

Grant Memorandum Checklist for the Admission (Formal Verification) Stage

This Checklist is intended to be used by Project Participants for self-checks when preparing a Grant Memorandum. It contains the following elements:

1. A list of mandatory criteria approved by the Regulation on Grants and Orders of the Foundation that the Grant Memorandum is to comply with at the time of admission (formal verification);
2. Auxiliary questions based on the most common errors of Project Participants.

Please note that the auxiliary questions do not cover all potential aspects of mandatory criteria but only focus on individual aspects. Therefore, all positive answers to these questions do not guarantee successful admission (formal verification), but considerably increase the likelihood of a positive outcome. Because of this, we recommend that you should use this document for self-assessment when preparing your Grant Memorandum.

Filling-out guidelines:

Check off the *Conformance to requirements* column in the following cases:

- The form and contents of the Grant Memorandum's section comply with the approved standard memorandum form (see Grant Memorandum template);
- Documents included in Appendices to the Grant Memorandum are in compliance with the list of appendices specified in the standard Grant Memorandum form.

Check off the *Conformance* column (with respect to the requirements for the scope of the Grant Memorandum section a) if the scope of the relevant section does not exceed the existing limit set out in the standard Grant Memorandum form (*Limit, pages* column).

No.	Section / Appendix	Check question	Conformance to requirements	Conformance to the GM scope Limit, pages	Conformance
Verifying conformance of the Grant Memorandum to the grant application					
	a.	Does the project name specified in the Grant Memorandum match the name specified in the grant application?			
	b.	Does the amount of the grant specified in the Grant Memorandum match the amount specified in the grant application?			
	c.	Is the Grant Memorandum in compliance with the grant application in other material aspects?			
Verifying the Project Participant's compliance with the 90-day period for submission of the Grant Memorandum					
	a.	Was the Grant Memorandum submitted within 90 business days of the Foundation admitting the grant application for review?			
Verifying the conformance of the structure, presentation format and amount of information presented in the Grant Memorandum to the requirements of internal regulatory documents of the Foundation					
1	Date of the Grant Memorandum			1	
	a.	Does the Grant Memorandum state the correct date?			
2	Name of the Project Participant			1	
	a.	Does the Grant Memorandum state the registered and actual addresses, telephone number and web-site			
	b.	Does the Grant Memorandum specify contact person data for liaison with the Foundation?			
3	Name, summary and goals of the Project (Project stages)			2	
	a.	Does Paragraph 3.9.3 contain the contact information of the Co-investor (registered and actual addresses, and telephone number)?			
4	Issue and solution proposed			2	
5	Market			2	
6	Benchmarking against competitions			2	
	a.	Does Paragraph 6.1.3 contain information on competing solutions under development?			
	b.	Does Paragraph 6.2.1 state the key advantages over both competing solutions already in the market and competing solutions under development?			
	c.	Does Paragraph 6.2.2 state parameters of both competing solutions already present in the market and competing solutions under development?			

No.	Section / Appendix	Check question	Conformance to the GM scope	
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	d.	Does the Table in Paragraph 6.2.2 conform to the required format?		
	e.	Does Paragraph 6.2.2 state information on all the key competing solutions mentioned in the Section?		
	f.	Does Paragraph 6.2.3 provide an estimate of the project production costs or the total R&D costs to assess the licensing costs?		
7	Technology		5	
	a.	Does Paragraph 7.2.2 include references to research publications of team members on the Project topic?		
	b.	Does Paragraph 7.2.3 list all patents and/or patent applications relevant to the Project (title, number, priority date, current status) and describe the rights thereto?		
	c.	Does Paragraph 7.2.3 contain a description of the rights and specify the title, number, priority date and current status for each patent / application?		
8	Business model		2	
	a.	Does Paragraph 8.2 contain a description of competitors' business models?		
9	Project team		3	
	a.	Does Paragraph 9.1.1 contain a chart of the participant's organizational structure with a brief description of its key structural units and headcount, including a separate figure for the R&D personnel?		
	b.	Does the Table in Paragraph 9.2.1 conform to the required format?		
	c.	Does Paragraph 9.2.1 specify the salary of key team members?		
	d.	Does Paragraph 9.2.2 - 9.2.n specify key experience of team members relevant to the field of the Project?		
	e.	Does Paragraph 9.2.2 - 9.2.n specify the focus areas and professional achievements of team members?		
	f.	Does Paragraph 9.2.2 - 9.2.n specify employers and positions of team members for the last 5 years?		
	g.	Does Paragraph 9.2.2 - 9.2.n list the entities in which team members are currently employees, shareholders or beneficiaries?		
	h.	Does Paragraph 9.3 describe the experience, skills and specific tasks for which partners and joint contractors are or will be engaged?		

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10	Current development status			2	
	a.	Does the Table in Paragraph 10.5 conform to the required format?			
11	Intellectual property			2	
12	Development plan			2	
	a.	Does Paragraph 12.1.3 describe the commercialization plan for the next 5 years?			
	b.	Does Paragraph 12.1.4 specify the timeframes for the development of a commercial version of the product?			
13	Budget			7	
	a.	Do the Tables in this Section conform to the required format?			
	b.	Does Paragraph 13.1 specify the actual start and completion dates of the project stages in the DD.MM.YYYY format?			
	c.	Does Paragraph 13.1 specify a partial amount of the grant and the minimum amount sufficient for partial grant payout?			
	d.	Are cost categories specified in Paragraph 13.3 in conformance with the list specified in Appendix 2 to the Foundation's Grant Policy?			
	e.	Does Paragraph 13.3 - 13.8 group costs by stage?			
	f.	Does Paragraph 13.4 provide for an explanation for the need to acquire equipment (i. e. why it is inefficient / impracticable to lease equipment / outsource services for which such equipment is required)?			
	g.	Does Paragraph 13.4 provide for a substantiation of the price: references to price lists or a web-site specifying the price; the pricing logic or a source of the price information?			
	h.	Does the amount of costs specified in Paragraph 13.6 include taxes and mandatory fees?			
	i.	Does Paragraph 13.7 specify costs of leasing, marketing and implementation, travel costs and overheads (if any)? Are joint contractors' costs specified in Paragraph 13.8 (see Appendix 2 to the Foundation's Grant Policy)?			
	j.	Does Paragraph 13.8 contain the calculation and explanation for the cost of services (work)?			
14	Co-investor			1	
	a.	Is there information on ultimate beneficiaries (individuals)? Hereinafter a			

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		beneficiary means an individual who directly or indirectly (by owning stakes (shares) in the share capital of other legal entities that are members in the legal entity) controls or can control the operations of the corporate entity in question.			
	b.	Does this Section specify the contact information of the person in charge of the Project on the Co-investor's side?			
	c.	Does Paragraph 14.2.1 specify at which stage the Co-investor plans to exit the project?			
	d.	Does Paragraph 14.2.2 specify the sources of finance to be used for the next project implementation stage?			
15	Disclosure of the Project Participant's beneficiaries			1	
16	Disclosure of conflict of interest			1	
	a.	Does this Section specify that the Project Participant (its employees, members of governance bodies, or founders) has any affiliate or kindred relations or a potential conflict of interest with the Foundation's employees, its subsidiaries, members of the Foundation's Grants Committee and other persons involved in the decision making process related to the issuing of the grant for the implementation of the project?			
Verifying the conformance of documents enclosed with the Grant Memorandum to the list approved by the Foundation's order					
1	Extended technical description of the project				
2	Project roadmap (in Excel)				
	a.	Does it conform to the required format?			
	b.	Are measurable objectives specified?			
	c.	Are the deliverables and their achievement criteria as detailed as possible (by specifying verifiable documents and facts)?			
3	Project cost estimate (in Excel)				
	a.	Is the Cost Estimate's structure (the list of sheets and their content) in conformance with the template?			
	b.	Does the content of the Cost Estimate's sheets contradict the information contained in Paragraph 13 of the Grant Memorandum?			
4	Balance sheet and the profit and loss statement (income statement) of the Project Participant and Co-investor for the last 3 years and the last quarter				
	a.	Does this Section contain the Participant's balance sheet for the last 3 years?			

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	c.	Has the Participant provided its profit and loss statement (income statement) for the last 3 years?			
	d.	Has the Participant provided its balance sheet and profit and loss statement (income statement) for the last quarter preceding the quarter when the Grant Memorandum was submitted?			
	e.	Has the Co-investor provided its balance sheet for the last 3 years (if applicable)?			
	g.	Has the Co-investor provided its profit and loss statement (income statement) for the last 3 years (if applicable)?			
	h.	Has the Co-investor provided its balance sheet and profit and loss statement (income statement) for the last quarter preceding the quarter when the Grant Memorandum was submitted (if applicable)?			
5	Up-to-date Articles of Association of the Project Participant				
	a.	Have the Participant's Articles of Association been provided in a read-only format and do they contain a stamp of the Federal Tax Service?			
	b.	Is it the current version of the Articles of Association?			
6	Statements from the Unified State Register of Legal Entities on the Project Participant and, if applicable, on the Co-investor issued no later than three months before the date of their submission				
	a.	A statement from the Unified State Register of Legal Entities on the Project Participant issued within 3 months from the date of its submission?			
	b.	A statement from the Unified State Register of Legal Entities on the Co-investor issued within 3 months from the date of its submission (if applicable)?			
7	Articles of Association of the Co-investor (if applicable)				
	a.	Has the Co-investor provided its Articles of Association in a read-only format and do they contain a stamp of the Federal Tax Service?			
	b.	Is it the current version of the Articles of Association?			
8	Specifications, price lists from at least 3 suppliers (or an explanation for the selection of a single supplier) and references to prices in public sources for equipment that costs over RUB 1m per unit				
	a.	Has the necessary information been provided for all equipment that costs over RUB 1mln per unit?			
	b.	Has an explanation been provided for why a single supplier was selected for each			

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		piece of equipment that costs over RUB 1 mln or have specifications and price lists been provided from at least 3 suppliers?		
	c.	Have public references been provided to prices for each piece of equipment that costs over RUB 1m?		
	d.	Can the materials provided by the Participant be easily identified as related to each piece of equipment that costs over RUB 1 mln (have systemized comments been provided if necessary)?		
	e.	Are the specifications, price lists, commercial offers and other materials provided up-to-date (valid) as of the date of submission of the Grant Memorandum?		
9		Specifications, price lists from suppliers and references to prices in public sources for expendables and components that cost over RUB 1m in total		
	a.	Have specifications, price lists and references been provided for all materials that cost over RUB 1 mln in total?		
	b.	Are the specifications, price lists, commercial offers and other materials provided up-to-date (valid) as of the date of submission of the Grant Memorandum?		
10		Commercial offers and a breakdown of the cost estimate (headcount, pay rates, a list of expendables, etc.) to pay for services (work)of third parties		
	a.	Can the materials provided by the Participant be easily identified as related to each task for which a third party is to be engaged (have systemized comments been provided if necessary)?		
	b.	Is there a breakdown of costs (headcount, pay rates, a list of expendables, etc.)?		
	c.	Have commercial offers been provided in a read-only format and are they sealed and signed by the potential joint contractor?		
	d.	Are the specifications, price lists, commercial offers and other materials provided up-to-date (valid) as of the date of submission of the Grant Memorandum?		
11		Documents, reports confirming the current status of the Project in the <i>Research</i> area (test reports, feedback and recommendations, etc.)		
12		Documents confirming the current status of the Project for implementation and promotion of the product in the market (reports on pilot operation / joint tests with customers, letters of intent to run joint tests, letters of interest in buying the product, market studies run by professional firms, etc.) (if any)		
13		Documents confirming the current status of the Project in terms of recruitment (employment		

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		agreements or written statements by key team members addressed to the head of the Project Participant about their intention to take part in the Project implementation)			
	a.	Do the documents provided specify the scope of responsibilities of team members and their time commitment to the implementation of the Project?			
	b.	Have the necessary documents been provided for all key Project team members?			
14		Documents confirming the current status of the Project in terms of IP protection (copies of patents / patent applications or hyperlinks thereto, guarantee letters from right holders, reports on the market valuation of the rights to results of intellectual activities) (if any)			
	a.	Have copies (or hyperlinks) been provided to patents and patent applications (if any)?			
	b.	Have guarantee letters from right holders been provided confirming their intention to transfer the patent-based rights to the Project Participant (unless the patents are owned by the Project Participant)?			
15		Documents confirming the current status of the investment raising project, including a letter of intent of the Project Participant and the Co-investor confirming the Co-investor's commitment to finance the Project and specifying the financing timeframes and terms (including methods of funding by the Co-investor)			
16		Draft Agreement on providing a grant for the implementation of the project described in the Grant Memorandum in the form approved by the Foundation's order and published on the Foundation's web-site			
	a.	Is the draft Agreement in conformance with the currently approved form?			
Verifying the terms of the draft Agreement and the content of the Grant Memorandum for consistency					
	a.	Is the Project financing timetable in Paragraph 12.2.2 of the draft Agreement consistent with Paragraph 13.1 of the Grant Memorandum?			
	b.	Are the activities and deliverables of the stages in Paragraph 12.2.5 of the draft Agreement consistent with Paragraph 13.2 of the Grant Memorandum?			
	c.	Is the Project cost estimate in Paragraph 12.3 of the draft Agreement consistent with Paragraph 13.3 of the Grant Memorandum?			