



Guidance for applicants for the SME Fund IP pre-diagnostic service.

IE participation in the Intellectual Property Pre-Diagnostic (IPPD) scheme will commence on **1 May 2021**.

Interested SMEs must first apply for the grant (IP voucher) from the European Union Intellectual Property Office and wait for the grant decision. An SME interested in obtaining the IP scan service should initially apply using the link below. Further information as well as the application Form can be accessed via the [the EUIPO SME Fund Website](#) as well as these [FAQs](#).

- The SME can only apply for a grant in the form of an IP voucher during an open window and **only using the online form provided**. Three windows (1st to 31st May, 1st to 31st July and 1st to 30th September) will open. Applications submitted outside these designated time periods will not be considered. Successful Applicants will receive a grant decision signed by the EUIPO. This will be needed to claim payment at a later stage.
- After receiving approval through the grant decision, the SME should apply via the IPOI for the IP pre-diagnostic service (IP Scan) as indicated in the grant application form (eForm1). The service must be requested within 30 days of the approval and completed by the time the report is submitted and at the latest within 30 calendar days following the end of the scheme (31/12/2021). Applications and enquiries can be addressed to SMEFund@IPOI.gov.ie
- The IPOI will check the request and will provide the SME applying for the IP pre-diagnostic service with a list of providers which the SME can choose from.
- It will be the responsibility of the SME and the chosen IP professional to make the arrangements for the carrying out of the IP pre-diagnostic service.
- On completion of the service, the provider will present a report outlining its findings to the SME on their IP rights and proposing recommendations for the future management of these. The SME will then pay the service provider.
- A copy of this report will also be sent to the IPOI by the service provider. This will be reviewed and, if in order, an authorisation report will be sent by the IPOI to the SME to be used when claiming reimbursement for the service from the EUIPO
- The SME can then apply for reimbursement from the EUIPO after the service has been provided and paid for and the corresponding authorisation report has been received from the IPOI. If everything is in order, the EUIPO will pay the reimbursement using the SME's bank account details disclosed at the application stage.