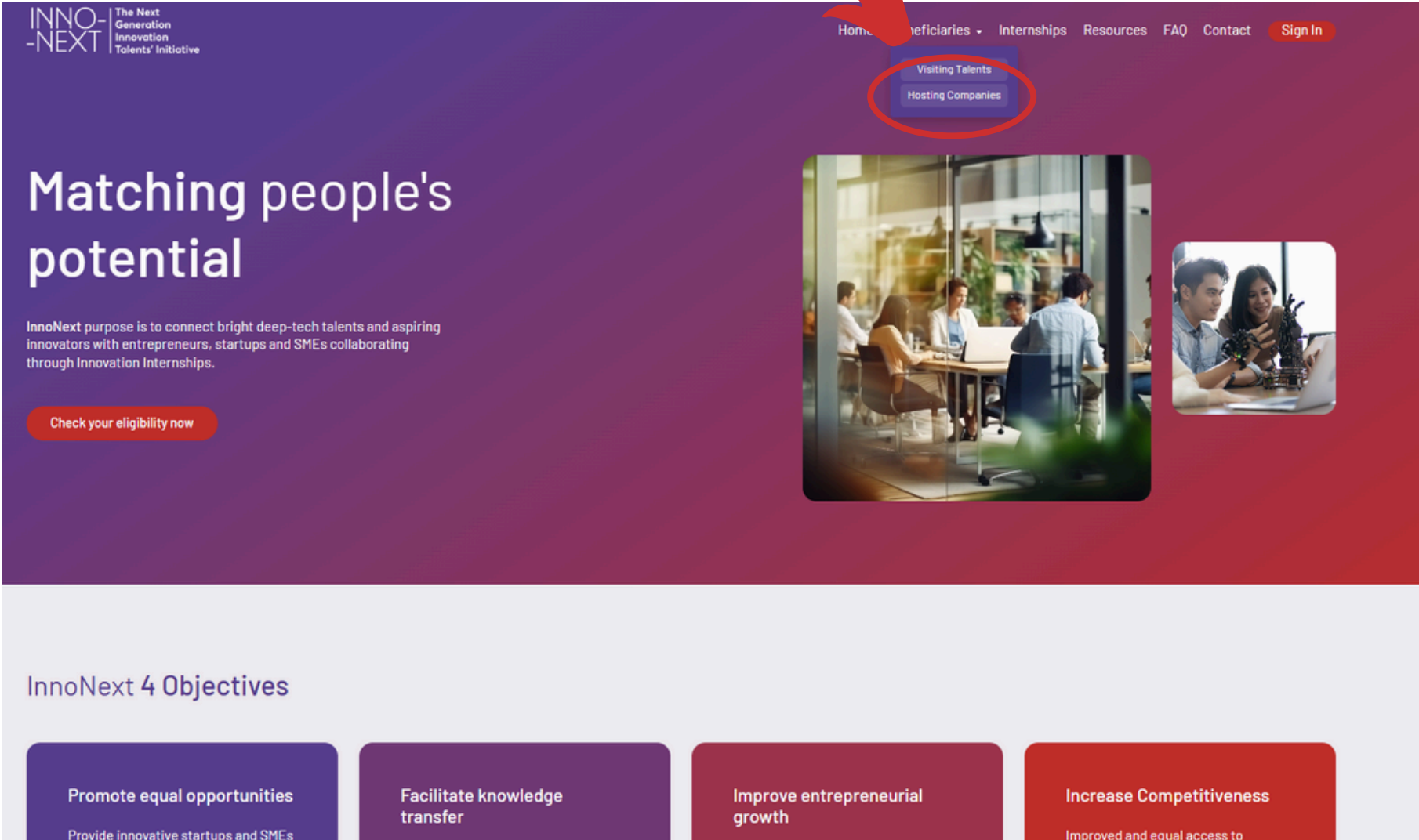
**How can we
apply?**

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Registration - website



1. Enter the **Hosting Companies** section on www.innonext-project.eu and read more about the **Open Call**.



Registration - form

2. Fill in the form on the **Hosting Company page** with some **information** about your **company** and the **representative**

The image shows a registration form with several sections. A purple arrow points to the 'Company Information' section, and a red arrow points to the 'Eligibility' section. The 'Company Information' section includes fields for Company Name, Company Representative (Name and surname), Company Size, Company Website, Country, and Gender of the CEO. The 'Eligibility' section includes fields for Affiliate Program, Project Acronym, Project ID, PIC Number, KIC, KIC Programme, Name of the Supporting Programme, and Registration Number. The 'Contacts' section includes fields for First Name, Surname, E-Mail, and Telephone Number. At the bottom, there is a privacy policy section and a 'Send' button.

Details requested if you are an **EIT Company**:

- The **Registration Number** is the official organisational identifier, analogous to the **VAT number**.
- The **Name of the supporting programme** is the initiative, or collaboration through which your company has received support, funding, or established a partnership, it need to be specified if it is not listed in the options.

! Are you an **affiliated** with **InnoEnergy, Climate KIC** or others **Knowledge and Innovation Communities**?
Please note that those **programme were initiated by EIT**, so you will need to **select “EIT”** in the affiliate programme field.

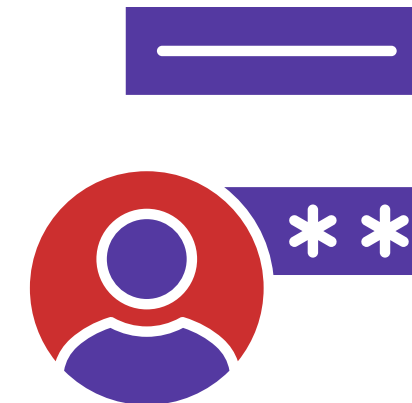
Registration - eligibility documents



3. After the registration you will receive an email requesting you to **sign and send back to** companies@innonext-project.eu:
- **Letter of Commitment** (read the [dedicated section](#) to know more about it)
 - **Certificate or engagement letter** - if affiliated with EIT (read the [dedicated section](#) to know more about it)



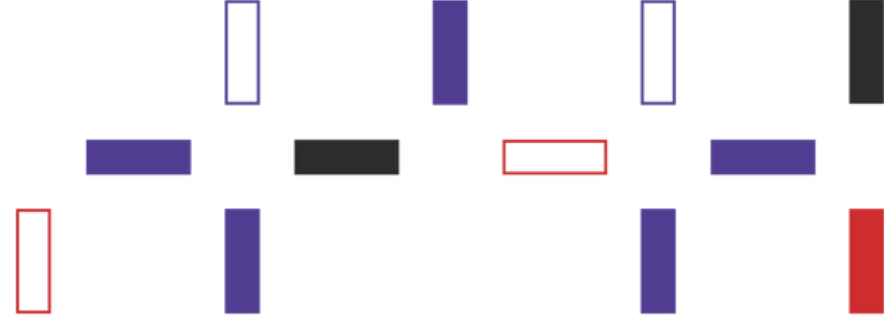
4. After the validation of the documents you will **receive the instructions to access the matchmaking platform.**



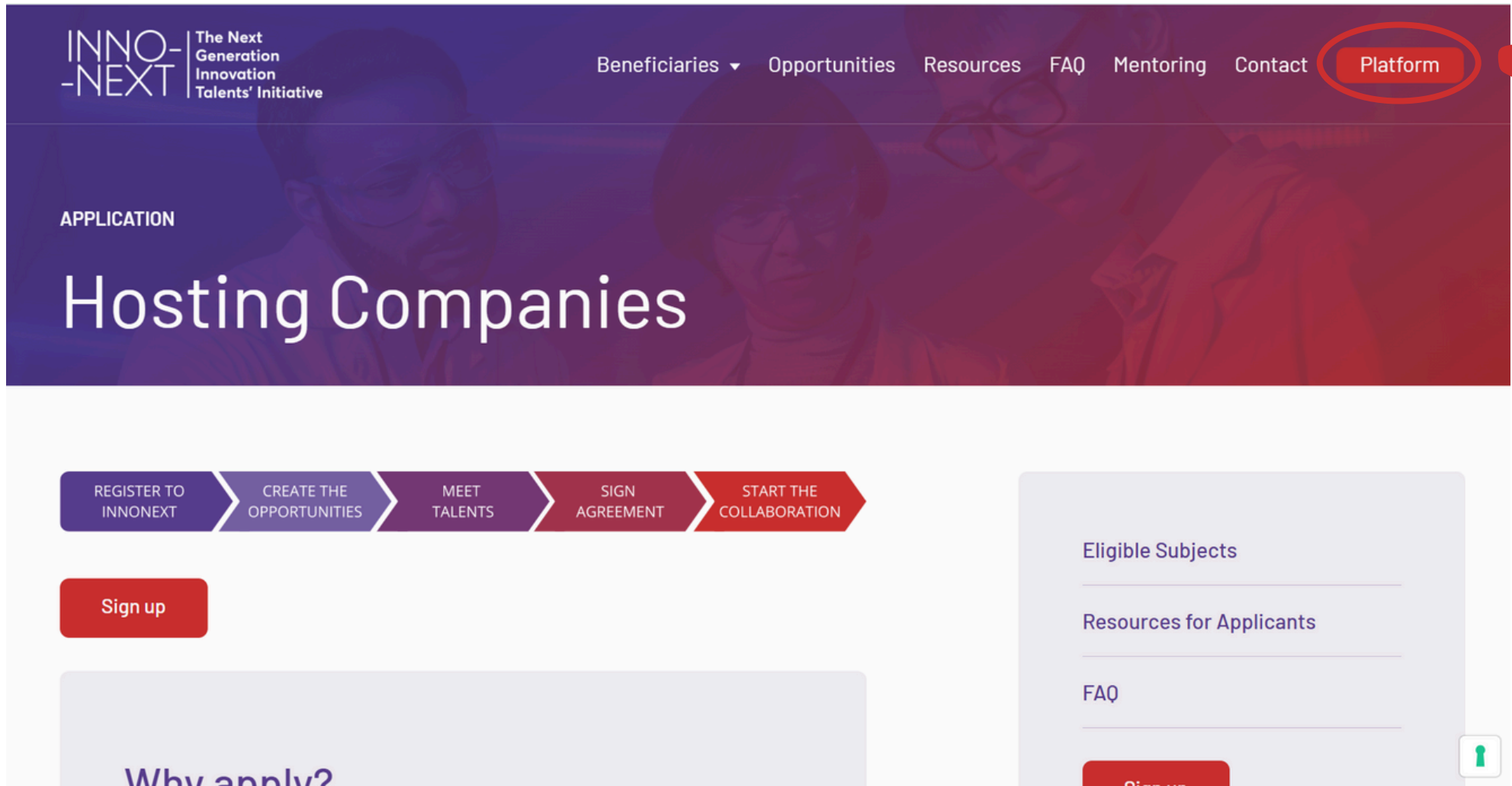
**How can we
publish an
Innovation
Internship
opportunity?**

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Publish an opportunity - matchmaking platform



After filling the registration form you will **receive the instructions to access the matchmaking platform** for the first time and to set up your credentials



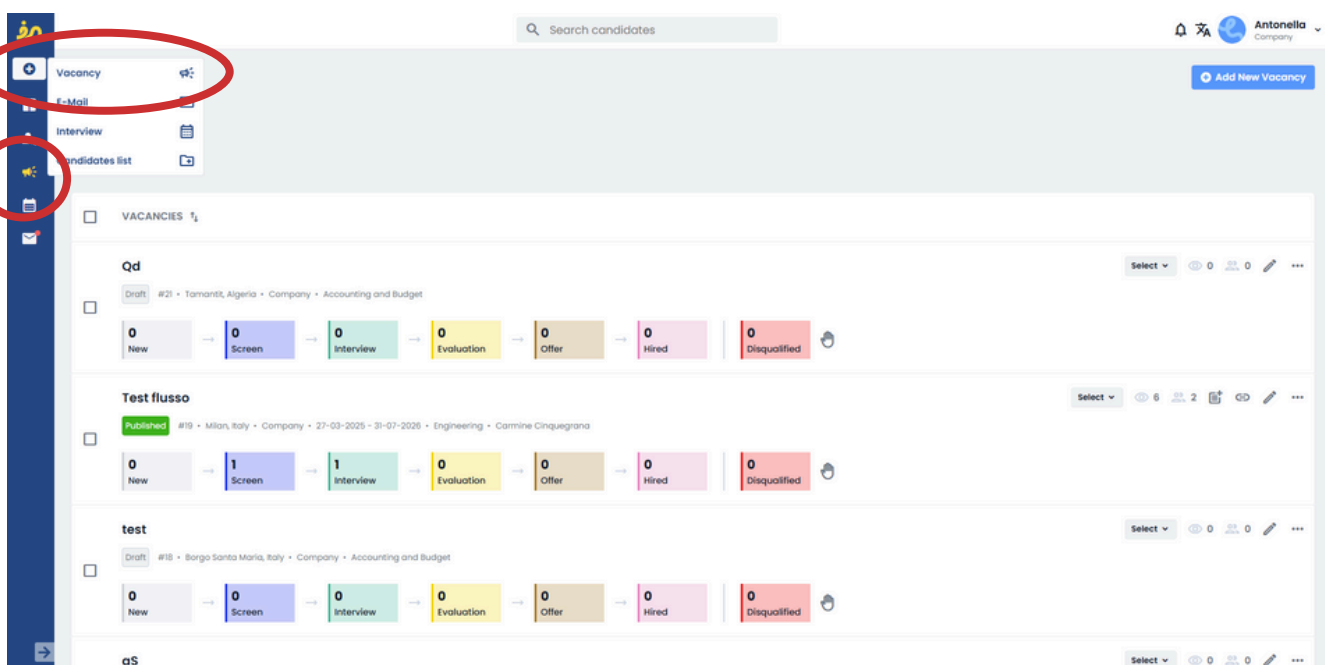
The matchmaking platform is a separate system from the InnoNext website, you can access it via [this link](#) or by clicking on the **“platform” button** on the InnoNext website.

Publish an opportunity - vacancy section

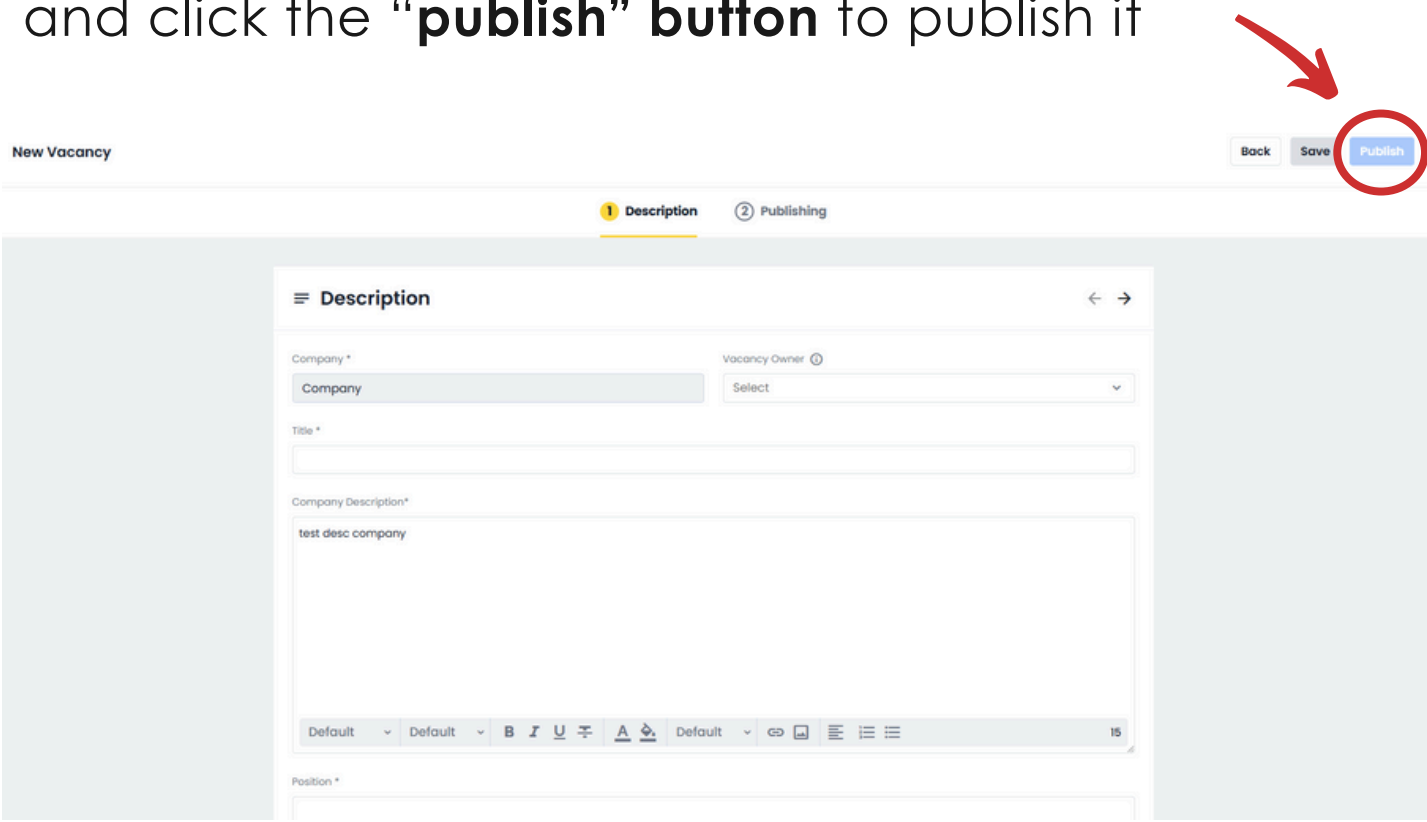
1. Access the **vacancy section** to **manage your innovation internships opportunities** or **add a new one**

Use the **Add button**

or access the **vacancy section**



2. **Fill the Vacancy form** to create your opportunity and click the **“publish” button** to publish it



! You can create **as many vacancies as you wish**

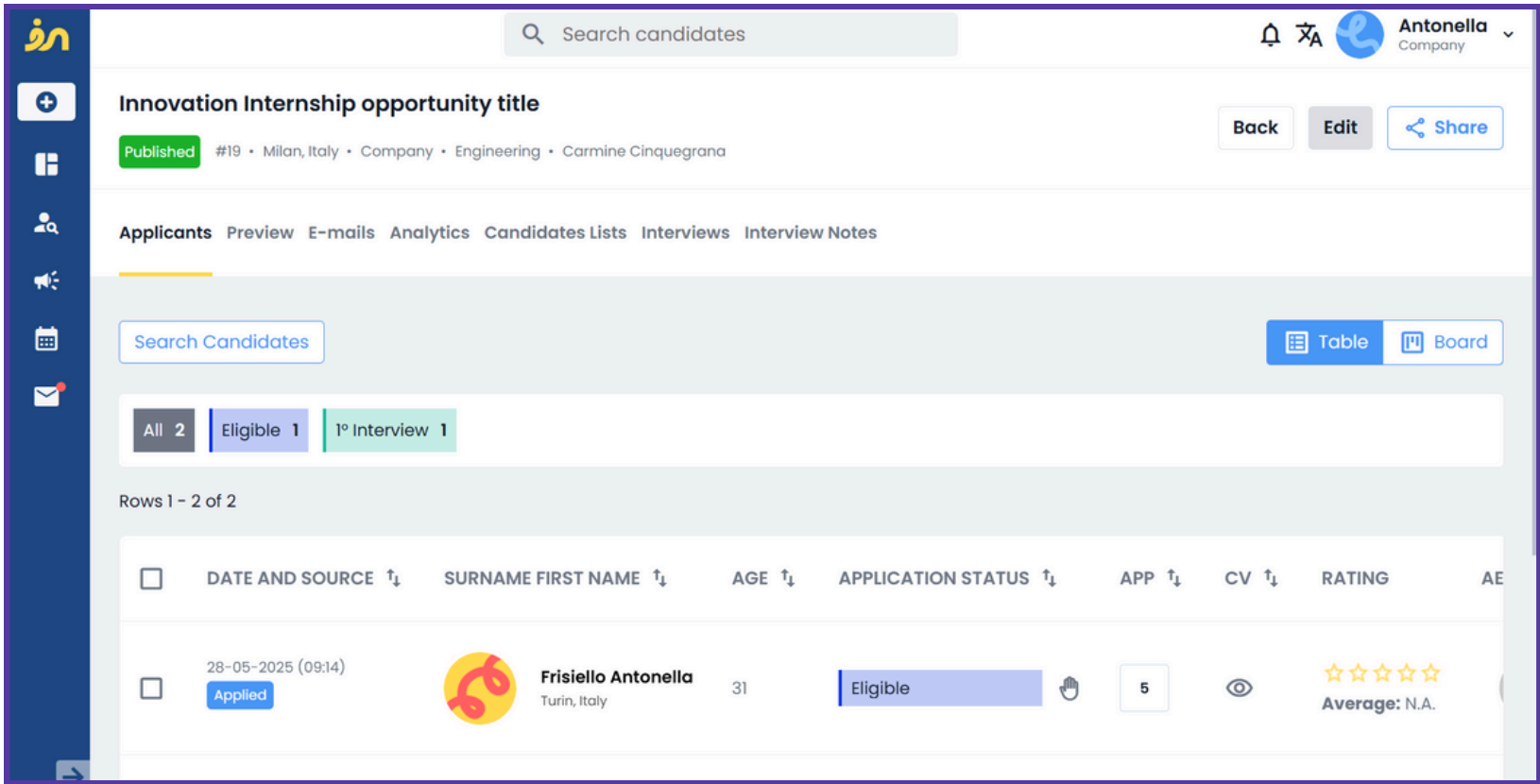
! Read carefully the [Guide to Creating an InnoNext Vacancy \(.pdf\)](#) and **follow the tooltips** on the form to write an **optimal opportunity** and enhance the chance of **finding a match**.

How does the selection process work?

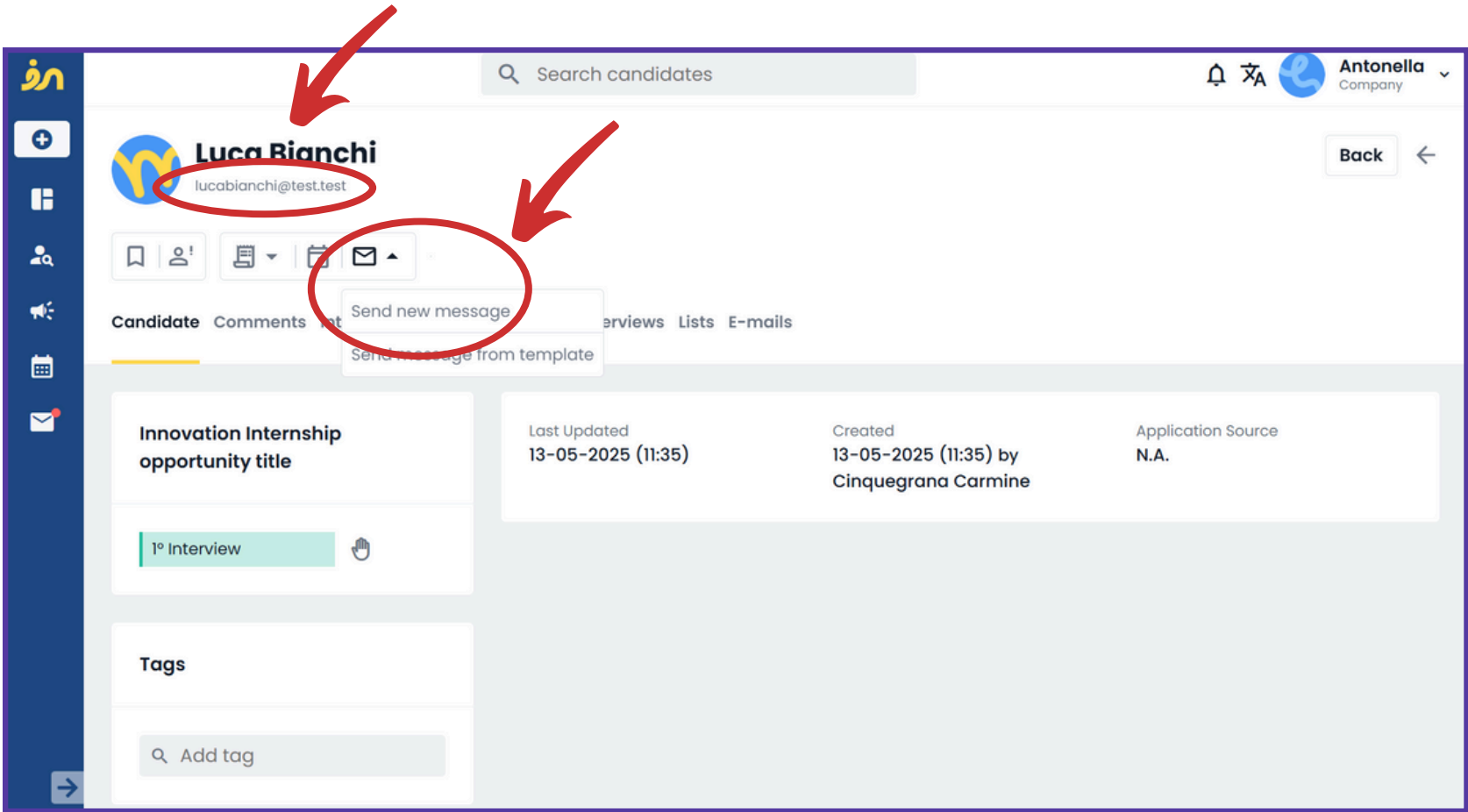
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The selection process - invitation

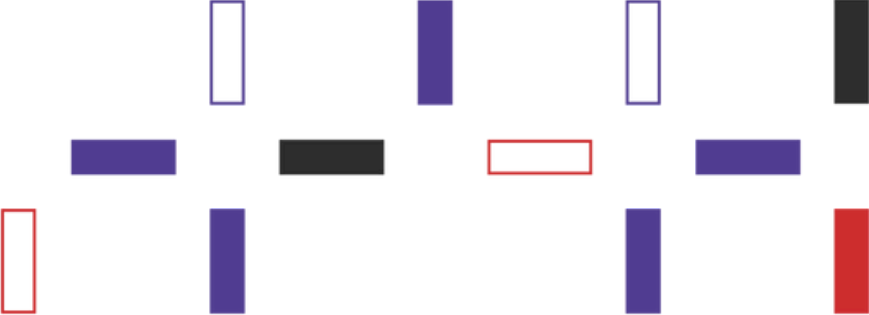
- 1. Click on each opportunity in the vacancy section to see the applicants and review their profile and CVs



- 2. Once you have identified the **candidates to be interviewed**, contact them directly by email or via the platform



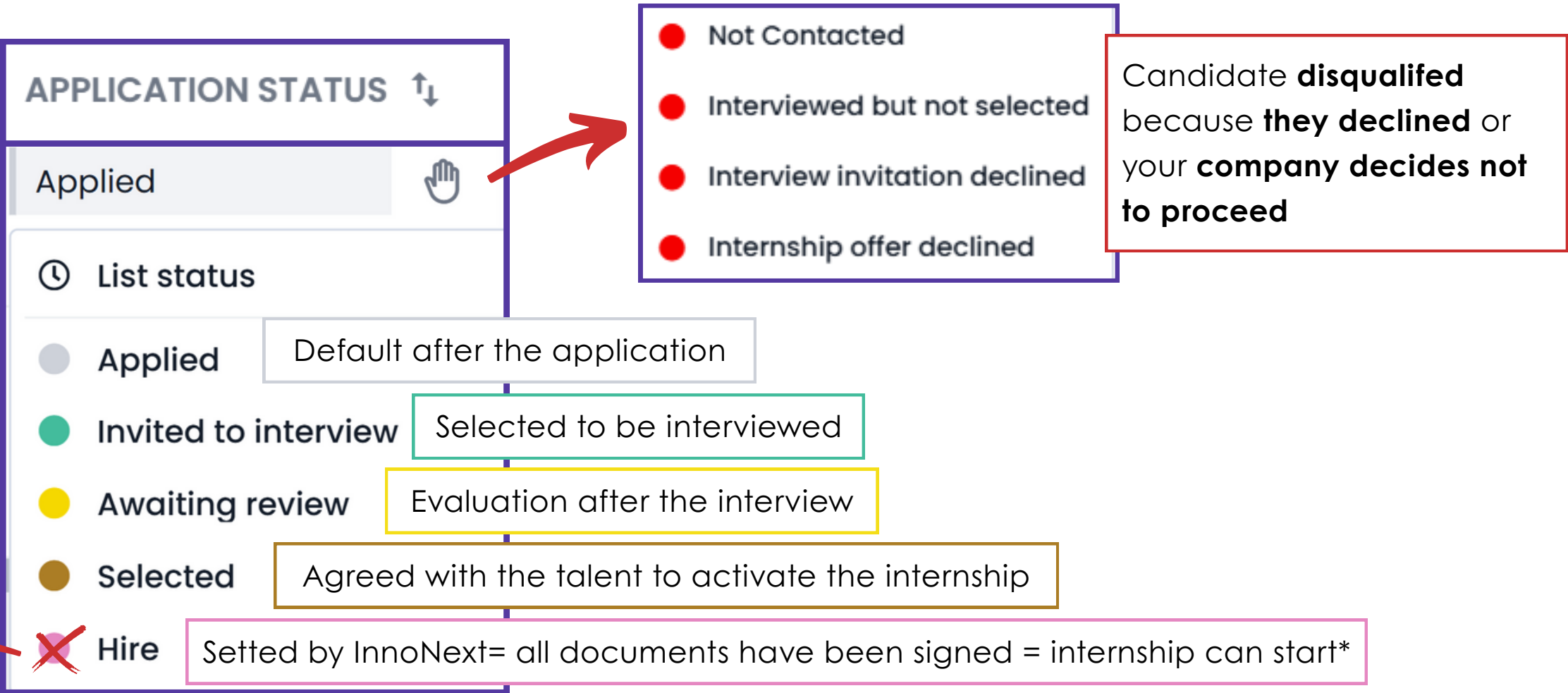
The selection process - interviews



3. During the **interview** you and the Talent can **agree on the details of the internship** (i.e. period, starting date, work modality).



Remember to **change the status of the application** of the candidate after **each step**, this will **inform InnoNext team** and activate actions that will **speed up the process** and help **getting feedback** to **enhance the programme**.



***Do not use the HIRE status**
InnoNext team will set it after checking all the required documents

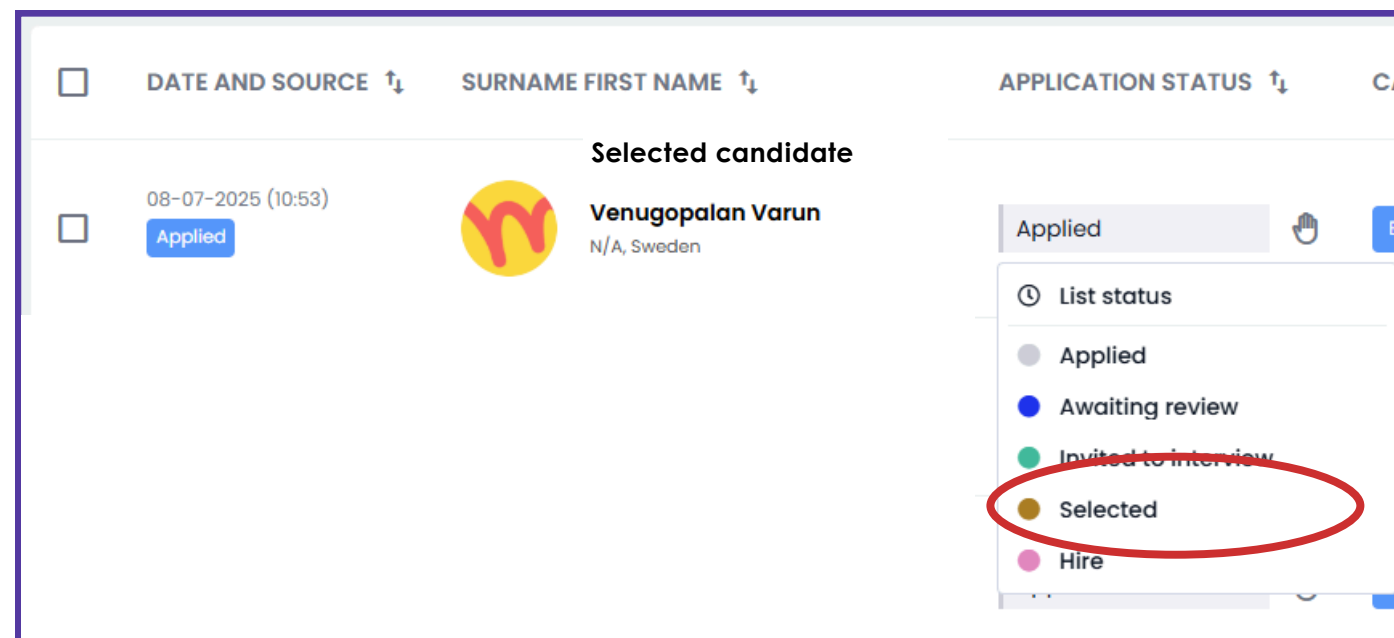
What to do when we select a Talent?

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Internship Activation - signature



1. When the Talent accepts your internship offer you must access the platform and **change their application status** in **SELECTED**



2. After changing the status you will receive the **Innovation Internship Agreement*** (Annex 2 of the Letter of Commitment) via email.
Both you and the Talent must **sign** it before **sending it back to InnoNext**.

*More details in the [dedicated section of this Guide](#)

Meanwhile the Talent will also receive instructions to sign the Declaration of Honor and, if applicable, also the financial Agreement.

3. After **verifying the correctness of the documents** the InnoNext team will change the Talent's application status in HIRED and the internship can start!



Internship Activation - close vacancy

4. After activating an Internship you can choose to **close the vacancy** or to **keep it open to select other Talents to host as intern**.



To **close the vacancy** select the **option menu** (three dots icon) near the opportunity you want to close in the vacancy page and **click “Archive”**




**Which documents
we must sign?**

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Documents - Certificate or Engagement Letter (EIT)

? Who	All the beneficiaries affiliated with EIT.
? What	It is a document that proves the current or past participation in an EIT programme (e.g. Contract, Grant Agreement, Acceptance Letter) and it must include the EIT logo or a clear reference to the funding or educational programme related to EIT.
? How	After filling the registration form, you will receive by email the instructions on how to send it to InnoNext.
? Why	It is necessary to verify the eligibility of participants.

Documents - Letter of Commitment

 Who	All Companies registering to InnoNext.
 What	<p>This document, containing all the administrative details, confirms the eligibility of the Company.</p> <p>It regulates the general conditions of participation, including:</p> <ul style="list-style-type: none">• the description of the internship/s• the terms and obligations• the applicable laws and jurisdiction.
 How	<p>After filling the registration form, you will receive by email the instructions on how to sign it and send it to InnoNext.</p> <p>You can find the <u>template here</u>.</p>

Documents - Innovation Internship Agreement

? Who

Talent and Company that are activating an Innovation Internship.

? What

The Innovation Internship Agreement is included in the Letter of Commitment as Annex 2.

It defines the **agreements between the interested parties**, including:

- **description of the internship,**
- **duties** to be performed
- **duration**
- **hours and working arrangements**
- protection of **intellectual property**
- **confidentiality.**

It is a private document and, only if is necessary, according to **mandatory rules of applicable law**, the template **can be amended** accordingly.

? How

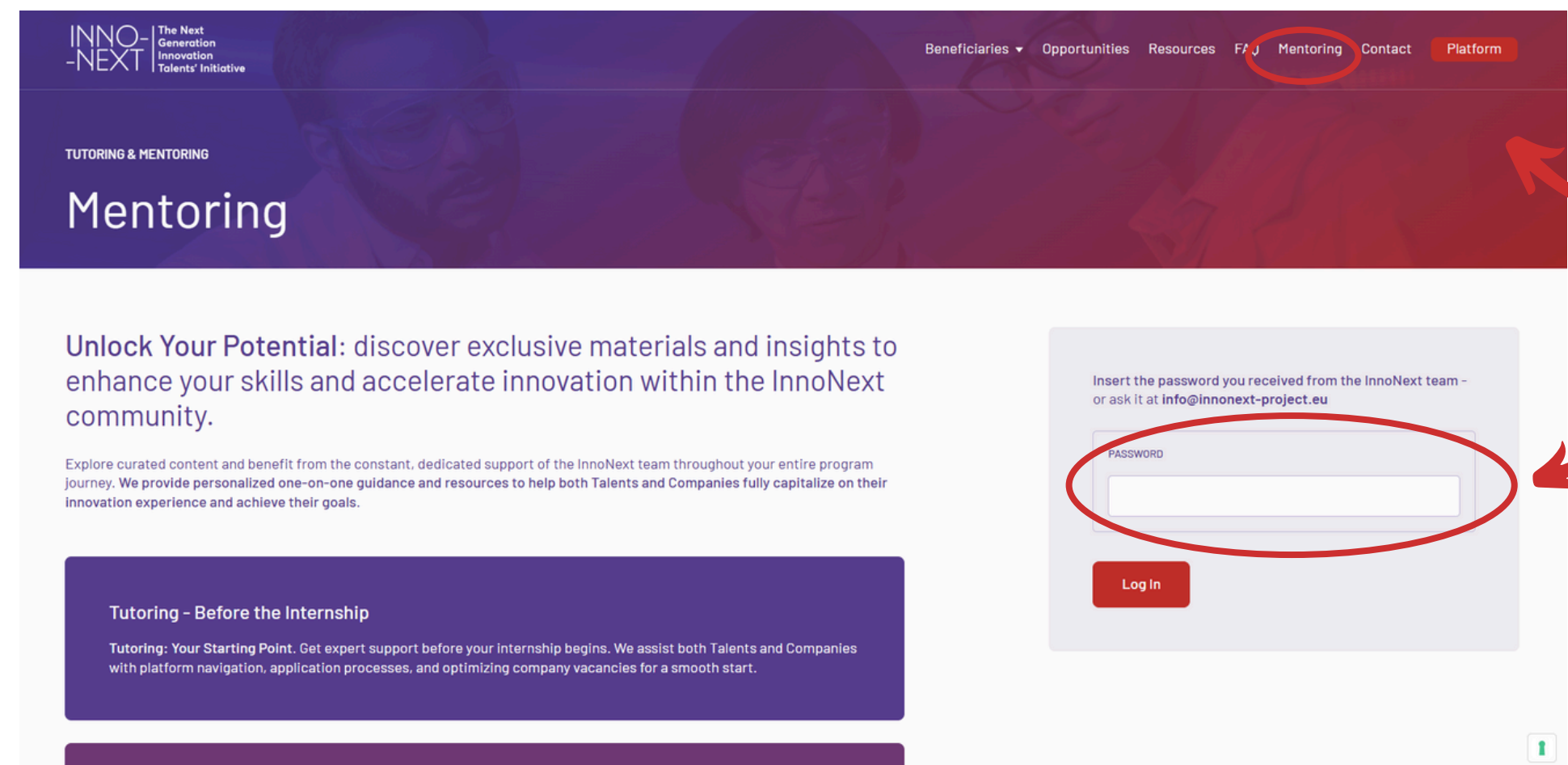
After **changing in “Selected” the application status** on the InnoNext platform, you will receive by **email the instructions** on how to complete it and send it to InnoNext. It must be **signed by both you and the Talent**. You can find the [template here](#).

**How can I access
the mentorship
resources?**

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Mentorship resources

In the **Mentoring section** of the website you will find **recordings of workshops sessions** that have already taken place.



Once **registered** on **innoNext**, you will receive the password to enter on the **mentorship page**, which you can find in the menu of the InnoNext website.

By e-mail you will receive invitations for **future sessions** that you can participate in via **live streaming**; and if you can't follow them, you can always **watch them later in this section**.

Resources

You can find more information consulting:



FAQ

Dedicated section of **questions and answers**, covering every phase of the InnoNext journey and EU Partner Programmes specific requirements.

<https://www.innonext-project.eu/en/faq>



Resources

Templates of the **needed document**, to get prepared in any phase.

<https://www.innonext-project.eu/en/resources>



Contacts

For any other issue, please **contact** InnoNext at info@innonext-project.eu

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www.innonext-project.eu

INNO- -NEXT

The Next Generation Innovation Talents' Initiative

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PASSION FOR INNOVATION

