

Innovate UK

Technology Strategy Board

COMPETITION GUIDANCE FOR APPLICANTS

for

Innovate UK Competition:

Game-changing technologies in aerospace

***Highly innovative technology enablers in aerospace
(HITEA) 3***

Collaborative R&D

June 2015

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Executive Summary

Innovate UK is to invest up to £10 million in collaborative research and development and feasibility studies to accelerate the commercialisation of highly innovative technologies for civil aerospace.

We are looking for projects that offer solutions to key aerospace industry challenges and for opportunities to bring in technologies and capabilities from outside the traditional aerospace sector.

Proposals must be collaborative and led by a business. We expect collaborative research and development projects to be mainly industrial research. Large business partners will generally attract up to 50% public funding for their eligible project costs for industrial research and feasibility studies, a medium-sized business up to 60% and a small or micro business up to 70%.

We strongly encourage the participation of SMEs and organisations from outside the traditional aerospace sector. We also strongly encourage universities and research organisations to participate, where their high-end academic knowledge and innovation expertise will bring significant benefit to projects.

We expect collaborative R&D projects to range in size from total costs of £250,000 to £1.5 million.

The competition opens for both types of project application on **29 June 2015**. Collaborative R&D projects will follow a two-stage process. The deadline for registration is at noon on **9 September 2015** and the deadline for expressions of interest is at noon on **16 September 2015**. For feasibility studies the deadline for registration is at noon on 5 November 2015 and the deadline for applications is at noon on **12 November 2015**.

There will be a webinar briefing event for potential applicants on **15 July 2015**.

How to use this document

This document contains the eligibility criteria, key dates, competition process and application form details specific to this competition. It is essential for you to read this document before applying.

In addition, the six numbered items below offer further general guidance and are available in full on our website under “Applicant Guidance” to help you complete your application. Links to these sections are below, and referenced throughout this document.

1. Rules governing how much funding your project could receive

This guidance provides reference information on the different categories of funding and the associated rules arising from our State Aid framework. <https://interact.innovateuk.org/-/funding-rules>

2. The project costs we fund and how to fill in the finance forms

For most competitions we will require information on your project costs and you will need to complete a finance form. The link below takes you to detailed information on which of your project costs are eligible for funding, how to complete the finance forms as well as submitting any academic costs into the Je-S system (a requirement for all academic partners). <https://interact.innovateuk.org/-/project-costs> or download for print.

3. Submitting your application

This guidance explains how to submit your application, any accompanying finance forms and appendices. <https://interact.innovateuk.org/-/submitting-your-application>

4. What happens after you have submitted your application

This guidance provides information on

- Innovate UK assessment process,
 - notification of assessment decisions and
 - how to access your assessor feedback once the assessment process is complete.
- <https://interact.innovateuk.org/-/what-happens-when-you-have-submitted-your-application->

5. What happens if you are successful

This guidance tells you what happens if your project is granted funding. This includes information on:

- Innovate UK Conditional Offer Letter,
- timescales,
- further information we require from your project team,
- the Grant Confirmation Letter and
- the project monitoring process once you start your project. <https://interact.innovateuk.org/-/what-happens-if-you-are-successful->

6. How to find out more

This guidance provides links to other areas which may be useful for completing your project.

<https://interact.innovateuk.org/-/finding-out-more>

Innovate UK complies with the requirements of the Data Protection Act 1998 and is committed to upholding the data protection principles. Further details with regards to the collection, storage, processing and disclosure of personal information by Innovate UK is accessible from the above link.

1. Competition information

Competition

Game-changing technologies for aerospace collaborative R&D, June 2015

Funding

There is up to £10m of funding available from Innovate UK, for research and development projects that address the technical challenges described in the Brief for this Competition, which can be accessed from the competition website: <http://tinyurl.com/HITEA3-web>

Requirements and eligibility

To be eligible for this competition, projects must fall under the Industrial research category. A full definition of this category is available in the guidance for applicants section of our website:

<https://interact.innovateuk.org/-/funding-rules>

- You may be eligible to receive different rates of funding depending upon the type and size of your organisation and the activity that you are doing in the project.
- Innovate UK will fund up to 70 % for Micro/Small enterprises, 60% for Medium enterprises and 50% for Large Companies.
- Expected total project costs of between £250,000 and £1.5m

- Projects are expected to last for up to 36 months
- Projects must be business-led and address the specific requirements of the competition as outlined in the scope of the Competition Brief
- Research organisation participation will be capped at 50% of the overall project costs
- Only UK-based companies and research organisations are eligible to apply

All applications will be assessed on individual merit in accordance with the normal Innovate UK process. Full details are available here: <https://interact.innovateuk.org/-/what-happens-when-you-have-submitted-your-application>. However, we reserve the right to apply a 'portfolio' approach to ensure the distribution of funds across specific areas, subject to meeting the required quality criteria.

For more information on funding and state aid definitions please see: <https://interact.innovateuk.org/-/funding-rules>

Competition scope

The Competition Brief contains the full details of the technical summary, background, challenge, scope, research area, key events and dates. The Brief can be found on the Competition website: <http://tinyurl.com/HITEA3-web>

Competition briefing event

There will be a webinar briefing event for this competition on **15 July 2015**.

The briefing is optional, although you are strongly advised to attend as key aspects of the competition criteria and entry requirements will be presented and discussed during the session. This is an opportunity for you to get answers to your questions. To book a place on this event, click on the following link which will take you to the event registration:

<https://connect.innovateuk.org/web/technologystrategyboard/events-view/-/events/27150325>

Competition key dates for your calendar

If you are intending to submit an application to this competition, please make a note of the key dates below.

The deadlines below are absolute and final. Please note that our submission deadlines are always at 12.00 noon and we are unable to accept any applications after this time.

Timeline summary	
Competition opens	29 June 2015
Competition briefing	15 July 2015
Final date for registration	Noon 09 September 2015
Submission of Expression of Interest applications	Deadline: Noon 16 September 2015
Decision provided by Innovate UK	End of business 09 October 2015
Stage 2 (Full stage) opens (for invited applications)	12 October 2015
Feedback to applicants – full stage applicants	16 October 2015
Full Stage Briefing	22 October 2015

(successful applicants from the Expression of Interest <i>only</i>)	
Submission of the full application (including Je-S submission, finance forms & appendices)	Deadline: Noon 12 November 2015
Decision to applicants	End of Business 18 December 2015
New projects workshop	Date and location to be confirmed

Important Note:

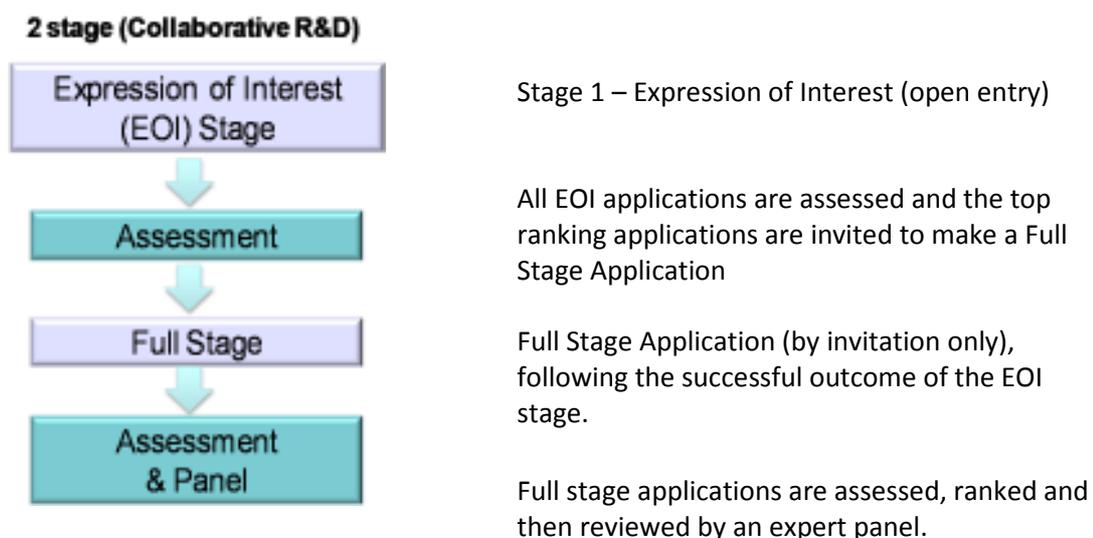
Please do not leave your submission to the last minute.

If any technical difficulties arise or if you identify any errors in your submission, we will not be able to grant an extension to the above deadlines.

It is your responsibility to ensure you follow the competition guidance rules and in doing so allow sufficient time to complete all of the competition requirements described in this document.

Competition process

This competition will follow a two stage process:



2. How to apply for this competition



To enter this competition, the lead partner for your project must register via the competition website at <https://interact.innovateuk.org/>

- Je-S Submission pdf Output Document (for every academic partner in your project – if any)

The appendices allow you to provide additional supporting information for the assessors on your project. The finance forms provide details on your project costs for each partner in your project consortium. For information on eligible project costs and the partner finance forms please click here <https://interact.innovateuk.org/-/project-costs>



Please ensure that you allow plenty of time to upload your completed documents for submission to the competition. Our submission close dates can be very busy which means that file uploads can take some time. We recommend that you upload your application in plenty of time as the deadline is final.

To upload your application documents, log on to the secure website using the details supplied with your secure username and password. See detailed instructions here: <https://interact.innovateuk.org/-/submitting-your-application>



Once the competition submission deadline is reached, your application is sent for assessment. We will notify you or your lead partner of the outcome of your application on the date stated in the timeline.

If you are successful at EOI stage, you will be invited to make an application to the full stage of the competition. You will be able to review your assessor feedback on the date stated in the Competition Key dates section of this document. You should then repeat steps 2-5 for submitting your full stage application.



You will be able to access feedback on your application from the assessors by logging into the secure site on or after the date published in the key dates section. For further information on what happens after you submit your application please click here: <https://interact.innovateuk.org/-/what-happens-when-you-have-submitted-your-application->

We will give feedback to unsuccessful applicants approximately 4 weeks after you have been notified of the decision. The lead applicant can access the feedback by logging on to the secure website where you uploaded your application documents. It is the responsibility of the lead partner to communicate the feedback with the rest of the consortia. No additional feedback can be provided and there will be no further discussion on the application.

3. The application form

This section explains the structure of the application form and offers guidance on the information to include in each section.

The application form has the same structure for both Expression of Interest and Full Stage with the exception of the public description. The structure is as follows:

- Application details
- Summary of proposed project
- Gateway question: scope
- **Section 1 – The business proposition (4 questions)**
- **Section 2 – Project details (4 questions)**
- **Section 3 – Funding and added value (2 questions)**
- Public description of the project (Full Stage only)
- Other funding from public sector bodies
- Finance summary table

Sections 1 to 3, highlighted above, address specific questions; these are listed in the following tables with guidance notes. When you submit your application form, it will be assessed according to how well it answers the specific questions. Each question has an equal weighting of 10 marks per question.

The Full Stage application form has the same structure as the EOI form but provides more space to expand upon your answers to the questions.

It is important that you address and respond to each question clearly. To help you, the guidance below provides an explanation of what is required for each question. The guidance notes are not intended to be exhaustive; you should develop your own responses based on your own skills, knowledge and experience.

When completing the application form it is important to take into account that the space provided is to enable you to give the specific amount of information for each question as you feel appropriate for the application. You are encouraged, therefore, to utilise fully all available space and any appendices at your disposal.

Please ensure that you upload the final and complete version of your application by the deadline. It is your sole responsibility to ensure you upload the application form intended for submission and assessment and not a blank or incomplete application form.

Key tips

- number the answers to each question
- use headings for the answer to each question.

Important: Please note the following process requirements for the application form:

- You may only use the application form provided. It contains specific information including a unique reference number for your project.
- The application form contains specific fields and it is important that you complete each field and present a fully completed form. Incomplete forms will be rejected.
- The application form must not be altered, converted or saved as a different version of Microsoft Word.
- The space provided 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. Please check your completed application form in PRINT VIEW: any text that can't be seen in this view or when the form is printed will not be assessed.
- The light grey shaded fields are completed automatically from other information entered on the form, e.g, the total columns of a table. These cannot be overwritten.

Application details	
Field	Guidance
Competition	This field will show the full name of Innovate UK competition to which the form applies. You do not need to enter anything here
Project title	Enter the full title of the project.
Which key technology theme does your project align with?	Please select the technology theme which your project best aligns with. Please refer to the competition brief for further details.
Project timescales	Enter the estimated start date and its planned duration. These are indicative at this stage and are not guaranteed
(Lead) organisation name	Enter the full registered name of the (lead) organisation for the project and the company number (as provided by Companies House). If you are not in a consortium application, these will be your organisation details. Please note that the lead organisation will be the main point of contact between Innovate UK and the project team.
(Lead) organisation contact details	Enter the full name, postcode, e-mail address and telephone number of the main point of contact between Innovate UK and the project.
Document ID	This is completed automatically.
Applicant number	This is completed automatically and is the reference that you should use on all correspondence (this is the 5 or 6 digit number after the dash). This is sometimes referred to as the TP number.
Appendices	The specific requirements for Appendices are provided in Section 4 of this document.
Summary of proposed project (not scored)	
Question	Guidance
Please provide a short summary of the content and objectives of the project	This is an opportunity to provide a short summary of the key objectives and focus areas of the project. It is important that this summary is presented in reference to the main outline of the project, with sufficient information to provide a clear

including what is innovative about it.	understanding of the overall vision of the project and its innovative nature. This summary is not scored, but provides an introduction of your proposal for the benefit of the assessors.
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Gateway question: Scope (not scored, Yes/No answer)

Important note:

If the majority of the assessors consider that the following answer to the Scope Gateway question is 'No', then the application will not be approved for funding. Guidance on the 'Gateway Question: Scope' is therefore critically important and is provided below.

Question	Guidance
Gateway question: Scope - How does this application align with the specific competition scope?	<p>All applications must align with the specific competition scope criteria as described in the relevant competition Brief.</p> <p>Note: To demonstrate alignment, you need to show that a clear majority of the project's objectives and activities are aligned with the specific competition. In forming their judgment on this, the assessors will also consider whether the application addresses the research objectives and topics it claims to. It is important, therefore, for you to understand fully the background, challenge and scope of the competition, as outlined in the Competition Brief.</p> <p>Full Stage Applications:</p> <ul style="list-style-type: none"> • For a full stage application, if feedback has already been given on this section, be careful not to write yourself out of scope. • only improve this section in the full stage if the feedback requested further clarity and/or information on the response to meeting the objectives of the scope.

Section 1: The business proposition	(10 points per question = 40 points in total)
Question	Guidance
1. What is the business opportunity that this project addresses?	<p>Outline the business opportunity and what the project team needs to do to successfully address it within the desired timeframe and cost.</p> <p>Describe the nature of the problems or issues facing you and/or your potential customers and how the intended outputs of the project will address these problems and issues.</p>
2. What is the size of the market opportunity that this project might open up?	<p>Describe the size of the market opportunities that this project might open up, including details of:</p> <ul style="list-style-type: none"> • current nature of the specific market(s) at which the project is targeted (eg, is it characterised by price competition amongst commoditised suppliers? Is it dominated by a single leading firm?) • the dynamics of the market including quantifying its current size, actual and predicted growth rates • the projected market share for the project outcome, with justification in the light of any potential competitors

	<ul style="list-style-type: none"> the potential to create value-added for the UK and/or the European Economic Area (EEA). <p>Describe and clearly quantify the return on investment that the project could achieve and provide relevant source data references.</p> <p>Where possible, provide evidence for your statements about the addressable market for project outcomes and outline your strategy for developing market share.</p> <p>For highly innovative projects (see question 6) where the market may be unexplored, explain:</p> <ul style="list-style-type: none"> what the route to market could or might be what its size might be how the project will seek to explore the market potential.
<p>3. How will the results of the project be exploited and disseminated?</p>	<p>List or describe the potential exploitable outputs of the project such as:</p> <ul style="list-style-type: none"> products or services processes applications. <p>Then describe how these outputs will be exploited including, where applicable, the route to market; protection of intellectual property rights; reconfiguration of the value system; changes to business models and business processes and other methods of exploitation and protection.</p> <p>Where helpful to the exchange of best practice, and not damaging to commercial interests, the results from this work should be made public on a voluntary basis and a strategy for dissemination of generic outputs from the funded project should be included.</p> <p>PLEASE NOTE: Where research organisations are involved in a project and funded for undertaking non-economic activity, we will expect to see evidence in the answer to this question of plans to disseminate their project outputs over a reasonable timescale. The requirement for dissemination of research results intends to secure wider benefit from the higher level of public support given to research organisations. For further information, please click here: https://interact.innovateuk.org/-/funding-rules</p>
<p>4. What economic, social and environmental benefits is the project expected to deliver to those inside and outside of the consortium, and over what timescale?</p>	<p>Explicitly identify all benefits that will accrue inside and outside of the consortium as a result of the proposed project. Truly sustainable development balances economic growth with social impacts and benefits and the protection of the environment.</p> <p>Benefits to those outside the consortium and to consortium participants should be considered and you should make a clear distinction between the two.</p>

	<p>Economic – This is the real impact the organisation has on its economic environment. This is not simply traditional corporate accounting profit, and can include cost avoidance, so you should highlight any expected ‘spill over’ benefits external to the project, eg, benefits to users (intermediaries and end users), suppliers, the broader industrial markets and the UK economy. The application should identify and quantify where possible the benefit to each of the beneficiaries.</p> <p>Social - Quantify any expected social impacts, either positive or negative, on, for example, the quality of life, social inclusion/exclusion, education, public empowerment, health and safety, regulation, diversity, and any expected impact on Government priorities.</p> <p>Environmental – Demonstrate how your project will benefit the natural environment as much as possible or at the least do no harm and curtail environmental impact. For example, this could include careful management of energy consumption and reductions in carbon emissions whilst reducing manufacturing and materials waste, rendering waste less toxic before disposing of it in a safe and legal manner (cradle to grave) or re-manufacturing (cradle to cradle).</p>
Section 2: The project details	(10 points per question = 40 points in total)
Question	Guidance
5. What technical approach will be adopted and how will the project be managed?	<p>Provide an overview of the technical approach including the main objectives of the work. Describe the main areas of work together with their resource and management requirements.</p> <p>In evaluating this the assessors will consider these questions:</p> <ul style="list-style-type: none"> • is the technical approach and methodology appropriate to the needs of the project and are the innovative steps achievable through the proposed approach? • 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? • is there demonstration of sufficient resource commitment and capability to undertake the project? • are clear management reporting lines identified? <p>Describe rival technologies and alternative R&D strategies and describe why your proposed approach will offer a better outcome.</p>
6. What is innovative about this project?	<p>Identify the extent to which the project is innovative both commercially and technically.</p> <p>In evaluating this section assessors will consider these questions:</p> <ul style="list-style-type: none"> • does it push boundaries over and beyond current leading-edge world science and technology?

	<ul style="list-style-type: none"> • is it looking to apply existing technologies in new areas? <p>Highlight and explain the timeliness and novelty of the research aspects of the project in an industrial and/or academic context.</p> <p>Describe any evidence you have to substantiate your belief that the intended work is innovative. This could include the results of patent searches, competitor analyses, literature surveys etc. If applicable, you should also outline your own background intellectual property rights, as related to the project.</p>
<p>7. What are the risks (technical, commercial and environmental) to project success? What is the project's risk management strategy?</p>	<p>Innovate UK recognises that projects of this type are inherently risky, but seeks assurance that the projects it funds have adequate arrangements for managing this risk. Focus, therefore, on the arrangements for managing and mitigating risk as follows:</p> <ul style="list-style-type: none"> • 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 other uncertainties (eg, ethical issues) 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. You should address all significant and relevant risks and their mitigation • identify key 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 project team and its partners.
<p>8. Does the project team have the right skills and experience and access to facilities to deliver the identified benefits?</p>	<p>Describe the track record of the project team members in undertaking and exploiting the results of research and development projects, to show your capability to develop and exploit the technology.</p> <p>In evaluating this, the assessors will consider whether:</p> <ul style="list-style-type: none"> • the project team has the right available mix of skills and experience to deliver the project successfully • the project team's formation objectives are clear and if it would have been formed without Innovate UK investment • if a consortium, if there is additional benefit demonstrated from the collaboration, for example, increased knowledge transfer; and if the consortium is greater than the sum of its parts – how the organisations working together will achieve more than if they were working individually
<p>Section 3: Funding and added value</p>	<p>(10 points per question = 20 points in total)</p>
<p>Question</p>	<p>Guidance</p>

<p>9. What is the financial commitment required for the project?</p>	<p>Indicate the anticipated project cost making clear the level of contribution from any project participants and the level of funding required from Innovate UK. This information should be provided in the financial summary table in the application form.</p> <p>Supporting information and explanation for project costs should be provided in this section of the form. It must be consistent with the category of research & development being undertaken within each work package. Please see the guidance section of our website for further details on funding: https://interact.innovateuk.org/-/funding-rules</p> <p>Important: If the project spans more than one type of funding (eg, because significant work packages are in both fundamental and industrial research), you must describe and justify the breakdown of costs between them within the answer to this question.</p> <p>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 Innovate UK fit within the limits set by the specific competition? • Is a financial commitment from other sources demonstrated for the balance of the project costs? • Has a realistic budget breakdown been provided? • Have any work package breakdowns been described and justified adequately? <p>Detailed guidance on eligible and ineligible project costs is provided on our website: https://interact.innovateuk.org/-/project-costs</p> <p>Please note: For collaborations involving Research Organisations, the costs of PhD Research Students are no longer eligible to be included in project costs. This is in line with current Research Council guidelines. Please refer to the guidance via the above link for further details</p> <p>Ensure that all key points relating to the finances of your project that you wish the assessors to consider are included in the main body of your application form, or in the relevant appendix, as these are the key documents used within the assessment process.</p>
<p>10. How does financial support from Innovate UK and its funding collaborators add value?</p>	<p>You will need to provide evidence that:</p> <ul style="list-style-type: none"> • successful delivery of your project will increase the total amount of money the project team spends on research & development in the UK

	<p>And either:</p> <ul style="list-style-type: none"> • why the funding is required for the project to be able to proceed <p>or</p> <ul style="list-style-type: none"> • how Innovate UK funding would allow you to undertake the project differently (more quickly, on a larger scale etc) and why this would be beneficial to the UK? 																	
<p>Public description of the project (not scored) This section only on Full Stage Applications (not EOI Stage)</p>																		
Question	Guidance																	
If your application is successful, Innovate UK will publish the following brief description of your proposal. Provision of this description is mandatory but will not be assessed.	<p>To comply with Government practice on openness and transparency of public-funded activities, Innovate UK has to publish information relating to funded projects. Please provide a short description of your proposal in a way that will be comprehensible to the general public. Do not include any commercially confidential information, for example intellectual property or patent details, in this summary.</p> <p>Whilst this section is not assessed, provision of this public description is mandatory. Funding will not be provided to successful projects without this.</p>																	
<p>Finance summary table</p>																		
Column 1 Organisation name	Please provide the full names of the (lead) organisation and any participants in the project consortium (organisation names as noted in Companies House).																	
Column 2 Organisation Registration Number	Companies should provide the Company Registration Number (as noted in Companies House). Universities/HEIs should enter their RC number/Charitable status/legal entity registration number etc.																	
Column 3 Enterprise Category	<p>Please select your Enterprise Category. (SME definition is based on the EU definition) For other definitions, please check the competition website: https://interact.innovateuk.org/-/funding-rules</p> <table border="1"> <thead> <tr> <th>Enterprise category</th> <th>Headcount</th> <th>Turnover</th> <th rowspan="4">or</th> <th>Balance sheet total</th> </tr> </thead> <tbody> <tr> <td>Medium sized</td> <td><250</td> <td><= €50 million</td> <td><= €43 million</td> </tr> <tr> <td>Small</td> <td><50</td> <td><= €10 million</td> <td><= 10 million</td> </tr> <tr> <td>Micro</td> <td><10</td> <td><= €2 million</td> <td><= 2 million</td> </tr> </tbody> </table>	Enterprise category	Headcount	Turnover	or	Balance sheet total	Medium sized	<250	<= €50 million	<= €43 million	Small	<50	<= €10 million	<= 10 million	Micro	<10	<= €2 million	<= 2 million
Enterprise category	Headcount	Turnover	or	Balance sheet total														
Medium sized	<250	<= €50 million		<= €43 million														
Small	<50	<= €10 million		<= 10 million														
Micro	<10	<= €2 million		<= 2 million														
Column 4 Postcode	Please provide the postcode of each organisation participating in the project.																	
Column 5 Contribution to the project by each organisation (£)	Please list the total contribution to be made to the project by each organisation.																	
Column 6 Funding sought from Innovate UK	Please enter the funding sought from Innovate UK for each participant organisation for this competition.																	
Column 7 Other funding from public sector bodies	Please include any funding for the project from any other public sector bodies which has been applied for separately, and not as part of this competition. Funding from other public sector bodies might include other applications to research councils, other																	

	government departments, devolved administrations, other public sector organisations and some charities. The purpose of this column is to provide Innovate UK with information on the total public funding for the project.
Column 8 Total (£)	The total cost of the project – this is the sum of columns 5, 6 and 7 and will be entered automatically.
Bottom Row Total (£)	The total of each column will be entered automatically.

For full stage applications, you will be asked to submit a finance form for each industry and academic participant in your project which provides more detailed information on the total costs listed in your finance summary table.

For information on eligible project costs and how to complete the finance forms see the website <https://interact.innovateuk.org/-/project-costs> or download as a pdf file.

4. Project appendices

Appendices are only required for a full stage application. They are not submitted with EO1 applications.

Appendices requirements for a full stage application form

Appendices are submitted with the application form. It is important to note that these are intended to contain supporting information and not substantive elements of answers to the application form questions. Do not, therefore, use the appendices as an overflow to the application form.

In order that assessors can open and read the appendices, each appendix must:

- conform to the maximum length specifications listed below
- be submitted in Portable Document Format (.pdf)
- be legible at 100% zoom/magnification
- display prominently the 'Project title' as entered on page 1 of the application form
- be named as per the specifications given in the guidance 'Submitting your Application' click here: <https://interact.innovateuk.org/-/submitting-your-application>

If you submit appendices longer than specified below, they will be truncated and the excess discarded.

Appendices may be printed or photocopied in black and white, so colour should not be used as the sole method of conveying important information.

Appendix	Guidance
Appendix A Up to 5 sides of A4	Use Appendix A to provide additional information to support Section 1 of the application form: The Business Proposition. You may wish to include graphics describing the nature of the problem, market dynamics and/or exploitation plans.
Appendix B Up to 5 sides of A4 (7 sides of A4 for academic and business applications)	Use Appendix B to provide further information to support Section 2 of the application form: The Project Details. You may include, for example, a Gantt chart, risk analysis table, project management structure and/or details of evidence for innovation.

	Academic and business applications may submit an additional 2 A4 sides for additional assessment information such as the Pathways to Impact. Please refer to separate guidance on your Project Costs for more information using the link below.
Appendix C Up to ½ side of A4 for each partner and subcontractor	Use Appendix C to provide details of the specific expertise and track record of each project partner and each subcontractor to address Question 8 of the application form. Academic collaborators may wish to refer to their research standing.

5. Finance forms and project costs

Information on project finances is available in the guidance 'Your Project Costs' on our website: <https://interact.innovateuk.org/-/project-costs>

6. How to find out more (Data Protection Act 1998, Information Security, etc)

If you require further information or have a query regarding this competition, please contact Customer Support Services on:

E-mail: support@innovateuk.gov.uk

Tel: 0300 321 4357