

GUIDE FOR PROJECT MANAGERS

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This guide describes the overall setup for Innovation Projects within Danish Sound Innovation Network. If you have any questions please mail: info@danishsound.org

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PROJECT PHASES

APPLICATION PHASE

Timeline:

- The innovative idea is conceived and project partners identified.
- Project description and budget are developed in accordance with Danish Sound Innovation Project Application Form
- It is possible to spar with the Network Management in this phase
- Submit application to Danish Sound according to yearly deadlines: (1) January 31, (2) May 31, (3) September 30
- Application is evaluated by Network Management and Steering Committee (final answer within approx. 4 weeks).
- 1 week response time for additional material and explanations.

EXECUTION PHASE

Timeline:

- Official Letter of Commitment between project manager, project partners and the Network Management is signed (approx. 5 weeks after application) marking the initiation of the execution phase.
- Project title, description and partners are uploaded to danishsound.org by the Network Management.
- Project manager briefs the Network Management about the development of the project.
- Potential sparring concerning innovation projects or a larger setup with external financing.

TERMINATION PHASE

Timeline:

- Project manager reports hours on the project to Network Management (ultimo August and ultimo February)
- Project results/findings are communicated (min. requirement is Danish Sound's Innovation Project Report)
- Dissemination and communication through website, newsletter, social media, press activities, etc.
- Possibly hosting or organization of conference, after-work meeting or thematic meeting in connection with the completion of the project (additional financing to be discussed with the Network Management).
- After the termination, project managers and partners receive an evaluation form from Network Management.

REQUIREMENTS FOR INNOVATION PROJECTS

DEFINITION

An Innovation Project is a collaboration between at least one but preferably two Consortium Partner¹ and minimum two private businesses².

Participation is broadly interpreted, but requires time spent and registered in relation to the project.

¹ Consortium Partners are universities and GTS Institutes (part of GTS Advanced Technology Group) which have signed Consortium Agreement. This includes Technical University of Denmark, Aalborg University, Aarhus University, Southern Denmark University, and DELTA.

² A private business is an organization, that does not comply to the below definition of a public organization:

1. Funds established with public funds or voluntary associations with other basis.
2. Companies subject to the Danish Public Information Act.
3. Companies owned by state, region or municipality.
4. Companies with operating grants from state, region or municipality of more than half of the turnover.
5. Companies established under the Law.

Participation of additional science and research institutes is welcome and projects with broad participation are generally encouraged.

EVALUATION CRITERIA

Projects will be evaluated in accordance with the defined [criteria](#). The main criteria are; innovation height, impact, and feasibility. Other preferences include; length of the project, link to societal challenges, unusual partnerships, focus on scalable and global solutions, projects that lead to further project funding and investments.

For more information about evaluation criteria see the latest call text available at <http://www.danishsound.org/article/innovation-projects-overview>

FRAMEWORK CONDITIONS

Direct funding for Innovation Projects is only available for Consortium Partners. The funding can only be used for person-hours spend on the project and 20 % co-financing by the Consortium Partners is required. The exact number of man-hours assigned is indicated in the Letter of Commitment.

An additional requirement is co-financing from minimum two private companies in order demonstrate the companies' engagement in the project.

It is a general requirement that the project can be accommodated within one of the network's five themes (see "Positions of strength" on page 5).

Project applications must use the application template described in the call text. The project proposals to normal Innovation Projects are submitted to the Network Management before one of the three yearly deadlines:

1. January 31 before 11:59:59 AM
2. May 31 before 11:59:59 AM
3. September 30 before 11:59:59 AM

Specialized calls can have other application deadlines. The deadlines are stated in the calls.

FUNDING AND CO-FINANCING

FUNDING

The Network's funds for approved projects can only be used to cover man-hours used by the involved Consortium Partner(s), and only the agreed upon number of hours and period in Letter of Commitment. An hour is credited with 600 DKK (university) / 1352 DKK (GTS) per hour and includes overhead.

The Network's funds cannot be used to for any other expenses such as traveling, equipment, materials etc.

REIMBURSEMENT

The hours on the project must be reported to the Network Management twice a year (ultimo August and ultimo February). Hours reported ultimo August will be reimbursed in December and hours reported ultimo February will be

reimbursed in June. The Consortium Partner(s) can only get reimbursement for the hours financed by Danish Sound if the total number of consortium hours are less than or equal to private co-financing obtained.

CO-FINANCING

The amount of required Consortium Partner(s) co-financing is specified in the Commitment Letter.

The co-financing of participating private companies is credited with 600 DKK/man-hour spent on project activities such as preparation, analysis, meetings, tests, workshops, events, etc. *and/or* cash support, travel expenses and expenses related to use of equipment or facilities³.

PROJECT MANAGEMENT

THE ROLE OF THE PROJECT MANAGER

The official Project Manager must be an employee of one of the participating Consortium Partner(s). However, other project partners are encouraged to take an active (leading) role in the project.

The Project Manager is the contact person for the Network Management.

The Project Manager is responsible for the coordination, implementation and conclusion of the project, as well as maintaining contact to the partners involved.

The Project Manager is generally responsible for keeping deadlines and the budget of the project, and timely informing the Network Management about changes.

The Project Manager must ensure that all participating organizations register hours spent on the project, and that it is in line with the agreed project plan. If the Consortium hours spent on the project is expected to be greater than the agreed project plan to achieve anticipated results, the Project Manager must contact the Network Management in order to discuss possible adjustments.

The Project Manager should make sure that the private co-financing on the project matches or exceeds the hours spent by the Consortium Partner(s).

The Project Manager is responsible for the Innovation Project Report at the conclusion of the project and to assist the Network Management in dissemination and evaluation efforts.

NETWORK MANAGEMENT ASSISTANCE

The Network Management collects the hour registration form and accounting form from the Project Manager biannually (or at the termination of the project). The forms will be provided by the Network Management.

³ Use of equipment or facilities can only count as co-financing if the company dedicates this exclusively to the project. As an example: if the equipment could have been rented out to other users etc. then the equivalent rental sum can be contributed as co-financing.

The Network Management will assist the Project Manager in an advisory capacity and with the facilitation of possible meetings and conferences when agreed upon with the Project Manager.

DANISH POSITIONS OF STRENGTH

The following five themes define Danish positions of strength concerning research and business activities.

RECORDING & REPRODUCTION

Refers to among other things; speakers, professional live sound systems, Hi-Fi systems and related value chains. Denmark has previously been one of the largest speaker manufacturers in the world and is still among the elite. We must continue to invest in research, collaborate on innovation in this area so that we maintain it as a Danish position of strength.

DIAGNOSTICS & MONITORING

Refers to among other things; measurement systems, acoustic environment noise analysis and monitoring. Denmark has unique microphone and signal processing capabilities through several world leading companies, and there are numerous technology areas and industries in need of these skills.

ASSISTIVE TECHNOLOGIES

Includes among other things hearing aids, of which three Danish companies currently cover 40% of the world market. As a consequence, Denmark has world leading research environments and several spin-outs, SME' and start-ups in the field of assistive (sound) technologies). In a healthcare setting, sound can be used passively (e.g. by reducing noise) and actively (e.g. by music intervention or by listening to the human body). Due to societal challenges such as a growing and aging population, but also novel use of portable audio products, there is a demand for further research and innovation focused efforts within this area in order for Danish companies to develop new innovative products and solutions involving sound technology.

DIGITAL MEDIA

Aims to provide effective communication and experiences and connects with several creative industries such as the music and computer gaming industry, dealing with organizing and streaming of music and sound, sound quality as well as broadcast production. It is an area with high growth potential for entrepreneurs and interdisciplinary collaborations focusing on niche products and services.

DESIGNED SOUND

Includes fields such as sound branding and designed sound environments. This is an area that stretches from art installations over marketing to welfare technology. We must take advantage of the Danish tradition for excelling in interdisciplinary work and involve both technological and artistic skills.

SOCIETAL CHALLENGES

The following three challenges is related to global societal challenges and trends with great potential for future research, innovation and market development. The realization of the potential requires successful transformation and leveraging of positions of strength in the Danish ecosystem.

SOUND SOLUTIONS FOR HEALTHCARE

Research and development of innovative solutions using SOUND and ICT technologies for health, demographic change, and wellbeing in collaboration with domain experts. The aim is to keep people active and independent for longer time and support the development of new, safer and more effective interventions.

We will focus on:

- Early risk detection and intervention to ensure active and healthy ageing;
- Advanced systems and services for integrated care;
- Patient empowerment and self-management of health and diseases.

DIGITAL CREATIVE SOUND SOLUTIONS

Research and development of innovative solutions using sound & ICT technologies and competences from the creative industry to foster new solutions and support for an inclusive, innovative, and reflective society in relation to challenges in digital media, experience, edutainment, education, communication, robotics, internet-of-things, big data, and cultural heritage exploiting opportunities in the digital and digital-sharing economy. The RDI is carried out in collaboration with domain experts.

We will focus on:

- Technologies for creative industries, social media and technology convergence;
- Development of digital tools and systems that enable new ways to educate and learn online;
- Empowering humans with natural interaction tools that enables natural interaction with other humans and machines;
- Use of sound in robotics to enhance capabilities for communication, navigation, and interaction;
- Internet of things and platforms for connected smart objects;
- Transforming big data into semantically interoperable data assets and knowledge;
- Activating cultural heritage as a win-win for culture, economic growth, and individual fulfilment.

ENVIRONMENTAL AND URBAN SOUND SOLUTIONS

Research and development of innovative solutions using sound & ICT technologies and materials technology to foster new solutions for the protection and sustainable management of ecosystems and environments as well as developing comprehensive and sustained global environmental observation and information systems in collaboration with domain experts.

We will focus on:

- Development of cost-effective, acceptable, and integrated preventive solutions for smart-cities, buildings, and transportation in order to address the noise and sound challenge that has significant impact on individual human health and societal structure;
- Novel security solutions for the protection of critical infrastructure.
- Fighting crime and terrorism by developing forensic tools, enhanced cyber-security solutions.