



## CHECKLIST FOR SHARING IDEAS

### 1. DETAILED DESCRIPTION OF THE IDEA

- |      |  |                          |
|------|--|--------------------------|
| 1.1. | Idea Title – the title should be concise, succinct, objective, and understandable for both the target audience and future promotion;   | <input type="checkbox"/> |
| 1.2. | Executive Summary – situating the idea in a relevant scientific field, the summary should synthesize what the researcher intends to accomplish. It should highlight the main advantages of the project compared to other research efforts in this area, whether in terms of focus, methodology, or expected results;   | <input type="checkbox"/> |
| 1.3. | Objectives - The goals you want to achieve with the presented idea must be clear, relevant, and above all achievable;  | <input type="checkbox"/> |
| 1.4. | Detailed Description of the Idea – The description of the idea presented must be clear and should, whenever possible, address the following aspects: what the idea consists of; the proposed innovation; whether it has already been implemented or is in use; what technology it works on; the potential for scalability; the advantages promoted; limitations and/or exceptions; the expected results; estimation of costs, gains, human resources, and development time; and a roadmap of the idea; | <input type="checkbox"/> |
| 1.5. | Additional Information – whenever necessary, provide relevant supplementary information about the idea, such as links to videos, portals, documents, or any other data necessary for understanding the idea.   | <input type="checkbox"/> |

### 2. SUPPORTING DOCUMENTATION

- |      |   |                          |
|------|---|--------------------------|
| 2.1. | Attachment of relevant documentation for idea analysis:                         |                          |
| a)   | Proof of institution and identification of the person responsible for the idea; | <input type="checkbox"/> |
| b)   | Documents related to intellectual/industrial property;                          | <input type="checkbox"/> |
| c)   | Documents regarding copyright and confidentiality of the idea;                  | <input type="checkbox"/> |
| d)   | Other relevant documentation.   | <input type="checkbox"/> |

Lisbon, August 21, 2024.