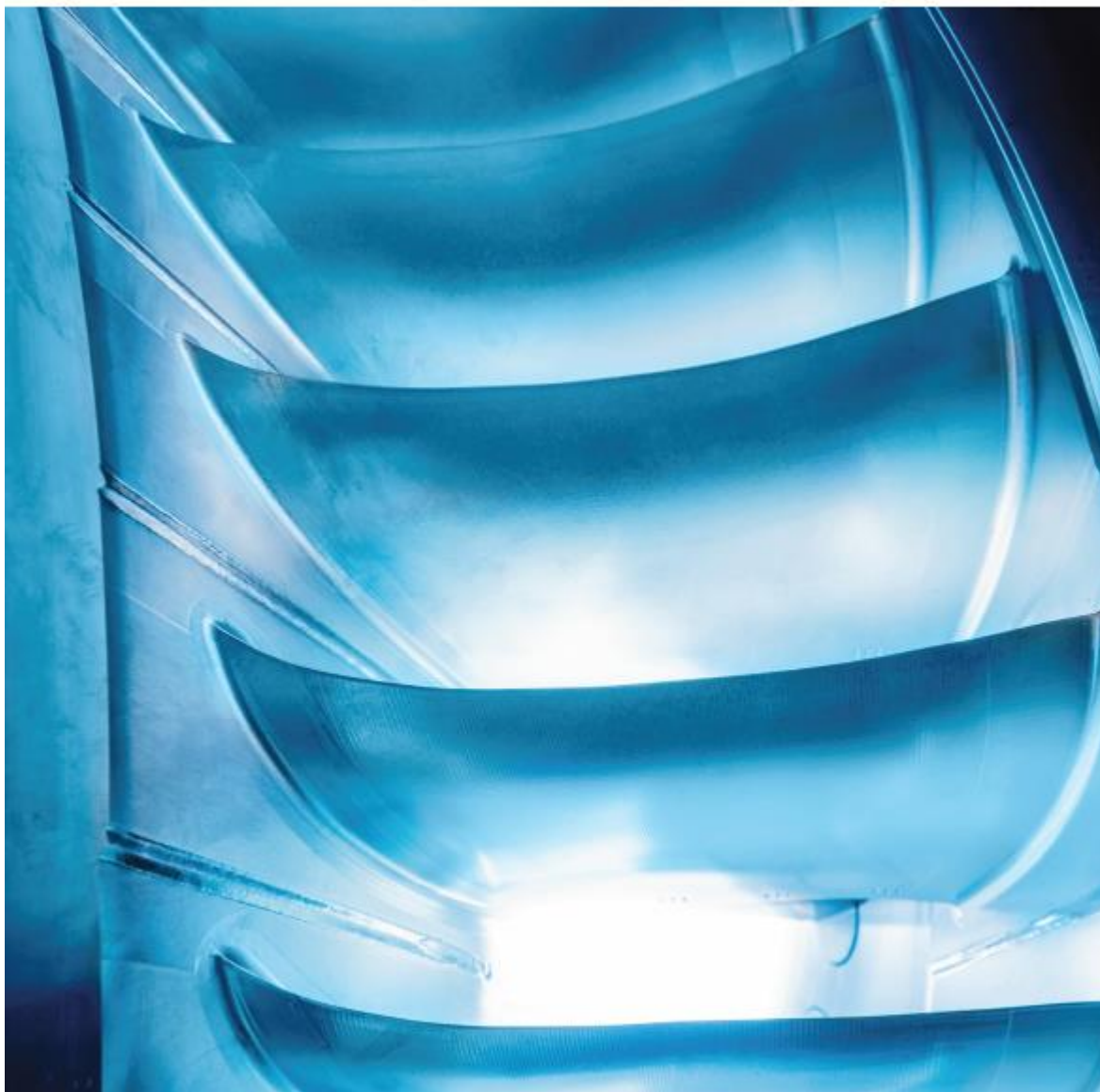


# ATI Programme

Guidance for Applicants



Innovate UK



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## Introduction

The ATI Programme is a £3.9 billion joint government and industry investment. Its purpose is to offer funding for research and technology development in the UK, to maintain and grow the UK's competitive position in civil aerospace.

The ATI Programme was launched in 2013 to support delivery of the Aerospace Growth Partnership (AGP) Industrial Strategy, "*Lifting Off – Implementing the Strategic Vision for UK Aerospace*". The AGP is a partnership between the Government – the Department for Business, Energy and Industrial Strategy (BEIS) – and the Civil Aerospace Industry. The funding programme aligns to the UK's Aerospace Technology Strategy, which is developed and published by the Aerospace Technology Institute (ATI).

This programme is co-ordinated and managed by:

- the Department for Business, Energy and Industrial Strategy (BEIS)
- Innovate UK
- the Aerospace Technology Institute (ATI)

All 3 organisations work in collaboration. Together we deliver a portfolio of projects to meet the objectives and priorities of the [UK Aerospace Technology Strategy](#).

Applications for this funding are assessed:

- for strategic fit by the ATI
- for policy review and value for money by BEIS
- by independent assessment process by Innovate UK

[More information on the application process can be found on the ATI website.](#)

This document provides guidance to organisations seeking to apply for ATI Programme funding. This document outlines the process for developing an application and the detail information that needs to be provided. This document also outlines the process taken by the ATI, BEIS and Innovate UK when assessing an application. **It is highly recommended that applicants read this document before submitting an application to fully understand the requirements of the process.**

The information within this document was correct as of the time of writing. For the latest, please refer to the Innovate UK [general guidance](#).

## Eligibility

To apply for this Programme, you must:

- be a UK-based business of any size
- plan to carry out an aerospace research or technology development project in the UK
- address the specific requirements of the [UK Aerospace Technology Strategy](#)
- sign up to the [ATI Framework Agreement](#)

Total costs and project duration should be appropriate and proportionate to strategic alignment and prioritisation within the UK Aerospace Technology Strategy and the expected benefits.

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In securing funding from this programme, each industry participant receiving a grant will pay an industrial contribution to the ATI operating budget, proportional to its grant. Contributions are detailed in the [ATI Framework Agreement](#). Further information is contained in the Appendix. Companies receiving funding should also note the requirements on data sharing with the ATI.

### **Industry-led research projects**

If you are a single applicant, or in a collaboration, total grant funding must not exceed 50% of total eligible project costs or your eligibility will be affected. This is regardless of individual partner grant claims.

Individual partners in a collaboration can claim grant funding up to:

- 100% if you are an academic or non-profit Research and Technology Organisation (RTO)
- 70% if you are a small business
- 60% if you are a medium-sized business
- 50% if you are a large business

The [research organisations](#) in your consortium, if any, can share up to 30% of the total eligible project costs but cannot lead a project. If your consortium contains more than one research organisation, this maximum participation ratio will be shared between them.

### **Capital investment projects**

To lead, or work alone, on a capital project you must:

- be a UK based business of any size or a research and technology organisation (RTO)
- plan to carry out an aerospace research or technology development project in the UK
- address the specific requirements of the UK Aerospace Technology Strategy
- sign up to the Aerospace Technology Institute (ATI) framework agreement

Academics or RTOs can lead this type of project provided there is sufficient evidence for industrial end-users demonstrated. If you are a single applicant, you can claim grant funding of:

- up to 100% if you are an academic or non-profit RTO
- up to 50% if you are a business regardless of size

If you are in a collaboration, total grant funding must not exceed 50% of total eligible project costs. This is regardless of individual partner grant claims. Failure to do this will affect project eligibility.

For business led capital projects the [research organisations](#) in your consortium can share up to 30% of the total eligible project costs. If your consortium contains more than one research organisation, this maximum will be shared between them.

### **Collaborators**

To collaborate on a project, you must:

- be a UK based business, academic organisation, charity, public sector organisation or research and technology organisation (RTO)
- carry out your project work in the UK
- intend to exploit the results from or in the UK
- work in collaboration with other businesses, research organisations or third-sector organisations

Single applicants must claim funding. If the project is collaborative, the lead and at least one other organisation must claim funding. Any UK business claiming funding must be eligible to receive state

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aid. If you are unsure, please take legal advice. For further information please see the Innovate UK [general guidance](#).

### **Partners with no funding**

Projects can include partners that do not receive any funding (for example, non-UK businesses). Their costs will count towards the total project costs but they will not be categorised as collaborators.

## **Scope**

Projects must have a potential application within the civil aerospace sector. Priority areas identified within [UK Aerospace Technology Strategy](#) include:

- whole aircraft design and integration
- aerostructures
- advanced systems
- propulsion technologies

Projects must focus on industrial research (as defined by EU State Aid) and aim to achieve Technology Readiness Level (TRL) 4-6 by the end of project. For this Programme, projects are usually business-led. Only projects which score well against the below criteria will receive funding from the ATI Programme:

1. Strategic fit with the UK Aerospace Technology Strategy.
2. Value for money for the UK and potential impact of the exploitation of your idea once the project is over.
3. Project deliverables such as time, cost and quality (including risks).

The [UK Aerospace Technology Strategy](#) provides detailed information on specific themes:

- aircraft of the future: strengthening the UK's whole-aircraft design and system integration capability, and positioning it for future generations of civil aircraft
- smart, connected and more electric aircraft: developing UK advanced systems technologies to capture high-value opportunities in current and future aircraft
- aerostructures of the future: ensuring the UK is a global leader in the development of large complex structures, particularly wings
- propulsion of the future: advancing a new generation of more efficient propulsion technologies, particularly large turbofans

The programme does not fund projects that are:

- primarily aligned to defence, space or other industrial sectors, (but we will recognise dual use technologies, provided the primary application is in civil aerospace).
- primarily focused on early-stage research (TRL 1-2).
- any activity relating to the development of commercial products (TRL 7-9).

## Organisation roles and responsibilities

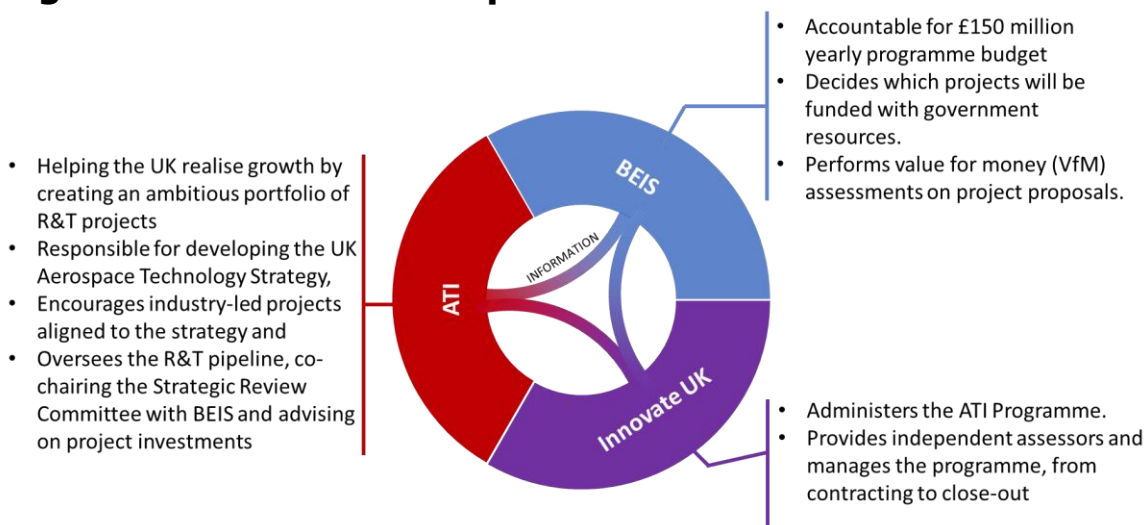


Figure 1 - Organisation roles and responsibilities

This programme is co-ordinated and managed by the Department for Business, Energy and Industrial Strategy (BEIS), Innovate UK, and the Aerospace Technology Institute (ATI). All 3 organisations work in collaboration to deliver a portfolio of projects to meet the priorities of the Technology Strategy.

- The ATI's mission is to help the UK realise growth by creating a coherent and ambitious portfolio of R&T projects. It is responsible for developing the UK Aerospace Technology Strategy and encourages industry-led projects that fit with this strategy and maximise the potential to the UK economy. The ATI oversees the R&T pipeline, co-chairing the Strategic Review Committee with BEIS and advising on project investments.
- BEIS is the government department accountable for the £150 million yearly programme budget. BEIS decides which projects will be funded with government resources. It also performs value for money (VfM) assessments on project proposals.
- Innovate UK administers the ATI Programme. It provides independent assessors and manages the programme, from the contracting of projects, through performance monitoring to close-out. Innovate UK, along with BEIS, also manages project change requests, provides feedback on project strategic alignment and supports evaluation of the programme.

If you need more information, contact the Innovate UK competition helpline on 0300 321 4357 or [email us](#).

## Application Process

The application process has four major stages as outlined in Figure 2:

1. Expression of interest (EOI): opens monthly and is reviewed by ATI only;
2. Full Stage application (FSA): by invite only, if successful in stage 1. Proposal development on IFS by applicants;
3. Strategic assessment by the ATI, value for money (VfM) and policy review by BEIS and Independent assessment by Innovate UK;
4. Final approvals by BEIS and contracting through Innovate UK.

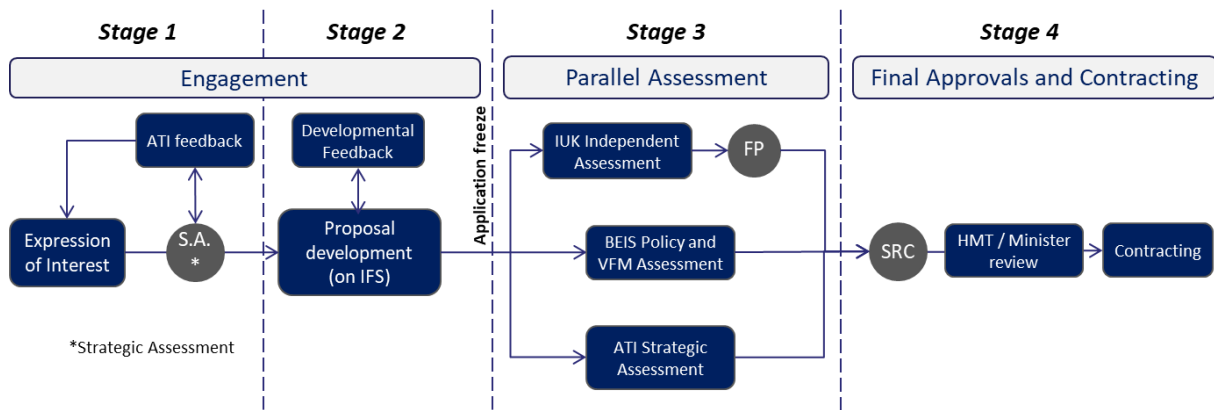


Figure 2 - Application process overview

## Stage 1 – Expression of Interest

### Initial engagement

To apply for ATI Programme funding you will need to submit an Expression of Interest (EOI) through IFS, outlining your proposal. To be considered, an EOI needs to be submitted whilst the competition window is open. There are regular EOI competition windows throughout the year.

The EOI is designed to allow the ATI to better understand:

- the intended scope of the project
- the project’s alignment to the UK Aerospace Technology Strategy
- potential links with existing activity
- which organisations are expected to take part in the project
- when the project is aiming to start and how much the project is expected to cost.

Dates for upcoming EOI competitions can be found on the Innovate UK website on the relevant ATI Programme webpage.

### Preparing the Outline Proposal

During the EOI stage, you will be asked to answer a number of questions structured around the 10-question format required of Full Applications. Each answer will be word limited and you will be given the opportunity to upload supporting charts or graphics where appropriate. The EOI is designed to be as succinct as possible, explaining the business benefits, target application, specific technologies to be developed, approach to delivering and how it will impact the UK.

### Strategic assessment

The ATI will conduct a Strategic Assessment of your EOI based upon its alignment to the UK Aerospace Technology Strategy, fit with existing activity and the capability of project partners. This assessment will appraise at a high-level:

- Strength of the business case
- Alignment with the UK aerospace technology strategy
- Clarity and plausibility of deliverables and high-level activities to deliver
- Strength of exploitation routes
- UK benefit and plausibility of impact
- Extent to which synergies and collaboration have been maximised
- Additionality associated with funding



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The assessment has two stage-gates: Scope and Quality. It is a requirement to pass both parts of the assessment to progress to the next stage of the process. Feedback is provided to every EOI regardless of success or failure at this stage. If successful, you will be invited to develop a Full Application.

### Key dates

Key dates for the upcoming EOI competitions are in the table below:

Competition	Open		Close		Results Notification	
July EOI	8 <sup>th</sup> Jul-19	Mon	24 <sup>th</sup> Jul-19	Wed	13 <sup>th</sup> Aug-19	Tues
August EOI	5 <sup>th</sup> Aug-19	Mon	21 <sup>st</sup> Aug-19	Wed	10 <sup>th</sup> Sep-19	Tues
September EOI	9 <sup>th</sup> Sep-19	Mon	25 <sup>th</sup> Sep-19	Wed	15 <sup>th</sup> Oct-19	Tues
October EOI	7 <sup>th</sup> Oct-19	Mon	23 <sup>rd</sup> Oct-19	Wed	12 <sup>th</sup> Nov-19	Tues
November EOI	4 <sup>th</sup> Nov-19	Mon	20 <sup>th</sup> Nov-19	Wed	10 <sup>th</sup> Dec-19	Tues
December EOI	2 <sup>nd</sup> Dec-19	Mon	18 <sup>th</sup> Dec-19	Wed	14 <sup>th</sup> Jan-20	Tues
January EOI	6 <sup>th</sup> Jan-20	Mon	22 <sup>nd</sup> Jan-20	Wed	11 <sup>th</sup> Feb-20	Tues
February EOI	3 <sup>rd</sup> Feb-20	Mon	19 <sup>th</sup> Feb-20	Wed	10 <sup>th</sup> Mar-20	Tues
March EOI	2 <sup>nd</sup> Mar-20	Mon	18 <sup>th</sup> Mar-20	Wed	7 <sup>th</sup> Apr-20	Tues

Subsequent EOI competition windows will be published and made available on both the ATI and Innovate UK websites.

## Stage 2 – Full Application

### Invitation to Full Application (FA)

The lead applicant will be provided with a URL link by Innovate UK to develop the Full Application on the Innovation Funding Service (IFS) platform. The application will be registered for assessment in a specific batch and must complete the application within published deadlines.

### Development Feedback

ATI will contact you to arrange a series of meetings to support the development of the Full Application. Your project will be assigned a project lead from the ATI technology team to monitor the progress of the application and provide development feedback, where appropriate.

Meetings with the ATI will provide an opportunity to discuss the key requirements of the Full Application and give feedback on any gaps or issues with the project or its benefits. At all times the responsibility for the application and its completion rests with the lead applicant and its partners.

One of these meetings must involve all of your project partners and may also include representatives from BEIS in addition to ATI. The purpose of this meeting is to ensure you have all of the information you need to complete your application and that there is good alignment across the project consortia.

### The Application Form



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Your application will be built and submitted using the Innovation Funding Service (IFS), an online submission platform being adopted across all Innovate UK funding calls. The IFS platform provides a sequential application form, requiring you to complete each section to submit your application.

Detailed guidance and example answers are provided for each question, to aid you in the completion of the necessary information. Individual sections can be allocated to partner organisations or individuals for completion where required by the lead applicant.

The structure of the IFS application form is as follows:

- Application details
- Project summary
- Public description
- Scope
- Application questions
  - Business opportunity
  - Market
  - Results
  - Benefits
  - Technical approach
  - Innovation
  - Risks
  - Team and facilities
  - Costs
  - Added value to the UK
- Finances
  - Your finances
  - Finances overview

It is important that each application question is clearly addressed and answered succinctly. To aid completion, specific guidance notes at the end of this document provide an explanation of what is required for each question. This guidance is also provided on a section-by-section basis on IFS. The guidance notes are not intended to be exhaustive; questions should be tailored according to the skills, knowledge and experience of the organisation or consortium.

Applicants are encouraged to be concise in their proposals; word count and page length restrictions are placed on applications according to the requested grant value. On the IFS portal, these take the form of word count restrictions, and vary according to the relative importance of the section to the assessment. These word counts will be made clear in the guidance accompanying each section, with a visible word counter provided. It is vital that the word count is adhered to, as well as the required questions answered, as the application cannot progress if not.

Relevant and appropriate graphical information or diagrams can be submitted in the relevant IFS section as an appendix. It is recommended that applicants take up the offer from the ATI for guidance on the structuring and content of proposals to meet the requirements of the SRC process.

### **BEIS Statement of Intent**

As part of the application, BEIS will require from you a written statement of intent, the level and detail of which will depend on the specific project. This statement of intent will allow BEIS to assess the potential impacts of the project after its completion. The statement of intent should set out your plans to exploit and commercialise the technologies developed during the project.

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Key elements for the statement of intent include:

- target products and platforms
- timescale for commercialisation
- future investment plans
- jobs created and safeguarded
- supply chain development

Your statement of intent should provide a written description of the data provided in the Value-for-Money submission, e.g. to elaborate on the types of investment and expected locations of jobs.

Your statement of intent should clearly identify any links between the outcomes of this project and other relevant supporting projects that might be required to commercialise the technology. It should also provide a summary of any dissemination plans, which might lead to potential spillover opportunities, e.g. to the UK supply chain or use of research facilities or university research.

Your statement of intent should be uploaded as a written appendix within IFS as part of the question 3 'project results'. It may be subject to review and iteration with BEIS during the assessment process.

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### **BEIS - Value-for-Money**

All projects are subject to a value-for-money assessment (VfM) and subsequent approval of the project award by BEIS. Further information in this guidance document identify the evidence that needs to be provided for this VfM assessment and how to complete the accompanying excel pro-forma.

A blank VfM spreadsheet can be downloaded from the 'economic benefit' question on the IFS portal, completed and then uploaded for assessment. Explanations should be provided of how the data inputted has been calculated as well as supporting evidence. If there is insufficient space in the VfM workbook, additional documents giving further explanation of data calculations and supporting evidence should be uploaded separately to IFS.

### **Finance forms**

All proposal submissions require completion of finance forms. The finance forms provide details on the eligible project costs for each partner in the consortium. Finance forms are required from each industry partner for any submission, irrespective of grant value. These will be submitted via the IFS portal.

Each non-academic organisation in the project must provide a project finance form using the latest template "Project finance form" which is available on the IFS site. Previous versions of the form will not be accepted. This must be submitted in excel format with the application form by each applicant. Each finance form provides a detailed breakdown on each organisation's total eligible project costs. All total figures listed in the finance summary table must match those stated in the 'Form status' tab within the project finance form.

Full Je-S submissions are required for all academic partners irrespective of grant value. Please note that applicants using Je-S should ensure that their costs comply with current Research Council policy on eligible costs. Je-S forms should be submitted with a 'with council' status.

**NB:** where other research organisations, e.g. Catapults, are involved in the project, they will be required to complete the industry project finance form, rather than complete a Je-S submission.

The IFS portal will allocate the relevant finance form to be completed by each partner according to the selection made when defining the consortium make-up – it is crucial that each partner is correctly categorised from the outset to avoid delays in contracting.

Partners will not be able to see each other's finance form in detail to protect commercial sensitive figures.

### Framework Agreement

All applicants must sign ATI's Framework Agreement (covering topics such as industrial contributions and data sharing), before submitting a proposal for assessment. IFS will not permit submission unless this requirement is met. More information on the Framework Agreement is in the Appendix.

### Submission and Freeze

Once complete, the application is then submitted and frozen on IFS; this allows an assessment in parallel by the three organisations and marks the end of Stage 2.

Once an application has been submitted and frozen it cannot be amended; it is vital that all the required information is captured in the application before it is submitted.

If you require further information or have a query regarding Stage 2, please contact:

- The ATI Technologist who has been assigned as a project lead for your application
- Innovate UK detailed applications - Innovate UK Innovation Lead
- Innovate UK application, submission and assessment process – Innovate UK Customer Support Services: 0300 321 4357 or [support@innovateuk.gov.uk](mailto:support@innovateuk.gov.uk)

The Stage 2 application submission dates can be found below:

Competition	Open		Close		Notification to Applicant	
Batch 30	5 <sup>th</sup> Aug-19	Mon	11 <sup>th</sup> Sep-19	Wed	8 <sup>th</sup> Nov-19	Fri
Batch 31	4 <sup>th</sup> Nov-19	Mon	11 <sup>th</sup> Dec-19	Wed	28 <sup>th</sup> Feb-20	Fri
Batch 32	17 <sup>th</sup> Feb-20	Mon	25 <sup>th</sup> Mar-20	Wed	5 <sup>th</sup> Jun-20	Fri
Batch 33	25 <sup>th</sup> May-20	Mon	1 <sup>st</sup> Jul-20	Wed	11 <sup>th</sup> Sep-20	Fri
Batch 34	31 <sup>st</sup> Aug-20	Mon	7 <sup>th</sup> Oct-20	Wed	18 <sup>th</sup> Dec-20	Fri
Batch 35	30 <sup>th</sup> Nov-20	Mon	6 <sup>th</sup> Jan-21	Wed	26 <sup>th</sup> Mar-21	Fri

#### Important Note:

***Please do not leave your submission to the last minute.***

If any technical difficulties arise, or if you identify any errors in your submission, please contact customer support services on 0300 321 4357 or email [support@innovateuk.gov.uk](mailto:support@innovateuk.gov.uk) immediately. It is your responsibility to ensure you follow the programme's guidance rules and in doing so allow sufficient time to complete all of the documentation & requirements described in this document.

## Stage 3 – Assessment

### Assessment overview

Project applications will undergo a detailed assessment process to ensure the projects are of sufficient quality, provide good value for money to support the significant levels of public sector funding, and present clear exploitation strategies for commercialisation of the innovation.

The proposal, once submitted and frozen on IFS, is passed to the three stakeholder organisations to allow the parallel assessments to begin. The three parallel assessments are:

- ATI strategic assessment – examines the project for contribution and alignment to the UK Aerospace Technology Strategy, and to the broader portfolio;
- BEIS policy and VfM assessment – scrutinises each project according to its value for money (VfM), wider exploitation and fit with policy priorities.
- Innovate UK Independent Assessment – providing an independent technical assessment. (Further details on the independent assessment process is provided below).

Due to the parallel nature of the assessment process, in order to progress to the next stage, the project will have to be successful at all three assessments: ATI, BEIS and Independent Assessment. Any resulting failures will require resubmission for a subsequent funding call. It is vital to ensure that all information requested is provided in the application; there can be no amendment of an application once it has been submitted.

The ATI, BEIS and Innovate UK assessments provide the inputs to the Strategic Review Committee (SRC). The SRC will meet 4 times per calendar year (January, April, July and October) to review funding options and select the strongest projects (based on economics, technology and strategic strengths) to advance to the next stage.

The output from the SRC forms the final recommendation to BEIS to make the final decision as to whether a project should be offered a grant and progress to Stage 4 – Contracting

### Independent Assessment

Proposals frozen in IFS receive independent assessment by Innovate UK; they will be assessed according to how well the Innovate UK 10 questions are addressed. Each question has an equal weighting of 10 marks per question. To ensure a robust, transparent and quality assessment process is maintained, Innovate UK will employ an independent panel of experts, with recognised technical and business skills, to review the detailed project proposal that has been submitted.

Following an Innovate UK briefing, typically five external assessors will review each project, providing feedback on all aspects of the application. Written feedback will be provided on IFS on or after the given date in the assessment timeline.

The information from the finance forms and Je-S, previously submitted separately, will now be submitted for assessment to external assessors via the IFS portal.

For very large projects, BEIS will manage the State aid notification process for large awards over Innovate UK State aid scheme limits, i.e. grant requests exceeding €20 million, although typically these requests can take around 12 months to be approved by the European Commission.

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All project applications, after the independent assessments, will then proceed to a funders panel, and then to the SRC at which all the assessment streams are brought together for a final recommendation to BEIS.

## **Interviews**

If your application is successful at the written stage you may be invited to attend an interview, where you will need to give a presentation. Your presentation must:

- use Microsoft PowerPoint
- not include any video or embedded web links

You will be given more information nearer the time. Your presentation slides must be submitted by the date stated in the email inviting you to interview. You will not be able to make any changes to the presentation after this date.

Up to 8 people from your project can attend the interview panel. Agree with your consortium who will attend, ideally one person from each organisation, and send us their names by the date stated in the invitation email. Make sure they will be available on all of the published interview dates. We are unable to reschedule slots once allocated.

After the interview you will have an allotted time for questions from the panel. You will be expected to answer based on your application form and the assessor feedback from the written stage.

## **Consortia Documents**

If your project is a collaboration with other organisations, you will be asked to provide a collaboration agreement. An example of this is found in the [Lambert toolkit](#). To avoid any potential delays, the project consortium will be invited to start preparing a project exploitation plan and consortia agreement documents at this stage, at their own risk.

## Stage 4 – Contracting

If you are recommended to progress from Stage 3 of the process you will receive notification and feedback from the Strategic Review Committee. The lead project partner of the application will be notified of the outcome on the date stated in the timeline.

Final approval of your project is subject to notification from BEIS, following the completion of the BEIS Policy and value for money assessment. BEIS will seek confirmation from HM Treasury and Ministers. When a project passes the Stage 3 of the application process, Innovate UK will contact the lead applicant to communicate the requirements and timetable of events for Stage 4 - contracting.

Contracting takes place in Stage 4, led by Innovate UK as the programme delivery partner, and supported by BEIS. It is the role of Innovate UK to administer the grant on behalf of BEIS once State final approval has been given by BEIS. During Stage 4 of the application process, successful project applications will be issued with a Grant Confirmation Letter (GCL); this will be sent to the lead partner confirming project start date and providing details of the Innovate UK project monitoring officer. **Project applications made via the IFS process will not be sent a conditional offer letter. Applicants must not start the project until the Grant confirmation letter has been received.**

Successful applications made on IFS will be prompted to submit the necessary information required for online project setup. This includes:

- Project details: target start date, project location and name of the project manager
- Finance contact: responsible for supplying any additional information required to complete Innovate UK's finance checks and who will submit the grant claims once your project is live.
- Bank details: you must supply your organisation's bank details, so they can be validated.

Innovate UK will perform financial viability checks on your organisation and on all industry partner organisations. We will also review your project costs to check that they meet our funding rules. You may be asked to provide further information on the detail in your finance forms. If we have any queries around your finances, we will contact you. Once we have confirmed your project is eligible, we will ask you to profile your costs across the duration of the project.

Costs are only eligible if they are incurred and paid between the project start and end dates. Claims may be subject to an independent audit. Grants should be claimed quarterly in arrears. Once audits and reports are complete, the grants will be paid to each participant.

You will be assigned a Monitoring Officer who will work with you on the project start-up. They will help to make sure your project complies with our terms and conditions. They are not responsible for project management. You will need to develop a second level project plan to start the project, typically in the form of a Gantt Chart, work package and milestone plan, risk register and so on.

Portfolio management and monitoring of live projects is led by Innovate UK. Information on the portfolio is exchanged with the ATI, informing future development of the UK Technology Strategy.

We may choose to promote your project as part of our competition communications. If you have any queries about public relations or media coverage email [pressoffice@innovateuk.gov.uk](mailto:pressoffice@innovateuk.gov.uk).



## Guidance on completing the **EOI** application form

This section of the document provides detailed guidance on completing the EOI application form. The same information can be found on the IFS application portal.

### Before you start

Please read the [general guidance for applicants for Innovate UK funding competitions](#). It will help your chances of submitting a quality application.

You should also read specific [information about this programme](#) before you start your application.

When you start an application, you will be prompted to create an account as the lead applicant or sign in as a representative of your organisation. You will need an account to track the progress of your application.

As the lead applicant you will be responsible for:

- collecting the information for your application
- representing your organisation in leading the project if your application is successful

You will be able to invite:

- colleagues to make contributions
- other organisations to collaborate with you

### What we will ask you

The EOI application is split into 2 sections:

1. Application details
2. Application questions

### 1. Application details

Explain your project. This section is not scored, but our assessors will use it to decide whether the project fits with the scope of the competition. If it does not, it will be immediately rejected.

#### Application details

The lead applicant must complete this section. Give your project's title, start date and duration. Is the application a resubmission?

#### Project summary

Describe your project briefly and be clear about what makes it innovative. We use this section to assign experts to assess your application. List any organisations you have named as collaborators. Your answer can be up to 100 words long.

### **Scope**

Describe how your project fits the scope of the competition. If your project is not in scope it will not be eligible for funding. If your project is not in scope it will be rejected. We will give you feedback on why.

Your answer can be up to 400 words long.

## **2. Application questions**

The assessors will score your answers to these questions. You will receive feedback from them for each question. Your answer to each question can be up to 400 words long. Do not include any URLs in your answers unless we have explicitly requested a link to a video.

Applications with incomplete answers or missing mandatory appendices will not be considered for funding. Questions 3, 4 and 7 have mandatory appendices. The rest of the appendices are optional to help you expand on your answers.

### **Question 1: Business opportunity**

What is the business opportunity that your project addresses and what is the size of the potential market?

Your answer can be up to 400 words long.

Describe:

- the business opportunity identified and how you plan to take advantage of it
- how it is done today and the limits of current practice
- the customer needs that have been identified and how the project will meet them
- the challenges you expect to face and how you will overcome them
- the target market, and how the outputs from this project are required to progress or achieve strategic targets
- the growth opportunity your project will create

**You can submit charts in a single PDF appendix no larger than 10MB and up to 1 page long to support your answer. It must be legible at 100% zoom.**

### **Question 2: Exploitation and dissemination**

How will you exploit and disseminate your project results? What economic, social and environmental benefits do you expect your project to deliver, and when?

Your answer can be up to 400 words long.

Consider:

- expected project outputs, including products, services, processes and capabilities
- your initial exploitation plan: the route to market, intellectual property, changes to business models or processes, research and development (R&D), and manufacturing services
- spill-over or dissemination of ideas, demonstrating how your activities will contribute to the wider aerospace industry and other sectors
- the UK benefits expected to be delivered as a result of this project, such as R&D and capital expenditure, supply chain, jobs, training and skills, and environmental benefits

### **Question 3: Technical approach and management**

What technical approach will you use and how will you manage your project?

Your answer can be up to 400 words long.

Consider:

- the technical approach, including the main objectives of the work
- how and why the approach is appropriate
- how you will make sure the innovative steps in the project are achievable
- how you will measure your success
- the areas of work and your objectives

**You must submit a work breakdown structure (including cost of each work package) as a single PDF appendix no larger than 10MB and up to 1 page long to support your answer. It must be legible at 100% zoom.**

### **Question 4: Innovation**

What is innovative about your project?

Your answer can be up to 400 words long.

Consider:

- how it will push boundaries beyond current leading-edge science and technology
- how it will apply existing technologies in new areas
- what competitors are doing, and how they are trying to achieve the same outputs
- how and why any IP from the project will be free from restriction and readily exploited
- how the research is novel in an industrial and/or academic context

**You must submit a table in a single PDF appendix no larger than 10MB and up to 1 page long to support your answer. It must be legible at 100% zoom.**

List the technology, why the technology is innovative, and the change in technology or manufacturing readiness at the start and end of the project.

### **Question 5: Skills, experience and facilities**

Does your proposed project team have the right skills, experience and facilities to deliver this project?

Your answer can be up to 400 words long.

Demonstrate that the likely project team:

- has the right mix of skills and experience to complete the project
- has a track record in managing research and development projects
- has clear objectives and roles or responsibilities
- includes project partners with clear objectives and roles or responsibilities

If you are part of a consortium, describe the benefits of the collaboration. What advantages does being part of a consortium offer the project?

**Question 6: Adding value**

How does financial support from the ATI Programme add value to the UK? What will happen to the project in the absence of funding?

Your answer can be up to 400 words long.

Address both of the following:

1. Why do you need this much funding? Explain what other sources of funding have been considered, including private investment, and why it is not available.
2. What will happen to the project in the absence of funding? Describe and provide evidence for what will occur if the application for funding is not successful.

Describe what will occur if the application for funding is not successful.

**Question 7: Finances**

Provide us with estimates of partners' eligible costs and the funding you are seeking.

**Type "Table attached" in the field below and give your estimates in a table in an attached appendix. Give details of the total eligible costs and total funding requested for this project. It can be a single PDF no larger than 10MB and up to 1 page long. It must be legible at 100% zoom.**

Give your table the following headings:

- partner's name
- country where work is being carried out
- partner's eligible costs (£)
- funding sought by partner (£)

The funding sought by a partner can be zero.

## Guidance on full application form questions

### Guidance on completing the full application form

This section of the document provides detailed guidance on completing the full application form. The same information can be found on the IFS application portal.

#### Before you start

Please read the [general guidance for applicants for Innovate UK funding competitions](#). It includes information on the application process and advice on submitting a quality application.

You should also read [specific information about this Programme](#) before you start your application.

When you start an application, you will be prompted to create an account as the lead applicant or sign in as a representative of your organisation. You will need an account to track the progress of your application.

As the lead applicant you will be responsible for:

- collecting the information for your application
- representing your organisation in leading the project if your application is successful

You will be able to invite:

- colleagues to contribute to the application
- other organisations to collaborate with you

#### What we will ask you

The application is split into 3 sections:

1. Application details
2. Application questions
3. Finances

#### Application details

Explain your project. This section is not scored, but our assessors will use it to decide whether the project fits with the scope of the competition. If it doesn't, it will be immediately rejected.

##### Application details

The lead applicant must complete this section. Give your project's title, start date and length. List any partner organisations you have named as collaborators.

##### Project summary (100 words)

Describe your project briefly and be clear about what makes it innovative. We use this section to assign experts to assess your application. List any organisations you have named as collaborators. Your answer can be up to 100 words long.

### **Public description (100 words)**

Describe your project in detail, and in a way that you are happy to see published. Please 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. Your answer can be up to 100 words long.

### **Scope (400 words)**

Describe how your project is aligned to the UK Aerospace Technology Strategy. If your project is not in scope it will be rejected. We will give you feedback on why.

Describe how your project fits the scope of the competition. If your project is not in scope it will not be eligible for funding. Your answer can be up to 400 words long.

### **Application questions**

The assessors will score your answers to these questions. You will receive feedback from them for each question. Your answer to each question can be up to 600 words long. For question 4 your answer can be up to 2,500 words long. Do not include any URLs in your answers unless we have explicitly requested a link to a video.

Applications containing incomplete questions or mandatory appendices will not be considered for funding. You must include appendices in questions 3 and 4. The other appendices are optional to help you expand on your answers.

#### **Question 1 Business Opportunity**

What is the business opportunity that your project addresses? (600 words)

Describe:

- the business opportunity identified and how you plan to take advantage of it
- how is it done today and the limits of current practice
- the customer needs that have been identified and how the project will meet them
- the challenges you expect to face and how you will overcome them

Where possible, quantify the problems and project outputs that you will be targeting.

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

#### **Question 2 Market**

What is the size of the potential market for your project? (600 words)

Describe:

- the details of the target market, including the size, margins, market leaders, key competitors, price competition, barriers to entry
- the expected share of market, such as wide body, narrow body or services
- the growth opportunity your project will create, including the projected market share it will make possible
- the specific target product, platform and service applications underpinning the market opportunity, and when you expect them to come into service

- and clearly quantify the return on investment that the project could achieve and provide relevant source data references
- the existing or future customer relationships that would benefit from this project

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

### **Question 3 Results**

How will you exploit and disseminate your project results? (600 words)

Address and describe your:

- expected project outputs, including products, services, processes and capabilities
- consortium commercialisation plan, including route to market, intellectual property, changes to business models or processes, research and development (R&D), manufacturing services
- consortium spill-over or dissemination plan, demonstrating how your activities will contribute to the wider aerospace industry and other sectors

### **Statement of Intent**

**You must include a statement of intent. It must be a single appendix as a PDF no larger than 10MB and up to 5 pages long. The font must be legible at 100% zoom.**

This will allow BEIS to assess the potential impacts of the project after its completion, including your plans to commercialise the technologies developed during the project.

Include as much of this information in your plan as possible:

1. Expected outputs of the project in terms of product technologies and manufacturing technologies, including target TRLs and manufacturing capability readiness levels (MCRLs).
2. Routes to market for those technologies, such as applicability to current and future aircraft platforms as target products, other products and services, timescale for commercialisation and how it links with existing or future company strategy
3. Types of exploitation, such as licence to manufacture, manufacturing or direct sales.
4. Future investment plans i.e. expected follow-on spend on research and development, capital or training and skills, to further develop the technologies to commercialisation.
5. Jobs created and safeguarded, i.e. narrative on the expected number of jobs to be created and safeguarded, by skill level, timing and location for the target product applications.
6. Supply chain development to describe how the outputs of the project will impact the project partners and will help to develop potential suppliers
7. Your plans for IP protection and whether partners will be able to exploit IP, e.g. in non-competing product applications or other industrial sectors
8. Your plans for dissemination to help realise spill-over opportunity, which are mandatory for research technology organisations (RTOs) and university partners

Your statement of intent should clearly identify any links between the outcomes of this project and other relevant supporting projects that might be required to commercialise the technology.

Your statement of intent may be subject to review and iteration with BEIS during the assessment process. The statement of intent should provide a written description of the data provided in the Value-for-Money submission, e.g. on the types of investment and expected locations of jobs.



#### **Question 4 Benefits**

What economic, social and environmental benefits do you expect your project to deliver, and when? (2,500 words)

Describe all the benefits expected to be delivered as a result of this project, both inside and outside of the consortium.

##### ***Project expenditure***

Describe the R&D, capital and training expenditure which you expect to be made as a result of this project. What do you expect the expenditure to be made on? Refer to the figures provided in the 'Projects expenditure' spreadsheet of the value for money workbook.

##### ***Jobs impacts***

How many jobs you expect the project partners to either safeguard or create as a direct result of this project? Which jobs will be safeguarded? Explain why the project is needed to safeguard or create the jobs figures given in the 'Jobs' spreadsheet of the value for money workbook. Where relevant you can also describe any expected training or jobs safeguarded or created as an indirect result of this project.

##### ***Other impacts***

Describe any other impacts that would not happen without your project. For example, effects on: greenhouse gas, noise, air quality and so on.

You are limited to 2,500 words in the text box. This does not support tables or graphics but you can use bullet points and numbered lists.

**You must also download the latest version of the value for money (VfM) workbook and submit a completed copy. If you do not attach the VfM workbook, your application will be rejected immediately.**

#### **Question 5 Technical Approach**

What technical approach will you use and how will you manage your project? (600 words)

Describe the areas of work and your objectives. List all resource and management needs. Provide an overview of the technical approach.

You must:

- describe the technical approach, including the main objectives of the work
- explain how and why the approach is appropriate
- tell us how you will make sure the innovative steps in the project are achievable
- describe rival technologies and alternative R&D strategies
- explain how you will measure your success

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

#### **Question 6 Innovation**

What is innovative about your project? (600 words)

Tell us:

- how it will push boundaries beyond current leading-edge science and technology
- how it will apply existing technologies in new areas
- what competitors are doing, and how they are trying to achieve the same outputs
- how and why any IP from the project will be free from restriction and readily exploited
- how the research is novel in an industrial and/or academic context

Give evidence in support of any statements or claims.

You can detail the level of innovation through patent search results, competitor analyses or literature surveys. If relevant, you should also outline your own intellectual property rights.

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

### **Question 7 Risks**

What are the risks (technical, commercial and environmental) to your project's success? What is your risk management strategy? (600 words)

Identify or give:

- the main risks and uncertainties within the project
- a detailed risk analysis and mitigation steps taken or planned for each risk
- the new level of risk with mitigation in place
- the project management resources required to minimise operational risk

If you are using a graphical risk matrix, **you can submit it as a single appendix. It must be a PDF no larger than 10MB and up to 5 pages long. The font must be legible at 100% zoom.**

### **Question 8 Team and facilities**

Does your project team have the right skills, experience and facilities to deliver this project? (600 words)

Demonstrate that the project team:

- has the right mix of skills and experience to complete the project
- has a track record in managing research and development projects
- has clear objectives and roles or responsibilities

If part of a consortium, describe the benefits of the collaboration. What advantages does being part of a consortium offer the project?

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

### **Question 9 Costs**

What will your project cost? (600 words)

Give, along with supporting evidence:

- the total project costs and level of grant funding you are requesting
- justification for large project expenditure, and any significant costs such as subcontractors

- reassurance that the budget is realistic for the scale and complexity of the project
- a statement that funding is within the limits set by this competition
- explanation list of any other sources of funding outside of the programme, and explain why
- a realistic budget breakdown, including a funding profile and timeline
- a description, justification and costing of individual work packages

You can find useful information in the [funding rules of the ATI website](#).

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

### **Question 10 Added value to the UK**

How does financial support from the ATI Programme add value to the UK? (600 words)

Address both of the following:

1. Why do you need this much funding? Explain what other sources of funding have been considered, including private investment, and why it is not available. Supporting evidence could include, but is not limited to: business cases, internal rate of return analysis, or other financial comparisons of the scenarios with funding and without funding.
2. What will happen to the project in the absence of funding? Describe and provide evidence for what will occur if the application for funding is not successful, address whether:
  - some or all the project would be likely to be carried out overseas, listing overseas sites able to carry out the work, explaining the implications for cost, quality and timescales, and outlining any likely support from overseas governments
  - the project investment and benefits will be scaled back in the UK, explaining where applicable the impact a delay or a change of scope would have on starting the project

**You can submit a single appendix as a PDF no larger than 10MB and up to 5 pages long to support your answer. The font must be legible at 100% zoom.**

### **Finances**

The finances section asks each organisation to complete project costs, organisational details and funding details. Academics will need to complete and upload a [Je-S form](#). For full details on what costs you can claim please see our [project costs guidance](#).

**Guidance on how to fill out the value for money workbook**

All proposals for the ATI Programme funding are now subject to a value for money assessment by BEIS analysts, using evidence supplied by applicants.

The value for money assessment will be based on answers to questions 1-10 and the value for money workbook attached to Question 4 (Appendix 4B).

**Information required for the value for money workbook**

The guidance below provides an explanation of what information is required in the value for money workbook. All data should be entered into the grey cells in the value for money spreadsheets, or by selecting an option from a list in a drop-down menu (these cells are coloured brown). Cells coloured yellow are title cells which cannot be changed. Spreadsheets are protected so that data cannot be entered into incorrect cells.

The jobs spreadsheet allows additional rows to be inserted to allow jobs to be defined separately for each project partner for the required number of NVQ levels. To preserve formatting, additional lines should be inserted in the middle of rows of input cells. Blank lines can be used to title project partners and group the jobs according to your preferences.

Additional rows can also be inserted as required into the Training and TRL spreadsheets. The “Source / evidence / assumptions” boxes should be filled out throughout the value for money spreadsheets to explain how any figures have been calculated.

Value for Money Workbook	
Spreadsheet	Guidance
INDEX	<p>At the top of the index sheet, provide the following information:</p> <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Applicant number (if known);</li> <li>• Lead company partner name;</li> <li>• Contact email address of person completing this form.</li> </ul> <p>The first year of the project is set by default to the year that grant funding is available but can be changed to the next year if needed, using the drop-down menu.</p> <p>Using, the second drop-down menu, ensure that the first year of expected sales is defined (this is consistent with the first year that corresponding manufacturing jobs will be created and/or safeguarded). This may be towards the end of the UK Aerospace R&amp;T project, or in many cases later.</p>
R&D expenditure	<p>All data provided in the R&amp;D expenditure spreadsheet should relate to expenditure that comes about as a result of the project. Expenditure that would occur even if the project did not go ahead should not be included in the spreadsheet.</p> <p>Data should be entered for R&amp;D expenditure, capital equipment and skills and training for the following three areas:</p> <ul style="list-style-type: none"> <li>• UK government funding</li> <li>• Funding from industrial partners in the UK</li> </ul>

Value for Money Workbook	
Spreadsheet	Guidance
	<ul style="list-style-type: none"> <li>Additional spend on related projects in the UK: This relates to expenditure that is expected to be required to commercialise a technology following the successful completion of a project. Any expenditure for which funding may be requested from the UK government should be excluded.</li> </ul> <p>Please also indicate using the drop-down menu if there will be any overseas investment either directly on or related to the project. Where relevant, expenditure data can also be included in the investment outside of the UK section of this spreadsheet.</p> <p>All data provided in this R&amp;D expenditure spreadsheet should be in line with state aid guidelines. More guidance is given in the spreadsheet.</p>
Jobs	<p>All data provided in the jobs spreadsheet should relate to jobs that are a result of the project. Jobs that would occur even if the project did not go ahead should not be included in the spreadsheet. Data should be entered for the jobs created or safeguarded for R&amp;D/design jobs and manufacturing jobs. All data provided in the jobs spreadsheet should relate to jobs created or safeguarded in the UK. Jobs created or safeguarded outside the UK should be excluded from the data.</p> <p>A <u>job created</u> is a new job that will be attributed to the project and will endure for a minimum of 12 months. <u>Safeguarded jobs</u> are those which already exist in the consortium prior to beginning the project and would be lost without the funding. The funding must allow a safeguarded job to be retained for a minimum of 12 months for the job to be listed under safeguarded jobs.</p> <p>R&amp;D/design jobs can be specified for up to 10 years from the start of the ATI project. Manufacturing jobs can be specified for up to 15 years, with the first year consistent with the first year of sales and production specified in the Index sheet. This will normally be towards the middle or end of the 10-year R&amp;D phase. If a small number of manufacturing jobs are required before this date to support any product development or testing, they can be included in the R&amp;D/Design jobs section and if desired labelled as Prototype manufacturing jobs.</p> <p>Further guidance on how the jobs figures should be entered is given in the jobs spreadsheet.</p>
Sales Forecast	<p>Data provided in the sales forecast spreadsheet should specify the expected volume of aircraft sales installed the technology developed as a result of the project. For each aircraft type please specify expected sales (%) within the EU and expected total sales each year (both EU and non-EU) for up to 15 years.</p>
Wider benefits	<p>Data provided in the wider benefits spreadsheet can specify any weight and fuel savings that are expected to result from the project and/or a wider portfolio which includes the project.</p>

Value for Money Workbook																										
Spreadsheet	Guidance																									
	<p>Standard representative aircraft are normally used by BEIS in this part of the assessment – these include the A330-300 wide body, A320-200 single aisle, a typical 90-seater regional jet and a typical 6-seater business jet. Typical weight, fuel and operational profiles have been ‘modelled’ by the ATI for wide body and single aisle aircraft and are given in the table below, together with potential representative regional aircraft and business jets. (ATI is able to provide more information specifically for wide body and single aisle aircraft, including giving access to the Whole Aircraft Trade Tool). If other aircraft types need to be considered, please supply the corresponding characteristics in the ‘Notes’ box or in a separate accompanying note.</p> <table border="1"> <thead> <tr> <th></th> <th>Wide Body A330-300</th> <th>Single Aisle A320-200</th> <th>Regional Aircraft (90-Seater)</th> <th>Business Jet (6-Seater)</th> </tr> </thead> <tbody> <tr> <td>Fully laden weight (tonnes)</td> <td>219.4</td> <td>67.9</td> <td>37.6</td> <td>5.0</td> </tr> <tr> <td>Length of flight (km)</td> <td>5,556</td> <td>926</td> <td>926</td> <td>926</td> </tr> <tr> <td>Number of flights per year</td> <td>640</td> <td>2,200</td> <td>1,800</td> <td>200</td> </tr> <tr> <td>Existing fuel consumption (kg/km)</td> <td>6.69</td> <td>3.29</td> <td>2.27</td> <td>0.41</td> </tr> </tbody> </table>		Wide Body A330-300	Single Aisle A320-200	Regional Aircraft (90-Seater)	Business Jet (6-Seater)	Fully laden weight (tonnes)	219.4	67.9	37.6	5.0	Length of flight (km)	5,556	926	926	926	Number of flights per year	640	2,200	1,800	200	Existing fuel consumption (kg/km)	6.69	3.29	2.27	0.41
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Training	<p>Data provided in the training spreadsheet should specify the number of employees expected to benefit from training which is specific and necessary to the project.</p> <p>Further guidance on how the training figures should be entered is given in the training spreadsheet.</p>																									
TRL	<p>Data provided in the TRL spreadsheet should expected TRL progress of the project and can also capture the expected MCRL progress of the project. Definitions of TRLs and MCRLs are given in the TRL spreadsheet.</p>																									

## Useful links

### Aerospace Technology Institute (ATI)

To download a copy of the Aerospace Technology Strategy:

<http://www.ati.org.uk/strategy/publications/>.

Each proposal should demonstrate clear alignment with the Aerospace Technology Strategy. Stage 1 strategic review by the ATI of each proposal will examine the strength of this alignment.

Further information about engaging with ATI can be found here:

<http://www.ati.org.uk/engagement/research-and-technology-projects/>

For more information on the ATI framework agreement:

<http://www.ati.org.uk/engagement/our-framework-agreement/>

For the latest ATI submission and decision dates:

<https://www.ati.org.uk/funding/research-technology-funding-opportunities/>

Potential applicants wishing to engage the ATI to discuss potential projects can do so by contacting:

[engage@ati.org.uk](mailto:engage@ati.org.uk)

### Innovate UK

Further general guidance is available in full on Innovate UK website to help you complete your application. Links to these sections are shown below:

#### **1. Rules governing how much funding your project could receive**

A full definition of industrial research is available here: <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants#categories-of-research-and-development>

#### **2. Eligible project costs and how to fill in the finance forms**

This guidance contains detailed information on which project costs are eligible for funding, how to complete the finance forms as well as submitting any academic costs into the Je-S system (a requirement for all academic partners) <https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance> or download for print.



[Back to Contents](#)

### **3. Submitting your application**

Guidance for submitting your application to Innovate UK, any accompanying finance forms and appendices can be found on IFS. <https://apply-for-innovation-funding.service.gov.uk/>

The deadline for the full and final submission will be published here: <https://apply-for-innovation-funding.service.gov.uk/competition/search>.

### **4. What happens after you have submitted your application**

This guidance provides information on the Innovate UK assessment process, notification of decisions and how to access your assessor feedback. <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants#what-happens-after-you-have-submitted-your-application>

### **5. What happens if you are successful**

This guidance includes information on the conditional offer letter, timescales, further information we require from your project team, the grant confirmation letter and the project monitoring process once you start your project. <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants#what-happens-if-you-are-successful>

### **6. How to find out more**

This guidance provides links to other areas that may be useful for completing your project. <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants#additional-information>

If you require further information or have a query, please contact:

- Innovate UK detailed applications - Innovate UK Innovation Lead
- Innovate UK application, submission and assessment process – Innovate UK Customer Support Services: 0300 321 4357 or [support@innovateuk.gov.uk](mailto:support@innovateuk.gov.uk)

### **Other information**

Innovate UK complies with the requirements of the Data Protection Act 1998 (soon to become the General Data Protection Regulation 2017), and the Freedom of Information Act 2000. It is committed to upholding the data protection and freedom of information principles.

If your project is successful and a request made to Innovate UK under the Freedom of Information Act 2000 (“FOIA”), Innovate UK would not disclose any information belonging to the project without first considering and discussing with the project whether exemptions of the FOIA are applicable.

Further details with regards to the collection, storage, processing and disclosure of information by Innovate UK are accessible from the following link: <https://www.gov.uk/government/organisations/innovate-uk/about/personal-information-charter>.

## **Enabling the Aerospace Technology Institute (“ATI”) to perform its Core Activities**

ATI has been set up as a collaboration between UK Government and the UK aerospace industry and is a result of that work undertaken by the Aerospace Growth Partnership (“AGP”). On behalf of the industry the AGP agreed 2 underlying principles with regards to the Institute’s role, remit and operations:

- (1) Information exchanged on ATI projects between Innovate UK and the consortia would be shared with the Institute to enable it to develop and iteratively revise its technology strategy and ultimately determine its economic impact
- (2) ATI’s running costs should be shared between Government and industry.

The AGP has therefore further agreed that certain information should be supplied by you for the purpose of enabling ATI to (1) calculate the industrial contribution payable by Project Partners in respect of their participation in Projects and to invoice the lead partner of Projects regarding such Contributions, and (2) achieve its short and longer-term objectives of supporting the UK aerospace industry.

### **Data sharing**

The information required to be shared with ATI is as follows:

- I. Aerospace related Programme Proposal Document
- II. Assessor’s Reviews & Feedback from Independent assessment of proposals (only after Innovate UK Funding decision)
- III. Forecast spends for proposed, authorised and live programmes
- IV. Actual spends for live programmes
- V. Deliverables/milestones from proposed programmes
- VI. Status of deliverables/milestones from live programmes
- VII. Exploitation Plans for proposed, authorised and live programmes – including potential aerospace and non-aerospace applications
- VIII. Technology Readiness Level at start, current and anticipated at completion
- IX. Future infrastructure implications and requirements stemming from the programme in order to continue to support the technology into commercial application
- X. Final project close-out report

## **Supporting the economic benefit case**

The ATI has, as part of its remit, to deliver economic impact assessments across the ATI portfolio of projects.

The ATI will through consultation with the Organisation create a pre-case history that articulates the value of the ATI investment and what the overall objectives of the Project are. This document will be approved by the Organisation and ATI for use in communications by both bodies.

In addition, the ATI will engage with Organisation at a stage close to completion to initiate an economic and technology advancement assessment. The ATI will lead this activity and final documentation will be approved by both the Organisation and the ATI to be used in publications.

The ATI reserves the right to appoint an ATI employee to engage with the organisations receiving awards to review performance against the planned economic outcomes.

## **ATI's Framework Agreement**

The ATI Framework Agreement is an essential bi-lateral agreement designed to enable ATI to perform its role in the creation of a Strategy and provision of objective advisory services to the Government and Industry regarding investments into R&D.

As such it will be part of the terms and conditions of grant award that participants sign and implement the ATI Framework Agreement. Each Participant must agree to be bound by the Framework Agreement as an absolute condition of any offer of Grant being confirmed. Failure to adhere to the terms of the ATI's Framework Agreement will invalidate any award.

Innovate UK will not enter into any discussions or disputes concerning the implementation of the Framework Agreement's terms and conditions. Any such issues should be raised directly with ATI.

For more information: <http://www.ati.org.uk/engagement/our-framework-agreement/>.

## **Industrial Contribution**

As a result of securing funding from the Aerospace Industrial Strategy R&D budget, each industry participant will pay an industrial contribution to the operating budget of the ATI proportional to its grant (the "Contribution"). ATI will notify each project of the level of contribution expected.

The overall approach will be reviewed regularly to ensure that Contributions reflect 50% of the ATI's operating costs over its lifetime. The Contribution will be payable within 30 (thirty) days of each invoice from the ATI. Annual reconciliations will also determine the need to review either surplus industrial contribution or insufficient contributions that may result in changes to the contribution forecast at the outset of the Project.

The industrial contribution is determined by and paid directly to the ATI. As such any queries regarding the industrial contribution should be directed to the ATI