Enclosure 3 to TEN 478: The Application Process

This how the process looks on the BIG Productivity website:



Notes:

1. The AeroSpace Cornwall R&D Application is below. It is formed by 3 parts:
2. The Application Form
3. Applicant generated WP pages
4. An AeroSpace Cornwall R&D Spend Profile
5. However, there is likely to be a requirement for 2 or 3 other applications which will not be as extensive as the R&D one and will only require a reduced version of 1a above.
6. The full Approval and Appraisal segment will just be to facilitate a question and answer exchange between the applicant and the AC Team. Document upload will follow standard processes required in the first two phases.
7. For scoping process the claim process will be based on the claim form (included here) and 8 outcome forms and example of one is also included (Job Verification form)

**AEROSPACE CORNWALL**

**Research and Development Application**

**Guidance**

Completing this form enables the AeroSpace Cornwall Team (Team) to determine how to support you going forward with the right mix of accessing specialist advice and potential grant funding.

There are no right and wrong answer and where you feel you cannot answer a question, please state this as it will enable us to determine if the Team can help “fill the gaps” with you.

By completing the form, you will have also gained experience in completing other national and European grant funding applications.

It is a condition of our funding contract with Ministry of Housing, Communities and Local Government (MHCLG) that our larger grants (greater than £20,000) are subject to third party review. Therefore, please be aw5re for grants of over £25,000, this form will be shared will selected third parties to ensure that your project meets the following:

1. Technology assessment.
2. Ability to deliver the project
3. Financial viability
4. Value For Money

Any external third party will be required to sign a confidentiality agreement and not hold any papers once they have submitted their contribution; this will normally be no longer than 14 days.

|  |  |
| --- | --- |
| Registered Company Name |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Website |  |
| Completed By |  |
| Date of RD&I Assessment Final |  |
| Has CDC signed an NDA |  |

Please answer with sufficient detail but no more than 50 words per individual answer section. Please leave blank if you do not have an answer; as discussed earlier this helps the AeroSpace Cornwall Team to identify areas where it might be able to provide further support.

**Part 1 General**

1. **Non-technical Overview**

Describe your project in detail but in a way that it makes it easy for a member of the public to understand. The description should be broken down into 4 parts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Question** | **Answer** | **For AC Team use only** |
| **1.1**  | **The starting point** |
| 1.1.1 | How did you identify your project? |  |  |
| 1.1.2 | Is a form of the product in existence or will this meet a market gap? |  |  |
| 1.1.3 | What market or markets did you identify to exploit the product? |  |  |
| 1.1.4 | The details of the target market, including the size, margins, market leaders, key competitors, price competition, barriers to entry |  |  |
| 1.1.5 | The growth opportunity your project will create, including the projected market share it will make possible |  |  |
| 1.1.6 | Have you conducted any market research? If not, why are you confident that the product you produce will sell?  |  |  |
| 1.1.7 | What were the technical issues you identified? |  |  |
| **1.2**  | **Current status** |
| 1.2.1 | Progress to date. |  |  |
| 1.2.2 | Have any further markets been identified |  |  |
| 1.2.3 | Has the sales model been identified; direct sales, licence, in partnership? |  |  |
| 1.2.4 | The challenges you expect to face and how you will overcome them |  |  |
| 1.2.5 | Are there any specific performance criteria being driven by the market? |  |  |
| **1.3**  | **Future activity** |
| 1.3.1 | Next steps to get the product to market |  |  |
| 1.3.2 | Is there any more testing required? |  |  |
| 1.3.3 | Any further specialist support required? |  |  |
| 1.3.4 | Final challenges you expect to face and how you will overcome them |  |  |
| 1.3.5 | The specific target product, platform and service applications underpinning the market opportunity  |  |  |
| 1.3.6 | The existing or future customer relationships that would benefit from this project  |  |  |
| 1.3.7 | Does the product have to be marketed at a particular time of year? |  |  |
| 1.3.8 | Are any key milestones already determined such as launch date? |  |  |
| **1.4**  | **Selling the product** |
|  | Identify what the USP of the final product and how it will stand out in the given market place |  |  |

**Part 2 Technology assessment.**

|  |  |
| --- | --- |
| **2.1**  | **What Is the Project You Are Seeking Funding For?** |
| 2.1.1 | Expand on section 1.2 by providing full technical detail of the project and clearly identify the success criterial that will be applied on completion of the project. Project costs form Section 9 |  |  |
| **2.2**  | **Intellectual Property (IP)** |
| * + 1.
 | Provide details of existing IP to date and that will be developed during your project.  |  |  |
|  | How is the IP protected (or not)?  |  |  |
|  | Do you expect to develop any further IP after the project? |  |  |
|  | Provide details (if applicable) on how and why any IP from the project will be free from restriction and readily exploited |  |  |
|  | Is time to market the critical factor or product protection? |  |  |
|  | Does your product rely on any IP and/or licenced technology from a third party? |  |  |
| * 1.
 | **Innovation** |
| 2.3.1  | How it will push boundaries beyond current leading-edge science and technology  |  |  |
| 2.3.2 | Will it apply existing technologies in new areas  |  |  |
| 2.3.3  | How the research is novel in an industrial context  |  |  |
| 2.3.4 | Are there any other method(s) of achieving your aims? If so have you identified the competition and why is your methodology deemed to be better? |  |  |
| **2.4**  | **Technical approach** |
| 2.4.1  | The technical approach, including the main objectives of the work |  |  |
| 2.4.2  | How and why the approach is appropriate |  |  |
| 2.4.3  | How you will make sure the innovative steps in the project are achievable |  |  |
| 2.4.4 | How you will measure your success. Please demonstrate by using Specific, Measurable, Attainable, Relevant and Time-Bound KPIs. |  |  |
| 2.4.5 | Describe rival technologies, if applicable, and alternative R&D strategies that have been considered and rejected |  |  |

**Part 3 Ability to deliver the project**

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| --- | --- |
| **3.1**  | **Project Management** |
| 3.1.1 | Who will be the Project Manager for the project? |  |  |
| 3.1.2 | Please give a brief summary of the Project Manager’s experience |  |  |
| 3.1.3 | How will the Project manager monitor the project’s Time, Budget, and Quality |  |  |
| 3.1.4 | Demonstrate your track record in managing research and development projects? |  |  |
| **3.2**  | **Risks** |
| 3.2.1 | The main risks and uncertainties within the project. A detailed risk analysis and mitigation steps taken or planned for each risk will be required with the project plan. |  |  |
| **3.3**  | **Skills, experience and facilities** |
| 3.3.1 | Demonstrate how you intend to have the right mix of skills and experience to complete the project  |  |  |
| 3.3.2 | Have clear objectives, roles and responsibilities been clearly identified both to your own input and that of any third party |  |  |

**Part 4 Financial viability**

|  |  |  |  |
| --- | --- | --- | --- |
| **4.1** | Why do you need this much funding? Explain what other sources of funding have been considered, including private investment, and why it is not available.  |  |  |
| **4.2** | What will happen to the project in the absence of funding |  |  |
| **4.3** | The total project costs at this stage broken down into non-staff costs and staff costs.  |  |  |
| **4.4** | Will there be any single contract with any one supplier (this will include multiple items from the one supplier perhaps spread over time) that exceeds £25,000 (excluding VAT)?  |  |  |
| **4.5** | Give details how the initial costing has been derived. |  |  |
| **4.6** | How is the project to be funded (Working capital, bank loan, director’s loan, private investment)? Is the funding in place? |  |  |
| **4.7** | Have you considered your organisation’s R&D Tax Credits position?  |  |  |

A description, justification and costing of individual work packages will be required at the project planning stage of the application.

|  |  |
| --- | --- |
| **4.8** | **COVID-19.** Please give an overview how the current COVID-19 pandemic is: |
| 4.8.1 | Effecting your current operations |  |  |
| 4.8.2 | Effect the project you are seeking funding for |  |  |
| 4.8.3 | Effect your operations in the next 3 months; next 3-6 months and 6-12 months. |  |  |
| **4.9** | **BREXIT.** Please give an overview how BREXIT will affect your project: |
| 4.9.1 | Does your manufacture rely on a significant percentage of imported raw materials or sub-assemblies |  |  |
| 4.9.2 | Are you expecting any changes in compliancy or qualifications? |  |  |

**Part 5 Value For Money**

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** | Please indicate how many jobs will be created in CORNWALL by the project and a projection of potential job creation once the project reaches market |  |  |
| **5.2** | Will the project result in a new product, process or service for your organisation? |  |  |
| **5.3** | Will the project result in a new product, process or service to the Market? |  |  |
| **5.4** | Please identify the main companies that form your current supply chain broken down in the following categories: |  |  |
| **5.4.1** | Based in Cornwall  |  |  |
| **5.4.2** | Based in The Southwest |  |  |
| **5.4.3** | Based in the remainder of the UK |  |  |
| **5.4.4** | Based Internationally |  |  |
| **5.5** | How do you anticipate the supply chain might change after successful completion of the project? Do you require any help with your supply chain? |  |  |
| **5.6** | Please identify any other economic benefit for Cornwall. |  |  |
| **5.7** | Environmental and Equal Opportunities benefits of the project |  |  |
| **5.7.1**  | Sustainable Development. Please consider how your project may have a positive environmental impact. This might be how the product reduces energy or water usage, aid in improvements in environmental management and reduction in pollution, reduction in transport costs or water and resource management. |  |  |
| **5.7.2** | Equal Opportunities. Please consider how your project may have a positive impact in promoting equality of opportunity or access to your products/services defined in the Protected Characteristics as defined in the Equality Act 2010. This could include your procurement processes or how you market your services/product, eliminate discrimination in the provision of our goods/services or appropriate data sharing |  |  |
| **5.7.3** | Dissemination. Please could you outline your plans for disseminating your project once you have completed your project. |  |  |

**Part 6 Further Project Consideration (General)**

|  |  |
| --- | --- |
|  | **Price** |
| 6.1.1 | Target material/labour/R&D amortisation recovery/overhead contribution/profit per item – how many must be sold at what price? Has this been modelled this? |  |  |
| 6.1.2 | Is price critical? |  |  |
| 6.1.3 | What does the nearest competitor sell for? |  |  |
| 6.1.4 | How many are likely to be sold? |  |  |
| 6.1.5 | How long beforeupgrade/obsolescence |  |  |
| **6.2**  | **Through life costs/maintenance useful life** |
| 6.2.1 | What is the intended service life of the product? |  |  |
| 6.2.2 | Maintenance methodology – onsite repair/return to factory/swap in and out |  |  |
| **6.3**  | **Safety and Testing** |
| 6.3.1 | What safety considerations should be considered in addition to any standards? E.g. electrical safety, manual handling, hazardous substances. |  |  |
| 6.3.2 | What testing criteria, equipment or facilities are intended to be used to evaluate prototypes or first off production parts? |  |  |
| 6.4 | What outsourced testing house requirements are there? |  |  |
| 6.5 | Sector/market specific other standards/testing/qualification |  |  |
| 6.6 | What legal responsibilities are carried by? WEEE for example and has this been costed? |  |  |

**Part 7 Further Project Consideration (Manufacturing - complete if appropriate)**

|  |  |  |  |
| --- | --- | --- | --- |
| **7.1** | What are the envisaged manufacturing processes to be utilised (design for manufacture and assembly implications)? |  |  |
| **7.2** | What are the likely numbers of the production run of the product?  |  |  |
| **7.3** | Are there any inhouse manufacturing constraints? |  |  |
| **7.4** | What environment will the product be used in? |  |  |
| **7.5** | Are there any restrictions on the size and weight of the product? |  |  |
| **7.6** | What are the specific requirements for the packaging of the product? |  |  |
| **7.7** | Are there any special materials to be specified or finishes desired or is this to be specified by the design team? |  |  |
| **7.8** | Are there any specific aesthetics, appearance and finish? |  |  |
| **7.9** | Have any relevant standards and existing patents that may relate to this new product development been identified? |  |  |
| **7.10** | What is the likely nature of human interaction with the product? |  |  |
| **7.11** | What technology/specialist equipment will be required? |  |  |
| **7.12** | Have manufacturing partners been identified? |  |  |
| **7.13** | Are there any supply chain issues been identified; long lead items for example? |  |  |

**Part 8 Further Project Consideration (Software - complete if appropriate)**

|  |  |  |  |
| --- | --- | --- | --- |
| **8.1** | Has/will the source code is structured into modules or packages? |  |  |
| **8.2** | Does the source code structure relate clearly to the architecture or design? |  |  |
| **8.3** | Are/will project files for IDEs are provided? |  |  |
| **8.4** | Is/will the source code repository is a revision control system? |  |  |
| **8.5** | Is/will structure of the source code repository and how this map to the software’s components is documented? |  |  |
| **8.6** | Is/will source releases are snapshots of the repository? |  |  |
| **8.7** | Is/will Source code is commented? |  |  |
| **8.8** | Is/will Source code comments are written in an API document generation mark-up language e.g. JavaDoc or Doxygen? |  |  |
| **8.9** | Is/will source code is laid out and indented well? |  |  |
| **8.10** | Is/will source code uses sensible class, package and variable names. |  |  |
| **8.1****1** | Is/will there are no old source code files that should be handled by version control e.g. “SomeComponentOld.java”? |  |  |
| **8.12** | There is no commented out code. |  |  |
| **8.13** | There are no TODOs in the code. |  |  |
| **8.14** | Is/will auto-generated source code is in separate directories from other source code? |  |  |
| **8.15** | How to regenerate the auto-generated source code is documented. |  |  |
| **8.16** | Coding standards are recommended by the project. |  |  |
| **8.17** | Coding standards are required to be observed. |  |  |
| **8.18** | Project-specific coding standards are consistent with community or generic coding standards (e.g. for C, Java, FORTRAN etc.). |  |  |
| **8.19** | How straightforward is it to test the software to verify modifications? |  |  |
| **8.20** | Project has unit tests. |  |  |
| **8.21** | Project has integration tests. |  |  |
| **8.22** | For GUIs, project uses automated GUI test frameworks. |  |  |
| **8.23** | Project has scripts for testing scenarios that have not been automated (e.g. for testing GUIs). |  |  |
| **8.24** | Project recommends tools to check conformance to coding standards. |  |  |
| **8.25** | Project has automated tests to check conformance to coding standards. |  |  |
| **8.26** | Project recommends tools to check test coverage. |  |  |
| **8.27** | Project has automated tests to check test coverage. |  |  |
| **8.28** | A minimum test coverage level that must be met has been defined. |  |  |
| **8.29** | There is an automated test for this minimum test coverage level. |  |  |

Intentionally Blank The following section shows the work package form that applicants will need to complete – there might be multiples of these

|  |  |  |  |
| --- | --- | --- | --- |
| WP Number: |  | Title: |  |
| Input required from WP(s): |  | WP Outputs to WP(s): |  |
| Target start date: |  | Target completion date: |  |
| Risks for this WP (if any):1.2.3. |
| Description: |
|  |
| Non-staff costs: | £ |
| Number of staff days: | Costs: | £ |
| Deliverable(s): |  |
| AeroSpace Cornwall Level: |  |

The next section is the Project Spend profile. This would need to gather the data and then present the form as the spreadsheet with the ability to edit at this stage.

The Excel spreadsheet is attached as Enclosure 3A



Following on will be the collection of output forms and claim form.

This is an example of an output form. There will be 6 similar forms



The draft Claim form is at Enclosure 3 b