

**\*\* PLEASE NOTE\*\* THIS APPLICATION FORM IS PROVIDED FOR INFORMATION PURPOSES ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE SUBMITTABLE APPLICATION FORM**

## **ELIGIBILITY AND DECLARATIONS**

The Submittable application form will contain 10 questions, each with a 500 word limit.

During the application process you will be asked for a high-level budget and project timeline. You can download the templates to complete from the website.

### **Eligibility Criteria**

Please refer to [Applicant Guidance](#) for full Eligibility Criteria

I confirm I have read and adhere to the Eligibility Criteria [TICK BOX]

### **Declaration of prior funding**

Due to subsidy control guidelines, we need to ensure that project funding does not exceed the maximum threshold allowed by UK Government. The maximum threshold is 3 million pounds for any one project. Please declare whether the project you're applying with has received previous funding or subsidies from any UK body, e.g. Innovate UK, etc. and if so, please provide **details** as below.

[TICK BOX]                      No, this project or prior work leading to this project has not received previous funding.

[TICK BOX]                      Yes, the project or prior work leading to this project has received funding within the last three years.

If yes, please outline the total funding amount and funding bodies.

[COMMENTS BOX]

**Declaration of company size:**

In order for us to determine funding eligibility, we need to confirm the size of your company as per the following definitions. Please read and select which criteria your company meets. If you wish to know more about these company categories, please see further information in our Applicant Guidance document.

Qualifying criteria

Company Category	Staff Headcount	Turnover OR	Balance Sheet
Micro	<10	<€2m/£1.76m	<€2m/£1.76
Small	<50	<€10m/£8.8m	<€10m/8.8m
Medium Sized	<250	<€50m/£44m	<€42m/£38m
Large	>250	>€50m/£44m	>€42m/£38m

Please select which size company you are

Micro Enterprise  [TICK BOX]

Small Enterprise  [TICK BOX]

Medium Size Organisation  [TICK BOX]

Large Size Organisation  [TICK BOX]

**Declaration of whether this project is A/ Industrial Research or B/ Experimental Development:**

	Industrial research	Experimental development
○ Purpose	○ Generate <i>new</i> knowledge or skills; or <i>significant</i> improvements.	○ Apply existing knowledge and skills to produce <i>new</i> products, processes or services.
○ Technology readiness levels <sup>1</sup>	○ 4, 5, 6	○ 7, 8, 9
○ Typical outputs	○ Prototypes, demonstrators, pilots in test / simulation environments.	○ Prototypes, demonstrators, pilots in real-life environments.

As CoSTAR offers its technical facilities as a "test/simulation environment" as part of the Pilots and Prototype Programme (PPP) award, the majority of PPP projects thus far have been classified as "industrial research"

Please select the nature of your project's research:

Industrial Research [TICK BOX]

Experimental Development [TICK BOX]

## **Conflict of Interest Declaration**

What is a Conflict of Interest?

All those undertaking research and grant funding from CoSTAR must be able to recognise situations and activities that might give rise to a real or potential conflict of interest, or could be perceived by others as a real or potential conflict of interest.

Any such conflict, which could affect, or be perceived to affect, an individual's judgement in any aspect of undertaking their CoSTAR project must be disclosed as soon as it is recognised and necessary steps taken to ensure it is recorded, and either avoided or appropriately managed.

**Please refer to UKRI guidance:** <https://www.ukri.org/who-we-are/how-we-are-governed/conflicts-of-interests/>

**Please note that declaring a conflict of interest does not preclude you from submitting an application. If you are unsure please contact the team on [costar.pilots@rhul.ac.uk](mailto:costar.pilots@rhul.ac.uk).**

Do you believe that there is a potential conflict of interest arising from this application?

Yes

No

If yes please provide details below:

### **Use of AI in Applications**

Applicants may use AI to support drafting; however, you remain responsible for ensuring that the content is accurate, original, free of fabricated references, and reflective of your own ideas and expertise. We adhere to the [UKRI policy on the use of generative artificial intelligence in applications](#). Please read this policy carefully before using AI tools in your application.

Any use of AI should be transparent and appropriately acknowledged where relevant, there will be the opportunity to declare AI usage at the end of your application form.

## **APPLICATION QUESTIONS**

This application form contains **10 questions**, each with a **500 word limit**. Before submitting, please make sure that all sections of your application are complete including the name and full registered address of your organisation and any partners or subcontractors working on your project. Please also check that your proposal meets the eligibility criteria.

### **Note to applicants:**

During the application process you will be asked for a high-level project plan and budget (where necessary). If you are successful, you may be asked for more detailed documentation as part of the contracting process.

Please ensure all information you wish us to review is included within your responses to this Application Form.

Please note any hyperlinks or references to review your own or other websites will not be considered by Assessors.

### **Project Name:**

**Question 1. Problem and need** - what is the problem you are trying to solve and if awarded what impact would this have on the wider performance and/or screen sectors?

(max 500 words)

Please describe:

- The main motivation for your project in terms of the business need, technological challenge, and/or market opportunity.
- How big the problem is.
- Who is experiencing the problem.
- The different forms of impact your project could have.

**Main Assessment Criteria:** *The problem that your innovation seeks to address along with potential sector benefits is well defined.*

**Question 2: Approach or solution** - how will your solution resolve the problem you have identified?

(max 500 words)

Please describe:

- What your solution is and why you have chosen this approach.
- How your solution will help or impact potential users.
- What you intend to achieve within the scope of this project and how.

**Main Assessment Criteria:** *The proposed solution is clear and achievable.*

**Question 3: The R&D and/or innovation focus** - what is the main R&D opportunity or innovation outcome you propose to explore or develop?

(500 words)

Please describe:

- What makes your project innovative, and how it is different from alternative solutions that are already available.
- Whether you are developing a new solution in an existing area, or a totally new approach or idea.
- What stage your project is at (for example, is it an early-stage prototype or is it closer to market?).
- How it may build on any work you have already done.

**Main Assessment Criteria:** *The specific R&D focus and/or innovation of the project is well-articulated. Please note that this question is double weighted.*

**Question 4: Project Team** - who is in the project team?

(max 500 words)

Please describe:

- The roles, skills, and experience of all key members of the project team.
- Who will be leading the team.
- Any key advisory board members, board of directors etc.
- The details of any UK based subcontractors, who you will need to work with to successfully carry out the project.
- Any roles you will need to recruit for (on which the project depends).

**Main Assessment Criteria:** *The project team has strong leadership, and the range of skills and experience needed to deliver the project.*

**Question 5. Project Timeline and Risks** - how will you manage your project effectively? (max 500 words)

Please consider:

- Your approach to managing your project effectively, identifying any major tools and mechanisms you will use to secure a successful project outcome.
- Your key project risks and how you will mitigate them.

Please complete:

A high-level project plan and timeline, identifying any key priorities, milestones, work packages and deliverables (as appropriate to your project). This is available for download from the [website](#), please note the download should start immediately when you click the link and will automatically be saved to your designated downloads folder. Please upload your completed Project Plan to Submittable.

**Main Assessment Criteria:** *The project management plan and approach to risk management is appropriate and achievable.*

### **Question 6: Budget**

Please complete the attached budget template providing a high-level breakdown of your proposed costs (i.e. staffing and labour costs, use of contractors and freelancers, capital usage, and materials.) The budget template document can be downloaded [here](#). The download should start immediately when you click the link and be saved automatically to your designated downloads folder.

- Please review [Budget Guidance](#) before completion.

**Main Assessment Criteria:** *The proposed budget is well considered, has reasonable costs and appears feasible with respect to scope of the project. Please note that this question is double weighted.*

### **Question 7: CoSTAR Support Requirements (max 500 words)**

What will you need access to?

Please describe:

- Which CoSTAR equipment and facilities you will require access to. If there are any key dates and durations that you require access, please note these here.
- Any CoSTAR research expertise you may require access to.

**Main Assessment Criteria:** *The request for CoSTAR support is clear and reasonable.*

**Question 8: Justification for Support and Added Value** - Why do you require access to the CoSTAR infrastructure detailed above, and how will it help progress and/or accelerate your project?

(max 500 words)

Please describe:

- What advantages this form of publicly funded support would offer your project, for example, appeal to investors, more partners, reduced risk, or a faster route to market.
- What other routes of support or investment you may have already approached.
- What your project would look like without CoSTAR support.
- What additional value is the project bringing, for example, other funder contributions, company own contribution.

**Main Assessment Criteria:** *There is a clear rationale for why CoSTAR support is required to progress and/or accelerate the project.*

**Question 9: Commercial potential and route to market** - Upon completion of this projection what is your 12-month roadmap to commercialise the results of the project?

(500 words)

Please consider:

- The commercial potential of your solution with reference to intended users, size of market.
- Your previous track record of developing new technologies or experiences.
- Any demonstrable experience of commercialising new products, technologies or experiences in the past.
- The current financial position of your business and existing client base.
- Any ideas you may have for achieving maximum impact with your project (beyond commercialisation opportunities) such as publication, demonstration or knowledge exchange opportunities.

**Main Assessment Criteria:** *The proposed solution has strong commercial value, with an appropriate route to market.*

**Question 10: Social Impact** (max 500 words)

Environmental Sustainability and Equality, Diversity and Inclusion (EDI) are central to our work at CoSTAR and all our Access Programmes. All projects, regardless of their main R&D focus, are expected to have a demonstrable engagement with either EDI, sustainability or both.

Please outline how your proposal and project team intend to engage with EDI and sustainability and the additional support you would most benefit from:

Please consider:

- Does your company have an EDI policy/action plan?
- What experience, if any, does the team have in delivering ‘inclusive innovation’ e.g. working with diverse user groups, engaging in participatory design, developing assistive technology or addressing bias in emerging technologies?
- Is your business actively integrating sustainability principles into its products, strategies and operations?
- Any there any specific challenges or opportunities relating to sustainability arising from your project?
- What experience, if any, does the team have of addressing technological challenges around sustainability and carbon measurement?

**Main Assessment Criteria:** *There is a strong approach to engaging with Social Impact (EDI and/or Environmental Sustainability)*

### **Unmarked Artificial Intelligence Usage Declaration**

The CoSTAR Network would like to gather some data on the use of AI in funding applications. This will help us to better understand where and how it is being used by applicants and does not impact the outcome of your application.

#### **Did you use Artificial Intelligence, or a tool based on it, to complete this application?**

Select one

NO  [TICK BOX]

UNSURE  [TICK BOX]

YES  [TICK BOX]

#### **If you answered Yes or Unsure please include further details here:**

It is important that all projects respect copyright and intellectual property rights.

If you are applying for funding with a project using AI outputs, please make sure that this does not infringe copyright or IP law.