**PROJECT INNOCHALLENGE: GOOD PRACTICE FACTSHEET**

This factsheet is meant to collect thick information of one existing initiative (a service, an event, a policy tool) organized by one Innovation Agency to the extent of impacting on Open Innovation capacity of SMEs and inspired by the *prize* model (e.g. contests, hackathons, challenge). Already collected best practices are available (in a shorter format) at [www.innochallenge-project.eu](http://www.innochallenge-project.eu)

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| **A** | **GENERAL INFO** | |
| 1 | Collecting partner (e.g. HIT, BO, MKT) |  |
| 2 | Name of the Good Practice (name of the Initiative) |  |
| 3 | Logo of the initiative |  |
| 4 | Landing page URL of the initiative |  |
| **B** | **HOSTING ORGANIZATION** | |
| 1 | Name of the Innovation Agency organizing and responsible for the Initiative, Region, Country |  |
| 2 | Please describe legal status and governance |  |
| 3 | Number of FTEs (required man months) and example of HR profiles (e.g. innovation manager; technology specialist, business developer, etc.). |  |
| 4 | Website of the organization |  |
| 5 | Contact person: name, surname, role, email, tel. number |  |
| **C** | **DESCRIPTION OF THE INITIATIVE** (general description + examples from one execution case) | |
| 0 | *Very quick* overall description of the initiative (a tweet or little more) |  |
| 1 | IMPACT. What is the strategic goal and impact that the Innovation Agency seeks to achieve with the initiative? In what business sector? |  |
| 2 | SEEKER. Main targeted beneficiaries of the initiative (normally companies): those who have a problem and “seek for” an innovative solution. Are they SMEs? Startups? Large enterprises? What kind of innovation are they looking for? How many are served by the initiative? |  |
| 3 | INPUT. What does Seeker bring on the table at the beginning of the initiative? A product? A technology? A business plan? An unserved need? A market opportunity? And especially: what’s the problem or challenge related to it for which the Seeker is searching for an innovative solution? Notice that this needs to be very clear since it is the trigger for the Activities. Can you make an example? |  |
| 4 | OUTPUT. These are the solutions delivered by Solvers that are sought by the Seeker. What is the final tangible deliverables of the Initiative? Something that the Seeker brings home and might be willing to pay for. Is it a business idea? A product idea or concept? A product prototype? This should be innovative and not available “off-the-shelf” for the Seeker. |  |
| 5 | ACTIVITIES. What happens during the initiative in order to deliver outputs? What methodologies are utilized? As to say: what’s the problem solving “secret sauce” of the initiative? What’s the know-how underpinning it? |  |
| 6 | SOLVERS. Who is that do the Activities and delivers Outputs? What’s their typical profile? Are they people (e.g. generic citizens, students, freelance experts) or companies (startups, SMEs)? How are they organized? Are solvers supported by other players (mentors/tutors)? How many of them are normally involved to execute one initiative? |  |
| 7 | INCENTIVES. What are the motivational elements that pushes Solvers to take part to the Initiative? Is there any winner? Are there any prizes awarded? What criteria are utilized to award incentives? |  |
| 8 | IPR POLICY: How access to Outputs and their exploitation by the Seekers is regulated? (e.g. Outputs are owned by Seekers, or by Solvers, licenced, etc.). What is the overall IPR (Intellectual Property Right) policy on these outputs? Do Solvers retain any IPR? What about NDAs – Non-Disclosure Agreements to protect both Foreground (Output) and Background (Input and others)? |  |
| 9 | DURATION. What’s the duration of the activities? Is there any agenda through which these activities are done (phases and timeline)? How much time is required to prepare and set up the initiative (initiative Gantt). |  |
| 10 | LEGAL ASPECTS. This depends much on the legal profile of the organizer. What are the legal requirements that needs to be in place to implement the initiative (e.g. abiding to State-Aid legislations)? Is there any public selection procedure to identify Seekers and Solvers? What are the eligibility criteria for applicants (Seekers and Solvers)? What are the selection criteria? |  |
| 11 | BUSINESS MODEL. How the initiative is sustained financially. What’s the initiative budget (roughly)? What’s its cost structure? Are there any revenues from the initiatives? Who pays? (e.g. fees payed by Seekers). Any sponsor? |  |
| 12 | GOVERNANCE. Who are the partners of the initiative? Any other involved parties? How are these coordinated with the host to before and during the Initiative? |  |
| **D** | **LESSONS LEARNED AND SUGGESTIONS FOR IMPROVEMENT** | |
| 1 | What was the best part of the initiative? (Things that you think worked well and represent the strengths of the initiative. Please consider all the aspects described in the previous section) |  |
| 2 | What was the worst part of the initiative? (Weaknesses of the initiatives that you will try to improve in the future. Please consider all the aspects described in the previous section) |  |
| 3 | In general what are the three recommendations that you would give to other innovation agencies wishing to organize this initiative by reading this Good Practice (Please consider all the aspects described in the previous section)? |  |