**Glossary of Terms to support completing Innovation Vouchers Application Forms**

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| **Term** | **Definition/Explanation** |
| **Commercialisation** | For the Company – this means providing an indication of how the company is going to move the project forward after the outcome from the collaborative project with Academia. What further work is required for the new/improved product/process/service to be ***“ready for market”*** (how is your company thereafter going to produce/market/brand/make use of social media/identify potential customers etc). |
| **Company In-Kind Contribution** | This means providing an equivalent match of company resources for the collaboration with the Academic Institution for a Project – this can take the form of: staff time in providing a Project Brief, attendance at meetings, examination/testing of proto-type, input to Final Report etc, other resources required (e.g. provision of equipment or other materials to use in the project). |
| **Company Registration Number** | Enter your **Scottish Companies House Registration Number** which will commence SCO ……. Otherwise enter your **Charity Registration Number** (as Registered with OSCR (Office of Scottish Charity Registration) – which will commence SC0 ……… (note - first one is a Letter “O” and the second one is a zero “0”).  If you do not hold either form of registration or English Company House Registration– you will require to complete a **Pre-Submission Application Form**. |
| **State Aid Rules / Subsidy Controls** | The Grant is awarded as an exempted subsidy under Article 364(4) of the EU-UK Trade and Cooperation Agreement. There is a ceiling of 325,000 Special Drawing Rights for subsidies provided to any one economic actor under this Article over a 3-year period. Any Article 364(4) subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Grantee will be relevant if the Grantee wishes to apply, or has applied, for any Article 364(4) subsidies.  The Grantee must retain this Agreement for 3 years from the date of this Agreement and produce it on any request by the UK public authorities. (The Grantee may need to keep this Agreement for longer than three years for other purposes).” |
| **Economic Impacts** | Here the Company should list any benefits that will result from their new product/process/service – for instance – x% increase in anticipated sales, employ x additional staff, y jobs safeguarded, perceived cost efficiency (reduced production costs of x%), anticipate x increase in entry fees/sales to organisation due to new innovative service etc. |
| **Intellectual Property** | Refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. Hence list if you have any registered trademarks etc. (***Background Intellectual Property*** *is that which is currently owned by the company and will be required during the project.* ***Foreground Intellectual Property*** *is the new Intellectual Property that will be created as a result of the innovative project).* |
| **Milestones** | Breakdown the Costs within the **Activity Costs Section** to show significant stages within the development of the new product/process/service (for instance - Start of Project Meeting, Development of demonstrator/Prototype, Examination of Risks, Assessment of the demonstrator/Prototype, Final Close Out Meeting, Production of Final Report etc). |
| **Pooled Innovation Vouchers** | When a minimum of 2 Companies to a maximum of 4 companies opt to carry out a series of Joint Innovation Voucher projects with one University/College – which can be to solve a common problem and so may pool their individual grants (e.g. £5000 x 2-4) allowing a more significant project to work on the common problem. Pooled standard innovation vouchers may be to address a common challenge facing a sector to review the adoption of a novel innovative technology by a group of companies.  (**Note** each company requires to complete an Individual standard innovation voucher Application Form plus an Individual Final Report – in addition there is a simple common **Pooled Innovation Voucher Form** for completion, to clarify the need for the Pooled Voucher and any joint innovation development). |
| **Societal Impacts** | Detail how the proposed new product/process/service will have an influence on Scottish Society as a whole (if relevant) or on individuals/society (if relevant) i.e. how the project affects overall wellbeing, improved environment, improved healthcare options etc. |
| **Turnover in Current Financial Year** | Company’s Sales Figures for past year. If not relevant – enter as appropriate (e.g. Pre-trading company). |