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# **ESA BIC Padua Frequently Asked Questions (1.1)**

## **Questions related to the submission process.**

### When is the deadline exactly?

Applications are welcome until 23h59 on the deadline date.

### Do I need to have participated in pre-incubation events?

No. We recommend you attend the info sessions, with tips on completing a successful application, but they aren’t mandatory.

### Which reference number should I use in the application?

The reference number refers to your documentation number. Please note that this will be used for as contracting reference. Please come up with your own – just like an invoice number.

### What happens after I applied?

If your application meets the basic requirements and passes the formal checks (“TOB”), you will receive an invitation to pitch within two weeks typically. Then, you will give a pitch presentation to the ESA BIC Tender Evaluation Board (TEB). The pitching is typically held about 1 month – 1.5 months after the call-for-startup cut-off date.

The results of the TEB will be given to you typically within one months from the pitching date. If you are selected, you will receive an invitation for negotiations to join the ESA BIC Padua programme.

### Does ESA or the ESA-BIC demand to take any equity in my company?

No.

## **Am I eligible to apply?**

### I am a foreign person in Italy and I did not receive an Italian visa or residence permit yet. Can I still apply?

### The Applicant shall provide a copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and VISAs shall also be provided.

### How do I know if my product or service needs space technology and where can I find space technology?

The space connection is a very strong requirement to join the ESA BIC.

A “space connection self assessment” document is provided in the application document package. You can also check the ESA Commercialisation Gateway website to discover technology transfer applications and businesses using space technologies or look up internet for.

Examples of Space connection may comprise any of the following:

• the downstream application of space technologies in non-space fields (satellite navigation, satellite communication or earth observation)

• NewSpace/upstream development (commercial hardware development for space)

• technology transfer between the space and non-space sectors (in either direction, either ideas for spin-off from space to a non-space sector, or ideas for spin-in from a non-space sector into space)

• licensing a patent from the ESA patent portfolio.

### I am not developing something for the space sector but for another sector, do I still qualify as a space related startup?

Even if you are developing something for another sector, your product or service can have fruitful impact on the space business. A “space connection self assessment” document is provided in the application document package. Ask yourself: does the company’s business model rely on data or service derived from a space asset? Does it fail to operate if the space asset is not available? Does it rely on breakthrough technologies, if so, then it’s a “space related startup”.

### We are an Italian startup entity with total control by a foreign startup or entity, can we apply to one of ESA-BIC Italy's nodes?

For ESA, what matters is that it is the entrepreneurs who should apply. An Italian startup with total foreign entity control can apply to ESA-BIC Italian nodes as far as the proposal is signed by the entrepreneurs who have the majority share in the foreign startup, and not by the legal representative of the Italian or foreign entity. Further clarifications may be given during the evaluation process.

### We are a foreign start-up already incubated by a foreign ESA-BIC. Can I apply to one of the ESA-BIC Italy nodes?

According to ESA, in this case it is necessary to check - possibly before the application submission effort - that the foreign entity has established / will establish an Italian entity meeting the tendering requirements, and that this Italian entity of start-up has its own independent development plan (both technical, commercial and HR). The business plan and incubation proposal must therefore propose things that are clearly different from what was incubated under the non-Italian ESA-BIC. In addition, please consider the FAQ above. Further clarifications may be given during the evaluation process.

If the Italian entity exploits the IP of the foreign entity, it must be declared how the IP will be managed: by transferring the IP or by paid-up licensing, etc.

### We are a start-up whose product is applicable to a number of applications... but the most successful application is likely in defense. The question is twofold. 1) can we apply targeting explicitly the defense application, and 2) can we propose as a product or service mock-up something related to defense?

The applicant does not conduct business activities promoting or being related to firearms or other weapons. ESA can only develop technology for “exclusively peaceful purposes”. In brief, it allows ESA to develop non-aggressive technology. This is a very wide notion, and it includes non-aggressive military technology (with some caveats case-by-case), and dual use technology.

### Can I attend another start-up support programme (such as preincubator, incubator, or accelerator) at the same time as the ESA BIC?

ESA tendering conditions require that startups are not hosted in another business incubator, or entity or organisation providing similar support for the duration of the incubation contract. Participation of startup in some complementary programmes may be agreed upon on a case-by-case basis. Please get in contact with us.

### I’ve already received public funding for my business idea, can I still apply to the ESA BIC?

If you have previously received public funding for this idea you must inform the ESA BIC about this in advance of your application. Check also the contractual condition on public funding.

## **The incubation proposal and process**

### How can I improve my chances of getting selected?

During the proposal preparation:

* Ensure you have a good reason for being incubated by ESA-BIC Padua. It is not only about the incentive money, what do you want to get more from us?
* Ensure you explain how you are going to use the incentive money and you are going to support the overall work you intend to propose, in particular if you have big plans: make sure you make visible your contribution (own/third party salary contribution, own/third party facilities or materials).
* Ensure the ESA incentives are spread over various workpackages.
* Ensure you make a good implementation proposal.
* ensure that you identify a product or a service that you aim to commercialize by the end of the incubation period, that matches with your long term vision; engage with potential customers to ensure you have identified the right product or service for the right customer, ensure to plan how to meet financially your objectives. Ensure you identify the space connection.
* Through the application documents the startup shall transmit both the long-term vision and the short-term (focusing on the incubation period) objectives to commercialize a product or service by the end of the incubation period. Make sure to fill in all the documentation.
* During the pitching, ensure to clearly split the long-term vision from the short-term objectives of the incubation period.
* Give your proposal a name to focus the attention of the committee on the work you intend to implement during the proposal.
* Ensure you have a clear, sharp pitch.

### What are “support entities”?

Support entities are companies, governments or knowledge institutes who are supporting you, with expertise and/or money.

Specifically, in describing those “support entities” take care to describe how you are planning to support your activities (financially, commercially, economically) during the two years of incubation to reach the development and commercialization of your product or service.

### How does Amazon support ESA-BICs startups?

Amazon provides computing credits to startups to access their AWS services. This is an excellent way to boost your digital business, when relying on cloud computing. There are two recipes, one focusing on short term server occupation, the other on long term occupation. Contact us for details.

### What’s the programme outline?

We offer you general and tailored business, financial and technical support. But you make your own planning through the creation of several Work Packages. It’s up to you to create a feasible outline and be open to suggestions from the ESA BIC Padua team and network partners.

### I am seeking space technology for use in my business, where can I find that?

You may want to review existing IP for exploitation via the ESA website <http://www.esa.int/OurActivities/Technology/IPfor_commercialisation> where you can find examples of ESA-developed space technology or contact the Italian ESA technology broker at STAM Srl.

## **The ESA-BIC incentive scheme: how can the money be spent?**

### How is the incentive money structured and how can I spend it?

ESA-BIC Padua incentive money is up to 50 k€, split in two funding sources. Up to 25 k€ are provided by ESA. Up to 25 k€ are provided by local funding (“Padua funding”).

The ESA funding shall be used for product development, protection and marketing and employee salaries.

The spending of the local funding shall also be used for product development, protection and marketing and shall obey the funding rules that can be found in Appendix 3 of the incubation contract.

### When do we receive the incentive money from the ESA BIC?

### Please refer to the draft contract for the proposed payment milestones. The incentive money is distributed in three installments according to the Incubation contract. You will receive an initial payment after the successful completion of PM1. After successfully completing the Mid-Term Review, you will receive the second payment. The remaining amount will be reimbursed upon the successful completion of the Final Review. For details on the payment milestones, please refer to the draft contract.

### Does the ESA STAR Light registration suffices for the Startup to receive the incentive or shall they go through the full process?

Full registration shall be completed by the startup to receive the installments.

### Personnel costs can be charged on the ESA share of the funds for non founders and non owners: how shall these be reported, what is the documentation the startup is requested?

The personnel costs are allowed (but not for Entrepreneurs). There are no specific reporting requirements evidencing charging of the hours to the BIC project in that regard from ESA side. A self declaration evidencing the salaries being paid to the employee in the frame of the ESA project and a copy of the employment contract evidencing the installment amounts will suffice.

### In the case of goods and services charged to the ESA share of the funds: does it suffice to receive from the startups an invoice or bill, and a document explaining how the spending was used in the frame of the incubation?

Yes, the expenditure must align with what is defined in the incubation proposal and be necessary to achieve the objectives. Also, the Incentive Scheme funding shall be spent in Italy unless the product/service is not available in this territory or is only available at a significantly higher price.

### Does the ESA part of the incentive fall into a “de minimis” or other European public funding regulation, limitation or condition (so they need to be registered in the startup accounting as investment or incentive, depending on the financial reporting regime) or it can be considered as “revenue” by the startup?

No. ESA part of the incentive does not fall into “de minimis” or other European public funding regulations, it is considered a payment for procurement (as written in the Incubation Draft Contract).

### Does the Padua share of the incentive fall into a “de minimis” or other European public funding regulation, limitation or condition (so they need to be registered in the startup accounting as investment or incentive, depending on the financial reporting regime) or it can be considered as “revenue” by the startup?

Check with the ESA-BIC as funding sources might vary.

**ASK A QUESTION**