Emerging and Enabling R3

Competition Briefing

12th September 2017
Welcome & Introductions

• Julie Brown – Portfolio Manager

• Barry Shaw – Interim Head of Operations Process
Agenda

- Eligibility Criteria
- Application process – the Innovation Funding Service
  - Project details
  - Application questions
- Finances
  - Project costs – academic partners
- Funding Rules
- Assessment and selection
- Project set-up for successful applicants
- Q&A
Eligibility criteria
# Competition Eligibility

<table>
<thead>
<tr>
<th></th>
<th>Feasibility</th>
<th>Industrial Research &amp; Experimental Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Eligibility</strong></td>
<td>✓ Lead must be a UK SME</td>
<td>✓ Lead must be a UK-based business</td>
</tr>
<tr>
<td></td>
<td>✓ Single SME or collaboration</td>
<td>✓ At least one UK SME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Must be collaborative</td>
</tr>
<tr>
<td><strong>Project Costs</strong></td>
<td>£35k to £100k</td>
<td>£100k - £2m</td>
</tr>
<tr>
<td><strong>Project length</strong></td>
<td>3 to 12 months</td>
<td>1 to 3 years</td>
</tr>
<tr>
<td><strong>Application form</strong></td>
<td>10 marked questions</td>
<td></td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>Yes – for Q2, Q3, Q7 &amp; Q8</td>
<td></td>
</tr>
<tr>
<td><strong>J-eS output document (if applicable)</strong></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Types of Organisation

- Business – Small/Micro, Medium or Large (EU definition)

- Research Organisation (RO):
  - Universities (HEIs)
  - Non profit distributing Research & Technology Organisation (RTO) including Catapults
  - Public Sector Research Establishments (PSRE)
  - Research Council Institutes (RCI)

- Public sector organisations and charities doing research activity
Participation rules

• The aim of our State Aid scheme is to:
  – optimise the level of funding to business and
  – recognise the importance of research base to project
• At least 70% of total eligible project costs must be incurred by business
• The maximum level (30% of project costs) is shared by all research organisations in the project
• Please refer to the general guidance for applicants on our website
### Key Dates

<table>
<thead>
<tr>
<th>Time line</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Opens</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; September 2017</td>
</tr>
<tr>
<td>Briefing Event</td>
<td>12&lt;sup&gt;th&lt;/sup&gt; September 2017</td>
</tr>
<tr>
<td><strong>Submission Deadline</strong></td>
<td><strong>Noon 8th November 2017</strong></td>
</tr>
<tr>
<td>Applicants informed</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; January 2017</td>
</tr>
</tbody>
</table>
Application process

Innovate UK
How is the Innovation Funding Service (IFS) different?

- Its digital.
- **No registration required.** Each participant creates an account, linked to the organisation they are representing
- Each lead and collaborative partner enters their own project costs
- All competition guidance is now part of the service
  - There are no PDFs or brief documents to download for competitions run using IFS
- **IFS calculates your eligible grant**
- IFS provides
  - The ability to format your answers
  - Spell checking via your web browser
  - A word count for each answer
- **IFS validates your application**
  - You cannot submit an application with incomplete sections
  - IFS validates your research organisation participation
Introducing the Innovation Funding Service
Search for a funding competition and review criteria

Innovation competitions
Browse upcoming and live competitions. Find out when new competitions are launched by signing up for competition updates.

Filter competitions
$3 competitions

Keywords

Innovation area
Any

Update results

Emerging and enabling round 3
UK businesses can apply for a share of up to £25 million to develop innovative solutions to challenges in emerging and enabling technologies.

Eligibility:
To lead a project you must:
• Involve at least one SME
• work alone or in collaboration with other organisations
You must collaborate if you wish to run a project for more.
£15 million of funding is for Research and Development, £10 million for the Knowledge Transfer Partnership.

Open now
Open: 5 September 2017
Closes: 8 November 2017

Emerging and enabling round 3
UK businesses can apply for a share of up to £25 million to develop innovative solutions to challenges in emerging and enabling technologies.

Summary

Eligibility
Scope
Dates
How to apply
Supporting information

Description
Innovate UK will invest up to £25 million in innovation projects that involve new products and services.
The aim of this competition is to help UK businesses broaden their innovation activities, disrupt existing markets and find new revenue sources.
Projects must show significant innovation in one of our priority areas, which are:
• emerging technologies
• digital
• enabling capabilities
• space applications
Applicant: create an account
The application: invite participants

Robotic wine waiter

Application overview

Application number: 85
Competition: Emerging and enabling
Funding body: Innovate-UK
Application deadline: 12:00pm Wednesday 10 May 2017

Application progress

0% 82% 100%

Project details
Please provide information about your project. This section is not scored but will provide background to the project.

- view team members and add collaborators
- view the grant terms and conditions
Inviting and working with collaborators

85: Robotic wine waiter

Application team

View and manage your participants in the application. If an individual is 'pending' they have not yet joined the application.

To change the lead applicant please email Innovate UK support@innovateuk.gov.uk.

EMPIRE LTD, Lead organisation

Applicant
Roger Blue

Barry Shaw Expert

Applicant
Barry Shaw

University of Bath

Update EMPIRE LTD

Robotic wine waiter

You are able to invite and remove contributors. Only the lead organisation and lead applicant cannot be removed.

EMPIRE LTD, Lead organisation

Applicant Email
Roger Blue roger.blueifs@gmail.com Lead

Please enter a name. Remove

Add new applicant

Once you update the organisation, your changes will take effect. Invites will be sent to all new applicants.
The application form

Application progress

Project details
Please provide Innovate UK with information about your project. These sections are not scored but will provide background to the project.

- Application details
- Project summary
- Public description
- Scope

Application questions
These are the 10 questions which will be marked by assessors. Each question is marked out of 10 points.

- Need or challenge
- Approach and innovation
- Team and resources
Answering a question

**Need or challenge**

1. What is the business need, technological challenge or market opportunity behind your innovation?

   - What should I include in the need or challenge section?

   - Assign this question to someone else

   - Mark as complete

- Spell check using your web browser
- Formatting for your content
- Word count
- Online guidance
- Assign the question to a collaborator
Application – project details
Application details

This section contains 4 points to complete

• Application title

• Estimated timescales
  – The proposed start date and duration of your project

• Research category.
  – Select from:
    • Feasibility study
    • Industrial research
    • Experimental development

• Innovation area
Provide a short summary and objectives of the project including what is innovative about it.

This summary is not scored, but provides an introduction to your proposal for the benefit of Innovate UK staff and assessors only. It will not be used for any public dissemination. It should cover, in brief:

• need or challenge. The business need, technological challenge or market opportunity to be addressed
• approach and innovation. The approach to be taken and how this will improve on current state-of-the-art
• outcomes. The difference the project will make to the competitiveness and productivity of the partners involved
Public Description

Public description of your project

If your application is successful, Innovate UK will publish this brief description of your proposal. Provision of this description is mandatory but will not be assessed.

- To comply with government practice on openness and transparency of public-funded activities, Innovate UK has to publish information relating to funded projects.

- Funding will not be provided to successful projects without this.
- This question is not scored.
How does your project align with the scope of this competition?

To show how your project aligns with the scope of this competition, you need to:

• read the competition brief in full
• understand the background, challenge and scope of the competition
• address the research objectives in your application
• match your project's objectives and activities to these

If your project is not in scope, it will be ineligible for funding and not sent for assessment.
Application questions
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
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<td>Summary of proposed project</td>
<td></td>
</tr>
<tr>
<td>Public description of the project</td>
<td></td>
</tr>
<tr>
<td>Gateway Question</td>
<td>Scope</td>
</tr>
<tr>
<td>Question 1</td>
<td>Need or challenge</td>
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<td>Approach and innovation</td>
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<td>Team and resources</td>
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<td>Question 4</td>
<td>Market awareness</td>
</tr>
<tr>
<td>Question 5</td>
<td>Outcomes and route to market</td>
</tr>
<tr>
<td>Question 6</td>
<td>Wider impacts</td>
</tr>
<tr>
<td>Question 7</td>
<td>Project management</td>
</tr>
<tr>
<td>Question 8</td>
<td>Risks</td>
</tr>
<tr>
<td>Question 9</td>
<td>Additionality</td>
</tr>
<tr>
<td>Question 10</td>
<td>Costs and value for money</td>
</tr>
<tr>
<td>Other funding from public sector bodies</td>
<td></td>
</tr>
<tr>
<td>Finance summary table</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the Competition Guidance

Appendices Q2
Appendices Q3
Appendices Q7
Appendices Q8
Question 1: Need or challenge

What is the business need, technological challenge or market opportunity driving your innovation?

• What is the main motivation for the project?
• What is the nearest current state-of-the-art? Have you considered those near market and/or in development?
• Describe any work you have already done to address this need.
• Identify the wider economic, social, environmental, cultural and/or political challenges which are influential in creating the opportunity.

Our Horizons tool can help here: http://horizons.innovateuk.org/
Question 2: Approach and innovation

What approach will you take and where will the focus of the innovation be?

- How will you address the need, challenge or opportunity identified?
- Explain how it will improve on the nearest current state-of-the-art identified
- Where will the focus of the innovation be in the project and do you have freedom to operate?
- Explain how this project fits with your current product/service lines/offerings
- Describe the nature of the outputs you expect from the project and how these will take you closer to addressing the need, challenge or opportunity identified

You may upload an appendix PDF document (max 1MB) of graphics/diagrams to demonstrate the innovation in your technology/product/service
Question 3: Team and resources

Who is in the project team and what are their roles?

- Describe the roles, skills and relevant experience of all members of the project team
- State the resources, equipment and facilities required for the project and how you will access them
- Provide details of any key external parties, including sub-contractors
- (if collaborative) describe the current relationships between the project partners and how these will change as a result of the project
- Are there any gaps in the team that will need to be filled?

You may upload an appendix PDF document (max 1MB) to describe the skills and experience of the main people who will be working on the project
Question 4: Market awareness

What does the market you are targeting look like?

What is the market(s) (domestic and/or international) that you will be targeting in the project and any other potential markets?

You should consider:

– the size of the addressable market(s) for the project outcome(s)
– the structure and dynamics of the market, and predicted growth rates within clear timeframes
– the main supply/value chains and business models in operation
– the current UK position in addressing this market

For highly innovative projects, where the market may be unexplored, explain:

– what the route to market could or might be
– what its size might be
– how the project will seek to explore the market potential

For other markets, briefly describe the size and key features of those
Question 5: Outcomes and route to market

How do you propose to grow your business and increase your productivity into the long term as a result of the project?

• What is your current position in the market(s) and your route to market?
• Who are your target customers and/or end users, and what is the value proposition to them?
• Tell us how you will profit from the innovation and how it will impact your productivity and growth
• Describe how you will protect and exploit the outputs of the project
• Outline your strategy for addressing the other markets identified during or after the project
• For any research organisation activity in the project, outline your plans to disseminate project research outputs over a reasonable timescale
Question 6: Wider impacts

What impact might this project have outside the project team?

- What are the economic benefits from the project, to those outside the project?
- Highlight the expected social and/or environmental impacts, either positive or negative
- Explain any expected regional impacts of the project
Question 7: Project management

How will you manage the project effectively?

• Outline the main work packages of the project, indicating for each:
  – The relevant research category
  – The lead partner assigned
  – The total cost of each package
• Describe your approach to project management and the management reporting lines
• Outline your project plan in sufficient detail to identify any links or dependencies between work packages or milestones

You may upload a project plan/Gantt chart in PDF format (max 1MB) as an appendix
Question 8: Risks

What are the main risks for this project?

• Identify the key risks and uncertainties of the project, including the technical, commercial, managerial and environmental risks
• Explain how these risks will be mitigated
• List any project inputs on the critical path to completion (such as resources, expertise, data sets)
• Are the outputs likely to be subject to regulatory requirements, certification, ethical issues, etc.? If so how will you manage these?

You may upload a risk register in PDF format (max 1MB) as an appendix
Question 9: Additionality

Describe the impact that an injection of public funding would have on this project.

• Tell us if this project could go ahead without public funding. If so, what difference would the public funding make (such as faster to market, more partners, reduced risk)?
• Describe the likely impact of the project on the businesses of the partners involved
• Why are you unable to wholly fund the project from your own resources or other forms of private-sector funding?
• Explain how this project would change the nature of the partners’ R&D activity (and related spend)
Question 10: Costs and value for money

How much will the project cost and how does it represent value for money for the team and the taxpayer?

• Justify the total project cost and the grant being requested, in line with the project goals
• How will the partners finance their contributions to the project?
• Explain how this project represents value for money for you and the taxpayer.
• Justify the balance of costs and grant across the project partners
• Describe any sub-contractor costs and why they are critical to the project
Application finances

Innovate UK
Finances

Your finances

Finances
Please complete your project finances.

- Not requesting funding

Your project costs ✉ Incomplete

Your organisation ✔ Complete

Your funding ✔ Complete

Finance summary
This is a breakdown of your project costs and sources of funding for this project.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total project costs</td>
<td>£316,642</td>
<td>% Grant</td>
<td>Funding sought</td>
<td>Contribution to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70%</td>
<td>£221,649</td>
<td>project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>£0</td>
<td>£94,992</td>
</tr>
</tbody>
</table>


Your project costs

Provide the project costs for 'EMPIRE LTD'

Only your organisation can see this level of detail. All members of your organisation can access and edit your finances. We recommend assigning completion of your finances to one member of your team.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour</td>
<td>£222,414</td>
</tr>
<tr>
<td>Overhead costs</td>
<td>£44,483</td>
</tr>
<tr>
<td>Materials</td>
<td>£11,750</td>
</tr>
<tr>
<td>Capital usage</td>
<td>£13,000</td>
</tr>
<tr>
<td>Subcontracting costs</td>
<td>£36,795</td>
</tr>
<tr>
<td>Travel and subsistence</td>
<td>£3,000</td>
</tr>
<tr>
<td>Other costs</td>
<td>£0</td>
</tr>
</tbody>
</table>

'EMPIRE LTD' Total project costs £331,442
### Labour costs

Eligible:
- Staff working directly on project.
- Paid by PAYE
- NI, pension, non-discretionary costs.

Ineligible:
- Dividends
- Bonuses
- Non productive time

If you have multiple people in the same role, enter this here

<table>
<thead>
<tr>
<th>Role within project</th>
<th>Gross annual salary</th>
<th>Rate (£/day)</th>
<th>Days to be spent by all staff at this grade</th>
<th>Total costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>50000</td>
<td>£ 216</td>
<td>240</td>
<td>£ 51,724</td>
</tr>
<tr>
<td>engineer x 2</td>
<td>65000</td>
<td>£ 280</td>
<td>480</td>
<td>£ 134,483</td>
</tr>
<tr>
<td>tester</td>
<td>35000</td>
<td>£ 151</td>
<td>240</td>
<td>£ 36,207</td>
</tr>
</tbody>
</table>

Total labour costs: £ 222,414
Overheads

**Innovate UK’s definition:**
Additional costs and operational expenses incurred directly as a result of the project. These could include additional costs for administrative staff, general IT, rent and utilities.

---

<table>
<thead>
<tr>
<th>Overhead costs</th>
<th>£44,483</th>
</tr>
</thead>
</table>

You can incur overhead costs associated with those directly working on the project as well as indirect (administration) overheads. To be eligible both overhead categories need to be directly attributable to the project. The indirect overheads need to be additional as well as directly attributable. Note that there are certain cost categories/activities which are not eligible. To find out which costs are ineligible/eligible refer to our [project costs guidance](#).

- [Overheads costs guidance](#)
Calculate Overheads

• **Indirect (administration) overheads**
  – please ensure they are *additional and directly attributable* to the delivery of the project

• **Direct overheads**
  – E.g. office utilities, IT infrastructure, laptop provision not covered by capital usage
  – must be directly attributable to the project
  – Provide detailed breakdown together with methodology/basis of apportionment
## Material costs

Please provide a breakdown of the materials you expect to use during the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost per item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates of widgets</td>
<td>20</td>
<td>500</td>
<td>£10,000</td>
</tr>
<tr>
<td>project items</td>
<td>5</td>
<td>350</td>
<td>£1,750</td>
</tr>
</tbody>
</table>

Add another materials cost

Total materials costs £11,750

**Eligible:**
Directly used in the project
## Capital equipment usage

**Eligible:**
- Used in the project or shared with day-to-day production
- Resale value

<table>
<thead>
<tr>
<th>Item description</th>
<th>Machine</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or existing item</td>
<td>New</td>
</tr>
<tr>
<td>Depreciation period (months)</td>
<td>36</td>
</tr>
<tr>
<td>Net present value at the start of your project or the price you bought it for (£)</td>
<td>36000</td>
</tr>
<tr>
<td>Residual value at end of project (£)</td>
<td>10000</td>
</tr>
<tr>
<td>Utilisation (%)</td>
<td>50</td>
</tr>
<tr>
<td>Net cost</td>
<td>£13000</td>
</tr>
</tbody>
</table>
Sub-contract costs

You can subcontract work if you don’t have the expertise in your project team. You can also subcontract if it is cheaper than developing your skills in-house.

- Subcontracting costs guidance

Please provide details of any work that you expect to subcontract for your project.

<table>
<thead>
<tr>
<th>Subcontractor name</th>
<th>Robotics experts ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country where the subcontractor will work</td>
<td>UK</td>
</tr>
<tr>
<td>Role of the subcontractor in the project and description of the work they’ll do</td>
<td>facilitation and availability of robotics labs</td>
</tr>
<tr>
<td>Cost</td>
<td>36795</td>
</tr>
</tbody>
</table>

Eligible:
- Justified and quantified
Travel and subsistence costs

You should include travel and subsistence costs that relate to this project.

<table>
<thead>
<tr>
<th>Purpose of journey or description of subsistence cost</th>
<th>Number of times</th>
<th>Cost each (£)</th>
<th>Total (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to robotics labs for testing</td>
<td>12</td>
<td>100</td>
<td>£1,200</td>
</tr>
<tr>
<td>monthly project meetings</td>
<td>12</td>
<td>150</td>
<td>£1,800</td>
</tr>
</tbody>
</table>

Total travel & subsistence costs: £3,000

Eligible:
Directly linked to the project
**Other costs**

- Costs that could not be added under previous headings.
- Do not double count

Please provide details of any project costs which cannot be covered by the other cost categories.

**Other costs guidance**

Please note that legal or project audit and accountancy fees are not eligible and should not be included as an 'other cost'. Patent filing costs of new IP relating to the project are limited to £7,500 for SME applicants only. Please provide estimates of other costs that do not fit within any other cost headings.

<table>
<thead>
<tr>
<th>Description and justification of the cost</th>
<th>Estimated cost (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
# Finances – your organisation

## Your finances

### Finances

Please complete your project finances.

- [Not requesting funding](#)

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your project costs</strong></td>
<td></td>
<td><strong>Incomplete</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Your organisation</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Complete</strong></td>
</tr>
<tr>
<td><strong>Your funding</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Complete</strong></td>
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</tbody>
</table>

### Finance summary

This is a breakdown of your project costs and sources of funding for this project.

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<td><strong>Contribution to project</strong></td>
<td>£94,992</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What we ask you:

- Organisation size
- Date of last financial year
- Financial overview
  - Annual turnover
  - Annual profits
  - Annual export
  - R&D spend
- No. full time employees
Finances – your funding

Your finances

Finances
Please complete your project finances.

- Not requesting funding

<table>
<thead>
<tr>
<th>Your project costs</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your organisation</td>
<td>Complete</td>
</tr>
<tr>
<td>Your funding</td>
<td>Complete</td>
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</tr>
</tbody>
</table>
Funding

- **Funding rules**
  - The level of funding awarded will depend upon the type of organisation and the type of research being undertaken in the project
  - Funding is calculated by project participant

- IFS will calculate your grant % based upon your answers to:
  - Type (and size) of organisation
  - Research category defined by the Lead applicant in the Application details section of the application
Funding

Your funding

Enter your funding level (maximum 70%).
The maximum funding level is 70%. This is based on your organisation size and the project research category.

▸ What funding level should I enter?

70 %

Other funding

Please tell us if you have applied for, or received any other public sector funding for this project. This information is important as other public sector support counts as part of the funding you can receive for your project.

▸ What should I include in other funding?

☐ Yes  ☑ No

☐ As a member of this consortium I agree to the grant terms and conditions set out by Innovate UK.

• Each organisation must accept the grant terms and conditions
• The lead applicant will not be able to submit the application without all organisations accepting the grant Ts and Cs.
Academic partners
Why Je-S?

• The Research Councils Joint Electronic Submission System (Je-S) is being used to collect ALL academic finances

• Also to collect project finance details from non-HEIs (e.g. RTOs) that are claiming they are carrying out academic quality work and want to be funded on an FEC basis

• The Je-S system automates the collection of Full Economic Costs (FEC) based costs from academic partners and tells them exactly what numbers should be used in the application form for their costs

• Using Je-S enables Research Councils to easily co-fund Innovate UK projects
# Project costs – academic partners

## Evolution of the global phosphorus cycle

### Your finances

**Finances**

Please complete your project finances.

<table>
<thead>
<tr>
<th>Your project costs</th>
<th>✅ Complete</th>
</tr>
</thead>
</table>

**Finance summary**

This is a breakdown of your project costs and sources of funding for this project.

<table>
<thead>
<tr>
<th>Total project costs</th>
<th>% Grant</th>
<th>Funding sought</th>
<th>Other public sector funding</th>
<th>Contribution to project</th>
</tr>
</thead>
<tbody>
<tr>
<td>£495</td>
<td>100%</td>
<td>£495</td>
<td>£0</td>
<td>£0</td>
</tr>
</tbody>
</table>

[Return to application overview]
## Project Costs – Academic partners

**TSB reference**
This number is found at the top of your Je-S form

<table>
<thead>
<tr>
<th>My REF</th>
</tr>
</thead>
</table>

**Financial resources**
Please enter the following costs from the summary of resources section on your Je-S form

<table>
<thead>
<tr>
<th>Directly incurred</th>
<th>TSB Contribution (please refer to the TSB contribution column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>11</td>
</tr>
<tr>
<td>Travel &amp; subsistence</td>
<td>22</td>
</tr>
<tr>
<td>Other costs</td>
<td>33</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>£ 66</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Directly allocated</th>
<th>TSB Contribution (please refer to the TSB contribution column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigators</td>
<td>44</td>
</tr>
<tr>
<td>Estates Costs</td>
<td>55</td>
</tr>
<tr>
<td>Other costs</td>
<td>66</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>£ 165</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirect costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>77</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exceptions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>88</td>
</tr>
</tbody>
</table>

- Enter the TSB reference number here
- Enter the TSB Contribution column figures from your J-eS output document into the project costs section of the application
- Upload the Je-S with council status form as a PDF at the bottom of the screen
Normal Je-S application elements

Not just the financials
  – E.g. Justification of resources
  – E.g. Pathways to impact
• Full details on the Je-S system
• Queries about Je-S via the Je-S Helpdesk
  – JeSHelp@rcuk.ac.uk
  – 01793 444164
Submitting your application
## Project cost summary

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Total</th>
<th>Labour</th>
<th>Overhead costs</th>
<th>Materials</th>
<th>Capital usage</th>
<th>Subcontracting costs</th>
<th>Travel and subsistence</th>
<th>Other costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Shaw Experts Ltd</td>
<td>£230,162</td>
<td>£84,052</td>
<td>£16,810</td>
<td>£90,550</td>
<td>£0</td>
<td>£35,000</td>
<td>£3,750</td>
<td>£0</td>
</tr>
<tr>
<td>EMPIRE LTD</td>
<td>£331,442</td>
<td>£222,414</td>
<td>£44,483</td>
<td>£11,750</td>
<td>£13,000</td>
<td>£36,795</td>
<td>£3,000</td>
<td>£0</td>
</tr>
<tr>
<td>University of Bath</td>
<td>£19,762</td>
<td>£8,104</td>
<td>£5,731</td>
<td>£412</td>
<td>£0</td>
<td>£0</td>
<td>£504</td>
<td>£5,011</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£581,366</strong></td>
<td><strong>£314,570</strong></td>
<td><strong>£67,024</strong></td>
<td><strong>£102,712</strong></td>
<td><strong>£13,000</strong></td>
<td><strong>£71,795</strong></td>
<td><strong>£7,254</strong></td>
<td><strong>£5,011</strong></td>
</tr>
</tbody>
</table>

This is the level of cost detail that the assessors will see during the assessment process.

All organisations can see a summary of project costs.
Validating project costs

### Finances Summary

The following organisations have not marked their finances as complete:
- EMPIRE LTD

*Return to the finances section to complete your finances*

This application cannot be submitted unless finances have been marked as complete by all partners.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Total costs</th>
<th>% Grant</th>
<th>Funding sought</th>
<th>Other public sector funding</th>
<th>Contribution to project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Shaw Experts Ltd</td>
<td>£230,162</td>
<td>70%</td>
<td>£161,113</td>
<td>£0</td>
<td>£69,049</td>
</tr>
<tr>
<td>EMPIRE LTD</td>
<td>£282,655</td>
<td>70%</td>
<td>£197,859</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Bath</td>
<td>£239,114</td>
<td>0%</td>
<td>£0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>£751,931</td>
<td>£358,972</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IFS checks**

- all organisations have marked their finances as complete
- research organisation participation is no greater than 30% of the total project costs
Review application before submission

Robotic wine waiter

Application summary

Please review your application before final submission. Any highlighted sections are incomplete and need further information from you.

Project details

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application details</td>
<td>Complete</td>
</tr>
<tr>
<td>Project summary</td>
<td>Complete</td>
</tr>
<tr>
<td>Public description</td>
<td>Complete</td>
</tr>
<tr>
<td>Scope</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Application questions

1. Need or challenge          | Complete |
2. Approach and innovation    | Complete |
3. Team and resources         | Complete |
4. Market awareness           | Incomplete |
5. Outcomes and route to market | Incomplete |
6. Wider impacts              | Complete |
7. Project management         | Complete |
8. Risks                      | Complete |
9. Additionality              | Complete |
10. Costs and value for money | Complete |

Finance

- IFS will validate your application
- All questions must be “marked as complete”
- Leave plenty of time to validate your submission
- Deadlines are absolute
Submitting your application

This is your final chance to make changes to the application.
You will not be able to access the application after this point. Are you sure you want to submit?

Yes, I want to submit my application  Cancel

Submit application
Application submitted

IFS will send the Lead applicant an email to confirm the application has been submitted.

IFS informs you about what happens next

You may view or print your submitted application at any time.
### Your dashboard

#### Set up your project

<table>
<thead>
<tr>
<th>Medical device feasibility studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project number: 92</td>
</tr>
<tr>
<td>Competition: Biomedical catalyst feasibility studies</td>
</tr>
</tbody>
</table>

#### Application in progress

<table>
<thead>
<tr>
<th>Robotic wine waiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application number: 85</td>
</tr>
<tr>
<td>Competition: Emerging and enabling</td>
</tr>
</tbody>
</table>

*This is a new service – your feedback will help us improve it.*
Funding rules

Innovate UK
## Funding dependent upon type of organisation

<table>
<thead>
<tr>
<th>Organisation / Type of Activity</th>
<th>Feasibility Studies or Industrial Research</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong> (economic activity)</td>
<td>Micro/Small – 70% Medium – 60% Large – 50%</td>
<td></td>
</tr>
</tbody>
</table>
| **Research Organisation** (non-economic activity) | Universities – 100% (80% of Full Economic Costs) Other research organisations can claim 100% of their project costs – see note: | Other research organisations must:  
  • be **non-profit distributing** and  
  • **disseminate the project results** &  
  • **explain in the application form** how this will be done |
| **Public Sector Organisation or Charity** (non-economic activity) | **100% of eligible costs** | Must be:  
  • Be **performing research activity & disseminate project results & explain in the application form** how this will be done  
  • ensure that the eligible costs do **not include work / costs already funded** from other public sector bodies |
What is collaboration?

In all collaborative projects there must be:

• **at least two organisations claiming grant**

• a **business-led** consortium, which may involve both business and the research base and

• evidence of **effective collaboration**
  
  — *we would expect to see the structure and rationale of the collaboration described in the application.*
Non-grant claiming partners

If a partner wishes to collaborate but does not wish to claim a grant:

- Lead must invite partner to join the application
- Partner must select “not requesting funding” option in finances section of IFS
- Partner must complete “Your project costs” section to provide value of their contribution
- Partner will not be named in the Grant Offer Letter if your project is successful
Total funding limits

Worked example – £500k total cost project:
Project costs for 5 partners (2 SME, 1 University, a Catapult and 1 large), doing industrial research.

<table>
<thead>
<tr>
<th>Partner</th>
<th>Type</th>
<th>Total Eligible Project Costs</th>
<th>Maximum % of eligible costs which may be claimed as a grant</th>
<th>Innovate UK Grant</th>
<th>Partner Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Medium</td>
<td>£130,000</td>
<td>60%</td>
<td>£78,000</td>
<td>£52,000</td>
</tr>
<tr>
<td>Business</td>
<td>Medium</td>
<td>£90,000</td>
<td>60%</td>
<td>£54,000</td>
<td>£36,000</td>
</tr>
<tr>
<td>Business</td>
<td>Large</td>
<td>£130,000</td>
<td>50%</td>
<td>£65,000</td>
<td>£65,000</td>
</tr>
<tr>
<td>University</td>
<td>HEI (80% FEC)</td>
<td>£75,000</td>
<td>100%</td>
<td>£75,000</td>
<td>nil**</td>
</tr>
<tr>
<td>Catapult</td>
<td>RTO</td>
<td>£75,000</td>
<td>100%</td>
<td>£75,000</td>
<td>nil</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>£500,000</td>
<td></td>
<td>£347,000</td>
<td>£153,000</td>
</tr>
</tbody>
</table>

** 20% FEC not to be shown as a contribution

Research Base Costs

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>£150,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research base % of Total Eligible costs (cannot exceed 30%)</td>
<td>30.00%</td>
<td></td>
</tr>
</tbody>
</table>
Assessment & Selection

Innovate UK
Application assessment

All applications are assessed by independent assessors drawn from industry and academia

What do they look for?

• **Clear and concise answers**
• **The right amount of information**
  • not too much detail
  • no assumptions
• **Quantification and justification**
• **That the applicant (team) has presented a viable opportunity for growth, a level of innovation that necessitates public sector investment and an appropriate team and approach to take it forward**
Assessor feedback

Medical device feasibility studies

Feedback overview

Congratulations, your application has been successful
Scores and written feedback from each assessor can be found below.

Application details
Assessors do not provide scores on these sections

Project title
Medical device feasibility studies

Application number
92

Lead organisation
EMPIRE LTD

Need or challenge

1. What is the business need, technological challenge or market opportunity behind your innovation?

Your answer:
This medical device will save the NHS millions by reducing patient recovery time. It will have use worldwide, not just in the UK.

Average score: 7/10

Your assessors’ feedback

Assessor 1
The applicant has aptly described the need and challenge which this project seeks to resolve. There has clearly been some market research, however, the application shows a lack of understanding of the wider market to which this project applies.

Assessor 2
Project setup for successful applicants

Innovate UK
IFS for successful applicants

- We recognise that successful applicants wish to start their projects as quickly as possible
- We have simplified the process
- All collaborators can view the process using IFS and enter their details using their account
- IFS provides a digital view of the process
- 7 steps to complete

**Project team status**

Additional information is needed before your project can begin. This table will help you to keep track of what tasks have been completed and what is outstanding.

<table>
<thead>
<tr>
<th>Partner</th>
<th>Project details</th>
<th>Monitoring Officer</th>
<th>Bank details</th>
<th>Finance checks</th>
<th>Spend profile</th>
<th>Other docs</th>
<th>Grant offer letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPIRE LTD (Lead)</td>
<td>✓ complete</td>
<td>pending</td>
<td>✓ complete</td>
<td>pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIVICA GROUP LIMITED</td>
<td>✓ complete</td>
<td>incomplete</td>
<td>pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Collaboration Agreement

• Original agreement signed by all participants
• Key Features:
  – Who is in the Consortium?
  – What are the aims, and how is the work divided up?
  – Ownership of IPR
  – Management of consortium

Note: Negotiating a Collaboration Agreement can be complex and time consuming. Start work on this at an early stage in the process, ideally before submitting your full application.
Grant Offer Letter

Grant terms and conditions
- Project lead organisation
- Total grant amount
- Project title
- Confidentiality and Intellectual Property
- Exploitation
- Acceptance of Offer
- Dispute Resolution

• Each participant must accept the grant terms and conditions when entering project costs as part of the application
• The terms and conditions are available for review in the application
• This process replaces the former Conditional Offer Letter (CoL)
• Project Set-up handles all other steps previously outlined in the CoL
• The Grant Offer Letter is signed by Lead organisation on behalf of all project partners
Grant claims and payments

• All grants are claimable quarterly in arrears
• Claims can only be made for costs incurred and paid between the project start and end dates
• Claims may be subject to an independent audit (including all academic partners) according to grant size
• Claims are only paid once quarterly reporting and necessary audits are complete
• Projects over 6 months are monitored on a quarterly basis including a visit from the appointed Monitoring Officer. Anything outside of this will be discussed on a case by case basis.
• The monitoring will be carried out against a detailed project plan and financial forecast
Q&A – Application process and finances
Contact us:

Customer Support Services: 0300 321 4357 (Mon-Fri, 9am-5:30pm)
support@innovateuk.gov.uk

https://www.gov.uk/government/organisations/innovate-uk

Knowledge Transfer Network:
https://ktn.innovateuk.org
Thank you

Innovate UK