**Royce Industrial Collaboration Programme Round 4**

This document is intended as a resource to help prepare your application. All applications must be submitted using the online application form. We are unable to accept applications by email.

As part of the online application process you will be able to invite collaborators to complete sections. You may also invite someone to the role of Research/Finance Officer if you need assistance with the completion of your application (for example completing the budget tables). Please be aware that this designated person will have the ability to edit the costs page of the form.

Please refer to the scheme guidance notes for further information.

Section 1 - Overview

On this page, you will be asked to update your contact details and provide information relating to your organisation.

**GDPR Statement**

The information provided in this form will be processed for the application, review and award of the Industrial Collaboration Programme (ICP) Round 4 funding.

If successful, this data will also be used for communication and reporting. Any personal data will be managed and retained in accordance with The University of Manchester’s [Collaborator/Partner Privacy Notice](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/), [Records Retention Schedule](https://documents.manchester.ac.uk/display.aspx?DocID=6514), and [UKRI Standard Terms and Conditions of Funding](https://www.ukri.org/publications/terms-and-conditions-for-research-grants/).

If you have any further queries regarding this, please to do not hesitate to contact: grants@royce.ac.uk You can also find guidance on how to apply on [the website](https://www.royce.ac.uk/industrial-collaboration-programme).

Questions marked with an asterisk are mandatory and must be answered.

Primary Applicant Details

|  |  |
| --- | --- |
| Title  |  |
| Name  |  |
| Email  |  |
| Address |  |

Type of organisation

Select your type of organisation that most clearly matches your organisation

Refer to the following link for additional guidance <https://www.ukri.org/apply-for-funding/how-to-apply/check-if-you-are-eligible-for-research-and-innovation-funding/eligibility-as-a-business/>

* Higher Educational Institutes and Universities
* Research and Technology Organisation (RTO)
* Small and Medium-Sized Enterprises (SMEs)
* Large Enterprise

If you are an SME or Large Enterprise, please confirm:

|  |  |
| --- | --- |
| Number of FTE employeesIn the last 12 months, what was the total number of Full Time Equivalent (FTE) employees in your business? |  |
| In the last 12 months, including any support from Innovate UK, what was your business's Innovation/Research and Development expenditure? |  |
| In the last 12 months, what was your business's turnover? |  |

Project Title

Provide the full title of your proposed project

Project start date

Provide the proposed start date of your project. Projects should start from 01/10/2024.

Project end date

Provide the proposed end date of your project. Projects should end no later than 28/02/2025.

Area of scope

Select the project area of scope that most clearly defines your project

* Sustainable advanced materials (incl. foundation industries)
* Quantum Technologies and Advanced Electronics
* Energy Innovation and Hydrogen Technologies
* Healthcare Innovation

Describe how your proposal meets the competition scope. If more than half of the assessors determine it to be out of scope, it will be ineligible for funding.

Project description

Please provide a brief description of your project. Use only information you are happy to publish in the public domain. Information in this answer may be used to develop case studies.

This question is not scored.

Section 2 - Collaborators

On this page, you should enter details of the contributions of any **collaborators**to your grant application.

It is a condition of the funding that the Project Lead and its collaborators enter into a collaboration agreement for the Project ahead of the Project commencing. Please ensure that all collaborators are aware of this requirement and have taken it into account in their decision to take part.

If you do not think that a collaboration agreement is required for a collaborator’s input you must make this clear, setting out your reasoning, in the application so that this may be taken into account in the decision-making process.

To collaborate or lead, you must be one of the following:

* Academic institution
* Research and Technology Organisation (RTO),
* Charity or not for profit organisation
* Business of any size

UK-registered companies may participate and claim funding.  International companies are eligible for participation but cannot claim funding.

Collaborator 1 details

Provide the details of your collaborator. To add an additional collaborator, select the checkbox.

|  |  |
| --- | --- |
| Organisation Name  |  |
| Address including postcode  |  |
| Main Contact name  |  |
| Position  |  |
| Email Address |  |

Type of organisation

Select the type of organisation

* Higher Educational Institutes and Universities
* Research and Technology Organisations (RTO)
* Small and Medium-Sized Enterprises (SME)
* Large Enterprise

If you are an SME or Large Enterprise, please confirm:

|  |  |
| --- | --- |
| Number of FTE employeesIn the last 12 months, what was the total number of Full Time Equivalent (FTE) employees in your business? |  |
| In the last 12 months, including any support from Innovate UK, what was your business's Innovation/Research and Development expenditure? |  |
| In the last 12 months, what was your business's turnover? |  |

Will collaborator 1 be receiving funding?

Yes/ No

If No:

What will be their contribution to the project and how will this be an effective collaboration leading to technology translation?

Maximum 200 words

|  |  |
| --- | --- |
| Value of in-kind contributions £ |  |
| Value of in-kind cash contributions £ |  |

Add additional collaborator details as required.

Section 3 - The Proposal

On this page, you should enter information relating to your proposal.

Question 1 - The idea

What is the problem you wish to solve and why is your proposed approach an innovative solution?

You must consider the following in your answer:

* The specific innovation you propose to develop
* How this is different and better than alternative solutions
* Any barriers to adoption and how they could be overcome
* Why your solution is novel, important and timely

Your answer can be up to 600 words long and will be scored out of a maximum 25 points.

Question 2 – Workplan and costs

What will you do with the grant funding? How will you manage the project and risks effectively?

You must consider the following in your answer:

* Your project's main work packages, who leads them and the outputs
* A list of outputs of the project in terms of specific deliverables, ideally per work package
* The project risks and how you will mitigate them
* Describe what the funding will be spent on, referring to costs for main work packages
* Your freedom to operate, for example, patents, Intellectual Property

Your answer can be up to 600 words long and will be scored out of a maximum 25 points.

Question 3 - Project resources and capabilities

Explain why you and your partners are capable of delivering this project.

You should consider the following in your answer:

* What resources and facilities (whether Royce or external) you can access, including the main people and teams involved and relevant track records
* What are the contributions from each project partner and why the project is an effective collaboration leading to technology translation
* Your capability to deliver in the required timeframe given your existing business activities or constraints

Your answer can be up to 600 words long and will be scored out of a maximum 25 points.

Question 4 - Impact and added value\*

What will be the impact of receiving the grant to your project?

You must consider the following in your answer:

* What is the expected impact of the project? This may be academic or economic impact for the project partners but also environmental, societal, health or other impact for the broader UK
* Why public funding is necessary and value for money, for example, is there currently a lack of investment, or market failure?
* How the project will progress and deliver outcomes beyond the life of the project and under what timescale

Your answer can be up to 600 words long and will be scored out of a maximum 25 points.

Question 5 – Sustainable Development Goals (this question is not scored)

The Henry Royce Institute is committed to enabling advanced materials research for a sustainable society. Please list which of the [UNs 17 Sustainable Development Goals](https://sdgs.un.org/goals), you believe your proposal aligns with (you may select multiple).  If you don’t see a clear alignment then please specify in other:

1. GOAL 3: Good Health and Well-Being
2. GOAL 6: Clean Water and Sanitation
3. GOAL 7: Affordable and Clean Energy
4. GOAL 8: Decent Work and Economic Growth
5. GOAL 9: Industry, Innovation & Infrastructure
6. GOAL 11: Sustainable Cities and Communities
7. GOAL 12: Responsible Consumption and Production
8. Other (please specify)

Briefly summarise how your project aligns with the SDGs you have selected (max 300 words).

Section 4 - Workplan and Costs

On this page, you will be required to enter details of the workplan and budget for your proposed project.

Do you plan to use Royce facilities as part of your project?

Yes/ No

If Yes, Where are the facilities based (select all that apply)

|  |
| --- |
| Cranfield University |
| Imperial College London |
| National Nuclear Laboratory (NNL) |
| University of Cambridge |
| University of Leeds |
| University of Liverpool |
| University of Manchester |
| University of Manchester (NXCT) |
| University of Oxford |
| University of Sheffield |
| University of Strathclyde |
| UK Atomic Energy Authority (UKAEA) |

Name of Facilities Manager(s) Contacted:

Funding Requested

The project costs table has been pre-populated with items under each budget heading. Provide details of the project costs for the lead organisation. To add collaborator costs select **Add another period.**

Your total project costs across all partners should be between £50,000 and £125,000. Please refer to the scheme guidance for more information.

To calculate the budgets, download the [Costings spreadsheet](https://documents.manchester.ac.uk/display.aspx?DocID=71866) and follow the guidance tab to input the costs for the projects.

Costing form upload

Please upload a copy of the costing sheet.

Total Project Costs for all Partners

Provide the total contribution from collaborators calculated in the costing form spreadsheet. Additionally, provide the total funding requested and in-kind or cash contributions.

| Budget heading | Lead Organisation | Collaborator 1  | Collaborator 2  | Total |
| --- | --- | --- | --- | --- |
| Toal Personnel Costs (A) | Amount (£) |  |  |  |  |
| Total Equipment Costs (B) | Amount (£) |  |  |  |  |
| Total Consumables Costs (C) | Amount (£) |  |  |  |  |
| Total Travel Costs (D) | Amount (£) |  |  |  |  |
| Total Other Costs (E) | Amount (£) |  |  |  |  |
| Total Indirect Costs (F) | Amount (£) |  |  |  |  |
| Total Application Scientists Costs (G) | Amount (£) |  |  |  |  |
| Total Royce facilities Costs (H) | Amount (£) |  |  |  |  |
| Total non-Royce facilities Costs (I) | Amount (£) |  |  |  |  |
| Grand Total | Amount (£) |  |  |  |  |

To add details for collaborators, select '**Add another period**'

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget heading | Lead Organisation | Collaborator 1 | Collaborator 2 | Total |
| Costs | Total Funding Requested |  |  |  |  |
| Total Project Costs |  |  |  |  |
| Total Partner Contributions |  |  |  |  |

|  |  |
| --- | --- |
| Total In-Kind Contribution: |  |
| Total Cash Contribution:  |  |

Collaborator funding statement

If a project partner does not wish to claim grant funding or wishes to provide in-kind or cash contribution towards the total project costs, it should outline this on a company letterhead document signed by a senior company official.

Please upload the letter here.

Collaborator to budget details

Provide the detail of each collaborator as it appears in the budget table.

|  |  |
| --- | --- |
| Lead Organisation |  |
| Collaborator 1 |  |
| Collaborator 2 |  |
| Collaborator 3 |  |
| Collaborator 4 |  |
| Collaborator 5 |  |
| Collaborator 6 |  |
| Collaborator 7 |  |

Section 5 - Declaration

Subsidy Control Declaration

This competition provides funding in line with the Subsidy Control Act 2022. Further information about the Subsidy requirements can be found within the [Subsidy Control Act 2022](https://www.legislation.gov.uk/ukpga/2022/23/enacted).

If you are unsure about your obligations under the Subsidy Control Act 2022 or the State aid rules, you should take independent legal advice. We are unable to advise on individual eligibility or legal obligations.  You must always make sure that the funding awarded to you is compliant with all current Subsidy Control legislation applicable in the United Kingdom.

Royce is unable to award organisations that are considered to be in financial difficulty. We will conduct financial viability and eligibility tests to confirm this is not the case following the application stage.

I declare that:

I confirm that the information contained in this application is correct, the enterprise(s) is/are not in financial difficulty and that we will comply with all Subsidy Control legislation.

State aid received

Please confirm the total amount of state aid (£) received by each enterprise in the most recent rolling three financial year periods. (Industry partners only)

|  |  |
| --- | --- |
| Lead Organisation |  |
| Collaborator 1 |  |
| Collaborator 2 |  |
| Collaborator 3 |  |
| Collaborator 4 |  |
| Collaborator 5 |  |
| Collaborator 6 |  |
| Collaborator 7 |  |

Grants awarded to Higher Education Institutes / Research and Technology Organisations are assumed to be related to non-economic activities and do not count towards subsidy control regulations.

Linked enterprises

Please include details of any linked enterprises (as defined by [HMRC](https://www.gov.uk/hmrc-internal-manuals/corporate-intangibles-research-and-development-manual/cird91600))

Equality, Diversity and Inclusion

How have you considered equality, diversity and inclusion into your project delivery and project outcomes?

Describe any challenges or opportunities relating to equality, diversity and inclusion arising from your project and the methods and approaches used to address them:

* during project delivery
* for governance
* for the project team and advisory boards
* for stakeholder and end-user engagement
* for design thinking

Note: Questions relating to equality, diversity and inclusion will not form part of the funding decision but will be used to inform the development of EDI activities for the competition cohort.

How did you hear about the Industrial Collaboration Programme?

|  |
| --- |
|  |

Please confirm if you are happy to be contacted about other Royce opportunities:

Yes/ No

Submission

By submitting this application, I agree that:

1. A collaboration agreement will be put in place between project partners.
2. At the end of the project, a project report will be produced, including a plan for any follow-on activity and a financial summary of the project costs.
3. Information on the impact of the funding will be regularly provided upon request within 5 years of funding

After Application submission

Your application will be confidentially shared with, and assessed by an independent panel made up of experts in the field from industry and academia against the following criteria:

* The idea and potential for a substantive step-forward
* Impact and added value
* Appropriate project resources and capabilities
* Appropriate workplan
* Justification of costs and value for money
* Ability to deliver a high impact project
* Overall fit to Royce funding objectives

Any applications deemed out of scope will be rejected.

Royce will provide unsuccessful applicants with feedback.

If your application is successful, you will be issued a grant offer letter outlining the requirements for funding.  You will be asked to provide:

* Name and contact details for the partners’ financial and contract leads for the lead partner. If the project is industry-led, we will require the finance details of all parties.
* A signed collaboration agreement between the project partners. We would suggest that the collaboration agreement be based on either a [Lambert](https://www.gov.uk/guidance/university-and-business-collaboration-agreements-lambert-toolkit) template (for university and company collaborations), or a [Brunswick](https://arma.ac.uk/updated-brunswick-agreements/) template (for university-to-university collaborations). The project partners are responsible for negotiating this after the award, preferably to be agreed before a project commences (**NB no project funds will be released until a collaboration agreement is in place).**

**Contact details**:

Please email any queries to: grants@royce.ac.uk