Application Form

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|  | |  | | --- | | How to complete and submit this form  Please check the *Competition Guidance* before completing this form, it will provide valuable information and tips on how to answer each section. Requirements change between competitions, so please review this document even if you have entered other SBRI competitions.  Please ensure your submission is complete and includes all required documentation for the relevant stage of the competition. Details of any additional documentation required (which could include appendices and finance forms) are included in the *Competition Guidance*.  Form layout: The text entry areas within this form are fixed sizes. Please ensure all your text is contained within the boundaries of these areas (tip: *Print Preview* functionality will show you the entire document). Any content which is not visible on the form will not be passed on to the assessors.  The typeface, font size and colour for the text boxes are predetermined and cannot be changed. The document must be saved as Microsoft Word document (.doc or .docx).  Please note that this form can be used for a single application ONLY.  If you wish to make multiple applications please make copies of this form. If you are submitting multiple proposals, please make sure that each application is emailed to . | | | | | |  |
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|  | Project Number (internal use only): | |  | Document ID  (for office use only) |  |  |
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| 1. Application | | | | | | | | |
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|  | Project Title: |  | | | | | |  |
|  |  |  | | | | | |  |
|  | Contract Duration :  (weeks, not including 2 weeks for the Christmas break) | 12 | | Total Contract Cost (£’s):  Proposed Start Date: Monday 29th November 2021 | | 60,000 | |  |
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|  | What is the best way to describe your Innovation? | |  | | | | |  |

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|  | | 2. Details of Lead Applicant Organisation | | | | | | | | | | | | | | | | |  |
|  | | Organisation: Name: | | | |  | | | | | | | | | | | | |  |
|  | | Registered Address: | | | |  | | | | | | | | | | | | |  |
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|  | | Town/City: | | | |  | | | | | | Postcode: | | |  | | | |  |
|  | | County: | | | |  | | | | | | Country: | |  | | | | |  |
|  | | Region: | | | |  | | | | | | | | | | | | |  |
|  | | Company Registration: Number: | | | |  | | | | VAT Registration No: | | | |  | | | | |  |
|  | | Website: | | | |  | | | | | | | | | | | | |  |
|  | | Size: | | | |  | | | | Status: | | | |  | | | | |  |
|  | | Main Activity: | | | |  | | | | | | | | | | | | |  |
|  | | Business Sector:  Please characterise your primary investors and their country of residence: | | | |  | | | | | Type of Organisation: | | | | |  | | |  |
|  | 3. Contact Details | | | | | | | | | | | | | | | | | |  |
|  | Title: | | |  | Name: | |  | | | | | | | | | | | |  |
|  | Position: | | | | | | |  | | | | | | | | | | |  |
|  | Organisation: | | | | | | |  | | | | | | | | | | |  |
|  | Main Correspondence Address: | | | | | | |  | | | | | | | | | | |  |
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|  | Town/City: | | | | | | |  | | Postcode: | | |  | | | | | |  |
|  | County: | | | | | | |  | | Country: | | | United Kingdom | | | | | |  |
|  | Phone: | | | | | | |  | | Extension: | | |  | | | | | |  |
|  | Mobile: | | | | | | |  | | Fax: | | |  | | | | | |  |
|  | Email: | | | | | | |  | | | | | | | | | | |  |
|  | Who made you aware of this competition? | | | | | | | |  | | | | | | | | | |  |
|  | If other Please state who | | | | | | |  | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |
|  | 4. Title and Abstract for Publication | | | | | | | | | | | | | | | | | |  |
|  | Please provide a brief, public facing description of the project. Should you project be successful, this information will be made public once the award is confirmed. We reserve the right to amend the description before publication if necessary, but will consult you about any changes. | | | | | | | | | | | | | | | | | |  |
|  | | | 5. Description of Proposed Idea/Technology | | | | | | | | | | | | | | |  | |
|  | | | Please provide brief description of your proposed idea/technology and how this addresses the outcomes as described in the competition documentation. Also document the current state of development or readiness of the idea. You may wish to attach an image or diagram separately with the application form, max 2 A4 pages. | | | | | | | | | | | | | | |  | |
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|  | | | 6. Technical Project Summary | | | | | | | | | | | | | |  | | |
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|  | | | Please give a short background to the key technical challenges. State what the innovation is and the key technical deliverables. Briefly describe how the challenge will be addressed. | | | | | | | | | | | | | |  | | |
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|  | 7. Current State of the Art and Intellectual Property |  |
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|  | Detailing other products on the market and the novelty of the proposed project; include details of any other existing intellectual property (IP) and its significance to your freedom to operate. |  |

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|  | 8. Project plan and methodology |  |
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|  | Please describe the project plan and detail the key project milestones. Highlight what resources will be required to address the technical challenges and what the key success criteria would be? |  |
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|  | |  |  |  |  | | --- | --- | --- | --- | | Milestone | Date | Resources | Success Criteria | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |

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| 8. Continued Project Management | | | | | |
| Identify the project management processes that will ensure milestones are achieved and describe key risks (in the categories of technical, commercial and environmental) and mitigation actions. | | | | | |
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| 9. Technical Team and Expertise | | | | | |
|  | | Please provide a brief description of your technical team. Include the expertise of each member relevant to this application and the proportion of their time that they will be spending on the project. | |  | |
|  | | 10. Application finances |  | | |
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|  | | A summary of the finances for the first phase of this project for the contractor and any subcontractors should be provided in the table below. In addition, please provide a justification of the costs of the project.  Cost breakdown:   |  |  |  |  | | --- | --- | --- | --- | |  | Unit cost | Quantity | Total Costs (£) | | Labour Costs |  |  |  | | Materials Costs |  |  |  | | Capital Equipment Costs |  |  |  | | Sub Contract costs |  |  |  | | Travel & Subsistence Costs |  |  |  | | Overheads (specify) |  |  |  | | Other Costs (specify) |  |  |  | | TOTAL COSTS (Including VAT) |  |  |  |   Payment schedule: please provide a payment schedule for the first phase of this project   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Months | 1 | 2 | 3 | 4 | 5 | 6 | | Payment Year 1 |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | | |
|  | | 10. Continued - Cost Justification |  | | |
|  | | Justification of costs: (All costs should include VAT).  Please note the Assessors are required to judge the application finances, in terms of value for money i.e. does the proposed cost for effort and deliverables reflect a fair market price.  Please indicate potential costs involved in participating in Phase 2. Progression to Phase 2 is dependent upon successfully completing Phase 1 and submitting a successful Phase 2 application. |  | | |
|  | | 11. Commercial Potential |  | | |
|  | | Describe how you would realise the proposed commercial solution and the relevant timescales.  Describe the competitive advantage which this technology affords over existing/alternate technologies that can meet the market needs. |  | | |
|  | | 12. Additional Question |  | | |
|  | | <Text for question> |  | | |
|  | 13. Declaration | | | |  |
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|  | The lead applicant is expected to have discussed the application within their own company and any other body whose co-operation will be required to deliver the project.  The lead applicant will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful; we will provide a contract for review. The contract is a legally binding document and subject to the outcome of this competition.  By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made. You are also confirming that you have read and understood the relevant explanatory materials i.e. the Invitation to Tender, the Guidance Notes and the Guide for Participants.  *In order to offer further opportunities for government support we reserve the right to pass your contact details on to other government agencies and Affinity Partners.*  By submitting this application you acknowledge that you have read the statement above and agree that your contact details can be passed to other government agencies and Affinity Partners. For further information please see https://interact.innovateuk.org/terms-and-conditions.    ☐I hereby confirm that I fully comply with the declaration as stated above (please click).    PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE SECURE WEBSITE. | | | |  |