



ADVANCED  
PROPULSION  
CENTRE UK

Accelerating  
Progress

# APC19 Applicant Briefing Event

## Agenda

- **14:00 - 14:10** - Welcome – Jon Beasley (APC)
- **14:10 - 14:30** - Competition scope and timelines - Zoe Hall (APC)
- **14:30 - 14:50** - Value for money (VfM) guidance for applicants - Carl Heinemann (BEIS)
- **14:50 - 15:10** - Competition application process - Rachael Evans (Innovate UK)
- **15:10 - 15:15** - Key information around the communications process and requirements – Rebecca Watson (APC)
- **15:15 - 15:25** - Next steps - Chris Harris (APC)
- **15:25 - 15:40** - Q&A

# Welcome

Jon Beasley

**Low Carbon Automotive solutions are creating a new world of opportunity**

**How can your technology and projects accelerate the speed of introduction?**

**Sharing the risk of Innovation and not funding "Business as Usual"**

**How can we help you, show off your project in its very best light?**

# FUNDING LANDSCAPE – WHERE THE APC FITS IN

## APC 19



# Since its foundation in 2013, the APC has delivered substantial impact

## This is a well-trodden road

**150+**  
low carbon  
projects

**375+**  
project partners

**50,000+**  
Jobs created /  
safeguarded

**260 million+**  
tonnes of  
CO<sub>2</sub> savings

**1 million+**  
vehicles use  
APC-funded technology





**The team is here to help**

**Good Luck**

# Competition Scope & Timeline

Zoe Hall – Head of Competitions & Projects APC

# Timelines

## First Stage

Opening Date	9 <sup>th</sup> August
Applicant Briefing Event	11 <sup>th</sup> August
Application Deadline	6 <sup>th</sup> October

## Second Stage

Applicants Informed	1 <sup>st</sup> November
Responses to Economic Questions	16 <sup>th</sup> November
Value for Money Telephone Interview	17 <sup>th</sup> or 18 <sup>th</sup> November
Responses to Technical Questions	19 <sup>th</sup> November
Applicant's Presentations	19 <sup>th</sup> November
Interview Panel	Whole of w/c 29 <sup>th</sup> November
Planned Announcement	14 <sup>th</sup> January

## APC funding scope



Projects that support the UK's long-term capabilities and supply chain in the design, build and manufacture of zero-tailpipe emission vehicles, and help make those capabilities a permanent part of the UK supply chain.

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Develop UK capability and supply chain in this field

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UK based R&D projects that significantly reduce carbon dioxide emissions and improve air quality, compared to best in class.

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First application must be for the automotive industry – on or off highway vehicles and heavy duty

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Align with one of the 4 strategic technology areas for the UK Auto Industry



- Electric Machines & Power Electronics
  - Energy Storage & Energy Management
  - Lightweight vehicle & Powertrain structures
  - Thermal propulsion
- 



Be collaborative, business led, match funded & UK based.

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## APC funding scope continued



Contain a vehicle manufacturer or a tier 1 supplier

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Projects total eligible costs should range between £5 and £40 million and be match funded up to a maximum of 50/50

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Contain an SME partner, with a suggested maximum of 6 partners comprising the consortia

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Clear route to market at the end of the project

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Project duration should be between 18 – 42 months

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Demonstrate how it will increase upskilling and knowledge sharing in the UK

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# APC19 Application overview

## INITIAL QUESTIONS

- |                      |           |                               |
|----------------------|-----------|-------------------------------|
| • PROJECT SUMMARY    | 400 WORDS | SUITABLE FOR FUNDING YES / NO |
| • PUBLIC DESCRIPTION | 100 WORDS | PUBLISHED IF SUCCESSFUL       |
| • PROJECT SCOPE      | 400 WORDS | YES / NO                      |

## PART 1

- QUESTIONS 1 - 4
- THE BUSINESS CASE

## PART 2

- QUESTIONS 5 – 8
- PROJECT DETAILS

## PART 3

- QUESTIONS 9 – 10
- FUNDING AND ADDED VALUE

## PART 4

- QUESTIONS 11 -16
- ECONOMIC ASSESSMENT – VALUE FOR MONEY

## Q17

Marketing contact

# APC19 Question 1 Business Case

- ▶ Outline the business opportunity
- ▶ Detail the expected outputs of the project
- ▶ What does the project team need to do to address opportunity
- ▶ Describe potential issues facing the project and its customers
- ▶ How will the outputs address these issues

## APC19 Question 2 Size of the market

- ▶ Size of the market opportunities that this project might open up
- ▶ Detail the current nature of the specific markets you are targeting
- ▶ Market dynamics - size, actual and predicted growth rates
- ▶ Outline your strategy for targeting the projected market share, with justification in the light of any potential competitors
- ▶ If your technology is being purchased by an original equipment manufacturer outside the consortium then provide evidence on who the buyers will be

## APC19 Question 3

### Outputs - how will the results of the project be exploited in the end market and supply chain?

- ▶ How will this protect anchor, grow or significantly improve the productivity and competitiveness of the UK supply chain.
- ▶ Outline the potential outputs of the project by partners and organisations who are not project partners.
- ▶ Describe by partner how these will be exploited:
  - ▶ Including the route to market & commercialisation
  - ▶ how your project benefits the long term UK supply chain during and after the project
  - ▶ deliver benefit for the automotive environment
  - ▶ reconfiguration of the value system
  - ▶ how the consortium members leverage additional investment in the UK supply chain
  - ▶ changes to business models and business processes
  - ▶ other methods of exploitation and protection (IP and patents)



## APC19 Question 4 Impacts of the project

- ▶ Identify the economic benefits from the project to those inside and outside the project.
- ▶ Identify any expected social and environmental impacts, either positive or negative.
- ▶ Impact to your competitors if they are UK based.
- ▶ How carbon dioxide and air quality will be delivered
  - ▶ Split by each piece of tech where appropriate
- ▶ How fuel savings will work for the customers
- ▶ Where will you be located and the reasons why and the impacts to the area?



## APC19 Question 5 Technical approach

- ▶ Describe the main work packages of the project, and who is leading
- ▶ Your approach to project management and reporting lines
- ▶ Your approach to managing the most innovative aspects of the project
- ▶ Detailed project plan
- ▶ How your project will enhance the manufacturing maturity of the technology?
- ▶ Describe rival technologies and alternative R&D strategies and how your proposal will offer a better outcome



## APC19 Question 6 What is innovative about this project?

- ▶ How is project innovative both commercially and technically
- ▶ Whether your project is looking to apply existing technologies in new areas
- ▶ Clearly demonstrate you have freedom to operate, that your IP is free from restriction and able to be readily exploited
- ▶ Provide evidence that the intended work is innovative

## APC19 Question 7 Main risks

- ▶ Identify the main risks and uncertainties of the project, including the technical, commercial, managerial and environmental risks
- ▶ Highlight the most significant ones and provide a risk register
- ▶ Explain how these risks will be mitigated
- ▶ Example of risks are
  - ▶ funding gaps
  - ▶ investment needed for production facility
  - ▶ future sales risks
  - ▶ carbon dioxide savings
  - ▶ supply chain capacity and OEM purchasing
- ▶ For UK based manufacturing, why this would occur in the UK and identify any risks to this occurring.

## APC19 Question 8 Project team's skill & experience

- ▶ Describe the roles, skills, track record and relevant experience of all members of the project team in relation to the approach you will be taking
- ▶ Describe the resources, equipment and facilities required for the project
- ▶ Details of any vital external parties, including sub-contractors, why these roles cannot be filled within the consortium
- ▶ Examine the current relationships between the project partners and how these will change as a result of the project
- ▶ Why the project partners came together and what benefits you each bring to the project



## APC19 Question 9 What is the financial commitment required for the project?

- ▶ What is the anticipated project cost - describe the level of contribution from any project participants and level of grant funding required
- ▶ Areas that will be assessed are:-
  - ▶ is the budget realistic for the scale and complexity of the project?
  - ▶ have you demonstrated a financial commitment from other sources for the balance?
  - ▶ has a realistic budget breakdown been provided?
  - ▶ have work package breakdowns been described and costs justified adequately?
- ▶ Detail the total investment needed to bring the technology to production
- ▶ List any other public funds, that the consortium has applied for, or received, that relate to this project or application
- ▶ Describe and clearly quantify the return on investment that the project could achieve



## APC19 Question 10

### Added value

- ▶ Why is this level of funding required?
- ▶ Explain scenario with or without APC funding?
- ▶ What will happen to the project if you are not successful?
- ▶ Why this project can't be funded internally?
- ▶ Additional investment this project will generate?
- ▶ If the project could not go ahead in the UK without APC funding, then where would it be located and why?

# APC Value for Money Guidance for Applicants

11 August 2021

Carl Heinemann, Samantha Kagan  
BEIS Sector Analysis – Automotive

# Presentation aim

1. Understand VfM and why it matters
2. Understand what information and evidence BEIS need to assess VfM
3. Understand how to fill in the VfM workbook

# Value for money (VfM) overview

- Government spending must be good value for UK taxpayers.
- The Treasury requires that public funding for R&D projects undergoes a VfM assessment and meets a minimum threshold.
- BEIS economists determine each project's VfM based on its benefit-cost ratio.

# How we calculate the benefit-cost ratio

$$\text{Benefit-cost ratio} = \frac{\text{Expected benefit to UK economy}}{\text{Cost to the Exchequer (Gov.)}}$$

## **Expected benefit to the UK economy:**

- R&D spill-overs, Jobs, CO2 savings – we use data from your written application and VfM workbook
- Adjusted for risk and additionality – we use evidence from your written application

## **Cost to the Exchequer (cost to Government):**

- APC grant funding requested – the lower the ask, the higher the BCR and your score

# Presentation aim

1. Understand VfM and why it matters

2. Understand what information and evidence BEIS needs to assess VfM

3. Understand how to fill in the VfM workbook

# Overview of application documents

<b>1. Written application</b> (Q1 – Q16)	<ul style="list-style-type: none"><li>• <b>Explain and justify why APC funding is necessary, why this amount. 50% grant intensity is the maximum, less is better.</b></li><li>• Explain project benefits.</li><li>• Explain risks and mitigation.</li></ul>
<b>2. Value for Money Excel Workbook</b> (Q11 – Q16)	<ul style="list-style-type: none"><li>• Quantify benefits, include evidence.</li><li>• Explain how you have calculated them, what evidence you have used, what assumptions you have made.</li></ul>
<b>3. Appendix</b>	Further evidence to justify your claims

**The three parts of the application should complement each other.**

**All three parts are used in the VfM assessment.**

# Your application should provide:

1. **A logical narrative**, explaining why reported benefits and costs are reasonable
2. **Details of your calculation methods**, including any assumptions
3. **Supporting evidence** and documentation, to validate the above

**What kind of evidence?** Diagrams, tables, internal documents, letters, Excel spreadsheet. Must be clear and easy to follow. Include evidence in the appendix.

**Insufficient evidence → application will score lower.**

# We need to understand project benefits

## 1. The wider impact of your R&D: 'spill-overs'

## 2. Employment

## 3. CO2 savings

### Written application

Will you register IP for the technology? Will there be licensing? Are you going to share project results? How and where will the technology / knowledge be used? Will other firms or industries benefit?

What are the job roles within the project and afterwards? Explain why the project safeguards certain jobs (explain why these jobs would be lost within 12m). What would happen without the project?

Explain how your technology reduces CO2 emissions in the real world. Explain which vehicles will be displaced ('comparator vehicles') and why. Ensure consistency with emission regulations.

### VfM workbook

**Figures, calculation method, evidence:**

- Spending profiles for APC grant and own funds, follow-up investment after the project (R&D spend and capital).
- Explain how profiles were calculated.
- Explain project impact on TRL/MRL.

**Figures, calculation method, evidence:**

- Provide numbers of jobs created/safeguarded incl. job title, salary, post code. Include only R&D & manufacturing jobs.
- Explain how jobs were calculated, e.g. detailed project plan / task lists.

**Figures, calculation method, evidence:**

- Vehicles that will use the technology.
- Provide sales forecast and CO2 savings vs. displaced or alternative vehicles ('comparator').
- Explain your project's impact on CO2 savings vs. comparator vehicles.

Questions 3, 4, 6, 11, 13, 14

Questions 2, 12, 15

Questions 13, 14

# Additionality: We need to understand why APC funding is essential for your project

From your written application, the following must be clear:

- 1. Why can't you self-fund, and why is this amount of support required? Provide evidence.**
  - e.g. no access to loans or equity finance; project doesn't meet IRR for internal R&D spend; high risk; internal competition from a low-cost location etc.
- 2. What happens if you don't win APC funding?**
  - e.g. project cancelled, postponed or scaled down, project moved abroad, consortium not viable

Your evidence of the need for funding → **Additionality score** → affects BCR

# We need to understand project risks

R&D projects are risky by nature. We need to be confident that the main risks have been identified and mitigation strategies are in place.

Your written application should demonstrate that you have:

- 1. Considered different types of risks**  
(technological, commercial, route to market, project delivery etc.)
- 2. Assessed the impact and developed mitigation strategies**

Your evidence of risks and risk management → **Risk score** → affects BCR

# Reminder: Benefit-cost ratio

$$\text{Benefit-cost ratio} = \frac{\text{Expected benefit to UK economy}}{\text{Cost to the Exchequer (Gov.)}}$$

## Expected benefit to the UK economy:

1. R&D spill-overs
2. Jobs
3. CO2 savings

Adjusted for risk and additionality

## Cost to the Exchequer (cost to Government):

- APC grant funding requested – **the lower the ask, the higher the BCR and your score**

# Presentation aim

1. Understand VfM and why it matters
2. Understand what information and evidence BEIS needs to assess VfM
3. Understand how to fill in the VfM workbook

# How to complete the VfM workbook

**Project Expenditure**

[Link to Guidance](#)

Please use the text boxes on the right to describe the source / evidence and assumptions for the data provided.

**TOTAL PROJECT EXPENDITURE (£, in current prices)**

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**SUMMARY OF PROJECT EXPENDITURE**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL
TOTAL UK R&D Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL UK Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL UK Skills & Training Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL UK Project Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
TOTAL Overseas Investment	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

**UK GOVERNMENT FUNDING REQUESTED FOR THIS PROJECT**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL	Source / evidence / assumptions
R&D Expenditure											£0	
Capital equipment											£0	
Skills & Training											£0	
TOTAL Government funding	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	

**UK FUNDING FOR THIS PROJECT FROM INDUSTRIAL PARTNERS**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	TOTAL	Source / evidence / assumptions
R&D Expenditure											£0	
Capital equipment											£0	
Skills & Training											£0	

**KEY**  
 Data Entry  
 Internal calculations (do not change)  
 Drop down menu

Grey cell: enter your data  
 Orange cell: select from dropdown  
 Yellow cell: internal calculation

1. Some sheets require cumulative figures!

2. Any number entered requires an explanation of how it was calculated.

3. Several sheets to complete!

- Download workbook from Innovate UK portal.
- When complete, upload the workbook as an appendix to Question 12.

# Questions

- Any questions: e-mail us or give us a call

[samantha.kagan@beis.gov.uk](mailto:samantha.kagan@beis.gov.uk) // 020 7215 5181

[carl.heinemann2@beis.gov.uk](mailto:carl.heinemann2@beis.gov.uk) // 020 7215 4543



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# Eligibility criteria



# Previously submitted applications

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

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

# Eligibility criteria

Project eligibility	<p>To lead a project you must:</p> <ul style="list-style-type: none"><li>• be a UK registered <u>business</u> of any size</li><li>• have an active registered business base in the UK<ul style="list-style-type: none"><li>• be a grant recipient</li><li>• involve at least one SME if the lead is not one</li></ul></li><li>• include in your consortium a vehicle manufacturer or tier 1 supplier who supplies parts directly to an original equipment manufacturer (OEM)<ul style="list-style-type: none"><li>• collaborate with others</li></ul></li></ul>
Project cost	£5m to £40m (minimum of 50% match funded)
Project length	Start by 1 <sup>st</sup> April 2022 - between 18 and 42 months

# Types of organisations we fund

- Business – Small/Micro, Medium or Large registered in the UK
- Research Organisation (RO):
  - Universities (HEIs)
  - Non profit distributing Research & Technology Organisation (RTO) including Catapults
  - Public Sector Research Establishments (PSRE)
  - Research Council Institutes (RCI)
- Public sector organisations and charities doing research activity
- If you are 100% owned by a large parent company as a small subsidiary this means you are classed as a large company and will only be entitled to the relevant grant

# 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) on the date of 31 December 2019 but became a UID between 1 January 2020 and 30 June 2021. 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 are set out in the [European Commission Recommendation](#) of 6 May 2003

# Compliance with the UK Subsidy Control Regime

On 1 January 2021, the UK left the EU and is no longer subject to EU laws on State aid. We draw your attention to the guidance issued by BEIS: [Complying with the UK's international obligations on subsidy control: guidance for public authorities](#). Please be aware this is a living document and may be updated by BEIS as time progresses.

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 BEIS Subsidy Control regime, 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 Subsidy Control.

To ensure that Innovate UK remains compliant with the UK's international Subsidy Control 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 Subsidy Control regime – this will be reflected in the terms and conditions of any award.

# Due diligence for UK Subsidy Control Regime

Under the Subsidy Control Regime, we will carry out financial health checks and going 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: Funding Opportunities

Funding for R&D projects split in to 2 categories; Industrial research & Experimental development

**For Industrial research projects, you could get funding for your eligible project costs of:**

- up to 70% if you are a micro or small organisation
- up to 60% if you are a medium-sized organisation
- up to 50% if you are a large organisation

**For experimental development projects which are nearer to market, 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 Research organisations conducting fundamental research you could get funding for your eligible project costs of:**

- Up to 30% of the total eligible project costs

**A 3.5% levy is payable to the APC by all partners on grant received.**

For general guidance on what our research categories are please visit <https://www.gov.uk/guidance/innovation-apply-for-a-funding-award#categories-of-research-and-development>



# Participation Rules

The aim of this funding opportunity is to:

- optimise the level of funding to business and
  - recognise the importance of research base to project
- 
- At least 70% of total eligible project costs must be incurred by business
- 
- The maximum level (30% of project costs) is shared by all research organisations collaborating on the project

# What is collaboration?

In all collaborative projects there must be:

- **at least two organisations claiming grant within the application (including the lead)**
- a **business or RTO-led consortium**, which may involve both business and the research base and
- evidence of **effective collaboration**
  - *we would expect to see the structure and rationale of the collaboration described in the application*



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# Innovation Funding Service (IFS)

# 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**
- Your company is based in Jersey, so your company number begins with **JE**

# Labour

## Eligible:

- Staff working directly on project
- Paid by PAYE
- NI, pension, non-discretionary costs

## Ineligible:

- Dividends
- Bonuses
- Non productive time

**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**

# Overheads

**Innovate UK's definition:** additional costs and operational expenses incurred directly as a result of the project. These could include additional costs for administrative staff, general IT, rent and utilities

## Indirect (administration) overheads

- please ensure they are additional and directly attributable to the delivery of the project

## Direct overheads

- E.g. office utilities, IT infrastructure, laptop provision not covered by capital usage
- must be directly attributable to the project
- Provide detailed breakdown together with methodology/basis of apportionment

### 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

# Material costs

Please be clear on what the materials are, just putting consumables doesn't provide enough detail and we will request more information should you be successful

**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**

# Capital equipment usage

## Eligible:

Used in the project or shared with day-to-day production.

Calculations will need to be in line with your accounting practices.

Even if the equipment is depreciated fully over the life of the project this must be added under capital equipment.

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	
<b>£750</b>	

# Subcontractors

## Eligible:

Justified and quantified.

If non-UK sub-contractors are being used, you will need to provide strong justification on why an UK-based sub-contractor is not being used.

If you're sub-contracting to a parent or sister company, please ensure you list at cost and do not include profit.

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 & subsistence

## Eligible:

Costs must be directly linked to the project

Please breakdown your costs as follows:

- Travel
- Accommodation
- Subsistence

If you have an annual trip to visit the parent company this is not an eligible cost

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 (£)	
Travel to robotics labs for testing	12	100	£ 1,200	<a href="#">Remove</a>
monthly project meetings	12	150	£ 1,800	<a href="#">Remove</a>
<a href="#">Add another travel cost</a>				
Total travel & subsistence costs			£ 3,000	

# Other costs

## Eligible:

- Costs that could not be added under previous headings
- Do not double count
- Patent filing costs for new IP – SMEs up to £7,500

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

# Application Questions

Application form	
Question 1	What business opportunity does this project address?
Question 2	What is the size of market that you are targeting?
Question 3	How will the results of the project be exploited, in the end market and supply chain, and disseminated?
Question 4	What impact might this project have inside and outside the project collaboration?
Question 5	What technical approach will be adopted and how will you manage the project effectively?
Question 6	What is innovative about this project?
Question 7	What are the main technical, commercial and environmental risks to project success?
Question 8	Does your project team have the right skills, experience and access to facilities to deliver your project?
Question 9	What is the financial commitment required for the project?
Question 10	How does financial support from APC and its funding collaborators add value?

Detailed  
Guidance  
Available on  
IFS

Optional appendices Q1-10

# Application Questions - continued

Detailed Guidance Available on the VfM worksheet

Application form – Value for Money (VfM) worksheet	
Question 11	What is the proposed research and development (R&D) investment in the project?
Question 12	How will the project lead to job creation and safeguarding?
Question 13	What vehicles are expected to adopt the APC technologies under development?
Question 14	For each vehicle, what are the expected vehicle sales carbon and fuel savings forecasts for adopting the APC technology under development?
Question 15	Detail the number of employees upskilled and apprentices, MSc and PhD students working on the project
Question 16	How will the Technology Readiness Level (TRL) and Manufacturing Readiness Level (MRL) of the developed technologies progress through this project?

Upload supporting information as an appendix to Q16

You will see within the brief guidance an additional question. Q17 - Marketing and communications project lead and Q18 – 'Project partners location'- they are un-scored and allows us to determine the full name and email address of a marketing and communications contact for the lead partner in your project for Q17 and whether any of your consortium is based in Northern Ireland and therefore falls under state aid rules rather than subsidy control rules for Q18 . Further guidance can be found on our website regarding this.



# Value for money (VfM) worksheet

Download your Value for money (VfM) worksheet from Q11 – R&D expenditure

## R&D expenditure

11. What is the proposed research and development (R&D) investment in the project?

[▶ What should I include in the R&D expenditure section?](#)

Words remaining: 400

 **Download the Value for money (VfM) worksheet template**

[APC15 VfM form.ods](#)

**Upload your completed Value for money (VfM) worksheet**  
Your upload must be no larger than 10MB

No file currently uploaded.

Upload your completed worksheet



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# 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

## Queries about Je-S:

## 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"/>



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# Submitting your application

# Project cost summary

Project cost breakdown								
	Total	Labour	Overhead costs	Materials	Capital usage	Subcontracting costs	Travel and subsistence	Other costs
<b>Barry Shaw Experts Ltd</b> Partner	<b>£230,162</b>	£84,052	£16,810	£90,550	£0	£35,000	£3,750	£0
<b>EMPIRE LTD</b> Lead organisation	<b>£331,442</b>	£222,414	£44,483	£11,750	£13,000	£36,795	£3,000	£0
<b>University of Bath</b> Partner	<b>£19,762</b>	£8,104	£5,731	£412	£0	£0	£504	£5,011
<b>Total</b>	<b>£581,366</b>	£314,570	£67,024	£102,712	£13,000	£71,795	£7,254	£5,011

This is the level of cost detail that the assessors will see during the assessment process.

Ensure the highlighted costs fits the criteria for this competition

All organisations can see a summary of project costs

# 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>		£751,931		£358,972	£0	£392,959

## IFS checks

- 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](#)

**Terms and conditions** Open all

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

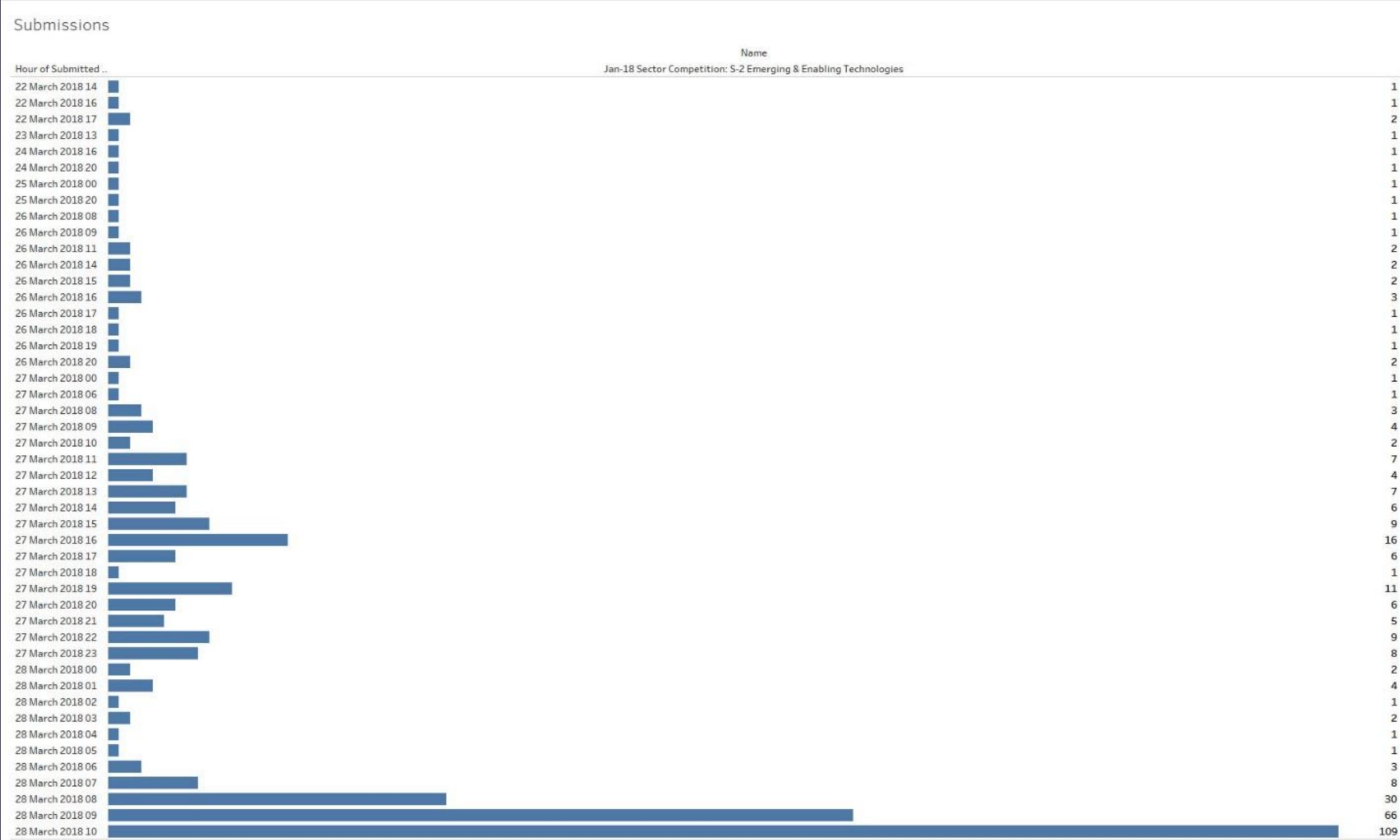
[Submit application](#)

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

Remember to press **SUBMIT**

# Submit your application early!

Be aware of the potential for last minute technical issues!





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# Assessment

# Application assessment

All applications are assessed by independent assessors drawn from industry and academia

## What do they look for?

- **Clear and concise** answers
- **The right amount of information**
  - not too much detail
  - no assumptions
- **Quantification and justification**
- A proposal that presents a **viable opportunity for growth, a level of innovation that necessitates public sector investment** and has the right **team and approach** to be successful

**Keep your assessors engaged and interested in your proposal. You want them to be fascinated and excited by your idea!**

# Scoring

- We review scores and feedback to check assessors are adhering to our guidelines and scoring fairly
- In some cases, where we feel a score is unjust and not supported by feedback, we may remove that score as an outlier and update the total score for the application
- Please be aware that both low and high outliers may be removed and as a result scores may increase or decrease

**If outliers are removed we are unable to reflect this change in the scores you receive as part of your feedback due to this decision being reached outside the IFS system**

# Note on feedback

- The feedback is compiled using the written comments of the independent assessors who review and assess the applications
- It is intended to be constructive in nature and to highlight both the strong as well as the weak areas of your application
- Please bear in mind that because applications are assessed by a number of assessors, you may receive information which appears to be conflicting. This may reflect their different interpretations of the proposal that you submitted
- It must also be noted that some proposals may appear to have been favourably assessed based on their comments, in such instances it could be that your proposal simply fell below the funding threshold, with others achieving a higher merit score overall

# Application assessment

Score Av	Score Spread	Count of No Scope	Count of No Recc'd
84.4	20	0	0
84.4	31	0	1
84.2	31	0	1
84	25	0	0
84	21	0	0

- The score spread shows the difference between the top and bottom scores
- If score spread is 30 or more we will look to see if an outlier is apparent
- If there is a 3 or more appear in either the two columns **Count of No Scope** or **Count of No Recc'd** we review the applications feedback and if justified, the application will not be eligible for funding

# Identifying outliers

Scope?	Recc'd?	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10		Total
true	true	9	8	10	10	9	9	10	9	10	9		93
true	true	9	9	8	7	10	7	8	10	9	10		87
true	false	5	6	7	6	6	7	5	7	7	6		62
true	true	8	8	9	9	9	9	9	9	9	9		88
true	true	10	8	9	9	10	10	8	9	10	9		92
	Average	8.2	7.8	8.6	8.2	8.8	8.4	8.0	8.8	9.0	8.6		84.4
	Spread	5	3	3	4	4	3	5	3	3	4		31

- The **green** box = particular assessor scores on an application
- The **purple** box = set of scores for a particular question
- The **red** box = at first glance this looks like an outlier

# Scores and feedback

Medical device feasibility studies

## Feedback overview

✓ **Congratulations, your application has been successful**  
Scores and written feedback from each assessor can be found below.

### Application details

Assessors do not provide scores on these sections of the application.

<b>Project title</b>	<b>Project timescales</b>
Medical device feasibility studies	Project start date: 1 July 2017
<b>Application number</b>	Duration: 6 months
92	<b>Total project cost</b>
<b>Lead organisation</b>	£150,706
EMPIRE LTD	

Medical device feasibility studies

## Need or challenge

**1. What is the business need, technological challenge or market opportunity behind your innovation?**

**Your answer:**

This medical device will save the NHS millions by reducing patient recovery time. It will have use worldwide, not just in the UK.

**Average score: 7/ 10**

**Your assessors' feedback**

**Assessor 1**

The applicant has aptly described the need and challenge which this project seeks to resolve. There has clearly been some market research, however, a the application shows a lack of understanding of the wider market to which this project applies.

**Assessor 2**

# Interviews

If you are invited to progress to interview:

- You can bring up to **12** people to attend the interview – Ideally one from each organisation within your consortium
- You will have **30 minutes** to present a maximum of 30 **PowerPoint slides**, with no videos or embedded links
- After your presentation you will move back into a separate breakout room where the panel will have some time to discuss your presentation
- There is then a **45-minute** Q&A session lead by members of the panel
- The panel will then discuss your project again following the Q&A session before having the opportunity to invite you back for a further 15 minute Q&A session.
- **You will have an opportunity to respond to the assessor feedback so the panel can read it prior to interview**
- The response to feedback, presentations and presenters' names have to be provided ahead of the interview



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# Project setup for successful applicants

# IFS for successful applicants

## Project Set up: 8 steps to complete

- Applicable to all grant claiming partners
- **Project details** and **project team** must be completed within 30 days
- **Projects must start within 90 days or funding may be withdrawn**
- Confirmation of your bank account is required to ensure we are paying the correct organisation you may/will be asked to provide a redacted bank statement to confirm this
- Project change requests cannot be submitted before the project starts

**i** You must complete your project and bank details within 30 days of our notification to you.  
All project partners have individual steps to complete in this section.  
[View the status of partners](#)

### **Project details**

The proposed start date and location of the project.

### **Project team**

The people on your project.

### **Documents**

You must upload supporting documents to be reviewed.

### **Monitoring Officer**

Your Monitoring Officer for this project is tango man.

### **Bank details**

We need bank details for those partners eligible for funding.

### **Finance checks**

We will review your financial information.

### **Spend profile**

Once we have approved your finances you can change your project spend profile.

### **Grant offer letter**

Once all tasks are complete the Project Manager can review, sign and submit the grant offer letter to Innovate UK.

# Project set up

All grant claiming project partners will be required to complete project set up. To avoid delays you should consider:

- Who will be the project manager?
- Who will be the finance contact for each consortium member?
- How will your consortium be set up? (if applicable)

## Collaboration agreement

Original agreement signed by all participants

Key Features:

- Who is in the consortium?
- What are the aims, and how is the work divided up?
- Ownership of IPR
- Management of consortium

***Negotiating a Collaboration Agreement can be complex and time consuming. Start work on this at an early stage in the process.***

# Grant claims and payments

- All grants are claimable **quarterly in arrears**
- Claims can only be made for costs **incurred and paid** between the project start and end dates
- Claims may be subject to an **independent audit** (including all academic partners) according to grant size
- Claims are only paid once quarterly reporting and necessary audits are complete
- Projects over 6 months are **monitored on a quarterly basis** including a visit from the appointed Monitoring Officer. Anything outside of this will be discussed on a case-by-case basis
- The monitoring will be carried out against a detailed project plan and financial forecast

# Project setup – key points

## Grant offer letters

Only the **project manager** can sign the grant offer letter on behalf of your organisation

## Accepted business bank accounts

- Innovate UK accepts **most of the major UK high street banks**, including these online providers: **Starling, Monzo** and **Metro**

## We cannot accept the following business bank accounts

In order to process claims we need to demonstrate that the bank details on the IFS portal relate to a UK high street bank that is regulated by the Prudential Regulation Authority (PRA), with a clearing facility, dated within the last 3 months and in the name of the participant who submitted them as per the initial application on the IFS portal.

This list is not exhaustive:

- **Prepay Solutions**
- **Ebury**
- **Revolut**
- **Transferwise**
- **Rabobank**
- **Cashplus**
- **Tide**
- **Mettle**

If you have any doubts that your bank account will not meet Innovate UK's funding criteria, please feel free to use the following sort code checker - <http://www.fasterpayments.org.uk/sort-code-checker>. If you input the sort code and find a successful result, this will give you an indication that the bank account you hold is acceptable. See image to the right.

# Contact

## Customer Support Services:

0300 321 4357 (Monday - Friday 9:00am - 11:30am & 2:00pm - 4:30pm)

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

## Knowledge Transfer Network:

[www.ktn-uk.co.uk](http://www.ktn-uk.co.uk)

## Innovate UK:

<https://www.gov.uk/government/organisations/innovate-uk>





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# Thank you

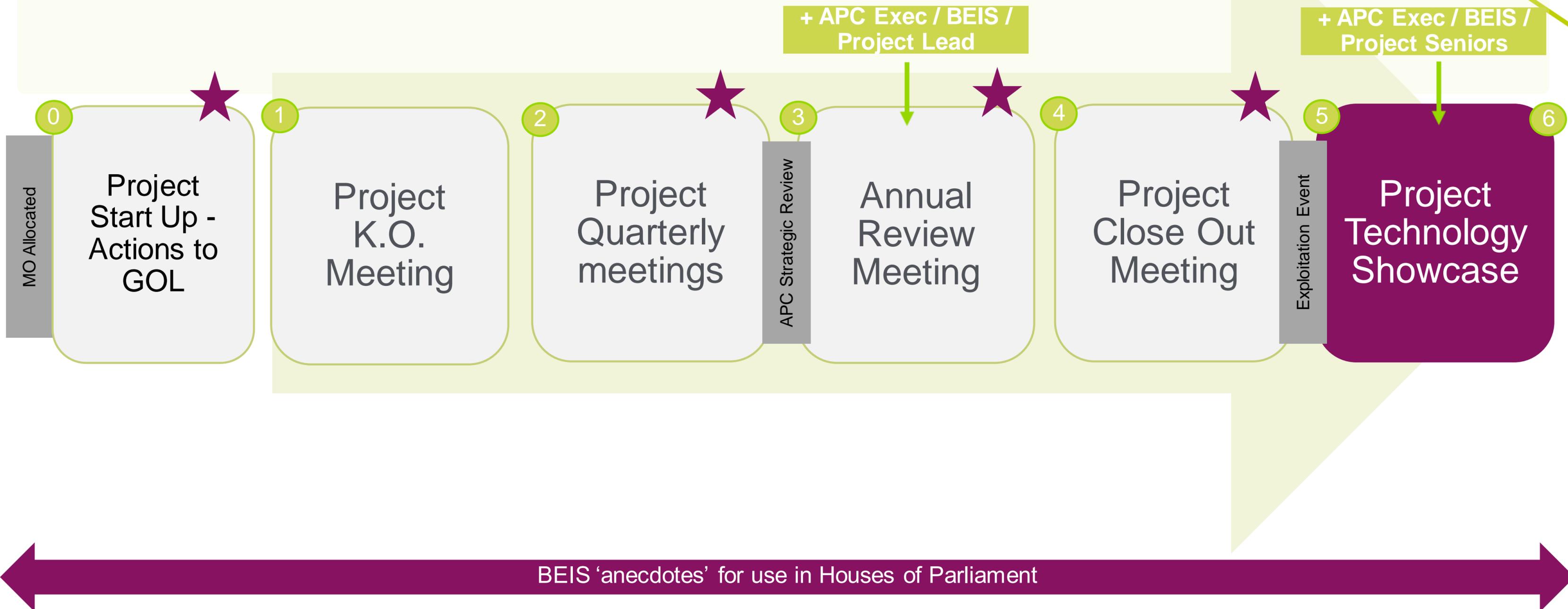


# Key information about the communications process and requirements

Rebecca Watson - APC

# Project Timeline - Communications

Throughout the project, there are expectations that we will need to communicate progress and successes



# APC PR and Engagement Team



► **Rebecca Watson**  
Senior PR Manager  
07899 755 636



► **Andrea Thomas**  
Digital Communications Co-ordinator  
07809 725 544



► **Clem Silverman**  
Stakeholder Engagement Lead  
07876 244 716

# NEXT STEPS

Chris Harris  
Business Development Lead

## Avoiding Common Pitfalls

- **Terms & Conditions** are a standard for the lead company aren't they?
- **I'll just submit my Application as it is,** even though its not fully fleshed out, that will be OK wont it?
- Why am I asking for **Public Funding**?
- What is my **Route to Market**? Is it realistic & robust?
- I can just complete the application on **everyone's behalf**, can't I?
- **The Assessors will know about my Technology or Project** wont they, after all its closely linked to a previous IUK/APC/ISCF project?

 GOV.UK

Menu

**Innovation Funding Service**

**Innovate UK grant terms and conditions for an Advanced Propulsion Centre UK Ltd competition**

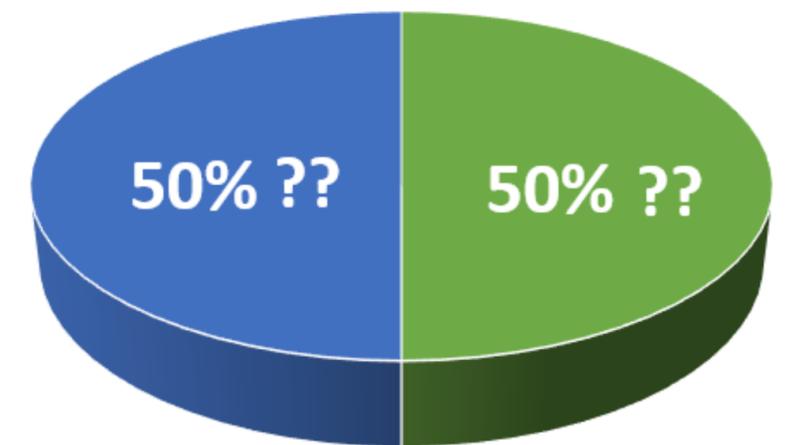
- A These terms and conditions, together with Innovate UK's policies and guidance notes apply to all organisations applying for grant funding. This is either individually or in collaboration. Each organisation must accept these terms and conditions before submitting an application.
- B Whilst this is an Advanced Propulsion Centre (APC) UK competition, Innovate UK is the funding body and any grant which is awarded will be payable by Innovate UK subject to these terms and conditions. The role of APC, the services it provides and the

## Avoiding Common Pitfalls

- I'll just rush through **Finances**, I'm sure it will get through?
  - Does it all add up?
  - Are the numbers correctly allocated?
  - Are all the costs defined? This is particularly pertinent for Sub-Contract....
  - **OVERHEADS** – 20% rule
- We were **going to do this anyway**, we can work out a way to get public funding for it, cant we?
- **Public Funding covers 50%** of the Project Cost, we'll just divide the cost in half, that will be alright won't it?

**Funding breakdown**

Total	Labour (£)	Overhead costs (£)	Materials (£)	Capital usage (£)	Subcontracting costs (£)	Travel and subsistence (£)	Other costs (£)
£4,500,374	1,974,220	394,844	1,570,000	90,000	447,310	24,000	0
£1,580,143	839,035	167,807	339,800	40,000	150,000	36,000	7,500
£1,330,712	722,432	144,486	87,350	29,398	199,200	12,777	135,068



## Next Steps

**Submission Deadline:  
11am 6th October 2021**

- **'To Do' List...**
  - Register for APC19 NOW!
  - Talk to us about your project
  - Have a clear high level vision / pitch
    - but...the devil is in the detail
  - Gaps / weaknesses / concerns
  - UK Supply Chain...
  - Provide evidence, evidence, evidence
  - If at first you don't succeed...respond to feedback!



**What could  
possibly go  
wrong?!**

# Q&A