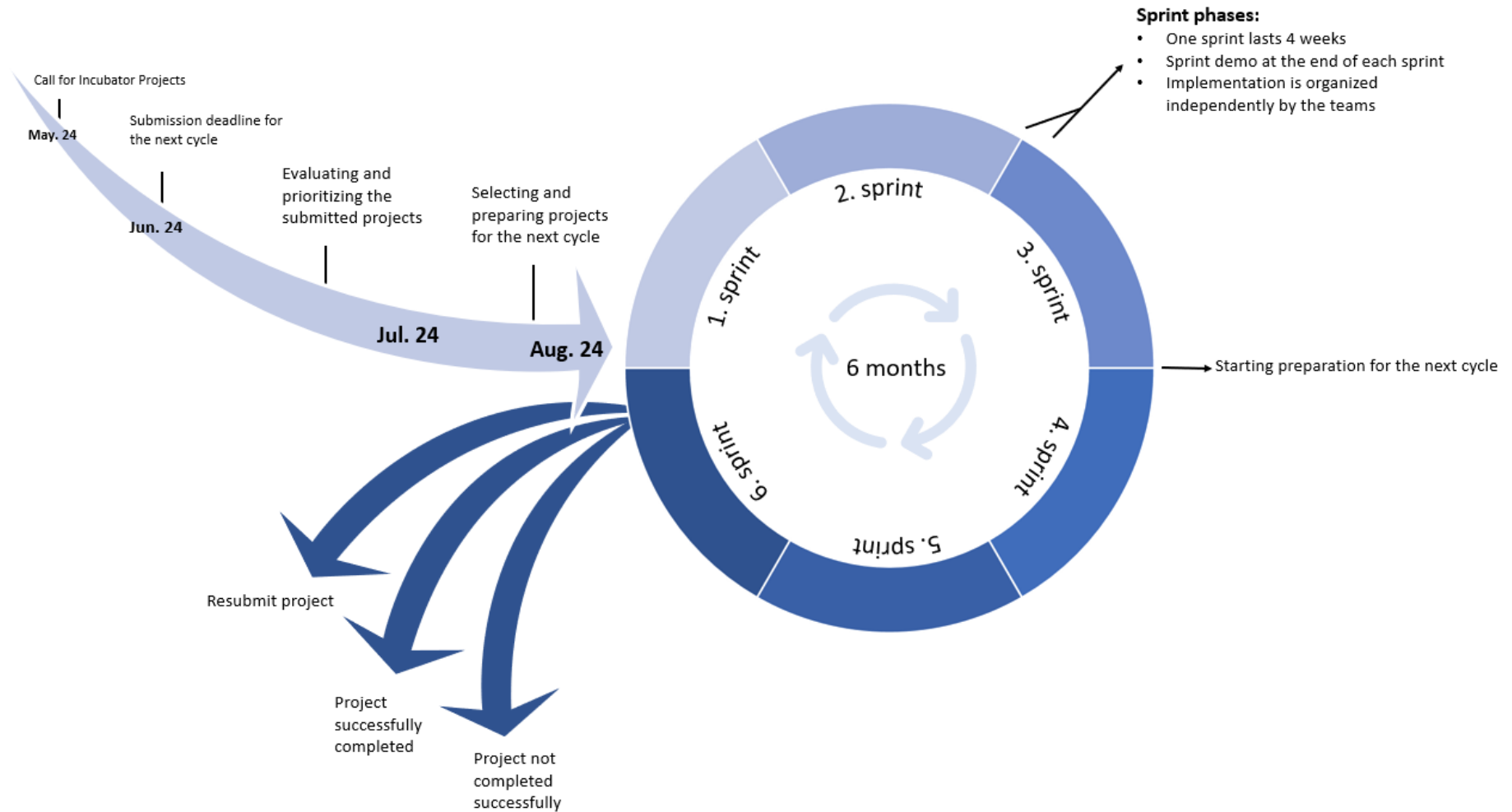


2nd Incubator Cycle (en)



Nr.	Process steps	Timeline	Responsible
0	Establish Main Incubator Board (MIB) <ul style="list-style-type: none"> IAM4NFDI project team Representatives from Base4NFDI Representatives from Section Common Infrastructure or WG IAM 	As soon as possible	Incubator Task Leader
1	Submit ideas for incubator projects <ul style="list-style-type: none"> Fill out template Send completed template by mail (aai-kernteam@lists.kit.edu) 	continuously	Applicants
2	Call for Incubator Projects <ul style="list-style-type: none"> Twice a year by mail Includes submission deadline for the next incubator cycle Reminder approx. 3 weeks before the deadline 	4 months before incubator cycle (April 2024)	Incubator Task Leader
3	Deadline for the next incubator cycle <ul style="list-style-type: none"> new project ideas will no longer be considered for the next cycle 	2 months before incubator cycle (Jun. 2024)	Incubator Task Leader
4	Preparation for MIB meeting: <ul style="list-style-type: none"> View previous ideas Pre-select previous project ideas based on quality criteria (completeness...) Schedule MIB meetings Invite MIB and applicants 	2-1 months before incubator cycle (Jun.-Jul. 2024)	Incubator Task Leader
5	MIB meeting	1 month before incubator cycle (Jul. 2024)	
	Applicants present submitted project ideas (5 minutes presentation, 5 minutes discussion)		Applicants
	Evaluating ideas: <ul style="list-style-type: none"> Evaluate and discuss Identify risks Give priority 		MIB
	Selection of new projects for the incubator cycle (depending on effort: approx. 2-3)		MIB
6	Preparation phase for every new project: <ul style="list-style-type: none"> Select Principal Investigator (PI) (from the project team) Assemble a team (including the applicant) 	1 month before incubator cycle (Jul. 2024)	Incubator Task Leader

7	Handover to PI <ul style="list-style-type: none"> PI is responsible for carrying out/organizing the sprints together with his team 	2 weeks before incubator cycle (Mid Jul. 2024)	Incubator Task Leader
8	Incubator cycle begins	August 2024	PI
9	Run sprints		PI
10	Sprint demonstration <ul style="list-style-type: none"> One appointment for all incubator projects Announce the date in good time and invite everyone (PIs, MIBs and representatives of the WG IAM). Present interim results A full results presentation is given at the last sprint 	End of each sprint	Incubator Task Leader + PI
11	MIB evaluates the status of the incubator project: <ul style="list-style-type: none"> successful graduation Another cycle makes sense Stop the project 	End of Incubator-cycle (31.01.2025)	MIB