

The UKRI logo consists of the letters 'UK' stacked above 'RI' in a white, bold, sans-serif font, set against a dark blue square background.

UK  
RI

The Innovate UK logo features the text 'Innovate' above 'UK' in a white, sans-serif font, positioned to the right of a stylized purple graphic of three stacked squares.

Innovate  
UK

An aerial photograph of a solar farm, showing rows of solar panels arranged in a grid pattern across a green field. The panels are tilted at an angle, and their shadows are cast onto the ground.

>Welcome

A partial aerial view of solar panels in the bottom right corner, showing the grid pattern and shadows of the panels.



Innovate  
UK

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

## Applicant Briefing

**Date:** Monday 18<sup>th</sup> 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**



# 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



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# UK Research and Innovation

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.**



**UK Research  
and Innovation**

# 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**

# 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.

# 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

# SSPP Liquid food and beverages in refillable packaging

## 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.

# 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

# 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>

# 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.



# Capital Purchase of Equipment

Innovate UK partner finance form

**Capital Equipment (Capital)** Status: this worksheet **Incomplete** Whole form: **Incomplete**

Please provide, in the table below.

Contingencies are ineligible

Total Capital Equipment Costs

Description and justification of the cost.	Estimated cost
<input type="text"/>	** <input type="text" value="£-00"/> **
<input type="text"/>	<input type="text" value="£-00"/>
<input type="text"/>	<input type="text" value="£-00"/>
<input type="text"/>	<input type="text" value="£-00"/>

Total Capital Equipment Costs

*Screenshot from template document uploaded into IFS*

Innovate UK partner finance form

**Capital Equipment costs summary** Status: This worksheet **Incomplete** Whole form: **Incomplete**

Please enter the annual breakdown of your costs in the columns below that are relevant to your project.

	Project Financial Year 1	Project Financial Year 2	Project Financial Year 3	Project Financial Year 4	Project Financial Year 5	Total
(C) Capital Equipment <small>(auto completed)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="£-00"/>

# 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.

# Scope & Eligibility Checks

App. number	Project title	Lead	Grant request (£)	Total project cost (£)	Budget (£)	SO 01: Eligibility	SO 02: Eligibility	SO 03: Eligibility	SO 04: Eligibility	SO 05: Eligibility	SO 06: Eligibility	SO 07: Eligibility	SO 08: Eligibility	SO 09: Eligibility	SO 10: Eligibility	SO 11: Eligibility	SO 12: Eligibility	SO 13: Eligibility	SO 14: Eligibility	SO 15: Eligibility	SO 16: Eligibility	SO 17: Eligibility	SO 18: Eligibility	SO 19: Eligibility	SO 20: Eligibility	Recommended Pass (Y/N)	Comments	Action Required	
133	Fuel Cells PP from P... PLASMAN LIMITED		7,102,500	8,888,888	36	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y				
						N	Y	N	Y	N	Y	N	N	Y	Y	N	Y	N	N	Y	N	Y	Y	N	N	Y			
						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
						Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
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Innovate UK

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



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# Previously submitted applications

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

Previously submitted application	Not a Previously submitted application
A previously submitted application is an application Innovate UK judges as <u>not</u> materially different from one you have submitted before (but it can be updated based on the assessors' feedback)	A brand-new application, project or idea that you have not previously submitted into an Innovate UK competition  OR A previously submitted or ineligible application which: <ul style="list-style-type: none"><li>✓ has been updated based on assessor feedback</li><li>✓ <u>and</u> is materially different from the application submitted before</li><li>✓ <u>and</u> fits with the scope of this competition</li></ul>

# Eligibility Criteria

Project eligibility	<ul style="list-style-type: none"><li>• To lead or work alone your organisation can be a UK registered business of any size.</li><li>• Be or involve at least one grant claiming large retail chain</li><li>• Carry out all of it's project work in the UK</li><li>• Intend to exploit the results from or in the UK</li><li>• Start on 1<sup>st</sup> April 2024</li><li>• End by 31<sup>st</sup> March 2025</li><li>• Academic institutions cannot lead or work alone.</li></ul>
Total grant	up to £1.5m
Total grant funding request	Must be between £500k and £1.5m
Project length	Between 6 and 12 months

# 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](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

Timeline	Dates
Competition Opens	Monday 18th September 2023
Briefing Event	Monday 18th September 2023
Submission Deadline	11am on Wednesday 25th October 2023
Interviews	Tuesday 12th and Wednesday 13th December 2023
Applicants informed	Wednesday 20th December 2023



# Q&A



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# **Innovation Funding Service (IFS)**

# Search for a funding competition and review criteria

## Innovation competitions

### Filter competitions

Keywords

Innovation area

Update results

### 1 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.

#### 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.

Summary

Eligibility

Scope

Dates

How to apply

Supporting information

### 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 refilled 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.



GOV.UK Innovation Funding Service

BETA This is a new service - your feedback will help us to improve it.

Back

Create your account

### Your organisation

**i** Your organisation must be UK based to receive funding from Innovate UK

**Business**

Find your organisation on Companies House

Enter your organisation name or registration number

nomensa Search

**Companies House search results**

Select your organisation from the options below

**NOMENSA LTD**  
04214477 - Incorporated on 10 May 2001  
13 Queen Square, Bristol, BS1 4NT

GOV.UK Innovation Funding Service

BETA This is a new service - your feedback will help us to improve it.

Back

## Please sign in or create an account

**Used this service before?**  
Please sign into your Innovation Funding Service account.

**New to this service?**  
If you haven't used the new Innovation Funding Service before you will need to create an account.

Sign in Create account

Innovation Funding Service

## Sign in

Email address  
Please enter your email address.

Password  
Please enter your password. Show

Need help signing in or creating an account?

**My email and/or password isn't working**

If you applied previously using the old service, you will need to create a new account.

Forgotten your password?

# 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

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

Detailed guidance available on IFS

# Application Finances



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# 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

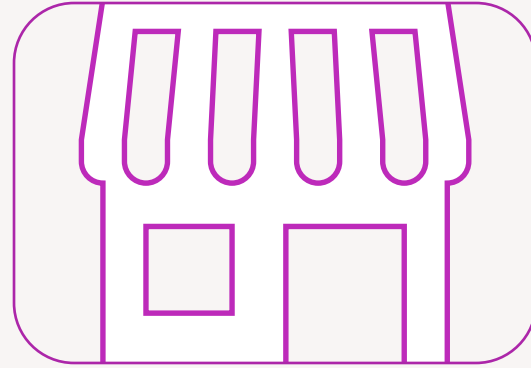
You are also unable to claim funding if your company is based in any of the British Overseas Territories (BOTs):

- 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



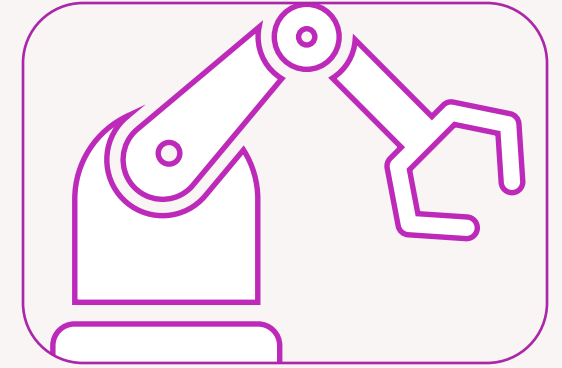
Labour



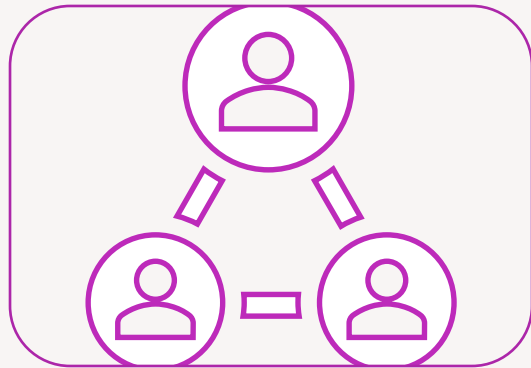
Overheads



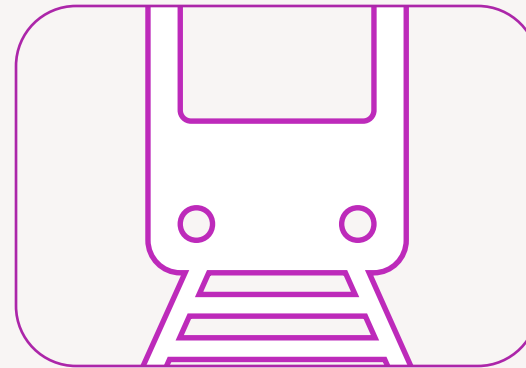
Materials



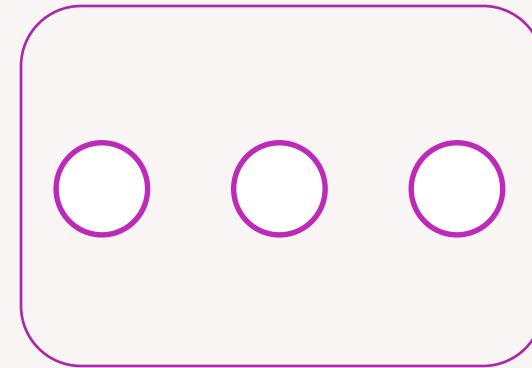
Equipment Usage



Subcontractors



Travel &  
Subsistence



Other

# Labour

## 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** £25,862 —

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

Number of staff and roles within the project

Role within project	Gross employee cost	Rate (£/day)	Days to be spent by all staff at this grade	Total costs	
<input type="text" value="Project Manager"/>	<input type="text" value="50000"/>	£216	<input type="text" value="120"/>	£25,862	<a href="#">Remove</a>
<input type="text"/>	<input type="text" value="0"/>	£0	<input type="text" value="0"/>	£0	<a href="#">Remove</a>

[Add another role](#)

Total labour costs **£25,862**

# Material costs

## Costs supported

Off the shelf items via 3<sup>rd</sup> 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

**Materials** £10,000 —

You can claim the costs of materials used on your project providing:

- they are not already purchased or included in the overheads
- they are purchased from third parties
- they won't have a residual/resale value at the end of your project. If they do you can claim the costs minus this value

[Please refer to our guide to project costs for further information.](#)

▶ [Materials costs guidance](#)

Please provide a breakdown of the materials you expect to use during the project

Item	Quantity	Cost per item (£)	Total	
<input type="text" value="Software"/>	<input type="text" value="1"/>	<input type="text" value="10000"/>	<b>£10,000</b>	<a href="#">Remove</a>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>£0</b>	<a href="#">Remove</a>

[Add another materials cost](#)

Total materials costs **£10,000**

# Subcontractors\*

## Costs supported

Justification required if non-UK supplier chosen

Independent contractor via 3<sup>rd</sup> 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 can subcontract work if you don't have the expertise in your project team. You can also subcontract if it is cheaper than developing your skills in-house.

▶ [Subcontracting costs guidance](#)

Please provide details of any work that you expect to subcontract for your project.

Subcontractor name

Robotics experts ltd

Country where the subcontractor will work

UK

Role of the subcontractor in the project and description of the work they'll do

facilitation and availability of robotics labs

Cost

36795

# 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)

Travel and subsistence				£ 3,000 ▲
You should include travel and subsistence costs that relate to this project.				
Purpose of journey or description of subsistence cost	Number of times	Cost each (£)	Total (£)	
<input type="text" value="Travel to robotics labs for testing"/>	<input type="text" value="12"/>	<input type="text" value="100"/>	<input type="text" value="£ 1,200"/>	<a href="#">Remove</a>
<input type="text" value="monthly project meetings"/>	<input type="text" value="12"/>	<input type="text" value="150"/>	<input type="text" value="£ 1,800"/>	<a href="#">Remove</a>
<a href="#">Add another travel cost</a>				
Total travel & subsistence costs			<input type="text" value="£ 3,000"/>	

# Overheads

**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

### Overhead costs

£ 44,483 ▲

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 \(16KB\)](#)

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

Capital usage	£750 —
You can claim the usage costs of capital assets you will buy for, or use on, your project.	
<a href="#">▶ Capital usage guidance</a>	
Please provide a breakdown of the capital items you will buy and/or use for the project.	
Item description	
<input type="text" value="Laptop"/>	
New or existing item	
<input checked="" type="radio"/> New <input type="radio"/> Existing	
Depreciation period (months)	
<input type="text" value="24"/>	
Net present value at the start of your project or the price you bought it for (£)	
<input type="text" value="2000"/>	
Residual value at end of project (£)	
<input type="text" value="500"/>	
Utilisation (%)	
<input type="text" value="50"/>	
Net cost	
£750	



# 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

Other costs		£ 0 ▲
Please provide details of any project costs which cannot be covered by the other cost categories.		
<a href="#">▶ Other costs guidance</a>		
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.		
Description and justification of the cost	Estimated cost (£)	
<input type="text"/>	<input type="text" value="0"/>	
<a href="#">Add another cost</a>		

# 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



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# 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](mailto:jeshelp@je-s.ukri.org)
- 01793 444164

<b>TSB reference</b> This number is found at the top of your Je-S form	
<input type="text" value="My REF"/>	
<b>Financial resources</b> Please enter the following costs from the summary of resources section on your Je-S form	
<b>Directly incurred</b>	<b>TSB Contribution (please refer to the TSB contribution column)</b>
Staff	<input type="text" value="11"/>
Travel & subsistence	<input type="text" value="22"/>
Other costs	<input type="text" value="33"/>
<b>Subtotal</b>	<input type="text" value="£ 66"/>
<b>Directly allocated</b>	
Investigators	<input type="text" value="44"/>
Estates Costs	<input type="text" value="55"/>
Other costs	<input type="text" value="66"/>
<b>Subtotal</b>	<input type="text" value="£ 165"/>
<b>Indirect costs</b>	<input type="text" value="77"/>
<b>Exceptions</b>	
Staff	<input type="text" value="88"/>

# Submitting your application



# Checking your finances are complete

## Finances Summary

The following organisations have not marked their finances as complete:

- EMPIRE LTD



[Return to the finances section to complete your finances](#)

This application cannot be submitted unless finances have been marked as complete by all partners.

		Total costs	% Grant	Funding sought	Other public sector funding	Contribution to project
<b>Barry Shaw Experts Ltd</b> Partner	✓	£230,162	70%	£161,113	£0	£69,049
<b>EMPIRE LTD</b> Lead organisation	⚠	£282,655	70%	£197,859	£0	£84,797
<b>University of Bath</b> Partner	✓	£239,114	0%	£0	£0	£239,114
<b>Total</b>		<b>£751,931</b>		<b>£358,972</b>	<b>£0</b>	<b>£392,959</b>

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

**test**  
Application number: 242  
Competition: 599 Covid de minimis round 2

Awaiting assessment

**Application submitted**

[Reopen](#)

Reopen by clicking here

**Terms and conditions**  
You must agree to these before you submit your application.

[Award terms and conditions](#) ✓ Complete

[Review and submit](#) [Print your application](#)

Remember to press  
'Submit application'

**Terms and conditions** [Open all](#)

[Award terms and conditions](#) ✓ Complete +

[Submit application](#)

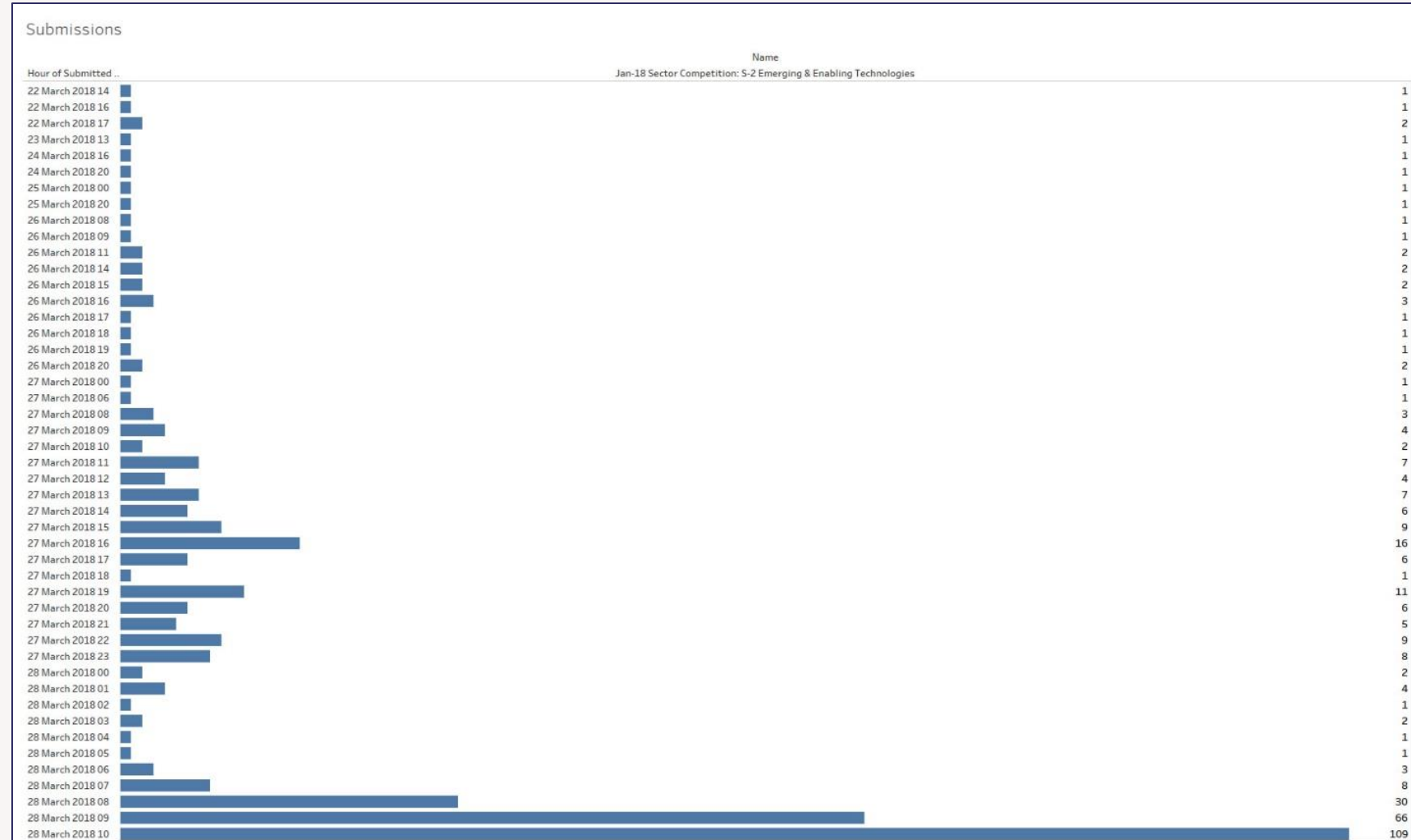
Need help with this service? [Contact us](#)



# 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=PLrMOhOrmeR6ITsx\\_bCczEIQTRH6ARdOFk](https://www.youtube.com/playlist?list=PLrMOhOrmeR6ITsx_bCczEIQTRH6ARdOFk)

- 

1 **How do our assessors assess?**  
Innovate UK • 2.9K views • 1 year ago  
2:33
- 

2 **How are successful applications selected for funding?**  
Innovate UK • 9.2K views • 1 year ago  
2:39
- 

3 **What steps are there before a project starts?**  
Innovate UK • 4.3K views • 1 year ago  
3:45
- 

4 **How are successful projects monitored?**  
Innovate UK • 1.9K views • 1 year ago  
2:20
- 

5 **How successful applicants receive their funding.**  
Innovate UK • 1.8K views • 1 year ago  
2:51



# 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 12<sup>th</sup> & Wednesday 13<sup>th</sup> 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.

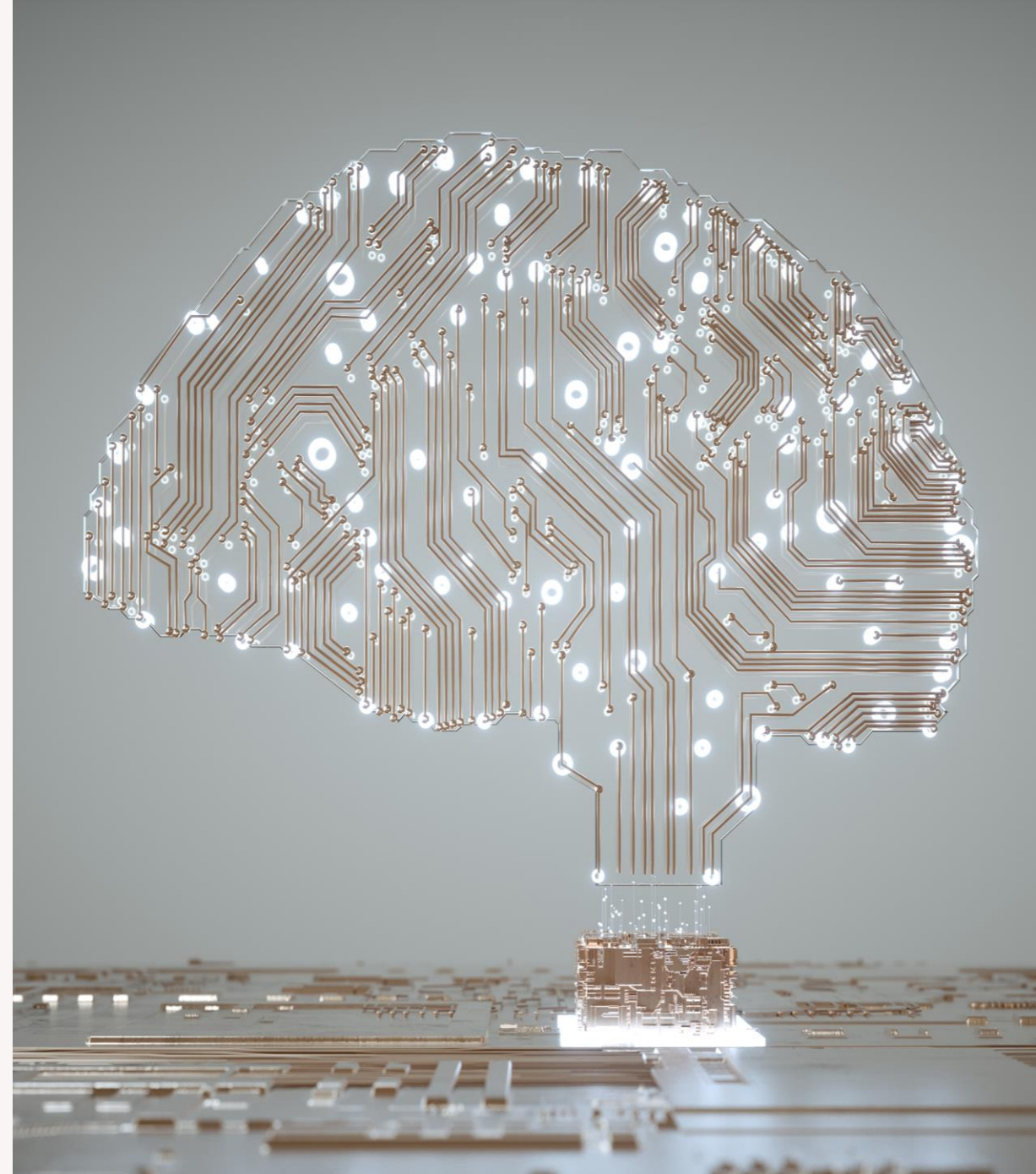
## After your interview

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



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# Notification

## 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](mailto: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



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UK



# Contact

## Customer Support Services

0300 321 4357 (Monday - Friday 9-5pm)

[support@iuk.ukri.org](mailto:support@iuk.ukri.org)



**Innovate UK**

[ukri.org/councils/innovate-uk](https://ukri.org/councils/innovate-uk)



**Innovate UK KTN**

[iuk.ktn-uk.org](https://iuk.ktn-uk.org)



**Innovate UK EDGE**

[innovateukedge.ukri.org](https://innovateukedge.ukri.org)

# Thank You

