Welcome
1720: SSPP: Liquid food and beverages in refillable packaging

Applicant Briefing

Date: Monday 18th September 2023

The webinar will start at 2pm.

- We are currently on mute, whilst waiting for more people to join
- We will conduct a sound check before the briefing starts
- Please ensure that you are dialled in, either by computer or phone, so that you can hear the briefing.
- If you have any audio issues, please dial in from a fixed line.
- The briefing will be recorded and available for you
Agenda

- Welcome and introductions

- Part 1
  - Introduction to UKRI and Innovate UK
  - Scope
  - Eligibility Criteria
  - Q&A

- Part 2
  - The Innovation Funding Service, Application Finances, Academic Partners

- Part 3
  - Submitting your application, Assessment, Project setup for successful applicants and reasonable adjustments
  - Q&A

UKRI
Innovate UK
Welcome and Introductions

Sarah Selwood
Portfolio Manager, Competitions Team

Gavin Lewis
Innovation Lead, SSPP Team

Sally Beken
Knowledge Transfer Manager - Polymers
Introduction to Innovate UK and UKRI
We work with the government to invest over £7 billion a year in research and innovation by partnering with academia and industry to make the impossible, possible. Through the UK’s nine leading academic and industrial funding councils, we create knowledge with impact.
Innovate UK

- We are the UK’s innovation agency
- We support business-led innovation in all sectors, technologies and UK regions
- A key delivery body of the Government’s Innovation Strategy

Our Mission

To help UK businesses grow through the development and commercialisation of new products, processes, and services, supported by an outstanding innovation ecosystem that is agile, inclusive, and easy to navigate.
UK ranks 4th in Global Innovation Index

- Innovation accounts for up to 50% of labour productivity growth
- Firms that persistently invest in R&D have higher productivity
- Innovating companies are more likely to export and generate growth
Scope

Liquid food and beverages in refillable packaging

Gavin Lewis
Innovation Lead
Smart Sustainable Plastic Packaging Challenge
SSPP Liquid food and beverages in refillable packaging

Highlights

- Competition open: 18 September 2023
- Competition close: 25 October 2023 at 11:00 am
- Anticipated projects start: On or before 01 April 2024
- Project duration: 6 – 12 months
- Lead applicant: UK registered businesses only
- Funding available: £1.5 million for Experimental Development projects
- Grants from £0.5m to £1.5m for ambitious large-scale demonstration projects for liquid food and beverages in refillable packaging

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
SSPP Liquid food and beverages in refillable packaging

Competition Summary

The aim of this competition is to support business led projects that demonstrate a reuse or refill packaging system for liquid food and beverage products at scale in a retail chain.

Grants are available for projects that enable liquid products currently sold in Single Use Packaging to be purchased in refillable packaging. Packaging can be either already pre-filled or refilled in store for liquids including milk, soft drinks, alcoholic beverages and sauces.

Your project must involve at least one large retail chain as project lead or grant funded partner. You must include five or more stores as part of an in store pilot, lasting at least six months.

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
SSPP Liquid food and beverages in refillable packaging - Scope Detail

Your proposal must:

- include an in store pilot with a minimum of 5 stores, we are particularly interested in larger scale trials
- include an in store pilot period of at least 6 months
- focus on liquid food and beverage products including dairy and non-dairy milks, water, fruit and vegetable juices, alcohol, soft drinks, oils, sauces and condiments
- involve plastic packaging, for example transitioning from single use of any material to refillable plastic packaging, or involve single use plastic to refillable packaging of any material
- focus on products typically sold in sealed single use packaging
- quantify the estimated environmental impact to support decisions such as packaging material choice
- demonstrate commitment to continuing any successful pilot trials beyond the life of the funded project

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
In Addition:

You must produce a publicly available report at the completion of your funded project. This must provide details of your project outcomes including:

- customer insights by demographic
- reuse or return rates
- unit sales compared to single use packaging

The report should not include commercially sensitive information.

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
SSPP Liquid food and beverages in refillable packaging

This competition **will not fund** projects which:

- are seeking to implement reusable food service or cup schemes
- do not include a large retail chain
- do not involve plastic packaging on one or both sides of the transition to refillable packaging

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
Funding Eligibility

Grant Funding Rates for Experimental Development Projects

- up to 45% if you are a micro or small organisation
- up to 35% if you are a medium-sized organisation
- up to 25% if you are a large organisation

The research organisations undertaking non-economic activity as part of the project can share up to 30% of the total eligible project costs. If your consortium contains more than one research organisation undertaking non-economic activity, this maximum is shared between them.

Subcontractors are allowed in this competition and must be selected through a participant’s normal procurement process. We expect subcontractor costs to be justified and appropriate to the total eligible project costs. Subcontractors can be from anywhere in the UK.

For full details see: https://www.gov.uk/guidance/innovation-apply-for-a-funding-award

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
Capital Purchase of Equipment

Projects can include the purchase of capital equipment costs as an eligible project cost. The inclusion of capital equipment costs is optional, not a requirement. Applications that include capital costs will be assessed in the same way as those that do not.

Projects must include a breakdown of any capital equipment costs for the project, in the response to Question 13 of the application form.

Projects must be able to demonstrate that their innovative concept will lead to improved packaging recycling or re-use, compared to existing re-use and recycling concepts of the same capacity. These include types which may otherwise be constructed without the grant, should an existing competitive concept exist.

Applications can include capital usage as an eligible project cost for capital equipment that is already owned or new equipment where there is not a wish to claim capital purchase.

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
Capital Purchase of Equipment

Screenshot from template document uploaded into IFS
Capital Purchase of Equipment

Total grant funding for capital equipment costs must not exceed:

- 45% if you are a micro or small organisation
- 35% if you are a medium-sized organisation
- 25% if you are a large organisation

Any capital equipment funded by the grant disposed of during the project term, must be reported to Innovate UK. Any revenue generated by the disposal will be offset against the project costs.

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
Scope & Eligibility Checks

Disclaimer: Please refer to the Competition Brief on the UKRI Innovation Funding Service (IFS) for the detail and exact wording on competition scope, eligibility, funding and questions.
Eligibility Criteria
Previously submitted applications

This competition **does** allow you to submit a previously submitted application.

<table>
<thead>
<tr>
<th>Previously submitted application</th>
<th>Not a Previously submitted application</th>
</tr>
</thead>
<tbody>
<tr>
<td>A previously submitted application is an application Innovate UK judges as <strong>not</strong> materially different from one you have submitted before (but it can be updated based on the assessors' feedback)</td>
<td>A brand-new application, project or idea that you have not previously submitted into an Innovate UK competition</td>
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<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>A previously submitted or ineligible application which:</td>
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<tr>
<td></td>
<td>✓ has been updated based on assessor feedback</td>
</tr>
<tr>
<td></td>
<td>✓ and is materially different from the application submitted before</td>
</tr>
<tr>
<td></td>
<td>✓ and fits with the scope of this competition</td>
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</tbody>
</table>
# Eligibility Criteria

<table>
<thead>
<tr>
<th>Project eligibility</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• To lead or work alone your organisation can be a UK registered business of any size.</td>
<td></td>
</tr>
<tr>
<td>• Be or involve at least one grant claiming large retail chain</td>
<td></td>
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<tr>
<td>• Carry out all of it’s project work in the UK</td>
<td></td>
</tr>
<tr>
<td>• Intend to exploit the results from or in the UK</td>
<td></td>
</tr>
<tr>
<td>• Start on 1&lt;sup&gt;st&lt;/sup&gt; April 2024</td>
<td></td>
</tr>
<tr>
<td>• End by 31&lt;sup&gt;st&lt;/sup&gt; March 2025</td>
<td></td>
</tr>
<tr>
<td>• Academic institutions cannot lead or work alone.</td>
<td></td>
</tr>
<tr>
<td>Total grant</td>
<td>up to £1.5m</td>
</tr>
<tr>
<td>Total grant funding request</td>
<td>Must be between £500k and £1.5m</td>
</tr>
<tr>
<td>Project length</td>
<td>Between 6 and 12 months</td>
</tr>
</tbody>
</table>
Eligibility Criteria continued

To collaborate with the lead, your organisation must be one of the following UK registered:

- business of any size
- academic institution
- charity
- not for profit
- public sector organisation
- research and technology organisation (RTO)

Each partner organisation must be invited into the Innovation Funding Service by the lead to collaborate on a project. Once partners have accepted the invitation, they will be asked to login or to create an account in the Innovation Funding Service. They are responsible for entering their own project costs in the application.
Eligibility Criteria continued

Non-funded partners
Your project can include partners that do not receive any of this competition’s funding, for example non-UK businesses. Their costs will count towards the total project costs.

Subcontractors
Subcontractors are allowed in this competition. Subcontractors can be from anywhere in the UK and you must select them through your usual procurement process.

You can use subcontractors from overseas but must make the case in your application as to why you could not use suppliers from the UK.

Number of applications
A business can only lead on one application but can be included as a collaborator in a further 2 applications.

If an organisation is not leading any application, it can collaborate in any number of applications.
Eligibility Criteria: Research Categories

The Research Categories for this competition are Experimental Development

If your organisation’s work on the project is commercial or economic, your funding request must not exceed the limits below. These limits apply even if your organisation normally acts non-economically but for the purpose of this project will be undertaking commercial or economic activity.

You could get funding for your eligible project costs of:

- up to 45% if you are a micro or small organisation
- up to 35% if you are a medium-sized organisation
- up to 25% if you are a large organisation

For general guidance on what our research categories are please visit:
https://www.ukri.org/councils/innovate-uk/guidance-for-applicants/general-guidance/categories-of-research-and-development/#contents-list
Eligibility Criteria: Research Participation

The research organisations undertaking non-economic activity as part of the project can share up to 30% of the total eligible project costs. If your consortium contains more than one research organisation undertaking non-economic activity, this maximum is shared between them. Of that 30% you could get funding for your eligible project costs of up to:

- 80% of full economic costs (FEC) if you are a Je-S registered institution such as an academic
- 100% of your project costs if you are an RTO, charity, not for profit organisation, public sector organisation or research organisation
Capital Equipment

- Your application can include the purchase of capital equipment as an eligible project cost for large-scale commercial demonstration projects.

- The inclusion of capital costs is optional, not a requirement. Applications that include capital costs will be assessed in the same way as those that do not.

- Your project must be able to demonstrate that your innovative concept will lead to improved packaging recycling or re-use, compared to existing re-use and recycling concepts of the same capacity. This includes types which may otherwise be constructed without the grant, should an existing competitive concept exist.

- If you have questions about the eligibility of your capital costs, contact Innovate UK Customer Support Service at least 10 days before the competition close.

- You will be asked to include a breakdown of any capital costs for your project, as part of your application. We may also contact you for further information related to your capital costs after your application has been submitted.
Compliance with the UK Subsidy Control Act 2022

The Subsidy Control Act represents a development of the UK subsidy control regime that came into effect at the end of 2020 as part of the implementation of the UK’s commitments in the EU-UK Trade and Cooperation Agreement (TCA), this was officially recognised in April 2022. Please see the Subsidy Control Act Legislation: https://www.legislation.gov.uk/ukpga/2022/23/enacted and https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf.

The set rules (typically GBER) which we previously relied on for the limits of what we could award, have now been replaced by internal decisions based on the new Subsidy Control Act 2022, and on policy, which will in turn set out bespoke eligibility requirements for each funding opportunity.

Innovate UK is offering funding for this competition in line with the UK’s obligations and commitments to the Subsidy Control Act 2022. To ensure that Innovate UK remains compliant with the UK’s international Subsidy Control Act 2022 duties in respect of:
- the EU-UK Trade and Cooperation Agreement;
- Article 10 of the Northern Ireland Protocol (successful applicants which are affected by the Northern Ireland Protocol will be funded in line with EU State aid regulations);
- Article 138 of the Withdrawal Agreement (some Union law applicable after 31 December 2020 in relation to the UK’s participation in Union programmes and activities);
- the Subsidies and Countervailing measures within the WTO (ASCM);
- any other Free Trade Agreements active at the time of award.

All awards will be conditional on compliance at all times with the UK’s International obligations on Subsidy Control Act 2022 - this will be reflected in the terms and conditions of any award.
Due Diligence

Under the Subsidy Control Act 2022, we will carry out financial health checks and ongoing concern assurances on your organisation.

Certify you are eligible

When submitting an application, you must certify that you are eligible for funding. If you are unsure, please take independent legal advice before applying. Should you be successful, we will complete these financial checks and assurances before confirming the grant offer.

- For more information on company sizes, please refer to the Company accounts guidance.
- Further information is available on our website in the general guidance.
Eligibility Criteria - EU State Aid Regulations
Northern Ireland Protocol

If you are an applicant who is conducting activities that will affect trade of goods and/or electricity between Northern Ireland and the EU as envisaged by Article 10 of the Northern Ireland protocol, then you must apply under European Commission State aid rules.

**Undertaking in Difficulty**
For applicants subject to the European Commission State aid rules, you will be required to prove that they were not an “Undertaking in Difficulty” (UiD). We will ask for evidence of this.

This test applies to:
- companies that are more than 3 years old
- companies where more than half of its subscribed share capital has disappeared as a result of accumulated losses.
- your parent or holding company

**Certify you are eligible**
When submitting an application, you must certify that you are eligible for State aid. If you are unsure, please take legal advice before applying. Should you be successful, we will apply this test as part of our viability checks before confirming the grant offer.

Further information is available on our website in the [general guidance under state aid](#).

If you are applying for an award funded under State aid Regulations, the definitions for company size are set out in the [European Commission Recommendation](#) of 6 May 2003.
Other Innovate UK projects

If you have an outstanding final claim or Independent Accountant Report (IAR) on a live Innovate UK project, you will not be eligible to apply to this competition, as a lead or a partner organisation.

We will not award you any further funding if you:

- applied to a previous competition as the lead or sole company and were awarded funding by Innovate UK, but did not make a substantial effort to exploit that award
- applied to a previous competition as the lead or sole company and failed to comply with grant terms and conditions.
## Key Dates

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Opens</td>
<td>Monday 18th September 2023</td>
</tr>
<tr>
<td>Briefing Event</td>
<td>Monday 18th September 2023</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>11am on Wednesday 25th October 2023</td>
</tr>
<tr>
<td>Interviews</td>
<td>Tuesday 12th and Wednesday 13th December 2023</td>
</tr>
<tr>
<td>Applicants informed</td>
<td>Wednesday 20th December 2023</td>
</tr>
</tbody>
</table>
Q&A
Innovation Funding Service (IFS)
Search for a funding competition and review criteria

**Innovation competitions**

- **Filter competitions**: 1 competition
- **Keywords**: Liquid
- **Innovation area**: Any

**SSPP: Liquid food and beverages in refillable packaging**

UK registered businesses can apply for a share of up to £1.5 million. This is to demonstrate a reuse or refill packaging system for liquid food and beverage products, at scale in a retail chain.

**Eligibility**

This competition is open to single applicants and collaborations. To lead a project your organisation must be a UK registered business of any size.

**Open now**

- **Opened**: 18 September 2023
- **Closes**: 25 October 2023

**Funding competition**

**SSPP: Liquid food and beverages in refillable packaging**

UK registered businesses can apply for a share of up to £1.5 million. This is to demonstrate a reuse or refill packaging system for liquid food and beverage products, at scale in a retail chain.

**Competition opens**: Monday 18 September 2023
**Competition closes**: Wednesday 25 October 2023 11:00am

- **Start new application**

Or **sign in** to continue an existing application.

**Description**

Innovate UK, part of UK Research and Innovation, will invest up to £1.5 million for innovative projects as part of the Smart Sustainable Plastic Packaging (SSPP) Challenge.

The aim of this competition is to support business led projects that demonstrate a reuse or refill packaging system for liquid food and beverage products at scale in a retail chain.

Grants are available for projects that enable liquid products currently sold in Single Use Packaging to be purchased in refillable packaging. Packaging can be either already pre-filled or refillable in store for liquids including milk, soft drinks, alcoholic beverages and sauces.

Your project must be or involve at least one large retail chain as project lead or grant funded partner. You must include five or more stores as part of an in-store pilot, lasting at least six months.

In applying to this competition, you are entering into a competitive process.

This competition closes at 11am UK time on the deadline stated.

**Funding type**

Grant

**Project size**

Your project’s total grant funding request must be between £500,000 and £1.5 million.
Lead Applicant: create an account

The lead applicant must create an account:

**UK registered businesses**

Use Companies House lookup as it speeds up our checks by providing your company number. You are unable to enter this at a later date.

**Research organisations, academics and universities**

Enter your information manually so you are not listed as a business on IFS and ensure you receive the correct funding.
Project Details

- **Application Team**
  Decide which organisations will work with you on your project and invite people from those organisations to help complete the application.

- **Application Details**
  Give your project’s title, start date and duration.

- **Research Category**
  Select the type of research you will undertake.

- **Project Summary**
  Describe your project briefly and be clear about what makes it innovative. We use this section to assign the right experts to assess your application.

- **Public Description**
  Describe your project in detail and in a way that you are happy to see published. Do not include any commercially sensitive information. If we award your project funding, we will publish this description. This could happen before you start your project.

- **Scope**
  Describe how your project fits the scope of the competition. If your project is not in scope it will not be sent for assessment. We will tell you the reason why.

- **Subsidy basis**
  Will the project, including any related activities, you want Innovate UK to fund, affect trade between Northern Ireland and the EU? All participants must complete this section.

- **EDI Survey**
  This must be completed by all participants.
## Application Questions

<table>
<thead>
<tr>
<th>Application Form</th>
<th>Appendix?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1   Applicant location (not scored)</td>
<td>No</td>
</tr>
<tr>
<td>Question 2   Permits and licences (not scored)</td>
<td>No</td>
</tr>
<tr>
<td>Question 3   Need or challenge</td>
<td>No</td>
</tr>
<tr>
<td>Question 4   Environmental impacts</td>
<td>Yes - optional</td>
</tr>
<tr>
<td>Question 5   Approach and innovation</td>
<td>Yes - optional</td>
</tr>
<tr>
<td>Question 6   Team and resources</td>
<td>Yes – optional</td>
</tr>
<tr>
<td>Question 7   Market awareness</td>
<td>No</td>
</tr>
<tr>
<td>Question 8   Outcomes and route to market</td>
<td>Yes - optional</td>
</tr>
<tr>
<td>Question 9   Wider impacts</td>
<td>No</td>
</tr>
<tr>
<td>Question 10  Project Management</td>
<td>Yes - mandatory</td>
</tr>
<tr>
<td>Question 11  Risks</td>
<td>Yes – mandatory</td>
</tr>
<tr>
<td>Question 12  Added value</td>
<td>No</td>
</tr>
<tr>
<td>Question 13  Costs and value for money</td>
<td>Yes – mandatory if costs include Capital equipment</td>
</tr>
</tbody>
</table>
Application Finances
To claim funding

Your business does not have to be UK registered with Companies House when you apply but it must be registered before you can receive funding.

You are unable to claim funding if:

- you are an overseas organisation, so your company number begins with FC
- your organisation is setup as a branch, so your company number begins with BR
- you are a collaboration with no formal structure of ownership or control, so your company number begins with ML
- you are a Crown Dependency:
  - if your company is based in Jersey, your company number begins with JE
  - if your company is based in Guernsey
  - if your company is based in the Isle of Man
British Overseas Territories

You are also unable to claim funding if your company is based in any of the British Overseas Territories (BOTs):

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn Islands
- Saint Helena, Ascension and Tristan da Cunha
- South Georgia and the South Sandwich Islands
- Turks and Caicos Islands
Your Project Cost Categories

- Labour
- Overheads
- Materials
- Equipment Usage
- Subcontractors
- Travel & Subsistence
- Other
Costs supported:
- Roles and number of days spent working on project (time sheets required)
- 262 work days per annum (less Public holidays and entitlement)
- paid by PAYE
- Employers NI, annual salaries, pension, Health insurance

Costs not supported:
- Dividends & bonuses
- Holiday (excluding that mentioned in eligible costs)
- Training days
- Names not roles assigned to project costs

Labour

You can claim the labour costs of all employees you have working on your project.

Labour costs guidance
If your application is awarded funding, you will need to account for all your labour costs as they occur. For example, you should keep timesheets and payroll records. These should show the actual hours worked by individuals and paid by the organisation.

Working days per year: 232

Number of staff and roles within the project

<table>
<thead>
<tr>
<th>Role within project</th>
<th>Gross employee cost</th>
<th>Rate (£/day)</th>
<th>Days to be spent by all staff at this grade</th>
<th>Total costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>50000</td>
<td>£216</td>
<td>120</td>
<td>£25,862</td>
</tr>
</tbody>
</table>

Add another role

Total labour costs: £25,862
Material costs

**Costs supported**
Off the shelf items via 3rd Party suppliers
Items from stock with the replacement of items invoice (used as evidence of supply)

**Costs not supported**
Whole bulk buy invoices, when only partially used with project work
Items from stock that aren’t being replaced
Equipment treated as assets
Subcontractors*

**Costs supported**
Justification required if non-UK supplier chosen
Independent contractor via 3rd Party suppliers
Linked supplier must be charged at cost
Description of work covered

**Costs not supported**
Intercompany uplifts or profits
Overseas contractors, if UK contractor available without justification

*You will be required to provide invoices and a description of work
Travel and subsistence*

**Costs supported**
Rail, Car or Plane**
Mileage at HMRC rate
Hotel (Bed and Breakfast)
Reasonable food costs (overnight stay only)

**Costs not supported**
Fuel
First class travel
Entertaining or marketing
Visas
Unreasonable food costs (overnight stay only)

*You will be required to provide vouchers, tickets and invoices and ** must provide number of people travelling, the destination and purpose of visit*
Innovate UK’s included costs are those incurred as a direct result of the project

Costs supported

- Additional costs for administrative staff
- Day to Day Calculation for those people listed in the Labour Costs Table, multiplied by the numbers of days working on the project work.

Costs not supported

- Excessive costs of Senior Managers only overseeing project activities
- Business as usual day to day rates for Administration
- Uplifts of any kind

Overheads costs

You can incur overhead costs associated with those directly working on the project as well as indirect (administration) overheads. To be eligible both overhead categories need to be directly attributable to the project. The indirect overheads need to be additional as well as directly attributable. Note that there are certain cost categories/activities which are not eligible. To find out which costs are ineligible/eligible refer to our project costs guidance.

- Overheads costs guidance
- No overhead costs
- 20% of labour costs
- Calculate overheads

Calculate overheads

If you feel your overheads are higher than 20% you may calculate a value using the Innovate UK model in the spreadsheet available below. The model shows you which types of indirect costs associated with your project you may claim. For support with this option, please contact our Customer Support Service on 01793 44 2700. Any value claimed under this model will be subject to a review. This will assess the appropriateness of your claim if your grant application is successful.

Download the overhead calculation spreadsheet

Download as an Excel document overhead calculation spreadsheet.xlsx (10KB)
Download as an Open Office document overhead calculation spreadsheet.ods (10KB)

Upload your completed spreadsheet

No file currently uploaded

Upload
**Capital equipment usage**

**Costs supported:**

Usage costs for the period of use  
A justification if greater than expected  
Depreciation charge is included

**Costs not supported**

Purchase price of equipment  
Usage costs for the whole of the project period if only used for part of the time  
100% write down within the project timeline**  
*Please provide your Fixed Asset Register  
**If not applicable
Other*

**Costs supported**
- Facility usage**
- Licence fees (or appropriate proportion)
- Miscellaneous (not covered in other categories)
- Quality certification***
- Specific PPE
- Dissemination costs
- Patent filing costs (for SMEs only) limited to £7.5k

**Costs not supported**
- Facility charge rates
- Marketing
- Trademark
- Undefined mixed costs
- Contribution in kind
- Business as usual costs

*You will be required to provide invoices and basis of daily rates
**At daily or hourly cost
***Where required for sign off

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Other costs

Please provide details of any project costs which cannot be covered by the other cost categories.

Other costs guidance

Please note that legal or project audit and accountancy fees are not eligible and should not be included as an 'other cost'. Patent filing costs of new IP relating to the project are limited to £7,500 for SME applicants only. Please provide estimates of other costs that do not fit within any other cost headings.

<table>
<thead>
<tr>
<th>Description and justification of the cost</th>
<th>Estimated cost (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Add another cost
Funding

Funding Rules
The level of funding awarded will depend upon the type of organisation and the type of research being undertaken in the project
Funding is calculated by project participant

IFS will advise the maximum grant % you can request based upon your answers to:
- type and size of organisation
- research category defined by the lead applicant in the Application Details section of the application
Academic partners
Why Je-S?

We use the Research Councils’ Joint Electronic Submission System (Je-S) to collect academic finances. The Je-S system automates the collection of Full Economic Costs (FEC) based costs from academic partners and tells them exactly what numbers should be used in the application form for their costs.

Also to collect project finance details from non-HEIs (e.g. RTOs) that are claiming they are carrying out academic quality work and want to be funded on an FEC basis.

Using Je-S means that Innovate UK follows standard Research Council guidelines on funding universities and enables Research Councils to easily co-fund Innovate UK projects.

The Je-S system is completely separate from Innovate UK and we cannot advise on its usage.
Project costs – academic partners

Enter the TSB reference number here

Enter the TSB Contribution column figures from your J-eS output document into the project costs section of the application.

Upload the Je-S with council status form as a PDF at the bottom of the screen.

Any queries, contact Je-S Helpdesk (not Innovate UK)
- jeshelp@je-s.ukri.org
- 01793 444164
Submitting your application
All organisations have marked their finances as complete.

Research organisation participation is no greater than 30% of the total project costs.

**IFS DOES NOT VALIDATE TOTAL PROJECT COSTS**
Editing a submitted application

Remember to press ‘Submit application’

Reopen by clicking here
Submit your application early!

Customer Support can help resolve any issues you might have when submitting but only if they are contacted before the deadline. Once the deadline has passed, your application cannot be submitted.

Remember that if there are collaborative partners, it is the lead applicant's responsibility to ensure all collaborative partners have completed their assigned sections and accepted the terms and conditions, before submitting.
Assessment

https://www.youtube.com/playlist?list=PLrMOhOrmER6lTsx_bCczEIQTRH6ARdOFk

1. How do our assessors assess?
   Innovate UK • 2.9K views • 1 year ago

2. How are successful applications selected for funding?
   Innovate UK • 9.2K views • 1 year ago

3. What steps are there before a project starts?
   Innovate UK • 4.3K views • 1 year ago

4. How are successful projects monitored?
   Innovate UK • 1.9K views • 1 year ago

5. How successful applicants receive their funding.
   Innovate UK • 1.8K views • 1 year ago
How our assessors assess?

All eligible applications are assessed by an independent pool of assessors drawn from industry and academia.

We require our assessors to maintain confidentiality and declare any conflicts of interest, ensuring a fair and transparent process.

Assessors are unable to contact you regarding your application content. Therefore, your application should contain:

- a justification for a viable opportunity for growth and a level of innovation that necessitates public investment
- clear and concise answers
- the right amount of information
- no assumptions

We recommend you review the competition brief and guidance for help.
How are successful applicants selected for funding?

Assessors will score each section of your application.

After the assessor process, Innovate UK will independently moderate assessor scores. Any outliers in scores may be removed and your total score will be updated.

You will then receive email notification to offer grant funding or to inform you that your application has been unsuccessful on this occasion.

Whether successful or unsuccessful in receiving grant funding, you will receive feedback on your application. It is intended to be constructive in nature and to highlight both the strong as well as the weak areas of your application.

For more information on the competition process, please go to: Competition briefing: applicant information - YouTube
Interviews (Tuesday 12th & Wednesday 13th December 2023)

If your application passes the first stage of assessment, you may be invited to attend an interview, where you must give a presentation. Your interview will take place either online or at a designated location. The date and time of your interview will be included in your invitation.

Before the interview and by the deadline stated in the invitation email, you:
- must send a list of who will attend the interview
- must send your interview presentation slides
- can send a written response to the assessors’ feedback

List of attendees
Agree the list with your consortium. Up to 9 people from your project can attend, ideally one person from each organisation. They must all be available on all published interview dates. We are unable to reschedule slots once allocated.

Presentation slides
Your interview presentation must:
- use Microsoft PowerPoint
- be no longer than 30 minutes
- have no more than 20 slides
- not include any video or embedded web links
You cannot change the presentation after you submit it or bring any additional materials to the interview.
Interviews continued

Written response to assessor feedback
This is optional and is an opportunity to answer the assessors’ concerns. It can:
▪ be up to 2 A4 pages in a single PDF or Word document
▪ include charts or diagrams

Interview
After your presentation, the panel will spend up to 40 minutes asking questions. You will be expected to answer based on the information you provided in your application form, presentation and the response to feedback. You may be called back in for a further 15-minute question and answer session, if needed. Panel members, the Challenge Director and Deputy Challenge Director for SSPP will form part of the interview panel.

After your interview
The panellists will individually score your application and these will be averaged for your overall interview score. This score will supersede the one you received from initial assessment unless stated otherwise in the competition brief. We will notify you whether you have been successful or not by email and you will receive feedback on your interview within a week of notification.
Project setup for successful applicants
If you are unsuccessful in this competition
You can use the feedback from the assessors to develop your idea and apply into another competition that allows previously submitted applications

If you are successful in this competition
▪ you will be assigned a Delivery Executive who will guide you through the Project Set Up process
▪ you will have 7 days to complete the project team, project details and bank details
▪ you will then have 90 days to complete project set up – funding may be withdrawn if this is not completed within this timeframe

Please ensure all your contact details in the IFS portal are correct and up to date and that you regularly monitor it.
Project Set Up

- All communication will be through IFS.
- Lead applicant must provide collaboration agreements and exploitation plans if applicable.
- Any partners with individual total project costs of **up to** £50,000 must provide evidence with a Statement of Expenditure (SoE).
- Any partners with individual total project costs **above** £50,000 must provide evidence with an Independent Accountants Report (IAR).

Project delivery

- All grants are paid quarterly in arrears and are only paid following quarterly reporting and necessary audits.
- Claims can only be made for costs incurred and paid between the project start and end dates.
- Monitoring of the project includes a visit from the appointed Monitoring Officer.
Additional Support
Innovate UK EDGE

*Bespoke growth and scaling support at the business end of innovation*

- Intensive growth and scaling support tailored to the needs of each of our ambitious innovation-driven clients
- Offered alongside project funding to Innovate UK award winners, most of whom engage us. We are also available to all high growth potential innovative small or medium-sized businesses*
- Engagement at early, growth and scaling stages, with our core high growth service and enhanced Scaleup Programme
- Delivered by 290 innovation and growth specialists embedded in regional ecosystems across the UK, including a board of expert scaleup directors

*subject to eligibility and currently in all nations and regions outside Scotland*
Innovate UK EDGE

An innovation and growth specialist, or scaleup directors, work with a company’s leadership to hone its commercial strategy and help it take targeted action to, for example:

- Build investment readiness
- Manage innovation effectively
- Enter global markets
- Providing local to national to international growth and scaling support
Equality, Diversity & Inclusion

• We are on a mission to embed Equality, Diversity, and Inclusion in everything we do, internally and externally.

• We believe that great ideas can, and do, come from anyone and everyone.

• We know that diversity and inclusion in businesses contributes to enhanced innovation, satisfaction, performance, and ultimately, commercial success.
Available Support

- We welcome and encourage applications from people of all backgrounds and are committed to making our application process accessible to everyone.

- This includes providing support for people who have a disability or long-term condition and face barriers applying to us.

- So, if you would like any support, please contact our Customer Support Service Team on support@iuk.ukri.org or at 0300 321 4357.
What to Expect

1. Contact our Customer Support Services Team as early as possible – we suggest at least 15 working days before the deadline.

2. Complete a request form which will be sent to our partner Diversity & Ability (D&A).

3. D&A will conduct a Discovery Conversation with you and make reasonable adjustments recommendations.

4. D&A will organise and deliver bespoke reasonable adjustments for and with you.

5. Submit your application – please do so well ahead of the deadline as extensions cannot be provided.
Q&A
Contact

Customer Support Services
0300 321 4357 (Monday - Friday 9-5pm)
support@iuk.ukri.org

Innovate UK
ukri.org/councils/innovate-uk

Innovate UK KTN
iuk.ktn-uk.org

Innovate UK EDGE
innovateukedge.ukri.org
Thank You