

Checklist

To create an expert opinion (certificate of commercial viability) following documents are required:

Please be aware, that missing documents (in particular the forms of the employment agency) will lead to an extension of the processing time.

Business plan (= corporate concept)

The business plan must not perish in proverbial narratives, without specific reference to the own company. Additionally, the plain enumeration of the corporate concept has to be avoided. A length of at least 7 pages (in addition to the financial and liquidity plan) is strongly recommended. Further information concerning the business plan will be found [here](#).

Financial and liquidity plan

To create the financial and liquidity plan we recommend to use the [IFB-template](#). Our template is adjusted to liberal professions and meets the requirements of the employment agency. For instance, the plan must visualize the first 3 years. Further it is required that the first year is shown monthly. To understand the financial and liquidity plan, the figures should be explained in the written part of the business plan. This especially applies with regard to planned revenues and investments.

If you need the template in an Open-Document-version please contact us by mail: bp@ifb.uni-erlangen.de.

Curriculum vitae

Certificates and references (project-related)

Forms of employment agency (via e-mail is sufficient)

- expert opinion on the sustainability of the planned start-up
- request of the expert opinion on the sustainability of the planned start-up

Please note: The status of liberal profession and the submitted documents will not be audited.

Service fee: 95,00 EUR

Processing time: approx. 14 working days starting with the dispatch of the confirmation of receipt by the IFB. (Please also check your SPAM-File)

If any changes should be required and/or the documentation is incomplete, the processing time will be extended accordingly. Please consider this in your scheduling. As soon as the order is completed, you will receive the expert opinion and the invoice by mail. It is not possible to send the documents directly to the employment agency.

For business cases that need to be approved within 2020: All documents (including subsequently amended documents) must be submitted **on 01.12.2020 latest**. The processing time for entries submitted later than December 1st takes 21 working days.

Contact: Please send your complete documents

by e-mail: bp@ifb.uni-erlangen.de

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