

**dti**

**SUCCEEDING  
THROUGH INNOVATION**

Guidance for Applicants

THE TECHNOLOGY PROGRAMME



The DTI drives our ambition of 'prosperity for all' by working to create the best environment for business success in the UK. We help people and companies become more productive by promoting enterprise, innovation and creativity.

We champion UK business at home and abroad. We invest heavily in world-class science and technology. We protect the rights of working people and consumers. And we stand up for fair and open markets in the UK, Europe and the world.

To help drive up UK productivity through better innovation, the DTI provides a range of solutions that offer practical support and encouragement at the different stages of the innovation process.

This document provides Applicants with information on the Proposal submission and assessment process for the new DTI Technology Programme. It highlights the types of Collaborative Research and Development (CR&D) projects and Knowledge Transfer Networks (KTN) you can apply for, together with the appraisal criteria and scoring framework you will need to consider.

To submit a Proposal, you will need an Application Form and guidance notes.

These are available in hard copy and electronic format from our website,

**[www.dti.gov.uk/technologyprogramme](http://www.dti.gov.uk/technologyprogramme)**

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# 1

# Introduction

## 1.1 The Technology Programme

The Technology Programme (the Programme) is a DTI initiative, the purpose of which is to provide funding to facilitate further investment in science, engineering and technology. The ultimate goal is to improve the returns to the United Kingdom's (UK) economy.

The initiative is bound by the European State Aid Rules<sup>1</sup> and our grants will be secured under these rules.

UK-based firms and consortia may submit Proposals to the DTI under this Programme for funding through two business support products – Collaborative R&D (CR&D) and Knowledge Transfer Networks (KTN). Each has been designed to promote a particular activity:

- **Collaborative R&D** the main objective is to improve the UK's innovation performance by increasing the breadth and depth of collaborative research and development between the UK science, engineering and technology base and UK based businesses. This will mainly involve a two-stage assessment process.
- **Knowledge Transfer Networks** the main objective is to improve the UK's innovation performance by increasing the breadth and depth of knowledge transfer into UK based businesses and accelerating the rate at which this process occurs. This will mainly involve a one-stage assessment process.

This document provides information on the overall Proposal submission and assessment processes from the initial published Call Notice to the point where Applicants are either invited to attend Final Review Stage with the DTI, or advised of their unsuccessful status with feedback.

## 1.2 Participation Required from the Applicants

Applicants will need to participate and provide information at various stages of the Call process. This document describes this input, including:

- participation in briefings;
- submission of Outline Proposals;
- submission of Full Proposals; and
- participation in, where relevant, the Final Review Stage.

<sup>1</sup> Community Framework for State Aid for Research and Development (96/C 45/06), OJ C 45, 17.02.1996

### 1.3 Competitive Proposals Process

The process to seek funding support from the DTI's Programme will be undertaken using a Competitive Proposal process. The assessment of Proposals will be based on the following principles:

- **Quality** Proposals will need to demonstrate a considered and realistic vision for the eventual commercialisation of their concepts. They will also need to be highly innovative on a cross disciplinary platform in the context of the objectives of the Call;
- **Alignment between market need and Government policy objectives** Proposals will need to demonstrate alignment with the business-led priorities identified and requested in the Call;
- **Robustness and equity** Independent experts will carry out a robust assessment process to evaluate Proposals on their merits. This will be free from any conflict of interest and upholds the confidentiality of the intellectual property (IP) underlying the Proposals submitted;
- **Efficient streamlined process** The assessment process will be streamlined and relevant while meeting both probity considerations and the objectives of the overall initiative; and

- **Transparency** The assessment process will be transparent and managed at arms length from the DTI. Assessment criteria requirements will be clearly articulated to Applicants, while feedback will be available to consortia that are unsuccessful in securing a grant.

### 1.4 Business Support Products

Proposals may be invited in a range of categories under one or more new business support products.

#### 1.4.1 Collaborative R&D

These are:

- R&D projects involving two or more collaborators (drawn from industry and the science, engineering and technology (SET) base, or from industry alone), who are seeking to undertake pure or oriented basic research. By this we mean both: 'experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view'.<sup>2</sup> Within the spectrum of basic research, funding support is likely to favour oriented basic research over pure basic research. By this we mean: 'research carried out with the expectation that it will produce a broad base of knowledge likely to form the background to the solution of recognised or expected current or future problems or possibilities'<sup>3</sup>.

<sup>2</sup> Frascati Manual

<sup>3</sup> ibid

- These projects may involve consortia in which the collaborators are drawn from both industry and SET base. For administrative purposes, the codename for this category of project is **BASS2B**.
  - Alternatively, these projects may involve consortia in which the collaborators are drawn from industry alone. The codename for this category of the project is **BASB2B**.
- R&D projects involving two or more collaborators who are seeking to undertake applied research. By this, we mean: ‘original investigation undertaken in order to acquire new knowledge... directed primarily towards a specific practical aim or objective’<sup>4</sup>. This type of research may be marked by the creation of a project to take forward the results of a basic research programme.
  - These projects may involve consortia in which the collaborators are drawn from both industry and SET base. For administrative purposes, the codename for this category of project is **APPS2B**.
  - Alternatively, these projects may involve consortia in which the collaborators are drawn from industry alone. The codename for this category of the project is **APPB2B**.
- R&D projects involving two or more collaborators who are seeking to undertake experimental development. By this, we mean: ‘systematic work, drawing on existing knowledge gained from research and practical experience, that is directed to producing new materials, products and devices; or to installing new processes, systems and services; or to improving substantially those already produced or installed’<sup>5</sup>.
  - These projects may involve consortia in which the collaborators are drawn from both industry and SET base. For administrative purposes, the codename for this category of project is **EXPS2B**.
  - Alternatively, these projects may involve consortia in which the collaborators are drawn from industry alone. The codename for this category of the project is **EXPB2B**.

<sup>4</sup> ibid

<sup>5</sup> ibid

## 1.4.2 Knowledge Transfer Networks

There are:

- **Managed networks** that seek to actively promote the exchange of knowledge and information through a range of outreach activities. These networks are likely to be quite large, involving a variety of players including firms, suppliers, customers, universities, research and technology consortium (RTOs), other knowledge and financial intermediaries, and ideally include some international players. The identification and subsequent coordination of these outreach activities should reside with a single organisation or institution, which will act as the network 'hub'. For administrative purposes, the codename for this category of network is **MGDKTN**.
- **Information networks** that seek to fill information gaps that exist between knowledge holders and users through a range of signposting activities, and will rely strongly on online delivery mechanisms for communication. The focus of the networks will be on identifying and bringing together relevant parties – institutions, consortia and individuals – and moderating cross-sector and cross-border debate. The identification and subsequent coordination of signposting activities will reside with a single technology 'champion': an organisation or individual with a track record in a similar role involving dissemination of technological information. For administrative purposes, the codename for this category of network is **INFKTN**.
- **Issues networks** that seek to bring together industry players to undertake practical, problem-solving activities, drawing on technology-oriented knowledge and information from within the science, engineering and technology base. Issues networks will focus on very specific competitive opportunities (or threats), which may also be the result of new legislation or EU directives. These networks are likely to be dominated by UK firms, institutions and consortia, with some international involvement being pursued through short-haul fact-finding missions. The identification and subsequent coordination of problem-solving activities will reside with a responsible authority, academic, or a professionally certified individual. For administrative purposes, the codename for this category of network is **ISSKTN**.

# 2

## Proposal Process

There will be a one- or two-stage, sequential process for all Proposals depending on the categories called. The diagram opposite shows the key activities within each of these Proposal stages.

Independent Assessors will review the Outline Proposal submissions and determine a list of Applicants who will then be invited to submit a Full Proposal.

Further independent assessment will judge the quality of submissions in the Full Proposal Stage, to generate a shortlist of projects eligible to receive funding based on our available budget.

Proposals nominated for the final shortlist will be invited to the Final Review Stage, during which we will address elements such as collaborative agreements, intellectual property rights (IPR), eligible costs and financial viability. Only after the Final Review Stage can any grant be offered. All process activities relating to the Final Review Stage are outside the scope of this document.

Each process activity within the submission and assessment process is discussed separately in the relevant sections below.

The majority of CR&D Calls will be a two-stage process and the assessment criteria can be found at Appendices 2 (Outline Proposals criteria) and 3 (Full Proposal criteria). The majority of KTN Calls will be

a one-stage process and the assessment criteria can be found at Appendix 4 (Full Proposal Criteria).

NB: The Call Notice will identify whether the Call will be a one- or two-stage process.

### 2.1 Outline Proposal Stage

This is a quick and simple test to identify Proposals that merit further assessment. Proposals will be assessed against prescribed criteria and only those which meet at least the minimum requirements will be considered for invitation to the Full Proposal Stage.

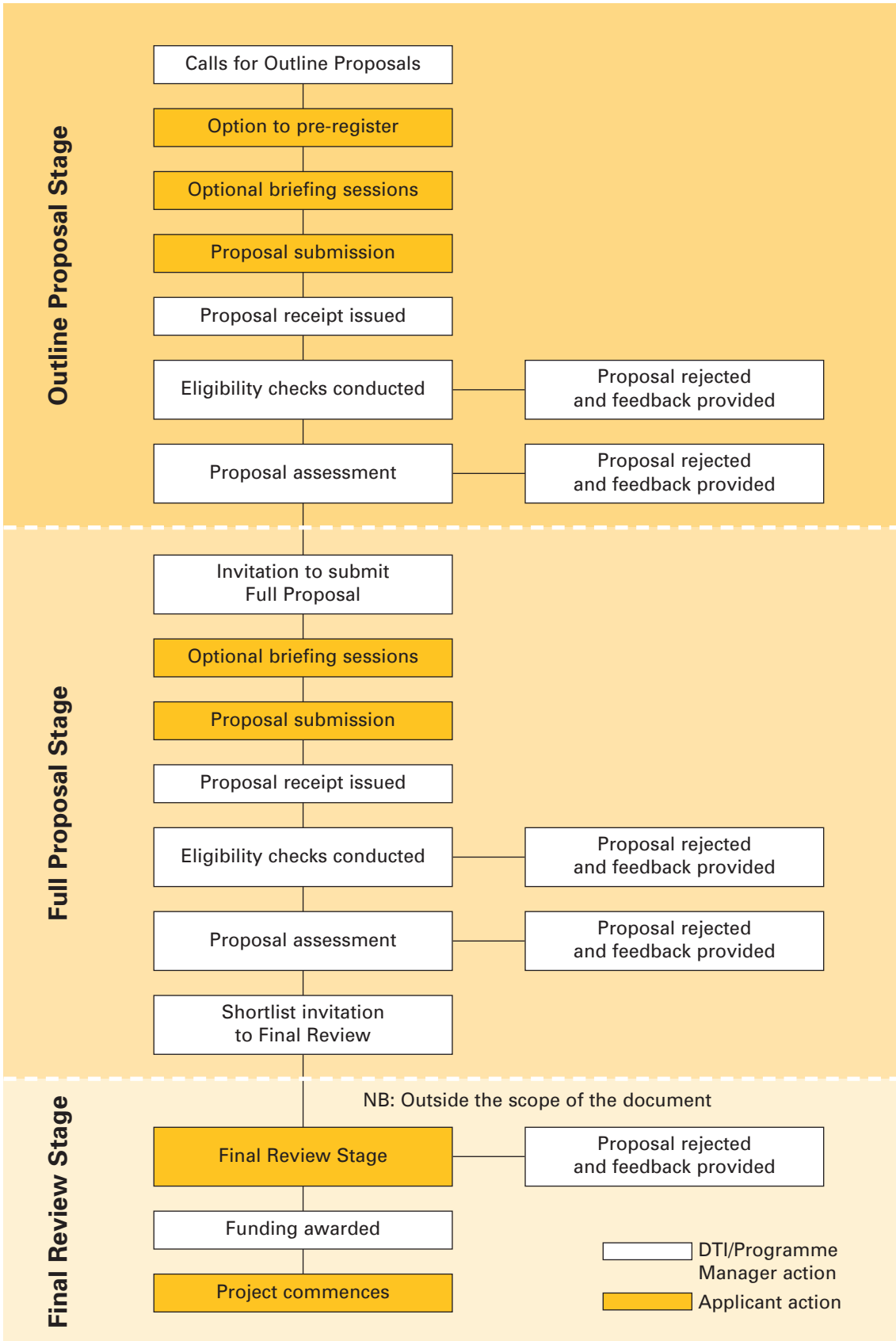
#### 2.1.1 The Call

The Call Notice, as part of an open competition, is the formal invitation from the DTI, inviting Applicants to submit Proposals for consideration, which will be advertised on the DTI's website, [www.dti.gov.uk/technologyprogramme](http://www.dti.gov.uk/technologyprogramme)

These notices are designed to help Applicants understand the Call scope, deadlines, and any special instructions or requirements.

Proposals will only be accepted in response to the formal Call Notices advertised on our website, [www.dti.gov.uk/technologyprogramme](http://www.dti.gov.uk/technologyprogramme)

The Programme Manager will administer all Call Notices.



### **2.1.2 Briefing Sessions**

Open briefing sessions, run by the Programme Manager and/or DTI, will be offered to all Applicants. They will provide more information on the Call scope, Proposal content, or the overall submission and assessment process. Attendance will not be mandatory, since the briefing sessions are not considered part of the formal Proposal assessment process. The timing of these sessions will be communicated in the Call Notice and on our website, [www.dti.gov.uk/technologyprogramme](http://www.dti.gov.uk/technologyprogramme)

### **2.1.3 Proposal Submission**

Proposals must be submitted in time to meet the strict, stated deadline. Proposals received after this time will not be considered. Our commitment to providing an efficient and transparent process means Proposals must be submitted in the media and format required. Applicants must ensure that information is provided for all sections required within the Proposal pro formas. Incomplete or late Proposals will not be considered.

Assessors will not have sight of, or access to, any Proposals until after the deadline has been passed and the Programme Manager has carried out the Eligibility Checks (see 2.1.5).

### **2.1.4 Proposal Receipt**

The Programme Manager will formally register Proposals received by the stated deadline and issue an acknowledgement to confirm receipt.

### **2.1.5 Eligibility Checks**

Basic checks carried out by the Programme Manager will ensure only complete and valid Proposals are submitted to the Assessors for review. Applicants must ensure that all documentation requested in the Call Notice has been provided and that the forms are completed correctly.

### **2.1.6 Proposal Assessment**

Outline Proposals will be assessed by a minimum of three Assessors. The Assessors will score these Proposals against set criteria to determine whether they meet our minimum requirements. The Outline Proposal criteria are given in Appendix 2, and the scoring methodology is detailed in Section 3.

Following completion of the assessment of the Outline Proposals, the DTI will inform Applicants which projects are invited to submit Full Proposals. Proposals that do not achieve the minimum requirements will be rejected at this stage and Applicants will not be invited to submit a Full Proposal.

### **2.1.7 Proposal Rejection**

Proposals rejected at the end of this stage will receive formal notification, which will include a short written response on the main reasons why the Proposal was rejected.

## 2.2 Full Proposal Stage

At this stage we will select projects with the potential to receive DTI funding. This stage is independent from the first stage and should be treated as a fresh competition. No information from the Outline Proposal Stage assessment will be carried forward.

A comprehensive assessment process will be undertaken at this stage. The key difference from the Outline Proposal Stage is the requirement for more detailed information for assessment against the set criteria. The Full Proposal criteria are given in Appendices 3 or 4, and the scoring methodology is detailed in Section 3.

### 2.2.1 Invitation to Submit Full Proposal

The DTI will issue the invitation to submit a Full Proposal to the individual or consortium listed as the main project contact. This will confirm the submission requirements and deadlines for the Full Proposal Stage.

An invitation to submit a Full Proposal does not commit any Applicant to continue with the submission process. However, if the Applicant chooses not to continue with their submission, then they should formally notify the Programme Manager.

### 2.2.2 Proposal Submission

Strict deadlines will be enforced and Proposals that are not submitted in time will not be considered.

Proposals must also be submitted in the required media and format. Applicants must ensure that information is provided for all required sections within the Proposal pro formas. Incomplete or late Proposals will not be considered.

Assessors will not have sight of, or access to, any Proposals until after the deadline has been passed and the Programme Manager has carried out the Eligibility Checks (see 2.2.4).

### 2.2.3 Proposal Receipt

The Programme Manager will formally register Proposals received by the stated deadline and issue an acknowledgement to confirm receipt.

### 2.2.4 Eligibility Checks

Additional eligibility checks will ensure only complete and valid Proposals are submitted to the Assessors.

Applicants must ensure all documentation requested in the Call has been provided and that the forms are completed correctly.

### 2.2.5 Proposal Assessment

Full Proposals will be assessed by a minimum of three Assessors who will initially review and score them independently against set criteria. The Assessors will then attend a Consensus Meeting to agree a consensus score for the Proposal and produce a Consensus Report.

Proposals will then move to a Panel Meeting, which provides the opportunity for the Panel Members to have a robust discussion on the relative strengths and weaknesses of each Proposal against the criteria. It will also be an opportunity for Panel Members to review Proposals against each other from a holistic perspective. Following this discussion, an appropriate final score will be awarded and Proposals will be ranked and all comments recorded. The output from this meeting will be the Panel Report. This report forms part of the audit process and will be used to generate official feedback.

The Panel Report will recommend to DTI a ranked list of Proposals that the Assessors consider should go through to the Final Review Stage and those that should be rejected. At the Final Review Stage, additional clarification, information and administration documentation may be requested, such as specific operational details about the consortium involved.

### **2.2.6 Proposal Rejection**

If a Proposal is rejected at the end of this stage, formal notification will be issued. This will include summary feedback on the main reason why the Proposal was not carried forward.

# 3

## Assessment Process

For all Proposals in all categories, a common assessment process will apply.

### 3.1 Eligibility Checks

Once a Proposal has been submitted, the Programme Manager will carry out basic eligibility checks to ensure it is complete. These checks will include:

- the deadline has been met;
- all forms are complete; and
- minimum eligibility criteria have been met.

### 3.2 Proposal Content

The Application Form contains key form fields that need to be completed. The comprehensive nature of the Form is designed to help us assess and compare Proposals in a fair and transparent manner. If completing this Form online, certain fields may be highlighted or blocked. Drop-down boxes may also appear. These are designed to help you submit a complete Proposal. Applicants will not be disadvantaged if they complete the Form offline, as guidance notes accompanying the Form will indicate which fields to complete.

### 3.3 Assessment Criteria

The criteria applicable at the Outline and Full Proposal Stages are listed in Appendices 2 to 4. Proposals will be assessed in relation to their ability to meet the requirements, and Assessors will not consider Proposals that fail to meet any minimum requirements.

The headline criteria are:

- Project Overview and Relevance to Call;
- Potential Impact and Risk;
- Project Organisation and Management.

Guidance notes are provided for each of these criteria at Appendices 2 to 4. These are included to provide prompts and are not intended to be exhaustive. Applicants are expected to use their own skills, knowledge and experience to develop responses.

However, Proposals will be scored against the listed criteria. Proposal content must, therefore, be focused on demonstrating how the project addresses these requirements.

### **3.4 Scoring Framework**

There will be no ranking of projects at the Outline Stage. Proposals will need to meet minimum requirements against the criteria. Full Proposals will be subject to detailed assessment, with scores being awarded against the criteria. In assessing Proposals at this stage, particular emphasis will be attached to the likely impact of the proposal, the scale and pervasiveness of economic and social benefits, and the degree of uncertainty associated with these estimates of benefits.

### **3.5 Document Format**

#### **3.5.1 Permitted Application**

Standard forms have been created and should not be altered in any way or converted. Electronic submissions received in other applications or formats will not be considered.

#### **3.5.2 Page Formats**

The Proposal page format is pre-determined and is based on the key appraisal criteria headings and the need to obtain basic and standard information from Applicants.

Different formats are required between Outline and Full Proposal Stage and these are pre-set. The Programme Manager will not consider documents in which there is deviation from the pre-agreed format and structure.

#### **3.5.3 Font Type, Size and Colour**

The font is Times New Roman, the size is 12pt and the colour is black. These standards may not be changed, and the Programme Manager will not consider documents in which other fonts or text sizes are used.

In the case of restricting text colour to black, this is to minimise the risk of the text becoming unreadable when copied in black and white.

#### **3.5.4 Use of Illustrations**

Illustrations and/or graphics may not be submitted. The page formats are pre-determined and do not support the use of illustrations or graphics.

#### **3.5.5 Use of Appendices**

For the Full Proposal Stage, only appendices defined, as part of the standard Proposal format, will be accepted. Alternative appendices may not be submitted as a means to include more content within the Proposal. The Programme Manager will not consider documents that include more than the standard number of appendices.

#### **3.5.6 Document Submission**

Proposals must be submitted in time to meet the deadline stated on the Call Notice. Proposals received after this date will be automatically rejected.

Any changes to the document submission process will be formally notified as part of the Call Notice.

### **3.5.7 Electronic and Paper Versions**

It is envisaged that Applicants will be able to submit both Outline and Full Proposals online. Applicants may, however, choose to submit their Proposal by post, and, in this instance, must also provide an electronic copy of their Proposal on disc in the required format.

Applicants are wholly responsible for delivering the submission to the correct address before the stated deadline. Proof of postage will not be accepted as proof of intent to submit a Proposal before the deadline.

### **3.5.8 Document Retention**

Documents will not be returned to Applicants. Documents will only be retained for Proposals that have been awarded funding and will include Outline Proposal and Full Proposal submissions.

All other documents for other Applicants will be securely stored and destroyed in accordance with normal DTI procedures.

### **3.5.9 Open Government and Freedom of Information**

Access to information held by or on behalf of DTI is governed by the Code of Practice on Access to Government Information (the "Open Government Code"), to be superseded on 1 January 2005 by the access right provided by the Freedom of Information Act. Any requests for information received by DTI in relation to The Programme will be administered accordingly.

# Glossary of Terms

**Call**

An invitation for an organisation to bid for grants, often in specific technological areas

**CBI**

Confederation of British Industries

**Collaborative Group**

Also referred to as a consortia, consortium or project partners

**Collaborative R&D**

Collaborative Research and Development

**DA(s)**

Devolved Administration(s)

**DoH**

Department of Health

**DTI**

Department of Trade and Industry

**EU**

European Union

**H/M/L**

High/Medium/Low

**IAP**

Information Age Partnership

**IGT**

Innovation and Growth Team

**Industry**

Means 'industry' in its widest sense including both services and manufacturing

**IP**

Intellectual Property

**IPR**

Intellectual Property Rights

**KTN**

Knowledge Transfer Networks

**MA&E**

Monitoring, Analysis and Evaluation

**MoD**

Ministry of Defence

**OST**

Office of Science and Technology

**PSREs**

Public Sector Research Establishments

**R&D**

Research and Development

**RCs**

Research Councils

**RDAs**

Regional Development Agencies

**RTOs**

Research and Technology Consortium

**SET**

Science, Engineering and Technology

**SME(s)**

Small to Medium Enterprise(s)

**The Programme**

The Technology Programme

**TSB**

Technology Strategy Board

**UK**

United Kingdom

# Appendix 1

## Eligible Costs

The following headings show the main costs that the DTI is prepared to support. If you are unclear on how to record your likely costs you should contact the Programme Manager. The cost estimate must include the costs for the total project, i.e. all parties/partners involved in the project.

Please note, the grant is paid on the basis of actual eligible costs incurred and defrayed.

### 1 Personnel Costs

Include the costs of personnel working directly on the project. An allowance may be made for first line supervision costs where such provision is essential. Support the costings with a breakdown. See the template on the next page. Applicants may include realistic estimates of the likely increase in labour costs when the project spans more than one year.

### 2 Overheads

The overheads must exclude the costs of land, buildings, and other operational costs not directly attributable to the project. A reasonable level of overheads will be supported by the DTI. Exclude from this calculation the personnel costs itemised separately in Section 1 above, as well as other costs such as advertising, bad debts, interest and entertaining.

To avoid delays, include a summary showing the method of calculation of overhead rate, the items and their values making up the overhead rate and the source of such information (e.g. latest accounts, budgets or forecasts).

### 3 Materials Consumed

These will be the materials to be used on the project, not included in the overheads, purchased from third parties. Materials supplied by subsidiaries or associated companies should exclude the profit element of the value placed on that material. If waste or scrap material has a significant residual/resale value the figures should reflect this. Foreseen cost increases, such as on specific materials, may be considered by the DTI.

### 4 Capital Equipment and Tooling (bought or constructed solely for this project)

Reduce this figure by any estimated residual value of the equipment to the business after the project period of DTI support. If equipment is written off in less than four years, documentary evidence of company policy may be required.

## **5 Capital Equipment and Tooling** (value of existing items expended in support of this project)

We will consider claims against existing equipment used on this project, provided these costs are not previously recovered in overheads. This claim must be supported with documentary evidence of firm policy on writing off capital equipment and tooling. Show the period that this equipment and tooling is dedicated to the project (expressed as equivalent days per year).

## **6 Sub-contracts, Consultancy, Fees and Fees for Trial and Testing**

Show any work that is essential to the success of the project where the expertise does not exist in the collaborative group. For example, you may wish to demonstrate that it would not be cost-effective to develop in-house skills for this one project.

The same rules governing the use of subsidiaries and associated firms with regard to supply of materials apply here. The DTI will pay attention to the size of this contribution when assessing eligibility and level of support.

## **7 Training Costs**

These costs are eligible for support where they are specific to the project. The DTI may consider support to management training specific to the project but will not support ongoing training.

## **8 Preparation of Technical Report**

For example, where the main objective of a project is the support of standards or technology transfer.

## **9 Market Assessment/ Feasibility Studies**

There is some scope for support, in exceptional circumstance, of "state of the art" studies in areas, which will affect the nature and likely outcome of a project. Support may also be given for underpinning research leading to development of a programme, i.e. a suite of projects.

## **10 Licensing in New Technologies**

Exceptionally, the DTI may consider support where it makes sense to do so, for example, to avoid "reinventing the wheel". Where imported technology makes up a large part of a project (where technology is valued at more than £100,000) then it will be expected that there is development of that technology as part of the project.

## **11 Patent Costs (SMEs only)**

The DTI may support some of the costs of protecting IPR for SMEs.

## **12 Project Management**

The costs of project management by a 'lead organisation' on behalf of the consortium should be shown here. Applicants should include salaries, and related overheads of management with pay of personnel and overheads. Include here those costs, such as accommodation and hire of conference or office facilities, that cannot be accommodated elsewhere. List any significant items included here, with costs. Exclude items that have been included in the overhead calculations.

### **13 Travel and Subsistence**

Only include reasonable costs that are justified and will be incurred exclusively for progressing this project.

### **14 Other External Direct Costs and Other Costs**

Include here items that do not readily fit under the headings provided. Provide a short explanation of the need for these items.

### **15 Eligible Costs Exclusions**

Input VAT

Interest charges, bad debts, advertising, entertaining

Hire purchase interest and any associated service charges

Profit earned by a subsidiary or by an associated undertaking work sub-contracted out under the project

Inflation and contingency allowance expressed as an arbitrary percentage overall, additional to eligible costs. However, see the notes on personnel and materials costs.

# Appendix 2

## Collaborative R&D Outline Proposal Guidance Criteria

### Criteria 1: Project Overview and Relevance to Call

Criteria Question	Guidance Notes
1 Does the Proposal align with the specific Call theme?	Applicants should provide an overview of what the scope of the proposed project is. It should clearly identify what the project objectives are and how they are relevant to the specific Call.
2 What is innovative about his project?	Applicants should clearly identify what is innovative about the project. What is the level of this innovation and how far will this push boundaries and knowledge past current leading-edge work? Or alternatively, how the project applies existing technologies to new areas.
3 Does the Proposal identify why DTI funding is required?	Applicants should identify the difference DTI support will make. This is commonly termed 'Additionality' and seeks to understand the impact DTI funding will have on the activity to be undertaken and the anticipated outcome. For example, why funding is critical to project initiation; quality of results; scale and timing of potential benefits? What is it about the relevant market that makes DTI support necessary? What missed opportunities might there be if the DTI does not support the project?

## Appendix 2 Criteria 2: Potential Impact and Risk

Criteria Question	Guidance Notes
<p>4 What are the expected project results, and how do they align to industrial and commercial needs?</p>	<p>Applicants should provide a brief overview of the expected project results and identify their relevant merits (e.g. scientific, technological, commercial, knowledge, or a combination of these). Applicants should indicate the industrial and commercial relevance of the proposed project and highlight the potential scale of change/impact this project may have.</p>
<p>5 What are the economic benefits of this project, and who is likely to benefit?</p>	<p>Applicants should indicate the potential direct and indirect beneficiaries of the project. Consider both those internal and external to the project, e.g. consortium, users (intermediate and end), suppliers, industrial markets and the UK. Indicate the likely benefit to each beneficiary and the potential scale of benefits in relation to the total expenditure of the project, including associated risks and uncertainties.</p> <p>Category BASS2B and BASB2B Proposals should indicate how the project will produce a broad base of knowledge that will generate economic benefits, including spillovers.</p> <p>Category APPS2B &amp; APPB2B Proposals should indicate the balance of project costs and benefits, including spillovers.</p> <p>Category EXPS2B &amp; EXPB2B Proposals should indicate the market potential of the project, including economic returns and profitability.</p>
<p>6 How will the project results be exploited?</p>	<p>Applicants should demonstrate the possible commercial exploitation of the project and the potential transferability of the results e.g. possible applications/markets/processes or products. Provide information on how the results will be disseminated to the wider community.</p> <p>Category BASS2B &amp; BASB2B Proposals should indicate how and where potential applications might be applied.</p> <p>Category APPS2B &amp; APPB2B Proposals should indicate where potential applications might be focused, together with any potential technology integration issues.</p> <p>Category EXPS2B &amp; EXPB2B Proposals should indicate potential routes to market based on product, process or service developments.</p>

## Appendix 2 Criteria 2: Potential Impact and Risk continued

Criteria Question	Guidance Notes
<p>7 What are the environmental and social impacts of undertaking the project, and how significant are they relative to the economic benefits?</p>	<p>Sustainable development balances economic growth with protection of the environment and social impacts. What are the environmental and social impacts of undertaking the project, and how significant are they relative to the economic benefits?</p> <p>Will the project have any impacts on the environment – either positive or negative? What can be done to mitigate negative impacts?</p> <p>Will the project have any social impacts – either positive or negative? What could the results of the project mean for other members of society or social groups?</p> <p>What is the balance between the environment and social benefit and economic benefits? What are the inter-relationships and where might any trade-offs exist?</p>
<p>8 What and where are the risks with this project?</p>	<p>Applicants should identify what makes the project a high-risk activity i.e. what are the high-risk elements and uncertainties and why? The Proposal should provide an overview of the technical, commercial and managerial risks as well as uncertainty associated with the project, and then highlight and rate the key risks High/Medium/Low (H/M/L).</p>

## Appendix 2 Criteria 3: Project Organisation and Management

Criteria Question	Guidance Notes
9 What are the benefits of creating the proposed consortium?	Applicants should identify what benefits will be gained from working collaboratively as part of the consortium. What is driving the formation of the consortium and how does that relate to the project objectives?
10 How will the proposed consortium partners be organised, and what arrangements are proposed for the duration of the project?	Applicants should demonstrate the relationships between the consortium partners, indicate which partner will lead the consortium, and nominate a single point of contact. The Proposal should identify the formal arrangements, proposed or in place, between the consortium members.
11 What is the financial commitment required for this project?	Applicants should indicate the anticipated project value and the level of funding required from the DTI. Any indicative financial support from other sources should also be detailed e.g. DAs/RDAs/Research Councils, other Government Departments.

# Appendix 3

## Collaborative R&D Full Proposal Guidance Criteria

### Criteria 1: Project Overview and Relevance to Call

Criteria Question	Guidance Notes
1 Does the Proposal align to the specific Call theme?	Applicants should provide an overview of the scope of the proposed project and its relevance to the specific Call. The Proposal should clearly identify the research objectives and the topics it seeks to address. Applicants should identify any changes made since the Outline Proposal Stage, clearly indicating the reason for the change, e.g. how have the changes strengthened/improved the overall project?
2 What is innovative about this project?	Applicants should clearly identify what is innovative about the project. What is the level of this innovation and how far will this push boundaries and knowledge past current leading-edge work?
3 Does the Proposal identify why DTI funding is required?	Applicants should identify the difference DTI support will make. This is commonly termed 'Additionality' and seeks to understand the impact DTI funding will have on the activity to be undertaken, and the anticipated output. Why funding is critical to project initiation; quality of results; scale and timing of potential benefits. What is it about the relevant market that makes DTI support necessary? What missed opportunities might there be if the DTI does not support the project?

## Appendix 3 Criteria 2: Potential Impact and Risk

Criteria Question	Guidance Notes
<p>4 What are the expected project results, and how do they align to industrial and commercial needs?</p>	<p>Applicants should provide a detailed overview of the expected project results and clearly identify their relevant merits (e.g. scientific, technological, commercial, knowledge, or a combination of these). The Proposal should clearly identify the industrial and commercial relevance of the proposed project and highlight the potential scale of change/impact this project may have.</p>
<p>5 What are the economic benefits of this project, and who is likely to benefit?</p>	<p>Applicants should identify the potential direct and indirect beneficiaries of the project. Consider both those internal and external to the project, e.g. consortium, users (intermediate and end), suppliers, industrial markets and the UK. The Proposal should identify and quantify where possible, the benefit to each of the beneficiaries, making clear where the risk factors need to be applied.</p> <p>Category BASS2B and BASB2B Proposals should identify how the project will produce a broad base of knowledge that will generate economic benefits, including spillovers.</p> <p>Category APPS2B &amp; APPB2B Proposals should identify the balance of project costs and benefits, including spillovers.</p> <p>Category EXPS2B &amp; EXPB2B Proposals should quantify the market potential of the project, including economic returns and profitability.</p>
<p>6 How will the project results be exploited?</p>	<p>Applicants should demonstrate the commercial exploitation of the project e.g. possible applications/markets/processes or product, together with an understanding of current and future markets in which exploitation may occur. Consider the characteristics strengths and weaknesses of these markets. Is there exploitation potential if the project is not completed, i.e. use of part results?</p> <p>The Proposal should also include details of how the project results will be exploited for the wider beneficiaries. Consider the potential for results dissemination.</p> <p>Category BASS2B and BASB2B Proposals should identify how and where potential applications might be applied.</p> <p>Category APPS2B &amp; APPB2B Proposals should identify where potential applications might be focused, together with any known technology integration issues.</p> <p>Category EXPS2B &amp; EXPB2B Proposals should identify clear routes to market based on product, process or service developments.</p>

### Appendix 3 Criteria 2: Potential Impact and Risk continued

Criteria Question	Guidance Notes
<p>7 What are the environmental and social impacts of undertaking the project, and how significant are they relative to the economic benefits?</p>	<p>Sustainable development balances economic growth with protection of the environment and social impacts. What are the environmental and social impacts of undertaking the project, and how significant are they relative to the economic benefits?</p> <p>Will the project have any impacts on the environment – either positive or negative? What can be done to mitigate negative impacts?</p> <p>Will the project have any social impacts – either positive or negative? On the quality of life; social inclusion/exclusion; health and safety; diversity, for example.</p> <p>What is the balance between the environment and social benefit and economic benefits? What are the inter-relationships and where might trade-offs exist?</p>
<p>8 What and where are the risks with this project?</p>	<p>Applicants should identify what makes the project a high-risk activity i.e. what are the high-risk elements and uncertainty and why? The Proposal should provide a detailed risk analysis for the project content and approach, including the technical, commercial and managerial risks, as well as uncertainties associated with the project. Highlight and rate key risks (H/M/L) and provide mitigation strategies.</p>

## Appendix 3 Criteria 3: Project Organisation and Management

Criteria Question	Guidance Notes
9 What are the benefits of creating the proposed consortium?	Applicants should identify all of the consortium that will be involved in this project (including consortia partners and any sub-contractors), and indicate their role and input (e.g. knowledge, skills, resources, facilities). The Proposal should indicate how and in what ways the project is strategically important to each of the consortium partners.
10 How will the proposed consortium partners be organised, and what arrangements are proposed for the duration of the project?	Applicants should demonstrate the relationships between the consortium partners, and identify the formal arrangements, proposed or in place, between them. The Proposal should include an outline of how the various project benefits will be shared by the different consortium partners, e.g. an IP plan.
11 Who will be the project leader?	Applicants should identify the project manager who will have overall responsibility for the project. Details should be included that highlight the project manager's experience of running similar projects and their track record of successful delivery.
12 Does the project have the management controls to deliver success?	<p>Applicants should provide a project plan, detailing the tasks to be undertaken by each consortium partner, along with timing and key milestone points for reviewing/reporting progress. Applicants should note that this project plan will form part of the contract with the DTI and will be used for project monitoring purposes.</p> <p>The Proposal should include a resource plan that outlines the skills matrix required for successful delivery of the project. Typical content includes: the source of the resources; skill sets; how the resources will be obtained and on what basis; and how they will be managed (identify the reporting lines).</p> <p>Applicants should identify what project tools and mechanisms will be used to manage and control the project.</p> <p>Have the Applicants identified appropriate project management tools and mechanisms? Will these provide sufficient control to minimise operational risk and promote successful project delivery?</p>
13 What is the financial commitment required for this project?	<p>Applicants should indicate the anticipated project value making clear the nature (£/in-kind) and level of contribution from consortium partners and the level of funding required from the DTI. Indicative and/or committed financial contributions from other sources should also be demonstrated e.g. DAs/RDAs/Research Councils, other Government Departments.</p> <p>The Proposal should include a detailed budget breakdown and cash flow projection for the project duration, and indicate what accounting method will be used. Guidance on eligible and ineligible costs is provided at Appendix 1.</p>

# Appendix 4

## Knowledge Transfer Network Full Proposal Guidance Criteria

### Criteria 1: Project Overview and Relevance to Call

Criteria Question	Guidance Notes
1 Does the Proposal scope align to the specific Call theme?	Applicants should provide a clear overview of the scope and objectives of the proposed KTN, including how it will stimulate commercial exploitation, and then clearly explain how the science and technology themes that the KTN proposes to support aligns with the call. Applicants should also include commentary on how information providers, end-beneficiaries, and intermediaries will be engaged in, and with, the proposed network.
2 What is innovative about the KTN?	Applicants should clearly explain how the KTN proposes to help facilitate the pushing of boundaries beyond current leading-edge science and technology.
3 Why is there a requirement for DTI funding?	Applicants should demonstrate the impact of receiving DTI funding. For example, what is the criticality of funding requirement in order to facilitate network initiation? What is it about the relevant market that occasions the need for DTI support? What are the missed opportunities if DTI does not support this Proposal?

## Appendix 4 Criteria 2: Potential Impact and Risk

Criteria Question	Guidance Notes
4 How does the KTN align to industrial and commercial needs?	Applicants should state whether the KTN will be established in an area of strategic importance and what is its potential to deliver a step change in knowledge/technology/services for the UK. Applicants should also demonstrate how the KTN will identify and disseminate the knowledge and information required to effect this change.
5 How will the KTN allow or enable knowledge transfer to occur?	<p>Applicants should demonstrate a good understanding of the integration of the proposed network with information providers, end-beneficiaries and intermediaries in the technology area to which this Call relates.</p> <p>Category MGDKTN Proposals should clearly define the range of outreach activities that the KTN will undertake to actively promote the exchange of knowledge and information between knowledge holders and users, and how the expected outcomes are clear and realistic.</p> <p>Category INFKTN Proposals should identify the signposting activities that the KTN will undertake to fill in information gaps that exist between knowledge holders and users, and how the expected outcomes are clear and realistic.</p> <p>Proposals, including online delivery mechanisms, should also detail how these will be used, and how reach and usage will be measured.</p> <p>Category ISSKTN Proposals should explain the problem-solving activities that the KTN will undertake, and how they will draw on technology-oriented knowledge and information from within the science, engineering and technology base.</p>
6 What are the benefits of creating the KTN?	<p>Applicants should clearly distinguish between the qualitative and economic benefits that will accrue from the KTN. Specifically, Applicants should outline:</p> <ul style="list-style-type: none"> <li>• how the KTN will help improve the UK's knowledge transfer system and improve connectivity in the specified technology;</li> <li>• how the KTN will promote awareness of the value and benefits of knowledge transfer in supporting innovation and driving growth;</li> <li>• the density of communication routes in all directions and how they will be increased;</li> <li>• what additional commercial activities will be undertaken as a result of the proposed KTN.</li> </ul>
7 What are the associated risks?	Applicants should identify what risks exist in setting up the KTN and in what areas? For example, industry support, technical resource and quality of personnel. Applicants should also identify any mitigation strategies to be employed, ensuring that, for elements that involve a degree of risk, these are clearly documented and are both appropriate and realistic.

## Appendix 4 Criteria 3: Project Organisation and Management

Criteria Question	Guidance Notes
8 Who will hold financial responsibility for the KTN?	Applicants should clearly identify who will be the grant recipient and show how that organisation or individual has the necessary skills, qualifications, capability and track record to financially manage the KTN project.
9 What other consortium will be involved in the establishment of the KTN and how?	<p>The Proposal should identify:</p> <ul style="list-style-type: none"> <li>• all other consortia involved in the KTN project, and the roles and responsibilities they will have;</li> <li>• what each of the consortia partners will bring to the KTN project;</li> <li>• how the general strategic focus of these other consortia partners aligns with the KTN's objectives.</li> </ul>
10 Who will be the project leader?	The Proposal should clearly identify the project leader and detail their experience in leading similar projects.
11 Does the grant recipient have the management controls to deliver success?	<p>Applicants should ensure that the project plan reflects the complexity of the task proposed. The project plan should contain sufficient detail to demonstrate an understanding of these tasks, the resources required, and the proposed milestones. In particular, Applicants should:</p> <ul style="list-style-type: none"> <li>• demonstrate that there will be sufficient resource commitment and capability to establish and manage the KTN project;</li> <li>• show there are appropriate and sufficient resources to deliver the KTN project;</li> <li>• identify management reporting lines;</li> <li>• make clear the availability of appropriate project management tools and mechanisms to minimise operational risk to promote successful delivery.</li> </ul>
12 Are the features, outputs and outcomes of the KTN clearly tied to DTI funding?	<p>Applicants should ensure that the project plan contains detailed costs reflecting the range of features, outputs and outcomes the KTN proposes to deliver over its lifetime.</p> <p>Where there is financial commitment from other sources involved, Applicants must make clear how, where, and for what, the funding from other sources will be deployed.</p> <p>The project plan should also identify development and running costs.</p> <p>Guidance on eligible and ineligible costs is provided at Annex 1.</p>









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