Innovate UK Sector Competitions

Draft Review Form

# Purpose

This form has been produced by the Knowledge Transfer Network (KTN) as an aid to help Innovate UK Sector competition applicants prepare their submission; to act as an offline draft which can be used to aid collaboration between partners; and to enable external reviewing prior to formal submission.

# DISCLAIMER

Appropriate KTN staff can, at their discretion, review this draft proposal once to provide guidance on how it may better address the questions laid out in the proposal form. Requests for draft review should be sent to the relevant KTN employee with sufficient time to allow for review before the competition deadline; usually no less than one week prior to the deadline. All comments on this draft are advisory in nature and are expressed as an opinion only, and no warranty, expressed or implied, is given as to the suitability of the proposal for submission to the funding competition. Questions on scope must be sent to the Innovate UK support email support@innovateuk.gov.uk.

Please note, this form may not contain all the details required by the Innovate UK online application, and as such may not be suitable for the specific competition to which you are applying. It is the applicant’s responsibility to ensure that the required fields are suitably completed on the online application.

**Date draft completed:**

**Date draft reviewed by KTN:**

# Competition Details

**Competition:**

**Competition round:**       **Application deadline:**

**Innovation area:**

**Research category:**

**Project title:**

# Partner details

## Lead partner

**Organisation:**

**Category:**

**Primary contact name:**

**Primary contact email:**

**Primary contact phone:**

## Other partners

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| --- | --- | --- | --- | --- |
| **Organisation** | **Category** | **Contact** | **Email** | **Phone** |
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# Guidance

The sections in this form have been sized to give a rough indication of the 400-word limit used in most of Innovate UK’s Sector application forms. Please ensure you check the word count of each section before submitting, ensuring this fits within the specified word limit of the competition to which you are applying.

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| Project summary |
| Please provide a short summary of your project. Innovate UK will not score this summary. This will give the assessors a useful introduction to your project. It should provide a clear overview of the whole project, including:* your vision for the project
* key objectives
* main areas of focus
* details of how it is innovative
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| **KTN Reviewer comments** |
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| Public description |
| Please provide a brief description of your project. If your application is successful, Innovate UK will publish this description. This question is mandatory but is not scored. Innovate UK publishes information about projects they have funded. This is in line with government practice on openness and transparency of public-funded activities. Describe your project in a way that will be easy for a non-specialist to understand. Don't include any information that is confidential, for example, intellectual property or patent details. |
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| **KTN Reviewer comments** |
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| Scope: 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
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| Question 1: Need or challenge |
| What is the business need, technological challenge or market opportunity behind your innovation?You should describe or explain:* the main motivation for the project; the business need, technological challenge or market opportunity
* the nearest current state-of-the-art (including those near-market/in development) and its limitations
* any work you have already done to respond to this need, for example is the project focussed on developing an existing capability or a new one?
* the wider economic, social, environmental, cultural and/or political challenges which are influential in creating the opportunity (for example, incoming regulations). The Horizons tool can help here: [www.slideshare.net/WebadminTSB/innovate-uk-horizons-sustainable-economy-framework](http://www.slideshare.net/WebadminTSB/innovate-uk-horizons-sustainable-economy-framework)
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| Question 2: Approach and innovation |
| What approach will you take and where will the focus of the innovation be? You should describe or explain:* how you will respond to the need, challenge or opportunity identified
* how you will improve on the nearest current state-of-the-art identified
* where the focus of the innovation will be in the project (application of existing technologies in new areas, development of new technologies for existing areas or a totally disruptive approach) and the freedom you have to operate
* how this project fits with your current product/service lines/offerings
* how it will make you more competitive
* the nature of the outputs you expect from the project (for example, report, demonstrator, know-how, new process, product or service design) and how these will help you to target the need, challenge or opportunity identified
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| Question 3: Team and resources |
| Who is the project team and what are their roles? You should describe or explain:* the roles, skills and relevant experience of all members of the project team in relation to the approach you will be taking
* the resources, equipment and facilities needed for the project and how you will access them
* details of any vital external parties, including sub-contractors, who you will need to work with to successfully carry out the project
* (if collaborative) the current relationships between project partners and how these will change as a result of the project
* highlight any gaps in the team that will need to be filled
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| Question 4: Market awareness |
| What does the market you are targeting look like? You should describe or explain:* the markets (domestic and/or international) you will be targeting in the project and any other potential markets
* for the target markets, describe:
* the size of the target markets for the project outcomes, backed up by references where available
* the structure and dynamics of the market (such as customer segmentation), together with predicted growth rates within clear timeframes
* the main supply/value chains and business models in operation (and any barriers to entry)
* the current UK position in targeting 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 look to explore the market potential
* briefly describe the size and main features of any other markets not already listed
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| **KTN Reviewer comments** |
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| Question 5: Outcomes and route to market |
| How are you going to grow your business and increase your productivity into the long term as a result of the project? You should describe or explain:* your current position in the markets and supply/value chains outlined (will you be extending or establishing your market position?)
* your target customers and/or end users, and the value to them (why would they use/buy it?)
* your route to market
* how you are going to profit from the innovation (increased revenues or cost reduction)
* how the innovation will impact your productivity and growth (in the short and long-term)
* how you will protect and exploit the outputs of the project, e.g. through know-how, patenting, designs, changes to business model
* your strategy for targeting the other markets identified during or after the project
* for any research organisation activity in the project, describe your plans to spread project research outputs over a reasonable timescale
* if you expect to use the results generated from the project in further research activities, describe how
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| Question 6: Wider impacts |
| What impact might this project have outside the project team? You should describe and where possible measure:* the economic benefits from the project to external parties (customers, others in the supply chain, broader industry and the UK economy) such as productivity increases and import substitution
* any expected social impacts, either positive or negative on, for example:
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| * quality of life
* social inclusion/exclusion
* jobs (safeguarded, created, changed, displaced)
* education
 | * public empowerment
* health and safety
* regulations
* diversity
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| * any expected impact on government priorities
* any expected environmental impacts, either positive or negative
* identify any expected regional impacts of the project
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| Question 7: Project management |
| How will you manage the project effectively? You should describe or explain:* the main work packages of the project, indicating the relevant research category, the lead partner assigned to each and the total cost of each one
* your approach to project management, identifying any major tools and mechanisms that will be used for a successful and innovative project outcome.
* the management reporting lines
* your project plan in enough detail to identify any links or dependencies between work packages or milestones
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| Question 8: Risks |
| What are the main risks for this project? You should describe or explain:* the main risks and uncertainties of the project, including the technical, commercial, managerial and environmental risks, (providing a risk register if appropriate)
* how will these risks be mitigated
* any project inputs that are critical to completion (such as resources, expertise, data sets)
* any output likely to be subject to regulatory requirements, certification, ethical issues, etc., and how will you manage this?
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| Question 9: Additionality |
| Describe the impact that an injection of public funding would have on this project. You should describe or explain:* if this project could go ahead in any form without public funding and if so, the difference the public funding would make (such as faster to market, more partners and reduced risk)
* the likely impact of the project on the business of the partners involved
* why you are not able to wholly fund the project from your own resources or other forms of private-sector funding (what would happen if the application is unsuccessful)
* how this project would change the nature of R&D activity the partners would undertake (and related spend)
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| 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? You should describe or explain:* the total project cost and the grant being requested in terms of the project goals
* how the partners will finance their contributions to the project
* how this project represents value for money for you and the taxpayer and how it compares to what you would spend your money on otherwise?
* the balance of costs and grant across the project partners
* any sub-contractor costs and why they are critical to the project
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| **KTN Reviewer comments** |
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# Finance summary table

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| --- | --- | --- | --- | --- | --- | --- |
|   | Organisation Name | Category | Contribution to project by organisation(£) | Funding sought from Innovate UK(£) | Other funding from public sector bodies(£) | Project total(£) |
| Lead Org. |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 1 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 2 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 3 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 4 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 5 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 6 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 7 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 8 |  Highlight Text |  | 0 | 0 | 0 | 0 |
| Partner 9 |  Highlight Text |  | 0 | 0 |  0 | 0 |
| Partner 10 |  Highlight Text |  | 0 | 0 | 0 | 0 |