

dti

SUCCEEDING THROUGH INNOVATION

**Guidance for Applicants
Autumn 2006 Competition for
Funding – Moving Towards the
Zero Emission Enterprise**

THE TECHNOLOGY PROGRAMME

IN ASSOCIATION WITH DEFRA



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. The Technology Programme supports innovative new technologies and sustainable long term solutions.

Funded by Government Departments, Research Councils, Regional Development Agencies and Devolved Administrations.

This document provides applicants with guidance on the submission of applications for funding from the Technology Programme for projects that address the goals of a Zero Emission Enterprise.

The funding for this area of the Technology Programme is being provided in conjunction with Defra through their Business Resource Efficiency and Waste (BREW) programme.

Further information on the Technology Programme is available from the Programme's website at:

www.dti.gov.uk/innovation/technologystategy/index.html

Contents

1	Introduction	5
1.1	The Programme	5
1.2	Moving towards the Zero Emission Enterprise	6
1.3	A summary of the application process and timeframe	6
2	Funding	10
2.1	What levels of funding are available?	10
2.2	What are the sources of funding?	12
3	How to apply	13
3.1	Is my project eligible for funding?	13
3.2	How do I register my intention to submit an application?	14
3.3	What application documentation do I need to submit?	14
3.4	How do I complete the Application Form?	19
3.5	How do I complete the gateway and criteria sections of the Application Form?	23
3.6	What are the requirements for the Annexes to the Application Form?	30
3.7	What happens after I have submitted my application?	31
4	Application assessments	32
4.1	Introduction	32
4.2	The assessors	32
4.3	The assessment process	33
5	Further information	34
	Appendix 1 – Eligible costs	35
	Appendix 2 – Guidance on submitting academic partner financial information	40
	Appendix 3 – Guidance on the use of CCLRC facilities	43
	Appendix 4 – Guidance for Research and Technology Organisations	45
	Appendix 5 – Information security & confidentiality	48

1 Introduction

1.1 The Programme

The Technology Programme (the Programme), managed by the DTI, is a cross-Government innovation initiative, directed by the business-led Technology Strategy Board (TSB). Its purpose is to provide funding to facilitate further investment in science, engineering and technology with the active participation of business and industry. Applications for funding from the Programme are invited through competitions addressing specific technology priorities identified by the TSB as being of critical importance to the growth of the UK economy. Further information on the Technology Strategy and the Technology Programme is available at www.dti.gov.uk/innovation/technologystategy/index.html

The active participation of business and industry is central to the Programme. Throughout this document business and industry are represented by the term “industry”, which is used in its widest sense to include both services and manufacturing.

Important note: This document provides guidance to applicants for the technology priority “Moving Towards the Zero Emission Enterprise”. Applicants wishing to apply for funding for the other technology priorities within the Autumn 2006 competition must refer to the specific guidance for those technology priority areas provided in separate Guides and on the Technology Programme website. Note that the specific requirements for applicants and the application and assessment processes and timeframes for the other technology priority areas differ from those detailed in this document.

1.2 Moving Towards the Zero Emission Enterprise

The so-called Zero Emission Enterprise is a goal that progressive businesses are now seeking to work towards. In this context, emissions are a proxy for waste of any description – solids, liquids or gases (including greenhouse gases) – that have direct or indirect adverse consequences for the environment. This competition provides a challenge and an opportunity for UK industry and academia to deliver innovative and sustainable long-term solutions to realising this goal.

A detailed specification of the type of projects sought and the issues they should address is provided in the PDF document “Moving Towards the Zero Emission Enterprise – A challenge to business to reduce their diverse negative environmental impacts” available on the website. This Guidance for Applicants document provides guidance on the application and assessment process and should be reading conjunction with that PDF document.

1.3 A summary of the application process and timeframe

The competition opens on 2nd November 2006. Applicants are required to follow a two-stage application process: Feasibility Stage and Full Project Stage. Funding is provided to successful applicants at each stage. The levels of funding that apply to each stage are detailed in Section 2.1 of this document.

Feasibility Stage

The nature and requirements of projects in this area mean that each Full Project will involve a high level of complex interactions, for example across the supply chain, between separate technical innovations and between technical and non-technical issues. It is therefore important to assess the feasibility of Full Projects by undertaking a Feasibility Study, before deciding whether to proceed. The Feasibility Study should examine the feasibility of the project in the context of the interactions, and identify how the issues can best be addressed to achieve the core concept or vision of the project. The Feasibility Study should be undertaken by the members of the project consortium and will need to be completed within five months.

The purpose of the Feasibility Stage is to assess which projects should receive funding for their Feasibility Study. At the Feasibility Stage the assessors will primarily be assessing the quality of the proposed overall project before deciding whether to fund the Feasibility Study. Applicants are therefore required to put forward an application including:

- details of your proposed Full Project, highlighting the complex interactions involved;
- a detailed plan for a Feasibility Study that you will undertake to identify how the issues, including complex interactions, can best be addressed to achieve the core concept or vision of the project.

The strength of the proposed Full Project and its potential impact will be assessed, together with the strength of the Feasibility Study plan. These will be assessed on a competitive basis. Successful applicants will be offered funding for the Feasibility Study (subject to financial verification and final agreement of the terms of the offer).

The main deliverable at the end of the Feasibility Study will be a report of the main findings and conclusions of the Feasibility Study.

Full Project Stage

Applications can only be submitted for the Full Project Stage if they received funding for a Feasibility Study.

Full Projects must be collaborative and must be mainly Applied Research, although they may contain elements of Experimental Development. If elements of Experimental Development are included, they must be clearly identified in your application. The definitions of Applied Research and Experimental Development within this Programme are as follows.

Applied Research. This encompasses original investigation undertaken in order to acquire new knowledge directed primarily towards a specific practical aim or objective. This type of research may involve the creation of a project to take forward the results of a Basic Research programme.

Experimental Development. This encompasses 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.

Applicants are required to put forward an application including:

- a report of the main findings and conclusions of your Feasibility Study;
- details of your proposed Full Project, drawing on the conclusions of the Feasibility Study.

Applicants will also be required to attend an interview with an independent assessment panel.

The applications will be assessed on a competitive basis and the successful applicants offered funding to support their project (subject to financial verification and final agreement of the terms of the offer).

It is the nature of Feasibility Studies that the preliminary research may suggest that the project should not proceed if the route evaluated is not viable or not productive. In such cases the applicants should provide the results of the Feasibility Study in a Feasibility Study report, even though they will not be submitting an application for the Full Project Stage.

The main stages of the process for the Feasibility and Full Project Stages are summarised in the following tables.

Feasibility Stage	
Optional applicant briefing meetings	See website for dates & further information
Registration of intention to submit an application	Deadline: Midnight 8 th January 2007
Submission of Feasibility Stage Academic Partner Finance Forms (via Je-S)	Deadline: 4.00pm 11 th January 2007
Submission of Feasibility Stage Application Form, Feasibility Study plan and Feasibility Stage Industry Partner Finance Forms	Deadline: Midnight 15 th January 2007
An application receipt will be issued within 24 hours of the submission of the Application Form. Applicants will be notified of the outcome of the assessment of their Feasibility Stage Application on 19 th February 2007. Offer Letters will be issued to successful applicants by 2 nd April 2007 and projects are expected to start no later than 30 th April 2007.	

Full Project Stage

Compulsory applicant briefing meetings *

See website for dates & further information

Submission of Full Project Stage Academic Partner Finance Forms (via Je-S)

Deadline: 4.00pm 9th October 2007

Submission of Full Project Stage Application Form, Feasibility Study report and Full Project Stage Industry Partner Finance Forms

Deadline: Midnight 9th October 2007

An application receipt will be issued within 24 hours of the submission of the Application Form. Applicant interviews will be during the week commencing 29th October 2007. Applicants will be notified of the outcome of the assessment of their Full Project Stage Application by the end of November 2007.

If your application is successful at the Full Project Stage you will be sent a formal Offer Letter. You will be required to accept or decline the offer within 2 months from the date of issue of the Offer Letter and your project must commence within 6 months of the acceptance of offer date.

** The compulsory applicant briefing meeting is held on two separate dates. At least one member of your consortium must attend one of the briefings. A consortium that is not represented will not be permitted to submit a Full Application.*

2 Funding

2.1 What levels of funding are available?

The levels of funding available from the Programme for Feasibility Studies and Full Stage Collaborative Research & Development projects for the Zero Emission Enterprise part of the competition are summarised in the following table. Total funding from public sector bodies cannot exceed the limits in the table.

Type of project	Project focus	Reference code	Funding level as a % of eligible project costs
Feasibility Stage (total public funding provided capped at £50,000 per project)			
Business to Business	Feasibility Study (Basic Research)	BASB2B	50% (total public funding capped at £50,000 per project)
Science to Business	Feasibility Study (Basic Research)	BASS2B	75% (total public funding capped at £50,000 per project)
Full Project Stage			
Business to Business	Applied Research	APPB2B	50%
	Experimental Development	EXPB2B	25%
Science to Business	Applied Research	APPS2B	50%
	Experimental Development	EXPS2B	25%

Note:

Business to Business is where projects involve collaborators from industry only.
 Science to Business is where projects involve collaborators from industry and the Science, Engineering and Technology base.

The funding levels apply to the project and not to each partner. Academic partners can be funded for up to 80% of their Full Economic Costs and no industry partner (except an SME) can be funded for more than 50% of its eligible project costs. Within that scope, and the applicable funding level for the project, it is up to the consortium to decide how the funding is allocated across project partners. Details of Eligible Project Costs are provided in Appendix 1 of this document.

An organisation classified as a Small and Medium Sized Enterprise (SME) can be funded for up to 60% of its eligible project costs. However, the total funding for the project from public sector bodies cannot exceed the limits provided in the previous table. To be classified as an SME an organisation must be independent and have:

- fewer than 250 employees; and
- annual turnover less than or equal to €50 million or a balance sheet total of less than or equal to €43 million.

Further information on the definition of an SME is available at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm

Full projects must be mainly Applied Research, although they may contain elements of Experimental Development. Where elements of Experimental Development are included you should calculate the appropriate level of applicable funding for the total project. For example, if 80% of a project is Applied Research and 20% Experimental Development, defined by work package cost, the total eligible level of funding is 45% of total eligible project costs.

Research and Technology Organisations (RTOs) can operate as either industrial or academic partners within Collaborative Research & Development projects. In addition, there are certain functions that an RTO can undertake that are deemed to be for the benefit of the wider community as a whole. The implications of these roles for RTOs and overall project funding within the context of the Technology Programme are addressed in Appendix 4 of this document.

CCLRC (Council for the Central Laboratory of the Research Councils) facilities are available for Technology Programme Collaborative Research & Development projects, subject to agreement with the CCLRC. Further information on the facilities available, the viability of using these facilities for your project and how to include these in your application is detailed in Appendix 3 of this document.

2.2 What are the sources of funding?

The funding for this area of the competition is being provided in conjunction with Defra through its Business Resource Efficiency and Waste (BREW) programme.

Applications must therefore meet the following specific conditions which apply to the Defra funding:

- the project must focus on commercial and industrial waste (municipal solid waste is excluded);
- the funding cannot be used to support local authorities, or organisations whose waste is treated as “household waste” (e.g. schools), except where such involvement provides significant benefits to business rather than the local authority.

In addition, the BREW programme provides funding primarily for the support of organisations based in England. However applications for projects involving organisations from the Devolved Administrations (i.e. Northern Ireland, Scotland and Wales) are welcome provided a significant level of benefit from the Research & Development accrues to businesses in England.

3 How to apply

3.1 Is my project eligible for funding?

To be eligible for funding your proposed overall project must:

- be industry driven and address the specific requirements stated in the PDF document “Moving Towards the Zero Emission Enterprise – A challenge to business to reduce their diverse negative environmental impacts” available on the Programme website;
- have a clear core concept or vision and demonstrate how this will be realised through one or more technical innovations and or value chain developments;
- be based on research conducted in the UK and involve two or more collaborators located in the UK, although the specific conditions with regard to collaborators based outside England should be considered and addressed (see Section 2.2 of this document);
- consist mainly of Applied Research, although it may contain elements of Experimental Development which, if included, must be clearly identified in your application.

In addition, you must be able to demonstrate how funding from the Programme for your project will add value (see Section 3.5 of this document).

Your Feasibility Study must:

- require no more than £50,000 of public funding;
- be able to be completed within five months;
- be undertaken by the members of the project consortium;
- address the requirements of a Feasibility Study as listed in Sections 1.3 and 3.3 of this document.

Applicants submitting an application involving material streams covered by WRAP (Waste Resources Action Programme) – i.e. aggregates, batteries, glass, organics, paper, plasterboard, plastics, tyres and wood – are requested to discuss their project with WRAP in advance of submitting an application, to ensure that there is no overlap with research funded by WRAP. Applicants should contact Liz Goodwin by email on liz.goodwin@wrap.org.uk.

3.2 How do I register my intention to submit an application?

You must register your intention to submit an application via the Programme website by midnight on 8th January 2007. If you fail to register by the deadline you will not be able to download an Application Form and will not be able to submit an application. When you register you will be required to select the on-line registration form for “Moving Towards the Zero Emission Enterprise”;

It is important to note that the registration of intention to submit an application is **not** the same as signing-up or signing-in to the Programme website. If you wish to submit an application, once you have signed-up/signed-in to the website, you must register your intention to submit that application following the instructions on the website. If you wish to submit more than one application you must register your intention to submit each application.

3.3 What application documentation do I need to submit?

You must register your intention to submit an application before you can download and submit your Feasibility Stage Application Form and Finance Forms.

A summary of the documentation that you need to submit at the Feasibility and Full Project stages is provided in the following tables. Documents submitted late will not be accepted and will result in the application being ineligible.

Feasibility Stage	
Document/Deadline	Guidance
<p>Feasibility Stage Application Form</p> <p>URN 06/2016</p> <p>Deadline for submission: Midnight 15th January 2007</p>	<p>One Feasibility Stage Application Form should be submitted for each application by the lead organisation. Failure to submit your Application Form by the deadline will mean that your application is rejected. Guidance on how to complete the Application Form is provided in Sections 3.4 & 3.5 of this document.</p> <p>The Application Form must be submitted on-line via the Programme's website where instructions on how to submit the Form are provided. Once you have submitted your Application Form to the website it is possible to update it by resubmitting it, as many times as required, up until the deadline. You are encouraged to submit your Application Form well before the deadline and to up-date it as required by resubmitting before the deadline.</p>
<p>Feasibility Study plan</p> <p>Deadline for submission: Midnight 15th January 2007</p>	<p>One Feasibility Study plan should be submitted for each application by the lead organisation. It should include:</p> <ul style="list-style-type: none"> • the purpose and objectives of the Feasibility Study and the issues that it will address; • how the feasibility of your project will be investigated and assessed; • details of the specific work to be undertaken; • a breakdown of who will undertake this work and when; • project milestones; • the deliverables of the Feasibility Study. <p>The document must be submitted on-line via the Programme's website and meet the following format requirements:</p> <ul style="list-style-type: none"> • be a Microsoft Word or Portable Document Format (PDF) file; • be a maximum of ten A4 pages, using Times New Roman font, no smaller than 12 point; • provide the filename of your Application Form, the title of your project and the name of the lead organisation at the top of the first page and at the bottom of the subsequent pages.

Feasibility Stage (continued)

Document/Deadline	Guidance
Feasibility Stage Academic Partner on-line Finance Form: “Outline Proposal” * Deadline for submission: 4.00pm 11 th January 2007	This is an on-line Form which must be completed and submitted via the Research Council’s Joint electronic Submissions (Je-S) website by each academic partner. The on-line Form is then automatically forwarded by the Je-S system to the Technology Programme. Guidance on how to submit the on-line Form is provided in Appendix 2 of this document and on the Je-S website at https://je-s.rcuk.ac.uk . Once Forms have been submitted via Je-S it is not possible to resubmit them. Note: This Form must address the costs of your Feasibility Study, not the costs of your Full Project.
Feasibility Stage Industry Partner Finance Form * URN 06/2015 Deadline for submission: Midnight 15 th January 2007	Each industry partner must complete a Feasibility Stage Industry Partner Finance Form available via the Technology Programme website. Each of these Forms should be collected and then submitted on-line by the lead partner. Guidance on how to complete and submit Industry Partner Finance Forms is provided via the Technology Programme website. Once you have submitted an Industry Partner Finance Form to the website it is possible to update it by resubmitting it, as many times as required, up until the deadline. Note: This Form must address the costs of your Feasibility Study, not the costs of your Full Project.

* Finance Forms must be submitted by all partners in the consortium, even if they are not seeking funding from the Technology Programme.

Full Project Stage

Document/Deadline	Guidance
Full Project Application Form (plus Annexes) URN 06/2013 Deadline for submission: Midnight 9 th October 2007	One Full Project Application Form should be submitted for each application by the lead organisation. Failure to submit your Application Form by the deadline will mean that your application is rejected. Guidance on how to complete the Application Form and Annexes is provided in Sections 3.4 – 3.6 of this document. The Application Form must be submitted on-line via the Programme’s website. Once you have submitted your Application Form to the website it is possible to update it by resubmitting it, as many times as required, up until the deadline. You are encouraged to submit your Application Form well before the deadline and to up-date it as required by resubmitting before the deadline.

Full Project Stage (continued)

Document/Deadline	Guidance
Feasibility Study report Deadline for submission: Midnight 9 th October 2007	<p>One Feasibility Study report for each application should be submitted on-line via the website by the lead organisation. This should be a report of the main findings and conclusions of the Feasibility Study. The report, which must include a one-page Executive Summary, should cover the following areas:</p> <ul style="list-style-type: none">• experimental results related to the proof of concept of one or all of the proposed approaches;• the technological innovation and how it advances current knowledge, including a review of prior art;• the major environmental impacts (both positive and negative). This may usefully be couched in terms of the BREW metrics**;• potential for restructuring of the supply chain, including other non technical barriers to the adoption of the new technologies or innovative approaches;• conclusions and recommendations, and in particular, how these affect the original concept and the Full Project plan. <p>The Feasibility Study report must be a maximum of 30 A4 pages, using Times New Roman font, no smaller than 12 point, and be a Microsoft Word or Portable Document Format (PDF) file with a total file size not exceeding 5 Mbytes. You should provide the filename of your Application Form, the project title and the name of the lead organisation at the top of the first page and at the bottom of the subsequent pages.</p>
Full Project Academic Partner on-line Finance Form: “Grant Proposal” * Deadline for submission: 4.00pm 9 th October 2007	<p>This is an on-line Form which must be completed and submitted via the Research Council’s Joint electronic Submissions (Je-S) website by each academic partner. The on-line Form is then automatically forwarded by the Je-S system to the Technology Programme. Guidance on how to submit the on-line Form is provided in Appendix 2 of this document and on the Je-S website at https://je-s.rcuk.ac.uk. Once Forms have been submitted via Je-S it is not possible to resubmit them. A one-page Justification of Resources should be submitted as an attachment to the Je-S application. In this document applicants should describe the need for the resources they are requesting.</p>

Full Project Stage (continued)

Document/Deadline	Guidance
Full Project Industry Partner Finance Form * URN 06/2014 Deadline for submission: Midnight 9 th October 2007	Each industry partner must complete a Full Project Industry Partner Finance Form available via the Technology Programme website. Each of these Forms should be collected and then submitted on-line by the lead partner. Guidance on how to complete and submit Industry Partner Finance Forms is provided via the Technology Programme website. Once you have submitted an Industry Partner Finance Form to the website it is possible to update it by resubmitting it, as many times as required, up until the deadline.

* Finance Forms must be submitted by all partners in the consortium, even if they are not seeking funding from the Technology Programme.

** Defra's BREW metrics

The funding for this area of the competition is being provided in conjunction with Defra through its Business Resource Efficiency & Waste (BREW) programme, which is derived from landfill tax on business waste disposal. As such, there are requirements to demonstrate that its spend is being ploughed back to those businesses to generate benefits in waste reduction equivalent to the tax. A number of measurements - metrics - are in place across all BREW funding streams to record improvements or potential improvements in a number of environmentally and business sensitive areas. These are:

- energy reduction: measured by tonne CO₂ per year, either as direct fuel savings, or electricity use reduction. Carbon Trust offers simple conversion factors to derive such benefits from a range of sources;
- water reduction: as measured by tonne per year reduction in use;
- landfill diversion: measured in tonnes per year of material not required to be sent to landfill as a result of the new product or process;
- virgin material displacement: measured in tonnes per year of raw materials saved or offset by increased efficiencies or a change to renewable (recycled in the widest sense of the word) material;
- reduction in hazardous waste: measured in tonnes per year of the production of materials requiring special, high-cost treatments.

Applicants must consider these issues in their Feasibility Studies and provide these metrics in their Full Project applications, addressing this both in their Feasibility Study report and Question 7 of the Full Project Stage Application Form. Benefits may be expressed in multiple categories, and may also imply double-counting, i.e. landfill diversion may also imply a virgin material displacement. Applicants should provide their best estimate of per annum savings.

3.4 How do I complete the Application Form?

- You must use the Application Form provided via the Technology Programme website. Applications will not be accepted in any other format. The Form must not be altered, converted or renamed.
- The Application Form contains specific form fields and it is important that you complete each field. Incomplete Application Forms risk being rejected.
- The space given in each field of the Form is fixed and you must restrict the content of your responses in each of the fields to the space provided. The typeface, font size and colour are predetermined and cannot be changed. Illustrations and graphics cannot be included in the Application Form.
- The fields shaded light grey are completed automatically from other information entered on the Form, e.g. the total columns of a table. These cannot be overwritten.
- At the Full Project stage you must also submit additional information in Annexes to the Application Form. The requirements for these are provided in Section 3.6 of this document.

The following table provides guidance on the completion of each field of the Application Form.

Feasibility Stage Application Form Guidance

At the Feasibility Stage the assessors will primarily be assessing the quality of the overall project before deciding whether to fund the Feasibility Study. Your Feasibility Stage Application Form must therefore be completed for the Full Project, not the Feasibility Study, except where specifically stated otherwise.

Field	Guidance
Technology priority	This field will be pre-filled with the technology priority “Moving Towards the Zero Emission Enterprise”.
Feasibility Study Reference code	Select the appropriate code for the Feasibility Study . If your consortium is a Business to Business consortium, i.e. involves collaborators from business or industry only, the reference code is BASB2B. If your consortium is a Science to Business consortium, i.e. involves collaborators from business / industry and the Science, Engineering and Technology base, the reference code is BASS2B. Note: The level of funding applied for must be consistent with the reference code used. The applicable funding levels are provided in Section 2.1 of this document.

Feasibility Stage Application Form Guidance (continued)

Field	Guidance
Project title	<p>Enter the title of the project. Please ensure that the project title fits within the space provided. The inclusion of an acronym as a short-form of the title is encouraged.</p> <p>The title will be used for the project throughout the application and assessment process and cannot be changed. It will be entered on the Programme's database and will appear on any Offer Letter that might be issued by the DTI on behalf of the Programme.</p>
Lead organisation name	<p>Enter the name of the lead organisation for the project.</p> <p>Note: The lead organisation should in general be the same for the Feasibility Stage and Full Project Stage. However, it is recognised that in some cases the consortium may decide that a change in the lead organisation is appropriate as a result of the findings of the Feasibility Study. The lead organisation can either be an industry partner or an academic organisation, but the project must demonstrate that it is industry driven and has industry commitment and therefore the lead partner is in general expected to be an industry organisation. The lead organisation will be the main point of contact between the Programme and the consortium.</p>
Standard Offer Letter	<p>Indicate on behalf of the consortium that all the partners have read the terms of the standard Technology Programme Offer Letter which is provided on the Programme website.</p>
Abstract of proposed project	<p>Provide a short summary of the content and objectives of the project including what is innovative about the project.</p>
Gateway and Criteria sections	<p>Specific guidance on completing these sections is provided in Section 3.5 of this document.</p>
Financial – the Table	<p>This table addresses the financial information for the Feasibility Study. Complete the table with reference to the specific notes provided with the table.</p> <p>Note: The information required in this table is information on the funding for your Feasibility Study, not your Full Project. Failure to complete this table accurately and comprehensively will mean that your application risks being rejected.</p>
Other funding from public sector bodies	<p>If you have one or more entries in column 4 of the finance table please provide the additional information in this section as detailed on the Application Form.</p>
Previous public sector funding	<p>Enter the details of any public sector funding previously applied for and/or received for this project.</p>

Feasibility Stage Application Form Guidance (continued)

Field	Guidance
Lead partner's details	Enter the details of the lead partner as prompted by the fields. (Similar information on the other partners will be taken from their Industry Partner Finance Forms and the details submitted via Je-S and provided to the assessors.)

Full Project Stage Application Form Guidance

Field	Guidance
Technology priority	This field will be pre-filled with the technology priority "Moving Towards the Zero Emission Enterprise".
Reference code	Select the appropriate code. If your consortium is a Business to Business consortium i.e. involves collaborators from business or industry only, the reference code is APPB2B. If your consortium is a Science to Business consortium i.e. involves collaborators from business / industry and the Science, Engineering and Technology base, the reference code is APPS2B.
Project title	Enter the title of the project. Note: The title of the project must be the same as the title used at the Feasibility Stage.
Lead organisation name	Enter the name of the lead organisation for the project. Note: The lead organisation should in general be the same for the Feasibility Stage and Full Project Stage. However, it is recognised that in some cases the consortium may decide that a change in the lead organisation is appropriate as a result of the findings of the Feasibility Study. The lead organisation can either be an industry partner or an academic organisation, but the project must demonstrate that it is industry driven and has industry commitment and therefore the lead partner is in general expected to be an industry organisation. The lead organisation will be the main point of contact between the Programme and the consortium.
Annexes	Confirm that you are submitting the required number of Annexes with your Application Form. Note: The specific requirements for Annexes are provided in Section 3.6 of this document. Applications that do not include the required number of Annexes risk being rejected.
Standard Offer Letter	Indicate on behalf of the consortium that all the partners have read the terms of the standard Technology Programme Offer Letter which is provided on the Programme website.

Full Project Stage Application Form Guidance (continued)

Field	Guidance
Project timescales	Enter the estimated start date of the project and its planned duration in months.
Abstract of proposed project	Provide a short summary of the content and objectives of the project including what is innovative about the project.
Gateway and Criteria sections	Specific guidance on completing these sections is provided in Section 3.5 of this document.
Financial – the Table	Complete the table with reference to the specific notes provided with the table. Note: Failure to complete this table accurately and comprehensively will mean that your application risks being rejected.
Other funding from public sector bodies	If you have one or more entries in column 4 of the finance table please provide the additional information in this section as detailed on the Application Form.
Previous public sector funding	Enter the details of any public sector funding previously applied for and/or received for this project.
Lead partner's details	Enter the details of the lead partner as prompted by the fields. (Similar information on the other partners will be taken from their Industry Partner Finance Forms and the details submitted via Je-S and provided to the assessors.)

3.5 How do I complete the gateway and criteria sections of the Application Form?

Note: At the Feasibility Stage, the gateway and criteria questions apply to your Full Project, not your Feasibility Study. If you are uncertain what to address in answering any of the questions, please contact the Programme Helpline for clarification.

Gateway questions

The Application Form contains the following two gateway questions:

- Does the application align with the specific technology priority?
- Does the Technology Programme funding add value?

If the assessors consider that the answer to either one or both of these questions is “no”, then your application will not be accepted for funding. Guidance on the two gateway questions is provided in the following table.

Gateway questions	
Question	Guidance
Does the application align with the specific technology priority?	<p>Applications must align with the Zero Emission Enterprise technology priority, details of which are provided in the PDF document “Moving Towards the Zero Emission Enterprise – A challenge to business to reduce their diverse negative environmental impacts” available on the Programme website.</p> <p>To demonstrate this, applicants need to show that a clear majority of the project’s objectives and activities are aligned with the specific technology priority. In forming their judgement on this, the assessors will also consider whether the application addresses the research objectives and topics it claims to address.</p>
Does the Technology Programme funding add value?	<p>To demonstrate this applicants need to provide evidence that:</p> <ul style="list-style-type: none"> • success in the competition will increase the total amount of money the consortium partners spend on Research & Development in the UK; <p>and either:</p> <ul style="list-style-type: none"> • why the consortium partners are not funding the project themselves; or • why the Technology Programme funding would allow them to undertake the project differently, and why this would be beneficial to the UK.

Criteria questions

If your application meets the two gateway requirements above, then it will be assessed against the following three criteria:

Criterion 1: The UK's capacity to develop and exploit the technology

Criterion 2: The size of the market opportunity

Criterion 3: Potential impact and timescale

Each of these criteria has three specific questions. These are listed in the following tables with Guidance Notes for each. Your application will be assessed according to its ability to meet these criteria and the specific questions for each of the criteria. Each of the criteria will be scored by the assessors out of a total of 30 points (10 points for each question).

The guidance notes for each question are not intended to be exhaustive. Applicants are expected to develop their own responses based on their own skills, knowledge and experience.

Criterion 1: The UK's capacity to develop and exploit the technology	
Question	Guidance
1. What technical approach will be adopted and how will the project be managed?	<p>Applicants should provide an overview of the technical approach including the main objectives of the work and methods to be employed to deliver the overall project results. At the Full Project Stage this should be supported by further detail in Annex A (see Section 3.6 of this document).</p> <p>In evaluating this the assessors will consider:</p> <ul style="list-style-type: none">• is the technical approach appropriate to the needs of the project and are the innovative steps achievable through the proposed approach? <p>Note: At the Full Project application stage the assessors will also consider:</p> <ul style="list-style-type: none">• is the project plan sufficient in comparison to the complexity of the project? For example, is there sufficient detail to understand the tasks involved and the resources required?• is the timing of key milestones realistic?• have the applicants demonstrated sufficient resource commitment and capability to undertake the project?• are clear management reporting lines identified?
2. What is innovative about this project?	<p>Applicants should identify the extent to which the project is innovative. For example, does it push boundaries over and beyond current leading-edge world science and technology, or is it looking to apply existing technologies in new areas? The timeliness and novelty of the research aspects of the project should be highlighted and explained in an industrial and/or academic context.</p>

Criterion 1: The UK's capacity to develop and exploit the technology (continued)

Question	Guidance
3. Does the consortium have the right skills and experience to deliver the identified benefits?	<p>Applicants should detail the track record of the consortium members in undertaking and exploiting the results of research and development projects, to show their capability to develop and exploit the technology.</p> <p>In evaluating this the assessors will consider:</p> <ul style="list-style-type: none">• do the consortium members have the right mix of skills and experience to deliver the project successfully?• are the consortia formation objectives clear and would it have been formed without Technology Programme funding?• is extra benefit demonstrated from the collaboration, for example, increased knowledge transfer?• is the consortium greater than the sum of its parts? <p>Note: For Full Project stage applications, applicants should use Annex C (see Section 3.6 of this document) to provide details of the specific expertise and track record of each consortium partner and each subcontractor. This might, for example, include a summary of the results and conclusions of the applicant's recent work in the technology area covered by the project.</p>

Criterion 2: The size of the market opportunity

Question	Guidance
4. What is the size of the market opportunities that this project might open up?	<p>Applicants should describe the size of the market opportunities that this project might open up including details of:</p> <ul style="list-style-type: none">• the current nature of the specific market(s) at which the project is targeted (e.g. is it characterised by price competition amongst commoditised suppliers, dominance by a single leading firm etc.);• the dynamics of this market;• the projected scale of the market (including details on the robustness of this projection);• the potential to create value added for the UK and/or the European Economic Area (EEA).

Criterion 2: The size of the market opportunity (continued)

Question	Guidance
<p>5. What are the possible applications of this project and how do you intend to disseminate and exploit the results? What Intellectual Property (IP) will be generated and how will this be identified and managed?</p>	<p>Applicants should demonstrate the potential for commercial exploitation of the project, e.g. possible applications, markets, processes or products, and their arrangements for disseminating and exploiting the results of the project including identifying and exploiting any IP.</p> <p>Applicants should include any methods of exploitation / protection, e.g. patents, trade secrets, being first to market etc. Applicants should also identify whether exploitation potential exists if the project is not completed, i.e. part use of the results.</p> <p>In evaluating this, the assessors will consider whether the applicants have identified a limited range of applications focusing on specific markets and market opportunities, together with remaining technological integration issues. Where elements of Experimental Development are included, the assessors will consider whether the applicants have identified the clear use and commercial exploitation of the project's results, together with clear routes to market based on product, process or service developments.</p>
<p>6. What are the expected quantified commercial benefits and what is the timescale over which these will be realised?</p>	<p>Applicants should identify, and where possible quantify, the expected commercial benefits to each of the consortium partners, making it clear where the risk factors need to be applied. The timeframe over which these benefits are achievable will vary according to the stage of the research, and the assessors will expect the timescales identified to be credible.</p> <p>Applicants should identify the balance of commercial costs and benefits. Where elements of Experimental Development are included, applicants should quantify the market potential of the project, including economic returns and profitability including a realistic Net Present Value (NPV).</p> <p>Applicants should also explicitly identify any sustainability benefits expected to accrue to any of the consortium partners. Sustainable development balances economic growth with the protection of the environmental and social impacts.</p> <p>In detailing the potential sustainability benefits to the consortium partners, applicants should consider the following questions:</p> <ul style="list-style-type: none">• is it anticipated that the project will improve the energy efficiency of any of the consortium partners, whether in terms of the production process, distribution etc.?• will the project lead to a reduction in the waste generated by any of the consortium partners?• will the project lead to lower use of inputs to production, lower scrap rates etc. by any of the consortium partners? <p>Applicants should also identify whether the project will have an impact on the performance of the consortium partners, in the context of these three questions, compared with other similar organisations.</p>

Criterion 3: Potential impact and timescale

Question	Guidance
7. What economic and sustainability benefits is the project expected to deliver to those outside the consortium and over what timescale?	<p>Applicants should identify any economic and sustainability benefits that are expected to accrue to those outside the consortium.</p> <p>In terms of economic benefits, applicants should highlight any expected “spillover” benefits external to the project, e.g. benefits to users (intermediaries and end users), suppliers, industrial markets and the UK. The application should identify and quantify where possible the benefit to each of the beneficiaries, making it clear where the risk factors need to be applied.</p> <p>Sustainable development balances economic growth with the protection of the environmental and social impacts. Applicants should identify any expected social impacts, either positive or negative, on, for example, the quality of life, social inclusion / exclusion, health and safety, diversity, and any expected impact on Government priorities such as transport congestion and healthcare.</p> <p>In detailing potential environmental benefits, projects should consider the following:</p> <ul style="list-style-type: none">• what are the potential environmental impacts of undertaking the project on those outside the consortium, and how significant are they relative to the economic benefits? Detail the full range of potential environmental benefits such as increased energy efficiency, reduced waste generation, increased product life, increased suitability for re-use or recycling, reduced potential for environmental harm at the end of the product’s life etc.;• if the project is likely to have any negative environmental impacts, assessors will expect to see these identified, together with credible plans to mitigate negative impacts.

Criterion 3: Potential impact and timescale (continued)

Question	Guidance
<p>8. What are the risks (technical, commercial and environmental) to project success? How will the business strategy of the consortium, the technical approach and project management help to mitigate these risks?</p>	<p>The Technology Programme recognises that projects of this type are inherently risky, but seeks assurance that the projects it funds have adequate arrangements for managing this risk. The level of detail required will vary based on the stage of the application. Feasibility Stage applications should focus on their arrangements for managing and mitigating risk.</p> <p>Full Project Stage applications should also consider key individual risks as follows:</p> <ul style="list-style-type: none">• identify appropriate project management tools and mechanisms that will be implemented to provide confidence that sufficient control will be in place to minimise operational risk and, therefore, promote successful project delivery. This should include the arrangements for managing the consortium;• identify the key risks and uncertainties of the project and provide a detailed risk analysis for the project content and approach, including the technical, commercial, managerial and environmental risks as well as uncertainties associated with the project. The main risks should then be rated as High/Medium/Low (H/M/L);• state how the project would mitigate these key risks. Applicants should address all significant and relevant risks and their mitigation. Assessors will need to be able to see that all relevant and significant risks have been identified and that actions to mitigate the risks have been identified and addressed as far as possible. The Technology Programme is particularly interested in seeing evidence that the project is integral to the business strategy of the consortium partners. <p>Full Project Stage applicants may use Annex B to provide this additional information.</p>

Criterion 3: Potential impact and timescale (continued)

Question	Guidance
9. What is the financial commitment required for the project?	<p>At the Feasibility Stage applicants should indicate the anticipated total cost of their Full Project.</p> <p>At the Full Project Stage, applicants should indicate the anticipated project cost making clear the level of contribution from consortium partners and the level of funding required from the Technology Programme. This should be provided within the Financial Table in the Full Project Application Form, with supporting information and explanation provided in this criteria section of the Form. It must be consistent with the category of Research & Development being undertaken within each work package (see Section 2.1 of this document). In evaluating this the assessors will consider the following questions:</p> <ul style="list-style-type: none">• is the budget realistic for the scale and complexity of the project?• does the financial support required from the Technology Programme fit within the limits set by the specific competition?• is a financial commitment from other sources demonstrated for the balance of the project costs? <p>At the Full Project Stage, applicants should also 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 in Appendix 1 of this document. In evaluating this the assessors will consider the following questions:</p> <ul style="list-style-type: none">• have the applicants provided a detailed budget breakdown?• is it inclusive of all anticipated costs throughout the duration of the project?• where appropriate, are capital and depreciation costs clearly identified, e.g. new equipment?

The space provided on the Application Forms within each criterion field is not broken down into pre-determined sub-sections for each of the questions. This is so that you are able to provide the specific amount of information for each question that you consider to be appropriate for your application.

It is important, however, that the assessors are able to clearly identify where and how you have addressed each question. The approach to this is not prescriptive and you should adopt the most appropriate approach for your application. Suggestions on how your answers to each question can be presented so that they can be clearly identified by assessors include one or both of the following:

- numbering the answers to each question in accordance with the numbers used for each criteria question;
- using headings for the answer to each criteria question.

3.6 What are the requirements for the Annexes to the Application Form?

You are required to submit specific Annexes with your Full Project Stage Application Form. (Note that you must also submit a Feasibility Study report and Finance Forms, see Section 3.3 of this document.) These must be uploaded on-line via the Technology Programme website where instructions on how to do this are provided. Each Annex must be submitted as a single file in one of the following formats: MS-Word (.doc), MS-Excel (.xls), MS-PowerPoint (.ppt) or Portable Document Format (.pdf). The specific requirements for Annexes are provided in the following table.

Full Project Stage	
Annex	Guidance
Annex A Up to two sides of A4	This should be used to provide additional information to address Question 1: What technical approach will be adopted and how will the project be managed?
Annex B Up to five sides of A4	This should be used to provide supporting information on your application as appropriate, for example, a detailed plan for the full project and for delivering project benefits and diffusion, including identified work packages, milestones, deliverables and accountabilities. It may also be used to provide supporting information for Question 8: What are the risks (technical, commercial and environmental) to project success? How will the business strategy of the consortium, the technical approach and project management help to mitigate these risks?
Annex C Half a side of A4 for each partner and subcontractor	This should be used to provide details of the specific expertise and track record of each consortium partner and each subcontractor to address Question 3: Does the consortium have the right skills and experience to deliver the identified benefits?

3.7 What happens after I have submitted my application?

You will receive an acknowledgement by e-mail from the Programme confirming receipt of your Application Form. If you have not received confirmation within 24 hours of submitting your Application Form please contact the Programme Helpline on 01355 272155.

During the assessment process you and/or the other partners in your consortium may be contacted by the Programme to seek further detail and clarification of certain aspects of your application, e.g. the eligibility of project costs. This will not form part of the assessment of your application and this information will not be provided to the assessors. It will be for the purpose of clarifying, if necessary, the details provided in your Finance Forms, so that if your application is successful, any unnecessary delays in issuing an Offer Letter are avoided. Being contacted for this information does not indicate either success or failure in the assessment process.

Following completion of the Feasibility Stage assessment you will be informed whether your application has been successful. If your application is not successful at this stage you will receive information on the main reasons why the application was not successful. If your application is successful, final details will be confirmed with you before funding can be offered for your Feasibility Study.

Following completion of the Full Project Stage assessment you will be informed whether your application has been successful, subject to the final agreement of terms and conditions. If your application is not successful you will receive information on the main reasons why the application was unsuccessful.

If your application is successful the Programme may seek further detail and clarification of certain aspects of your application, e.g. the eligibility of project costs, before confirming the terms and conditions of the Offer with you in a formal Offer Letter. If you do not return a signed copy of the Offer Letter to the Programme by the deadline, the Offer will be withdrawn and funding will not be provided, unless an extension to the deadline has been previously formally agreed in writing with the Programme.

4 Application assessments

4.1 Introduction

The process to seek funding support from the Programme is undertaken using a competitive application process. It follows an efficient, streamlined process, which ensures quick responses to applicants within a stated timeframe whilst meeting probity considerations and the objectives of the overall initiative. The assessment process is transparent and managed at arms length from the DTI and the Programme's co-funders. The assessment criteria are clearly articulated to applicants and feedback is available to those that are unsuccessful in securing funding from the Programme.

4.2 The assessors

Independent assessors are appointed by the Programme for each competition for funding.

- Assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest.
- Assessors are required to treat applications in strict confidence. Assessors are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the assessments themselves and not ask someone to assess an application in their place. They must not ask anyone to give another opinion of their assessment.
- All assessors are required to attend formal assessment briefing workshops held by the Programme in order to be trained to undertake assessments according to the Programme's requirements.

4.3 The assessment process

A common assessment process applies to all applications.

- Applications are not forwarded to assessors until after the closing date for submission of all applications and basic eligibility checks on all applications have been undertaken.
- Each application is assessed by a minimum of three assessors who will each review and score the application independently against the set gateway and criteria questions.
- Each assessor is required to complete and submit a score-sheet for each application they are assigned to assess.
- Following the individual assessments a panel meeting is held where assessors agree appropriate final scores for the applications.
- The conclusions of this meeting are recorded in a panel report, which recommends a ranked list of applications that the assessment panel considers should be funded by the Programme. The report forms part of the audit process and is used to generate official feedback to applicants.
- At the Full Project Stage the assessment process includes applicant interviews.

5 Further information

For further information on the Programme and the application and assessment process:

- the Programme website www.dti.gov.uk/innovation/technologystrategy/index.html provides comprehensive information on the Programme including a list of Frequently Asked Questions. Note that it is necessary to sign-up / sign-in to the secure part of the website to access some of the information;
- the Programme's Helpline can address your specific queries either by telephone on 01355 272155 or by email to info@technologyprogramme.org.uk;
- applicants are also invited to attend applicant briefing meetings held by the Programme. Further details including the dates of these meetings are available on the Programme website;
- further information on Defra's Business Resource Efficiency and Waste (BREW) Programme is available at www.defra.gov.uk/environment/waste/brew/index.htm.

Compulsory Applicant Briefings

These apply to the Full Project Stage process and must be attended by at least one member of your consortium. Applicants are also strongly encouraged to attend the optional briefings at the Feasibility Stage. The dates of these briefings are provided on the website.

Appendix 1

Eligible costs

If you are unclear how to record your likely costs you should contact the Programme's Helpline. The cost estimate must include the costs for the total project, i.e. all parties/partners involved in the project. Technology Programme funds are paid on the basis of audited actual eligible costs incurred and defrayed.

Academic Partners

All academic partners must calculate their project costs on the basis of Full Economic Costs (FEC) as defined by the Research Councils. Technology Programme funding for successful projects will be provided at 80% of Full Economic Costs, in line with Research Council funding. All academic partners must use the Research Councils' Joint electronic Submissions (Je-S) system to calculate and submit their financial information. Project costs should be calculated at year one levels without indexation. Indexation will be added to academic costs by the Technology Programme sponsors.

The remaining 20% of FEC costs do not constitute a contribution to the project by the academic partner and must **not** be included in any total project cost calculations or other financial information provided.

Organisations eligible to be considered as academic partners are:

- Universities and similar HEI organisations;
- The Council for the Central Laboratory of the Research Councils (CCLRC);
- Government Research Establishments;
- Not-for-profit Research and Technology Organisations (RTOs).

Not-for-profit RTOs are:

- RTOs that are, or that are constituent parts of, a charity registered with the Charities Commission; or
- Associations that are eligible for exemption from corporation tax under section 508 of the Income and Corporation Taxes Act 1988; or
- RTOs that are wholly owned subsidiaries of an association approved under section 508 of the Income and Corporation Taxes Act whose articles of association require that all profits are returned (gift-aided) to the section 508 association.

RTOs should refer to the specific RTO guidance provided in Appendix 4 of this document.

Industry Partners

The following headings show the main costs that the Technology Programme is prepared to support.

1 Labour Costs

This includes the costs of personnel working directly on the project. At the Outline stage you should provide the total man-days effort and cost required for your staff to work on the project. At the Full Stage you should briefly describe the role of each person within the project and provide their gross salary and the total labour effort in man days for each role within the project, together with the total number of working days per year for your organisation (365 days less weekends and holidays etc.). In calculating the labour costs, reasonable overheads can be included. The overheads must exclude the costs of land, buildings, and other operational costs not directly attributable to the project.

2 Overheads

Reasonable overheads can be included, as stated above. Two methods of providing information on overheads are available. You can either complete the overhead calculator worksheet provided with the Industry Partner Finance Form or you may submit your own overhead rate. If you choose the latter option, include a summary showing the calculation method of overheads that your auditors will use when verifying your grant claims. Note that if you quote previously agreed overhead rates, you must still describe the methodology and include references to the previous project(s).

3 Materials Consumed

These will be the materials to be consumed 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 Programme.

4 Capital Equipment

You should provide details of capital equipment and tools to be bought or consumed on the project, giving the purchase cost (or value at the start of the project if you already own the equipment), its expected residual value at the end of the project and utilisation within the project.

5 Sub-contracts; Consultancy; Fees including Fees for Trial and Testing

You should 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 organisations with regard to supply of materials apply here. Attention will be paid to the size of this contribution when assessing eligibility and level of support.

6 Travel and Subsistence

You should only include reasonable costs that are justified and will be incurred exclusively for progressing this project. Note that if any general travel and subsistence is included in your overhead calculations, this proportion should be subtracted from the Travel and Subsistence expenditure during the claims process.

7 Other Costs

Other costs should include costs not accounted for in the above sections. Some examples follow. You should ensure that a case is made for the other costs within your Application Form.

- **Training Costs**

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

- **Preparation of Technical Report**

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

- **Market Assessment/ Feasibility Studies**

There is some scope for support, in exceptional circumstances, of “state of the art” studies in areas that 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.

- **Licensing in New Technologies**

Exceptionally, the Programme 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.

- **Patent Costs (SMEs only)**

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

- **Project Management**

The costs of project management by a ‘lead organisation’ on behalf of the consortium are eligible and should be included with the labour totals. In cases where management is sub-contracted, a strong case should be made for the necessity and benefits of this approach.

- **Software**

The provision of software licences by members of the project consortium must only reflect the true costs of supplying that software to the project and not the commercial rate, the inclusion of any profit element or the amortisation of previous development costs. The preparation of disks, manuals, installation, customisation, training and lost opportunity costs may be eligible.

- **Certification**

For EUREKA projects only, reasonable certifications may be eligible for support where it will improve market acceptance.

- **Receipts and Residual Values for Energy Projects**

Receipts from electricity generation and residual values of prototype plant will be addressed by the Programme under standard Treasury rules whereby a proportion of the revenue or displaced electricity costs will be recovered and a discounted residual value of a generating plant will be calculated similarly.

Ineligible Costs

The following costs are ineligible and should be excluded from any part of the project costs and any overhead calculations.

- Input VAT.
- Interest charges, bad debts, profits, advertising, entertaining.
- Hire purchase interest and any associated service charges.
- Advertising and marketing costs or activities.
- Profit earned by a subsidiary or by an associate undertaking work sub-contracted out under the project.
- Inflation and contingency allowances expressed as an overall arbitrary percentage, additional to eligible costs. However, reasonable inflation rates can be included in labour and material cost estimates.
- The value of existing assets such as IPR, data, software programmes and other exploitable assets that any of the collaborators contribute towards the project.
- Project audit fees.

Appendix 2

Guidance on submitting academic partner financial information

All partners in a consortium must submit financial information, even if they are not applying for funding from the Programme. Industry partners must do this by submitting Finance Forms via the Technology Programme website. This Appendix explains how academic partners must submit their financial information.

All academic partners must calculate their project costs on the basis of Full Economic Costs (FEC). Technology Programme funding for successful projects will be provided at 80% of Full Economic Costs. The remaining 20% FEC costs do not constitute a contribution to the project by the academic partner and must not be included in any total project cost calculations or other financial information provided.

Project costs should be calculated at year one levels without indexation. Indexation will be added to academic costs by the Technology Programme sponsors.

Academic partners must use the Research Councils' Joint electronic Submissions (Je-S) system to calculate and submit their financial information to the Technology Programme. Failure to do so could result in the whole application becoming ineligible.

Feasibility Stage

Each academic partner must obtain the unique Technology Programme reference number for their application from the lead partner of their application. (The lead partner will obtain this when they register their intention to submit an application via the Technology Programme website). This unique

reference number links together all the Application and Finance Forms for the project.

They must then log-in to Je-S and complete an Outline Proposal and submit it through their organisation's normal Je-S approval and submission process. This is then automatically forwarded by the Je-S system to the Technology Programme.

To access the on-line Form, once you have logged onto Je-S, you should:

1. Select "Add New Document".
2. Under the option for "Council" select "DTI".
3. Under the option for "Document Type" select "Outline".
4. Under the option for "Scheme" select "ZEE Feasibility Stage".

Each academic partner must also provide the lead partner of their consortium with the summary financial information generated by the Je-S system as this is required for the completion of the financial table in the Feasibility Stage Application Form.

Full Project Stage

The unique Technology Programme reference number is the same as for the Feasibility Stage. Each academic partner must log-in to Je-S and complete a Grant Proposal and submit it through their organisation's normal Je-S approval and submission process. This is then automatically forwarded by the Je-S system to the Technology Programme.

To access the on-line Form, once you have logged onto Je-S, you should:

1. Select "Add New Document".
2. Under the option for "Council" select "DTI".
3. Under the option for "Document Type" select "Grant Proposal".
4. Under the option for "Scheme" select "ZEE Full Stage".

A one-page Justification of Resources, in which applicants are required to describe the need for the resources they are requesting, should be submitted as an attachment to the Je-S application. Guidance on the content of the Justification of Resources is available on the Je-S website.

Each academic partner must also provide the lead partner of their consortium with the summary financial information generated by Je-S as this is required for the completion of the financial table in the Full Application Form.

Using Je-S

The Je-S website is at <https://je-s.rcuk.ac.uk>. The on-line Forms are completed and submitted in the same way as all other funding applications

submitted via the Je-S system. Academic and research staff should therefore be familiar with the system. To submit an on-line Form both you and your organisation will need to be registered with Je-S.

If you have any queries with regard to registering or using Je-S please contact the Je-S Helpdesk by e-mail to JeSHelp@rcuk.ac.uk or by phone on 01793 444164. Note that the Je-S Helpdesk closes at 5.00pm.

In order to ensure that the deadlines are met academic partners should make arrangements for the submission of the Forms with their organisation's research administration offices well in advance of these deadlines. If the academic partner is not registered with Je-S they should make arrangements for registration as soon as possible to ensure that they are able to meet the deadline, as the registration of new organisations may take several days.

Appendix 3

Guidance on the use of CCLRC facilities

The following CCLRC (Council for the Central Laboratory of the Research Councils) facilities are available for Technology Programme Collaborative Research & Development projects:

- CCLRC Astra Laser;
- CCLRC Lasers for Science Facility;
- CCLRC Vulcan Laser;
- CCLRC ISIS Pulsed Neutron and Muon Source;
- CCLRC Synchrotron Radiation Source.

Please see <http://www.cclrc.ac.uk/Activity/FacilityAccess> for further details.

If you wish to use CCLRC facilities in your project you must contact CCLRC to discuss whether it will be appropriate and possible to use one or more of these facilities for your project and the terms for this usage.

Claire Dougan

C.T.Dougan@rl.ac.uk

01235 445156

Alistair McDermott

A.J.McDermott@cclrc.ac.uk

01235 778223

Once you have agreed with CCLRC that you will request use of facilities as part of your Technology Programme application you should indicate this in your application as indicated below.

Feasibility & Full Project Stage Application Forms

Describe how you intend to use the CCLRC facility within your response to Criteria Question 1: “What technical approach will be adopted and how will the project be managed?” At the Full Project Stage use Annex A to provide further details.

Full Project Stage Finance Forms

Academic Partner Finance Form. Using Je-S select ‘Edit Resources’ then ‘Edit Facilities’ then ‘Add New Facilities’ and then select from the drop down box one of the facilities listed above.

Industry Partner Finance Form. Include the cost of using the facility under the Other Costs heading.

Appendix 4

Guidance for Research and Technology Organisations

- Research and Technology Organisations (RTOs) can operate as either industrial partners or academic partners within Collaborative Research & Development projects.
- In addition, there are certain functions that an RTO can undertake that are deemed to be for the benefit of the wider community as a whole.
- This Appendix addresses the implications of these roles for RTOs and overall project funding within the context of the Technology Programme.

RTOs as academic partners

- An RTO is considered to be operating as an academic partner if the organisation satisfies the legal definitions of the tax rule 508 regarding exempt organisations and the work it is contributing towards the project is essentially academic in nature i.e. is providing high quality research input to the project rather than product or system development.
- All academic partners, and therefore an RTO meeting the requirements in the previous bullet point, must calculate their eligible project costs on the basis of Full Economic Costs (FEC) as defined by the Research Councils. Technology Programme funding for successful projects will be provided at 80% of Full Economic Costs. The remaining 20% FEC costs do not constitute a contribution to the project by the academic partner / RTO and must not be included in any total project cost calculations or other financial information provided. RTOs in this category must use Je-S to submit their financial information (see Appendix 2 of this document).
- In calculating its Full Economic Costs, an RTO is not obliged to use the TRAC methodology to calculate its indirect and estate costs. An RTO that has not had its FEC costing methodology and systems validated by the

Research Councils can use the default figures available on the Higher Education Funding Council's website at <http://www.hefce.ac.uk/finance/fundinghe/TransparencyReview/>. The DTI will confirm any agreed rates with the Research Councils.

RTOs as industry partners

- An RTO is considered to be operating as an industry partner if the organisation does not satisfy the legal definitions of a rule 508 exempt organisation or the work it is contributing to the project is not essentially academic in nature.
- Funding for industry partners must not exceed 50% of their eligible project costs, or 60% if they are classified as a SME (see Section 2 of this document). Details of eligible costs are provided in Appendix 1 of this document.

Wider UK Business Benefit Activities

- An RTO operating as an industry partner might undertake activities within the project that are considered beneficial to the community at large or to wider industrial/technology sectors. These activities may be funded at a rate higher than 50% (or 60% for SMEs) of the eligible costs. However this normally applies only to non-profit organisations and the RTO will need to supply compelling evidence of its ability to engage wider communities in a non-commercial and non intellectual property generating manner.
- These activities are expected to constitute less than 10% of the overall project activities.
- The Technology Programme will discuss these activities with the RTO to determine the appropriate funding level. The RTO should therefore contact the Programme well in advance of the deadline for the submission of applications to ensure that appropriate funding levels are agreed before the application is submitted.
- It should be noted that the overall total funding rate available for a project will not change. The only change is the balance of the funding across the consortium partners. For example, in the table below, the Wider Business Benefit Activities (WBBA) of the RTO in project 2 increase the eligible costs but, as they are funded at 100%, the grant available for the industry partners is reduced since the overall funding rate stays at 50%.

	Project 1			Project 2		
	Eligible Costs	Grant		Eligible Costs	Grant	
		Amount	Percentage		Amount	Percentage
Academic Partner	£20,000	£20,000	100%	£20,000	£20,000	100%
Industry Partner	£40,000	£15,000	37.5%	£40,000	£12,500	31.25%
RTO (industry work)	£40,000	£15,000	37.5%	£40,000	£12,500	31.25%
RTO (WBBA work)	-	-	-	£10,000	£10,000	100%
Total	£100,000	£50,000	50%	£110,000	£55,000	50%

Wider UK Business Benefit Activities

Potential inclusions:

- technology transfer activities to engage a wider business community than is involved in the project and to facilitate general dissemination of the project results;
- public relations activities to disseminate the results of the project including the creation of business briefs and case study material;
- development of sector or wider business strategy in the form of workshops or the development of roadmaps;
- carrying out background research related to a technology transfer function.

Potential exclusions:

- project management or coordination of the core project or collaborators;
- activities through which the RTO develops intellectual property or copyrights that have a commercial value to the RTO;
- activities that the RTO would naturally carry out as part of its normal business or services to its members.

Appendix 5

Information security & confidentiality

1 Electronic submission of application documents

The electronic submission of applications uses https, which encrypts and decrypts the requests and information between the applicant's browser and the server to which applications are submitted, using a Secure Socket Layer (SSL). SSL allows an SSL-enabled server to authenticate itself to an SSL-enabled client and vice versa, enabling the machines to establish an encrypted connection.

2 Assessor confidentiality and potential conflicts of interest

Assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest. They are required to treat applications in strict confidence. Assessors are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the assessments themselves and not ask someone to assess an application in their place. They must not ask anyone to give another opinion of their assessment.

3 Open Government and Freedom of Information

Access to information held by or on behalf of DTI is governed by the Freedom of Information Act. Any requests for information received by DTI in relation to the Programme will be administered accordingly. Under Exemptions Sections 43 and 44 of the Act, certain information will be exempt from disclosure for reasons of commercial confidentiality, unless there is an overriding reason why it is in the public interest to disclose it.

4 Data Protection Act 1998

The information that Applicants provide on the Application Forms will be used in the processing of all aspects of the relevant application. This will include recording on the in-house and the DTI contracted Programme Manager's processing computer and management information systems, and in the preparation of material for applicants and for use by the assessment panels. In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of DTI and in improving the business processes. Any queries on issues relating to the Data Protection Act should be addressed to The Data Protection Liaison Officer, 151 Buckingham Palace Road, London SW1W 9SS.

5 Information provided to other co-funding bodies

Information provided to DTI as part of the application process will be passed by DTI to co-funding bodies as appropriate. All co-funding bodies will treat this information in strict confidence.

6 Information released into the public domain by the Programme on confirmation of project funding

The project title and abstract of all projects that are funded will be placed in the public domain. The names of the project partners, project costs and amount of grant and key contact details would be expected to be included also, but the Technology Programme will respect the wishes of partners if they notify the Technology Programme that they do not want all information disclosed. Additional information submitted in the applications is not made public at this time.

7 Information released into the public domain during, on completion and after the project lifecycle

The sponsors of the Programme are keen to see academics publishing the findings of their research. However this must be done in the manner agreed in the project's Collaboration Agreement.

The Technology Programme reserves the right to use any project as a case study to publicise the Programme and the benefits of collaborative working. Projects will be required to provide publicity material annually during the life of the project. Publicity material will be agreed with consortia members before release.

URN 06/2034