

Application Form Startup Labs

1. General Information

1.1. Contact

Name	
Position	
Email	
Phone	

1.2. Company (per Annex I)

(Planned) company name				
(Planned) legal form				
Company reg.no. ¹	FN	VAT ID number		
Address	Street & no.			
	Postcode	City	Country	
(Planned) year of founding				

1.3. Review of the Business Model²

Select either option A or B

☐	A funding commitment or funding from a public funding body exists (per Annex II). A confirmation of the funding body is attached to the application.
☐	B The company/project is not currently funded by a public funding body. A business plan³ or funding application for assessment of the project is attached to the application.
Additional information about the company/project (e.g. non-confidential slide deck, executive summary, etc.) must be attached to the application.	

¹ For companies in formation, the FN and VAT ID fields do not need to be filled in. At the latest by the time the usage agreement is signed, a company register or tax number **MUST** be provided. Private individuals are not admitted as users of the Startup Labs.

² See also section 4.6.

³ The following topics must be addressed in the business plan:

- Explanation of the technology.
- What is the USP?
- Which problem is specifically to be solved with your technology?
- Business Model: How revenue can be generated with the product.
- Market/Sales: definition of the market, target groups, market size, market dynamics, sales strategy?
- Competition: who are the competitors and what are their products, advantages/disadvantages?
- IP-Strategy: patent applications, exploitation rights
- Financial Plan (projected balance sheet over three years and an indication of the cost breakdown)
- Timeline, including a milestone plan for the next 2 years

2. Workspace Requirements in the Startup Labs

2.1. Desired start date:

2.2. Planned duration of use (max. three years):

2.3. Need for Exclusive Workspaces^{4,5,6}

- | | | |
|---|----------------------|---|
| • Workspace "Lab" | <input type="text"/> | workspaces |
| • Add-on workspace "Cell Culture" | <input type="text"/> | workspaces |
| • Add-on workspace "Office" | <input type="text"/> | workspaces |
| • Add-on space "Equipment" ⁷ | <input type="text"/> | spaces for own large equipment ⁸ |
| • Add-on space "Equipment: Cell Culture" ⁹ | <input type="text"/> | spaces for own cell-culture bench and incubator |

2.4. Activities in the Startup Labs

Briefly describe the planned activities and processes in the lab. Which assays and analyses will you carry out, and which model organisms will you primarily work with? (List/keywords acceptable.)

2.5. Own Equipment

List the lab equipment you will bring (in particular special or large equipment). How much space and which connections (e.g. technical gases) do you need for it? (List/keywords acceptable.)

⁴ Exclusive workspace: the lab, cell culture, or office workspace is used solely by the applicant and is not shared with other users.

⁵ Add-on workspaces or spaces can only be rented in combination with a "Lab" workspace.

⁶ No more than a total of four lab workspaces may be requested.

⁷ Add-on space „Equipment“: for the use of one or more user-owned devices that cannot be placed under or on the exclusive "Lab" workspace and that have a total footprint of max. 1.2 m², for example an upright -80°C freezer.

⁸ Large Equipment: equipment that, due to its size, impairs staff, space, or walkways, and/or cannot be transported by one person alone without its own drive. For example: refrigeration and freezer units, cell culture bench, CO₂ incubator, etc.

⁹ Add-on space „Equipment: Cell Culture“: Space with the required connections (power, CO₂) for placing a user-owned BSL2 cell culture bench and up to two stacked user-owned CO₂ incubators, with a total footprint of max. 1.5 m².

2.6. Special Requirements

Describe any further requirements regarding technical equipment or your activities in the labs. (List/keywords acceptable.)

2.7. Chemicals and Biologicals

State the hazardous chemicals, media, and biologicals relevant to your lab activities, and their properties. (List / keywords acceptable.)

3. Declaration of Consent

By signing, I consent to the processing of my disclosed personal data (in particular name, company/company register number, address, phone/fax number, email address, bank details, date of birth, etc.) by Vienna Business Agency for the purpose of fulfilling the contractual relationship (Art. 6(1)(b) GDPR). If necessary, supplementary data (e.g. company register or land register data, etc.) will be collected. Processing this data remains permissible after termination of the contractual relationship, insofar as this is necessary to safeguard the legitimate interests of Vienna Business Agency or to fulfil a legal obligation.

Place, Date

Signature

4. Guidelines and Criteria for Applying for Workplaces in the Startup Labs

- 4.1. Applications received are ranked on a *first-come, first-served* basis (date of receipt) and assessed according to the criteria listed in the application form¹⁰. In case of ambiguity regarding an applicant's technical requirements or limited availability of lab workspaces, applicants will be contacted to ensure that any deviation from the requirements described in the application is acceptable.
- 4.2. Applications are reviewed at the start of each quarter. The submission deadlines for the respective jury sessions are 31 March, 30 June, 30 September, and 31 December. Applications submitted by the respective deadline will be considered at the following jury session.
- 4.3. Applications that must be provisionally declined due to limited availability of lab workspaces will be placed on a waiting list. Applicants will be informed and notified promptly when workspaces become available. In such cases, applicants may also, in coordination with lab management, reduce their requirements to the minimum necessary scope so that admission to the Startup Labs becomes possible.
- 4.4. Approval is valid for one year from the date of its written notification; after that, a new application is required.
- 4.5. Applying for lab spaces does not entitle the applicant to receive a space. Allocation of spaces takes place within the scope of actual availability and based on an assessment against the criteria set by Vienna Business Agency; if an application is not taken into consideration, no legal claims whatsoever exist against Vienna Business Agency.

¹⁰ An application is only valid once all necessary documents have been submitted in full. If missing documents are submitted later, the date of their receipt counts as the date of application. See also section 4.6, in particular indicators 1 and 2.

4.6. Indicators

Nr.	Indicator	k.o.
1.	Application documents submitted in full	yes
	Was the application form filled out completely and were all additionally required documents submitted (incl., per section 1.3, confirmation of a funding commitment, a signed contract with a funding agency, or a business and financing plan)?	
2.	Startup or founding project in <u>Life Sciences</u>	yes
	Is the application for a project with founding intent, or a startup (per Annex I), in the Life Sciences field (e.g. Biotechnology, In-vitro diagnostics, Medical devices, Pharma etc.), and NOT a public research institution or service provider (e.g. diagnostic lab, CRO, etc.), or a medium/large enterprise seeking outsourced workspaces for R&D, or a subsidiary more than 25% owned by its parent company?	
3.	Qualified business model	yes
	Evidence of a qualified business model through confirmation of a funding commitment (per Annex II), or internal assessment upon submission of the business plan, including financial planning and presentation of the degree of innovation.	
4.	Urgent need for lab space	yes
	Does the (planned) company have an urgent need for lab workspaces and use of the lab infrastructure at the time of application, i.e. no lab space is being used or rented at any other location, or is there an existing fixed-term usage or rental agreement at another location ending?	
5.	Company headquarters in Vienna, or establishment in Vienna planned soon	yes
	Does the (planned) company have its headquarters in Vienna, or is an establishment in Vienna planned soon?	
6.	Women in a leadership position	no ¹¹
	Is at least one woman a shareholder with at least 25% (planned) shares and in a leading position in the startup or founding project?	
7.	Technical & structural feasibility	yes
	Do the technical and structural requirements of the application match the Startup Labs' offer, or can any necessary adjustments be implemented with little effort? Can the activities (per section 2.4), special requirements (per section 2.6), and the chemicals and biologicals (per section 2.7) of the (planned) company be carried out, implemented, or used without affecting ongoing operations or other companies in the Startup Labs? For example, working with yeasts (e.g. <i>S. cerevisiae</i>) is not possible in the Startup Labs.	

¹¹ Indicator that may result in priority ranking.

8.	Availability ¹²	nein
	Does the current utilization of the Startup Labs (incl. strategic vacancy for the projected growth of existing users) allow admission of the (planned) company for the desired period of use? Is a compromise regarding available workspaces or duration of use possible through a feedback loop?	

¹² In case of insufficient availability, the application will be placed on a waiting list.

Annex I – Eligible Applicants

Eligible applicants are existing companies, or companies in formation, based in Vienna.

Existing companies must meet the following conditions:

- The company must not be older than five years at the time the application is submitted¹³,
- the company must have its headquarters in Vienna, or a business establishment in Vienna, by the start of the project at the latest,
- the company must carry out the value-creating activities of the project predominantly at its Vienna establishment, and
- the company is a small¹⁴ enterprise with an establishment and/or research site in Vienna and an ownership stake by another company of <25%.¹⁵

Companies in formation must

- be founded by the time the usage agreement is signed, and
- meet the requirements of an eligible, existing company from the time of founding

Annex II – Examples of Public Funding Programs

The following table lists¹⁶ preferred funding programs that can be cited as a reference for admission to the Startup Labs:

Förderagentur	Programm
aws	PreSeed, Seed
EU	Eurostars, Horizon 2020
FFG	Basisprogramm, Bridge, Early Stage
Vienna Business Agency	Forschung, Innovation
WWTF	Life Science Calls, Life Science Stiftungsprofessuren

¹³ Pursuant to Regulation (EU) No. 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty on the Functioning of the European Union (General Block Exemption Regulation, GBER), in particular Art. 22.

¹⁴ Simplified definitions:

Micro enterprise:	< 10 employees and annual turnover ≤ EUR 2 million or annual balance sheet total ≤ EUR 2 million
Small enterprise:	< 50 employees and annual turnover ≤ EUR 10 million or annual balance sheet total ≤ EUR 10 million
Mittleres Untern.:	< 250 employees and annual turnover ≤ EUR 50 million or annual balance sheet total ≤ EUR 43 million
Großes Untern.:	≥ 250 employees or annual turnover > EUR 50 million and annual balance sheet total > EUR 43 million

Exact definitions:

User guide to the SME Definition and Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises.

¹⁵ User Guide to the SME Definition, © Europäische Union, 2020 (page 16): <https://op.europa.eu/en/publication-detail/-/publication/756d9260-ee54-11ea-991b-01aa75ed71a1/language-en>

¹⁶ No claim to completeness.