**STANDARD INNOVATION VOUCHER SCHEME**

**PART A: APPLICATION FORM  
Section A.1 - COMPANY DETAILS AND DECLARATION**



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| --- | --- |
| **Please Select Voucher Type:** | **Select Yes or No** |
| **Product/Process/Service** **Innovation Voucher** | Choose an item. |
| **Workforce Innovation Voucher** [New/Enhanced Workforce business Processes/Innovation Workplace Practices/Innovative business expertise] | Choose an item. |
| Company collaboration with University | Choose an item. |
| Company collaboration with Further Education College | Choose an item. |

**Section A.1 should be completed by an authorised officer of the company**

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| **A.1.1. COMPANY CONTACT DETAILS** |

|  |  |
| --- | --- |
| First & Surname |  |
| Job Title |  |
| Tel No. Mob/Bus |  |
| Email |  |

|  |
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| **A.1.2. COMPANY DETAILS** |

|  |  |
| --- | --- |
| Company Name |  |

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| --- | --- | --- |
| **Address** | **Registered** | **Trading (if different)** |
|  |  |  |
| **Postcode** |  |  |

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| Company Registration No. |  |
| Website: |  |
| No. Employees |  |
| Turnover in last Financial year (£) |  |
| Net Zero - Are you committed to reducing your business’ carbon emissions?  Practical tools, resources and advice on how take steps to become net zero is available on the UK Climate Hub website.  <https://businessclimatehub.org/tools/> |  |
| Fair Work - Are you committed to becoming a fair work employer?  Support on how to become a fair work employer is available on the Scottish Government Fair Work Convention site  <https://www.fairworkconvention.scot/the-fair-work-framework/> |  |
| Company profile | *Please restrict your company profile to under 150 words* |
| Company Sector | Choose an item. |
| Discipline of academic expertise required | Choose an item. |

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| A.1.3. COMPANY DECLARATION - I CONFIRM THAT: | PLEASE SELECT |
| The company has fewer than 250 employees. | **Choose an item.** |
| The company will use the funding only for activities eligible under this scheme. | Choose an item. |
| The company is solvent and no distress or execution has been levied against it. | Choose an item. |
| The company, associated companies or company employees have not previously received SFC standard Innovation Voucher funding. | Choose an item. |
| The company confirms that the amount of funding from the SFC Innovation Voucher Scheme will not cause them to exceed the subsidy threshold within a three year period as defined in Article 364 of the [UK-EU Trace and Co-operation Agreement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/982648/TS_8.2021_UK_EU_EAEC_Trade_and_Cooperation_Agreement.pdf). | Choose an item. |
| I understand and will comply with the terms and conditions of the [legal contract](http://www.interface-online.org.uk/how-we-can-help/funding/innovation-vouchers) which is a condition of this award. | Choose an item. |

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| **A.1.4. COMPANY STATEMENT:** |
| **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 of Authorised Officer | Please type name here. A signature is not required. |
| Email: |  |

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| **A.1.5. PUBLICITY STATEMENT:** |
| The Scottish Funding Council may share information about projects with the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise and any other appropriate organisation in the interests of developing and promoting the Innovation Voucher Scheme.  The Scottish Funding Council is subject to the Freedom of Information (Scotland) Act 2002 and as such may be requested to disclose information regarding the Innovation Voucher Scheme. Scheme members will be consulted before any decision to disclose information is taken. However, any refusal to disclose may be appealed to the Scottish Information Commissioner. |

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| I agree to assist with a case study using non-confidential information to promote this project. Please select one of the options. | Choose an item. |

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| **A.1.6. IMPACTS SURVEY** |
| **I understand that as a** requirement of the Innovation Voucher funding**, a follow up** Electronic Survey to determine impacts **will be issued *approximately 6 months* following completion of the project.**  ***By providing your contact details below, you are agreeing to complete this survey.*** |

|  |  |
| --- | --- |
| Name of Authorised Officer |  |
| Email: |  |

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| **A.1.7. PREVIOUS RELATIONSHIP:** |

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| --- | --- |
| Have the company and lead partner previously worked together on a project which has received funding from ANY source e.g. Innovate UK | Choose an item. |
| Has the company previously paid for or been paid for the services of the lead partner? | Choose an item. |

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| **If either of the above are ‘yes’ then you are ineligible to apply. If you are in any doubt about previous**  **collaborations or eligibility please complete a** [**pre-submission**](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) **form before continuing.** |

**SECTION A.2 – PROJECT SUMMARY DETAILS**

Please follow the accompanying [step by step](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) guidance notes to help you complete this form.

***\*Lead Partner means University or Further Education College***

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| **A.2.1. LEAD PARTNER - ACADEMIC DETAILS** |

|  |  |
| --- | --- |
| Institution Name |  |
| Department |  |
| Academic Name |  |
| Academic Email |  |
| Academic Tel No. |  |

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| **LEAD PARTNER - COMMERCIAL OFFICE/BUSINESS DEVELOPMENT CONTACT DETAILS** |

|  |  |
| --- | --- |
| Contact Name |  |
| Contact Email |  |
| Contact Tel No. |  |

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| **OTHER PARTNER INSTITUTIONS IF APPLICABLE** |

|  |  |
| --- | --- |
| Provide contact details for collaborating partner(s). |  |

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| **A.2.2. SUMMARY OF FUNDING** |

|  |  |
| --- | --- |
| Project title |  |
| Value of grant requested | £ |

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| --- | --- | --- | --- |
| **Company in-kind contribution** | £ | **Company cash contribution** | £ |
| **Expected start date** |  | **Expected end date** |  |

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| **A.2.3. INTELLECTUAL PROPERTY** |
| Please select one of the three following conditions which applies to this project, dependent on the background IP ownership brought to the project.  **The IP clause within the Legal Agreement Template is a non-negotiable condition of the Innovation Voucher Award. Note: Where academic partners are granted a research licence this should not be confused with a commercial licence, i.e. the academic partner can never have a licence to ‘exploit’ the IP with commercial third parties, but merely use the IP for research purposes. The IP agreement will provide free access to IP for research and teaching purposes for the academic team under conditions which do not in any way compromise commercial application by the company. More information/overview on IP can be found at Gov.UK** [here.](https://www.gov.uk/intellectual-property-an-overview)  **In addition, further information/explanation on IP is available on Interface’s Website**  [here](https://interface-online.org.uk/how-we-can-help/guidance-collaborating/intellectual-property-assets) |

|  |  |  |
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| Background IP ownership | Foreground IP ownership | Choose:  1 ‘yes’  and 2 ‘no’ |
| University or FE College only | Foreground IP shall be owned by the University or Further Education College.    The University or Further Education College hereby grants to the Company a perpetual, irrevocable, worldwide non-exclusive royalty-free licence to use and exploit the Foreground IP for its own purposes, commercial or otherwise. | Choose an item. |
| Company only | Foreground IP shall be owned by the Company.    The company hereby grants the University a perpetual, irrevocable, worldwide non-exclusive royalty free license to use the Foreground IP for the purposes of the academic research, teaching and collaboration, including any collaboration with third parties provided that such third parties are not granted any rights to exploit the foreground IP. | Choose an item. |
| Both - University or FE College and Company | Foreground IP shall be owned by the Company.    The company hereby grants the University a perpetual, irrevocable, worldwide non-exclusive royalty free license to use the Foreground IP for the purposes of the academic research, teaching and collaboration, including any collaboration with third parties provided that such third parties are not granted any rights to exploit the foreground IP. | Choose an item. |

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| **BACKGROUND IP DESCRIPTION** |
| **Describe the background IP the company and lead partner will bring to the project** |
| **Company:** |
|  |
| **Lead partner**: |
|  |
| **A.2.4. COLLABORATION**  **Please tell us how the partnership between the company and lead partner arose (e.g Interface enquiry).** |
|  |

|  |  |
| --- | --- |
| Does this collaboration involve the use of specialist facilities in the University/College? | Choose an item. |
| If yes – please detail what specialist facilities? |  |

**SECTION A.3 - PROJECT DETAILS**  
**Section A.3 should be completed Jointly by the Company and the Lead Partner**

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| Project Summary.   * Provide some background, what you hope to achieve and how this will be done. * How will the partnership/collaboration lead to a new or significantly enhanced product, service, process or workforce business practice/expertise. * What will be new/different /innovative as a result of the collaborative partnership?   (up to 200 words) |
|  |
| Please outline the new/enhanced product, process or service to be developed as a result of this project   * What are the unique selling points of the new / enhanced product, process, service?   (up to 150 words) |
| The new or enhanced product/process/service (complete and delete as appropriate) to be developed is |
| If applying for the Workforce Voucher - Please outline the new workforce business practice/expertise   * What are the unique selling points of the new / enhanced workforce business practice/expertise?   (up to 150 words) |
| The new workforce practice/expertise (complete and delete as appropriate) to be developed is |
| Innovation (if applying for a Product/Process/Service Voucher)   * Outline what is innovative about this collaborative project * Indicate what is being co-developed? * How it is new, novel, pioneering? * What change will be produced as a result of the project.? * How is the outcome significantly different to any existing product/process/service   (up to 150 words) |
|  |
| Innovation (if applying for a Workforce Voucher)  Please outline what is innovative about this project, indicating what is being explored and how it is new, novel, pioneering or significantly different to any existing workforce practice/expertise and what change will be effected as a result of the project. (up to 150 words) |
|  |
| Project Outcomes   * What outcomes does the company expect to be delivered as a result of the project? * What indirect outcomes are you hoping to gain from this engagement with the University/FE College? |
|  |
| * Project Risks Have any potential risks been identified and discussed with the academic partner? * *These could be in relation to possible delays due to availability of information / materials from a third party, weather dependant, permissions required, experiments may show that the original concept cannot be proven etc.* * If so, please provide a brief summary. |
|  |
| Company Expertise   * What skills and expertise will the company bring to this project? * Provide some brief background information on the Company Applicant? (up to 150 words) |
|  |
| Academic Expertise   * Explain why the expertise of a University/FE College is required for this project * Provide a brief background/skills detail of the Academic * Explain why this work cannot be obtained commercially. * *Please note the scheme only funds co-developed innovative research; it does not fund projects related to training, marketing activities or consultancy e.g. to study/evaluate current systems and practices; business and strategy planning etc. (refer to relevant FAQs for a full list)* (up to 200 words) |
|  |
| Benefits   * Provide information on the prospective benefits to the company and the academic partner from this collaboration. |
| Benefits to company  Benefits to academic partner |
| Economic and Societal Impacts (See [Glossary of Terms](https://interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) and [step by step](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) guidance notes for further explanation)   * Please complete the table below providing information on the anticipated economic and societal impacts of the project. |

|  |  |  |
| --- | --- | --- |
| **Type of impact** | **Yes / No** | **Brief explanation (Values - if relevant)** |
| New product/process/service/workforce practice or expertise |  |  |
| Improved product/process/service/workforce practice or expertise |  |  |
| New markets entered |  |  |
| Additional profits |  |  |
| Increased Competitiveness |  |  |
| Additional Sales/Turnover |  |  |
| Number of Jobs Created (**provide numbers if applicable)** |  |  |
| Number of Jobs Safeguarded (**provide numbers if applicable**) |  |  |
| Increased exports |  |  |
| Increased productivity |  |  |
| Improvements in supply chain |  |  |
| None of the above or other |  |  |
| Outline the **environmental impacts** arising from this project (eg **Scottish Government Climate Change Priorities -** clean energy, sustainability, climate action, biodiversity, contribution to net zero targets etc) |  |  |
| Outline outcomes from this project that will promote **equality and diversity (**eg equal opportunities, fair work etc) |  |  |
| Outline outcomes from this project that will support **social inclusion (**eg safe and resilient communities, health & wellbeing,) |  |  |

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| After the Project   * Once the project is completed, describe the next steps the company intends to undertake in order to commercialise the new product, process or service? * OR please explain how the new workforce practice/expertise will enhance/develop your business going forward? * Provide any details of your intended continued relationship with your Academic Partner?   *(up to 200 words)* |
|  |

**SECTION A.4 - PROJECT COSTS**

Please follow the accompanying [step by step](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) guidance notes to help you complete this form.

**Section A.4. To be completed Jointly by the Company and Lead Partner (University/ FE College)**

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| **A.4.1. PROJECT COSTS** |
| * Outline how the grant will be spent *e.g. the project will be split into 4 main activities; exploring/developing/evaluating/demonstrating etc.* * Include details of staff resource and additional expenses such as travel , consumables and why these costs are necessary. * Please refer to the [FAQs](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) for details on policy regarding VAT/consumables/equipment depreciation costs. |
|  |
| **A.4.2. ACTIVITY COSTS** |
| **Please list in detail the key activities required to deliver the project in the table below.**   * Both Academic and Company individual activities should be listed in the table below. The cost for each task should be clearly outlined. * To be completed firstly by the Academic to establish the grant level and then by the Company. * The total cost to the Lead Partner should equal the grant being claimed. * **Please check that the totals in the columns compute. Ensure only rounded to 2 Decimal Places - failure to do so will result in the application being rejected by the Panel.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person Responsible | Description of Activity/resource/ consumables etc. | Description of Outcome: Milestones / Deliverables | Time (days) | Cost to company In-Kind/Cash Contribution  £ | Cost to the lead partner (grant claimed)  £ |
|  |  |  |  |  |  |
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|  |  | **Totals** |  |  |  |

**Please ensure the total values outlined in this table match those of the grant requested and SME contribution in Section A.2.2 – Please also ensure that any VAT implications have been fully discussed by the Academic Organisation and the Company prior to submission of the form. Please note -   that VAT is a non-eligible Activity Cost Expense.**

**Applications must be submitted via the** [**Interface Partner Portal**](https://partner.interface-online.org.uk/)

**PART B: FINAL REPORT**

**SECTION B.1 – PROJECT IMPACTS**

**Section B.1 - the company and the Lead Partner should complete this section together at the project close out meeting.**

| B.1.1. IMPACT ON THE COMPANY | Already delivered as a result of this project | Forecast for next 3 years as a result of this project |
| --- | --- | --- |
| Was the agreed project delivered as per original milestones and plan? | Choose an item. | N/A |
| Was/will there be a product created/improved? | Number: | Number: |
| Was/will there be a process created/improved? | Number: | Number: |
| Was/will there be a service created/improved? | Number: | Number: |
| Was/will there be a workforce practice/expertise developed/improved? | Choose an item. | Choose an item. |
| How many existing jobs have been/will be safeguarded? | Number: | Number: |
| How many new jobs have been/will be created as a result of the project? | Number: | Number: |
| Do you expect your company’s turnover to increase as a result of the project? | Choose an item. | Choose an item. |
| Please state your anticipated turnover in 3 years’ time | £ | £ |
| Has this project resulted in cost efficiency savings) e.g. reduced cost per unit) | Choose an item. | Choose an item. |
| **As a result of the project will you be in a position to:** |  |  |
| Stay within current Markets | Choose an item. |  |
| Expand within the UK Markets | Choose an item. |  |
| Expand to International Markets | Choose an item. |  |

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| **Please tell us about your experience of this project.** |
| **Company:** |
|  |
| **Lead Partner:** |
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| **B.1.2. BEYOND THE PROJECT** |

|  |  |
| --- | --- |
| Are you interested in continuing the development of this project with a PhD/Masters Student with the current lead partner? | Choose an item. |
| Will you continue to work with the current lead partner beyond this project? i.e. explore Follow-On activity? | Choose an item. |
| Would you be interested in working with another Scottish University or FE College in the future? | Choose an item. |

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| If you answered yes to the above questions; please provide more detail on what you would be looking to achieve, and which University / College is of interest. |
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| Would you like to access the support of a Scottish Enterprise or Highlands and Islands Enterprise Specialist for further development? | Choose an item. |

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| What does the company intend to do next with the results of this project? |
|  |
| Describe in what capacity the lead partner and company intend to continue working together. |
|  |

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| REMINDER - IMPACTS SURVEY (As agreed on the Application Form on Page 2) |
| I understand that as a requirement of the Innovation Voucher funding, a follow up Electronic Survey to determine impacts will be issued *approximately 6 months* following completion of the project. |

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| **B.1.3 DECLARATION TO BE SIGNED BY THE COMPANY (ink signature)** |

|  |  |
| --- | --- |
| Name of Authorised Officer |  |
| Signature |  |
| Company Name |  |
| Date |  |

**PART C: FINANCIAL REPORT**

Please follow the accompanying [step by step](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) guidance notes to help you complete the form

**Section C to be completed by the Lead Partner (university or college)**

**This section constitutes as an Invoice for claiming of funds – please do not submit a separate invoice.**

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| **C.1.1 LEAD PARTNER – STAFF COSTS** |
| **Please indicate the name of the academic, activities, number of days spent on the project and the value being claimed. Please note that a maximum of 7 hours per day Monday to Friday can be claimed.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Activity  mm/yy | Description of Activity (A brief description is adequate ) | Proposed Outcome: Milestone/deliverable (What was proposed in application) | Actual Outcome: Milestone/deliverable (What was achieved) | No. Of Days | Value  (£) |
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|  |  |  | **SUB TOTAL:** |  |  |

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| **C.1.2 LEAD PARTNER: OTHER ASSOCIATED COSTS** |
| **Detail any other costs incurred in relation to the project. This may be for materials or travel etc. Please do not claim for any items which are exempt such as software (refer to the** [**FAQ’s**](http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) **for a full list). You may need to provide evidence of such costs therefore a receipt or invoice should be kept by the lead partner in accordance with their own internal audit process.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Date mm/yy | Description | Supplier/Activity | Value (£) |
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|  |  | **SUB TOTAL:** |  |

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| **C.1.3 CONFIRMATION OF TOTAL GRANT FUNDS BEING CLAIMED** |
| **This is the total cost (C.1.1 + C.1.2) being claimed from SFC and should not include in-kind costs from either partner. It should not exceed the original approved award in section A.2.2** |

|  |  |
| --- | --- |
| GRAND TOTAL: | £ |

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| **C.1.4 FORM COMPLETED BY LEAD PARTNER:** |

|  |  |
| --- | --- |
| Name |  |
| Signature *(this must be ink or an electronic signature but NOT typed)* |  |
| Lead partner institution |  |
| Date |  |