

## Collaborative Project Application Form

|  |  |
| --- | --- |
| Project Title |  |
| Lead Partner |  |
| Academic Partner(s) |  |
| Contributing Partner(s) |  |
| BE-ST Contact |  |
| Submission Date |  |
| SE / HIE Account Manager |  |

Lead partner to complete – sections 1, 2, 3, 4, 5, 6, 7, 9

HEI to complete – sections 1, 3, 4, 5, 6, 7, 9

Contributing partners to complete – sections 1, 4, 5, 6, 7, 9

BE-ST to complete – sections 8

For office use only

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BE-ST Theme |  | MMC |  | Retrofit |  | Digital |  | Sustainability |
| Project Type |  | BE-ST Funded |  | BE-ST In-Kind |  | SE Funding |  | HIE Funding |  | External Funding |
| Innovation Area |  | Product |  | Process |  | Service |  | Business |  | Public Service |
| Number of Industry Partners |  | Micro(<10 emps) |  | SME (11-250 emps) |  | Medium-Large (251-500 employees) |  | Large (> 1,000 employees) |
| State Aid |  | De Minimus |  | GBER |  | Public Funding of Non-Economic Activities – No State Aid |
| Actual (v Maximum) Intervention Rate |  | Anticipated Start Date |  | Anticipated End Date |  |
| Award Date |  | Actual Start Date |  | Contracted End Date |  |

Section 1: Project Applicants

Lead Partner

|  |  |
| --- | --- |
| Name |  |
| Address  |  |
|  |
| Town/City |  | Postcode |  |
| Contact Name |  | Phone |  |
| Position |  | Mobile |  |
| Email |  |
| Legal Status |  | Sole Trader / Partnership |  | Gov or Gov Agency |
|  | Limited Company |  | Public Sector |
|  | PLC |  | Charity or Third Sector |
| Company Reg. No. *(if applicable)* |  |
| Established |  |
| Turnover *(if applicable)* | Previous year *(state year)* |  | Last year *(state year)* |  | Current year *(state year)* |  |
| Projected Turnover *(if applicable)* | 2020/21 |  | 2021/22 |  | 2022/23 |  |
| Website |  |
| Profile | Main activities and markets: |

Lead HEI Applicant

|  |  |
| --- | --- |
| HEI Name |  |
| School / Department |  |
| Project Supervisor |  |
| Title |  |
| Email |  | Tel |  |
| Principal Researcher |  |
| Email |  | Tel |  |
| HEI Research & Innovation Contact |  | Email |  |

Other Contributing Partners

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Name |  |
| Position |  |
| Email |  | Tel. |  |
| Type of Organisation |  |
| Main Activities |  |
| Role in Project |  |

*Insert Other Contributing Partner boxes as necessary*

Section 2: Project Description

(Lead Partner to complete)

|  |  |  |
| --- | --- | --- |
|  | Project Background | What has created this project opportunity? How far has thinking or project development been progressed to date? What other parties and funding have been involved in the project to date? |
|  | Project Description | What is the project aiming to achieve and how? |
|  | Project Innovation | What is innovative about the project technically and commercially? How is it new, novel or pioneering either to your organisation, to the Scottish construction industry or to the global market? Define in relation to competitive and comparative offerings. |
|  | Project Benefits | Outline the benefits that this project brings at a company, supply chain, customer and Scottish construction industry level. Equally outline wider economic, environmental or social benefits the project will achieve. |
|  | Expertise | What skills and expertise will the lead partner and contributing partners bring to the project? Who is best positioned to develop the project and maximise the results of the project? |
|  | Knowledge / Technology to be Investigated | Detail what you expect the academic expertise to investigate and what outcomes you expect to be delivered as a result of their involvement. |
|  | Intellectual Property  | What intellectual property is to be developed during the project? How will this be protected? Who will own it? |
|  | Commercial Opportunity | Define the market opportunity (quantitively if possible) giving details of key market segment and justification for the target markets chosen. Provide details of competitive and comparative offerings if applicable.  |
|  | Commercial Exploitation | Provide an outline of the route to market for your intended project results. Provide any Letters of Support as appendices. |
|  | Strategic Fit | Define how this project fits within your organisation e.g. core business, strategic growth, diversification, collaboration, supply chain, end-user/customer. |
|  | Fit With BE-ST | Select which of BE-ST’s strategic priorities this project aligns with (you can select more than one) and provide an explanation as to how together with an indication of how this project helps Scotland progress a green recovery: * Increasing Industrialisation
* Digital Revolution
* Building Sustainably
* Cultural Change
 |
|  | Project Management | Provide information on how the project will be managed within the company. |
|  | Skills Output | Provide information on new skills opportunities that will be delivered within the Built Environment as a result of this project. |
|  | Learning Experience | Would you be open to student placements within the delivery of this project, and if so, in what capacity? |

Section 3: Academic Details

(Lead Academic Partner to complete)

|  |  |  |
| --- | --- | --- |
|  | Research Experience  | Explain why your academic institution is best positioned to deliver this project. |
|  | Novelty | Has similar or related research been carried out already by the university, or is currently being conducted? |
|  | Research Team | Provide details of research team allocated to the project including supervisory and research personnel. |
|  | Access to Facilities | Outline what research and testing facilities will be made available to the company for the delivery of this project. |
|  | Knowledge Exchange | What benefits does this research bring to the academic party? What opportunities for knowledge exchange exist within the lifetime of the project? Detail what dissemination activity will occur from an academic perspective e.g. published papers, conferences |
|  | Intellectual Property  | Describe proposed background and foreground IP position. Please note that BE-ST’s standard contract terms are for the foreground IP to belong to the industry partner most likely to commercialise the results |
|  | HEI In-Kind Contribution | BE-ST refunds the academic partner at 80% Full Economic Cost. In addition to the 20% FEC in-kind contribution to the project, outline what additional in-kind contributions, if any, are provided by the university e.g. access to equipment, facilities, knowledge, dissemination activities. |

Section 4: Risk Register

(Lead Partner, Other Contributing Partner(s) and Academic Partner(s) to complete)

Using the table below please describe and provide detail of the risks for the project from the partners’ perspectives against the strategic, technical, academic, operational, financial, reputational and Covid-19 risk categories. Provide details of the likelihood of the risk occurring without any mitigation actions, the impact if the risk occurs and your approach to mitigating these. Add rows as required.

Rating Scales

Likelihood – (1) Rare (2) Unlikely (3) Possible (4) Likely (5) Almost Certain

Impact – (1) Insignficant (2) Minor (3) Significant (4) Major (5) Critical

Heat Map Score = Likelihood x Impact *(see guide below)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Category | Description | Related WP orMilestone | Likelihood (1-5) | Impact (1-5) | Heat MapScore | Mitigation Activity | Risk Owner |
|  Strategic   |   |   |   |   |   |   |  |
|   |   |   |   |   |  |  |
|   |   |   |   |   |  |  |
| Technical |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Academic |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Operational |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Financial |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Reputational |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Covid-19 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| LIKELIHOOD | Risk Matrix (Heat Map) |
| Almost certain 5 | Low (5) | Medium (10) | High (15) | High (20) | High (25) |
| Likely 4 | Low (4) | Low (8) | Medium (12) | High (16) | High (20) |
| Possible 3 | Low (3) | Low (6) | Medium (9) | Medium (12) | High (15) |
| Unlikely 2 | Low (2) | Low (4) | Low (6) | Low (8) | Medium (10) |
| Rare 1 | Low (1) | Low (2) | Low (3) | Low (4) | Low (5) |
|  | Insignificant1 | Minor2 | Significant3 | Major4 | Critical5 |
| IMPACT |

Section 5: Overall Project Workplan

(Lead Partner, Other Contributing Partner(s) and Academic Partner(s) to complete)

|  |  |  |
| --- | --- | --- |
|  | Research Objectives |  |
|  | Technical & Methodological Approach to be Adopted by the PartnersWorkpackage 1 - Title | WP1 Lead Partner: <Name of Lead Partner>WP1 - Lead Partner Input: WP1 - Cost Description - *detail resources and any external costs incurred*Personnel:Overhead:Equipment (depreciation):Materials & Supplies:Subcontract:Building & Land:Travel & Sub:WP 1- Deliverables:WP1 - Milestone Delivery Date:*Include any relevant drawings or specifications as an appendix* |
| WP1 – Academic Partner: <Name of Academic Partner>WP1 - Academic Input: *(including access to researchers, supervision & facilities):* WP1 - Testing Requirements *(detail need for testing and type of testing required):*WP1 - Academic Cost Description – Direct Costs:Directly Incurred Costs:Researcher SalariesConsumables & EquipmentTravel & SubAdmin/Technical StaffDirectly Allocated Costs:Principal/Co-investigator SalariesEstatesOtherIndirect CostsWP1 - Deliverables:WP1 - Milestone Delivery Date: |
| WP1 –Contributing Partner(s): insert namesWP1 – Contributing Partner Input: WP1 - Other Contributing Partner Cost Description - *detail resources and any external costs incurred*Personnel:Overhead:Equipment (depreciation):Materials & Supplies:Subcontract:Building & Land:Travel & Sub:WP1 - Other Contributing Partner Deliverables: |
|  | Workpackage 2 – Title  | WP2 Title: WP 2 - Lead Company Input Required:WP2 - Company Cost Description - *detail resources and any external costs incurred*WP2 - Deliverables:WP2 - Milestone Delivery Date:*Include any relevant drawings or specifications as an appendix*  |
| WP2 - Academic Input Required (including access to researchers, supervision & facilities):WP2 - Testing Requirements (detail need for testing and type of testing required):WP2 - Academic Cost Description:WP2 - Deliverables:WP2 - Milestone Delivery Date: |
| WP2 - Other Contributing Partner Input Required:WP2 - Other Contributing Partner Cost Description - *detail resources and any external costs incurred*WP2 - Other Contributing Partner Deliverables: |
|  | Workpackage 3 | WP3 Title: WP3 - Lead Company Input Required:WP3 - Company Cost Description - *detail resources and any external costs incurred*WP3 - Deliverables:WP3 - Milestone Delivery Date:*Include any relevant drawings or specifications as an appendix* |
| WP3 - Academic Input Required (including access to researchers, supervision & facilities):WP3 - Testing Requirements (detail need for testing and type of testing required):WP3 - Academic Cost Description:WP3 - Deliverables:WP3 - Milestone Delivery Date: |
| WP3 - Other Contributing Partner Input Required:WP3 - Other Contributing Partner Cost Description - *detail resources and any external costs incurred*WP3 - Other Contributing Partner Deliverables: |
|  | Workpackage 4 - TItle*(continue as necessary)* | WP4 Title: WP4 - Lead Company Input Required:WP4 - Company Cost Description - *detail resources and any external costs incurred*WP4 - Deliverables:WP4 - Milestone Delivery Date:*Include any relevant drawings or specifications as an appendix* |
| WP4 - Academic Input Required (including access to researchers, supervision & facilities):WP4 - Testing Requirements (detail need for testing and type of testing required):WP4 - Academic Cost Description:WP4 - Deliverables:WP4 - Milestone Delivery Date: |
| WP4 – Other Contributing Partner Input Required:WP4 - Other Contributing Partner Cost Description - *detail resources and any external costs incurred*WP4 - Other Contributing Partner Deliverables: |

*Continue as necessary*

Section 6: Dissemination Plan

(Lead partner, academic partner and BE-ST to complete)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | Dissemination Requirements | A pre-requisite of financial support from Construction Scotland Innovation Centre is that key outcomes and learnings are disseminated to wider industry and stakeholders across the Scottish construction sector to encourage its growth and greater productivity and efficiency. Compulsory Dissemination Activity:1. Case Study – BE-ST will assist in the preparation of a case study focusing on project need, methodology and outcomes. This will be promoted through communication channels including the BE-ST and other partner websites, publications, social media and within the BE-ST facility.
2. Dissemination Report – a distilled final report suitable for wider industry reading should be produced by the academic partner as a final project deliverable. Confidential company-specific data should be removed. It should be signed off by the lead partner and BE-ST and produced to the BE-ST Project Publication guidelines.

Desired Dissemination Activity1. Dissemination Event – BE-ST offers its factory/seminar facility together with marketing services available as in-kind contributions to the project to allow a seminar/workshop to be held as part of the project dissemination activity. Wider PR activity may also be generated on the back of this activity.
 |
|  |  | Dissemination Plan | Outline below anticipated dissemination activity which industry, contributing and academic partners will develop on successful completion of this project. Detail anticipated timelines and responsibilities. |

Section 7: Gantt Chart

(Lead Partner and Lead Academic Partners to complete)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | Project Plan | Please shade and complete the Project Plan below, adding columns and rows as appropriate. Clearly indicate payment milestones. You can develop a spreadsheet for this exercise if you prefer. |



Section 8: Project Cost & Funding Breakdown

(Lead Partner, Other Contributing Partner(s) and Lead Academic Partner(s) to complete)

|  |  |
| --- | --- |
| 1. | Project CostsBoth company and academic partners must breakdown their costs in relation to the project. BE-ST funding support goes directly to the university partner towards their expert contribution, funding up to 80% of their Full Economic Costs. This contribution can equate up to a maximum of 50% of overall eligible project costs; the remaining project costs should be matched by the participating partners in a combination of internal and external costs (classed as in-kind and cash costs) and, on occasions, a payment of cash to the academic partner. Occasionally, BE-ST can fund over 50% of overall project costs however this depends on the size of the company, the stage of the innovation cycle and the impacts expected.Refer to the Guide for Applicants for full details of what are eligible costs. All Academic partners cost projects at a maximum of 80% Full Economic Cost (f.e.c.) rate and should not charge out consultancy rates. This is the maximum permissible under the Scottish Funding Council Innovation Centre funding. HEIs are encouraged to contribute additionally in-kind or financially to projects. Please only complete the Workprogramme areas that your organisation is involved in and add in further Workprogramme columns as necessary. |

Lead Partner’s Finance Breakdown

Partner 1 *- <Name>*



Contributing Partner 2 *- <Name>*



Opportunity to add in another contributing partner finance table if needed

Academic Partner Finance Breakdown

Academic Partner 1 - <Name>



Opportunity to add in another academic finance table if needed

Project Costing Summary

|  |  |  |
| --- | --- | --- |
|  | Costs | % Contribution |
| Total Project Cost: |  |  |
| Academic Cost |  |  |
| * Academic In-Kind (20% FEC)
 |  |  |
| * Academic In-Kind (Other)
 |  |  |
| * Academic Costs To Be Paid by BE-ST
 |  |  |
| Industry Cost – total |  |  |
| * Industry In-Kind Costs
 |  |  |
| * Industry Cash Costs (External Costs)
 |  |  |
| * Industry Hard Cash
 |  |  |
| Other Public Sector  |  |  |
| * Public Sector In-Kind
 |  |  |
| * Public Sector Cash
 |  |  |
| BE-ST  |  |  |
| * BE-ST In-Kind
 |  |  |
| * BE-ST Grant Contribution
 |  |  |

Please attach supporting documentation where available:

* Previous 3 years audited accounts (start-ups, see below)
* Start-ups – evidence of match funding support
* 3 years of cash and financial projections
* Copy of business plan

Section 8: Output and Impact Statement

(Lead Partner, Contributing Partner(s), Academic Partner and BE-ST to complete)

|  |  |
| --- | --- |
| 1. | Project CostsYour project will be partly assessed on how it contributes to BE-ST’s Key Performance Indicators (KPIs) as outlined below. Please provide considered guestimates to the indicators below based on a timeframe of 5 years from commercialisation. All figures provided should be based on how the successful project contributes to the indicator. On completion of the project, these indicators will be revisited and revised if required. BE-ST and its core funding partners (Scottish Funding Council, Scottish Enterprise and Highlands & Islands Enterprise) reserve the right to request information and evidence to assess the achievement of these indicators up to 8 years post-commercialisation.A description on how to measure these indicators is included in the Guide to Applicants. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Forecast Year | Anticipated Project Start Date: |  |
| Project Duration: |  |
| Anticipated Project Completion Date: |  |
| Project Commercialisation Year: |  |
| KPI Forecast Year (5 years from commercialisation): |  |
|  | Lead Partner – Supporting Statement - Need For Support | Explain the impact on this project without BE-ST funding support? |
|  | All Partners* Outputs
 | Number of new or improved products developed (with/for a business in Scotland):Comment: |  |
| Number of new or improved processes (with/for a business in Scotland):Comment: |  |
| Number of new or improved services developed (with/for a business in Scotland):Comment: |  |
| Number of new or improved business models (with/for business in Scotland):Comment: |  |
| Number of new or improved deliveries of a public service in Scotland:Comment: |  |
| CO2 related savings (in tonnes) from completed project: |  tonnes |
|  | All Partners– Financial Impact | Existing turnover safeguarded (by business in Scotland). Explanation: |
| Year 1 | £ | Year 2 | £ | Year 3 | £ | Year 4 | £ | Year 5 | £ |
| New turnover generated (by business in Scotland) from new products, processes, services and business models (5 years)Explanation: |
| Year 1 | £ | Year 2 | £ | Year 3 | £ | Year 4 | £ | Year 5 |  £ |
| How much of these increased revenues will come from exports (5 years)? Explanation: |
| Year 1 | £ | Year 2 | £ | Year 3 | £ | Year 4 | £ | Year 5 | £ |
| Increased Productivity: anticipated cost savings to the company from this project:Explanation: |
| Year 1 | £ | Year 2 | £ | Year 3 | £ | Year 4 | £ | Year 5 | £ |
|  | All Partners– Employment Impact | Number of existing jobs safeguarded as a result of this project: Comment: |
| Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5 |  |
| Number of new jobs generated (by business in Scotland) (5 years):Comment: |
| Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5  |  |
| Of which how many are real living wage jobs? (defined as paying at least £9.50 per hour)Comment: |
| Of which how many are high value jobs? (defined as paying at least 20% above the Scottish average (£43,500 in SE area, £40,000 in HIE area and £35,500 in South of Scotland area)Comment: |
|  | All Partners- Market Impacts | Number of new international markets entered as a result of this project (5 years):Comment: |
| Year 1 |  | Year 2 |  | Year 3 |  | Year 4 |  | Year 5 |  |
|  | Benefits to Academic Partner | Define new knowledge, IP, research papers, conference opportunities, knowledge exchange: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Posts created in Scottish HEIs / Colleges / Public Sector | New posts (in Scottish HEIs) created to support demand led academia-business projects: |  |
| New posts (in Scottish colleges) created to support demand led academia-business projects: |  |
| New posts (in Scottish public sector) created to support demand led academia-business projects: |  |
| New posts (in Scottish industry partners) created to support demand led academic-business projects: |  |
|  | Number of individuals gaining new qualifications / skills | PhD/EngD |  |
| MSc |  |
| HND/HNC |  |
| Other - state |  |
|  | Benefits to Wider Construction Sector and Wider Economy |  |  |
|  | Type of Collaboration | Academic / BE-ST to business (involving at least 1 business in Scotland): |  |
| Academic / BE-ST to business (involving no businesses in Scotland): |  |
| Academic / BE-ST to Academic: |  |
| Business to business (involving at least 1 business in Scotland): |  |
| Academic / BE-ST to public sector (involving no businesses in Scotland): |  |
| Academic / BE-ST to public sector to business (involving at least 1 business in Scotland): |  |

Section 9: Administration

(Lead Partner to complete)

|  |  |  |
| --- | --- | --- |
|  | Have you previously received or applied for any funding in this subject area? Please detail. | *NB: Match funding for this project cannot have also been used as match funding against another funding source.* |
|  | Are you currently working with any of the other Innovation Centres? Please detail. |  |
|  | List any competitors that you do not wish to evaluate your application. |  |
|  | Please confirm you have reviewed guidelines of State Aid and comply with the regulations. | Yes |  | No |  |
|  | Confidentiality | *Please advise if you require a confidentiality agreement put in place with BE-ST* |

Signatures

(Lead Partner and Academic Partner to complete)

|  |
| --- |
| Lead Company / Organisation:I certify that the information given on this form regarding my company is accurate to the best of my knowledge. I understand that if it is later established that my company does not qualify for this programme, then the company will be required to pay for the services received. |
| Name: |  | Position: |  |
| Signed: |  | Date: |  |
| Lead Academic Partner: |
| Name: |  |
| Signed: |  | Date: |  |
| Research & Innovation Department – Name: |  |
| Signed: |  | Date: |  |