



Transport Research and Innovation Grants

Department for Transport

Transport Research and Innovation Grants Programme

TRIG 2021

Application Guidance

Please read this guidance document carefully before completing your application.

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1. Introduction

- 1.1. The 2021 TRIG scheme comprises four separate calls. While the competition encourages applications with innovative ideas across all areas of transport under a traditional Open Call, some grant funding has been ringfenced for projects addressing COVID-19 Recovery and Resilient Transport Systems, Maritime Decarbonisation and Future of Freight challenges.
- 1.2. Under this TRIG programme, approximately 50 companies will be awarded funding of up to either £30k or £100k (depending on the size of the grant and challenge applied for).
- 1.3. The TRIG 2021 provides 100% funding and is open to all businesses including micro, small and medium-sized enterprises. The competition also welcomes applications from universities and other academic institutions, as well as consortiums comprised of both groups.
- 1.4. The programme will be delivered by Connected Places Catapult (CPC). CPC will play an active role in various aspects of the call and will offer successful projects additional market exploitation support throughout the grant funding period.
- 1.5. In alignment with the Department for Transportation (DfT)'s Diversity & Inclusion Strategy (2017), this TRIG Programme seeks to drive accessible and inclusive opportunities in the urban, transportation and mobility sectors. The competition will ask applicants to consider their own Equality, Diversity & Inclusion (EDI) practices in an effort to help foster a future diverse innovation system that enables and inspires improvements in EDI across the United Kingdom.

2. Application Process

- 2.1. In order to apply to this TRIG scheme, you **must** be:
 - A business of any size or a university/academic institution; and
 - Based in the UK.
- 2.2. Projects must be delivered by 30 September 2022.
- 2.3. The maximum amount of funding available for each project is dependent on the challenge selected.
 - 2.3.1. A total of 13 projects focused on the 'Maritime Decarbonisation' challenge will be eligible for a maximum amount of funding of £30k.
 - 2.3.2. A total of 5 projects in the 'COVID Recovery and Resilient Transport Systems' challenge will be eligible for a maximum amount of funding of £30k.
 - 2.3.3. A total of 15 projects focused on the 'Future of Freight' challenge will be eligible for a maximum amount of funding of either £30k or £100k; 10 awards of £30k and 5 of £100k.
 - 2.3.4. A total of 20 projects focused on the 'Open Call' challenge will be eligible for a maximum amount of funding of £30k.
- 2.4. Technologies must be at least at TRL 2 at the point of application. This means that innovators must have completed sufficient basic research on the feasibility of their concept and must have a good understanding of the challenge their technology addresses.
- 2.5. The DfT will consider proposals from consortia. However, a lead applicant, who will be the grant recipient should be identified.
- 2.6. Previous unsuccessful applicants are welcome to apply again with revised bids.
- 2.7. Applicants making more than one application will need to demonstrate an ability to deliver the projects concurrently.

How to Apply

- 2.8. Carefully read this guidance document and the Grant Specifications document before beginning your application.
- 2.9. Complete your TRIG application form on our online application page.
- 2.10. Only information in your application form will be assessed. No other documentation should be attached to your submission unless this is requested.
- 2.11. Applications must be submitted by **midnight on Sunday 7th November** (GMT). Late submissions will not be considered.
- 2.12. Please keep within the maximum word counts noted in each of the sections of the grant application form. Any content that exceeds the word count limit will be disregarded.
- 2.13. Please note that by submitting an application, you accept that any resulting Grant Offer shall be subject to the provisions of this Guidance Document, the terms outlined in the Grant Agreement and the clauses contained within the Grant Offer Letter template.

- 2.14. Applicants requiring assistance in completing the application or alternatives forms of accessing the application should contact the project team as early as possible during the open application process to allow for appropriate support and sufficient time for the completion of the application.

Application Questions

- 2.15. In addition to the information included in the application form, further guidance on what should be included in your response to the application form question is given below. You should also refer to section 9 on the assessment scoring criteria, as that will help you to maximise your score.

Questions 30, 31 & 32 | Equality and Diversity

- 2.16. Promoting equality of access to the competitions and supporting a diverse portfolio of companies is integral to both the Department for Transport and Connected Places Catapult. We seek to ensure that the organisations we work with are also committed to demonstrating EDI practices in both current and future projects and operations. We recommend all applicants demonstrate their commitment to EDI as best as possible through their own initiatives and alignment with wider DfT policies.

Question 39 | TRIG Challenge

- 2.17. You must identify which TRIG challenge you are applying for, as each challenge has a different number of available grants and associated funding amounts.
- 2.18. Applicants applying for the 'Future of Freight' challenge must identify which grant value they are applying for – either the £30k grant or the £100k grant.

Question 41 | Project Summary

- 2.19. Use this question to give a succinct overview of what exactly your TRIG project will entail.

Question 41b | Project Summary (for the £100k grants only)

- 2.20. Applicants bidding for £100k will need to justify an enhanced award on factors such as; the complexity of challenge being addressed; the resource needed to reach higher TRLs; or the necessity to form a wide consortium of collaborators to achieve success. We expect the competition to be more intense for the larger grants and applicants should think carefully as to whether similar outputs can be achieved with a smaller grant.
- 2.21. Please note that these larger projects will also need to submit an Independent Accountant's Report at the end of the project (note: we do not require this of £30k projects).

Question 42 | TRL

- 2.22. In order to establish a project's suitability for the TRIG programme, we ask you to indicate its TRL at the point of application.
- 2.23. For the awards £30k, technologies should start at TRL 2 and should aim to progress to TRL 4 by the end of the project.
- 2.24. For the enhanced awards (≤£100k), we would expect technologies to start at TRL 2 and progress to a higher level of technological development up to TRL 4 by the end of the project.

Question 44 | The Challenge

- 2.25. This question seeks to understand the main motivation for your project. You should clearly describe the problem or challenge you are seeking to address. You must clearly articulate why you consider this to be a high priority challenge for the DfT and why it is a major barrier within the industry.
- 2.26. You should not give full details of your innovation here, however, you should focus on why it is needed. Discuss what the possible unmet need or shortcoming is in the current practice. You should also specify:
- The transport challenge being addressed and why you consider this to be a challenge.
 - How this aligns with [DfT's priorities](#).

Question 45 | Innovation

- 2.27. For this question you need to provide a strong case as to how your innovation meets the challenge set out in the previous question, along with solid supporting evidence. For example, does your solution apply existing technologies in new areas, is it about developing new technologies for existing areas or is it a totally novel approach? You should note what solutions currently exist and how your proposed innovation is different, i.e. your application must provide details of its competitive advantage over any existing solutions. You should also explain how your solution will advance and improve the current state of play within the transport industry.
- 2.28. Innovative proposals could include:
- Novel ideas, technology, processes, apps, devices, software.
 - Ideas, concepts or solutions from other sectors that could be applied to improve the transport industry.
 - Improvements to existing processes, methods or practices that will leverage positive impacts.

Please include relevant diagrams or figures to clearly explain your concept and provide evidence of how or why your innovation or solution is likely to work.

Question 46 | Project Management and Team

- 2.29. Your project plan should be highly credible, providing confidence that the project will be successfully delivered. You should clearly set out your project plan in a Gantt chart. Describe the roles, skills and relevant experience of the project team, including any sub-contractors.
- 2.30. Please detail the aims and objectives of your project and how you plan to accomplish them. Details of milestones and deliverables shall be provided. Your project should be completed by 30 September 2022.
- 2.31. Clearly describe relevant risks to this project and how you plan to mitigate them. You should consider the limitations (potential and current) enforced by COVID-19 and how this will impact the project. In a wider sense, you should also demonstrate that you will implement the required health and safety procedures within your project.
- 2.32. Please demonstrate how your company is working to support and promote EDI initiatives in the selection of your project team. Should you not demonstrate a diverse and inclusive team, you should outline how you will implement EDI initiatives in the future.¹

¹Applicants must not disclose the personal Information of individuals in your response. Responses should highlight the applicant's initiatives to promote and enhance EDI, not discuss the diversity or otherwise of specific team members.

Question 49 | Exploitation

- 2.33. Your application should demonstrate a clear understanding of your chosen market and be supported by data to support any assumptions about potential market value, size and access. The project's market opportunity should be comprehensively understood, with a clear and achievable route to market identified.
- 2.34. Your application must also include a sound and achievable exploitation plan that summarises and provides clear steps on how you intend to commercialise your product or solution. This will give the assessors an indication of how scalable the technology is.
- 2.35. Projects should have a life beyond the end of the funding offered by this programme. You should be able to show that following TRIG, you have a clear and thought-out plan for the next steps. This may involve applying for a larger funding grant, seeking private investment or developing new industry collaborations to help launch your product.
- 2.36. If you represent a private company, it would be interesting to understand your business growth plan and how TRIG will help you to achieve this.

Question 50 | Project Impact

- 2.37. For this question, please consider the following:
 - The desired outcomes your project will have and how you will measure these (upon project completion)
 - The desired impacts your project will have and how you will measure your progress towards these desired impacts
 - How the desired outcomes and impacts of your project are aligned with DfT priorities

Question 52 | Project Finances

- 2.38. Dependent on the challenge selected in question 39 of your application, you can claim up to either £30k or £100k of your project costs from the TRIG programme. Any additional funding required to deliver the project will need to be directly contributed by the applicant.
- 2.39. Projects should demonstrate value for money. All cost information provided should be clearly explained and all rates must reflect fair market value. Sub-contractor and material costs should be justified.
- 2.40. Applicants are welcome to sub-contract work to overseas organisations, as long as the majority of the project work is undertaken in the UK and the technology will be fully deployed in the UK.
- 2.41. Your uploaded finance table should clearly describe what you will spend the funding on and justify why (especially if you intend to claim back any VAT on delivery of research). Your finance projection should:
 - Demonstrate value for money e.g. competitive day rates, equipment, services used etc.
 - Justify the costs, showing how they relate to the project plan, and how they reflect fair market value.
 - Include sufficient relevant detail in the cost breakdown for the assessor to understand what the money will be spent on.
 - Clearly explain the staff costs, using reasonable, fair market value rates.
 - Explain any other costs, such as materials.
 - List and justify any sub-contracting costs.

- Evidence in-kind contributions to the project.
- 2.42. If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and are unable to recover from HMRC, you must ensure that the cost of these VAT payments is included in question 50 of your application form. It is important to note that grant funding is not payable to you for any costs during the delivery of the research which may incur VAT which you are able to recover back from HMRC.
- 2.43. To enable to start of the project, a 60% of the total award will be paid up-front. The remaining 40% will be paid at the end of the project, subject to the submission of a final report and other requested documentation.

How your application is assessed

- 2.44. After the deadline, only applications that meet the eligibility criteria and scope of the competition will be subject to a full assessment. The Department reserves the right to declare applications as out of scope.
- 2.45. The assessment panel will be asked to review your commitment to wider EDI initiatives through your responses to questions 30, 31, and 32. Although scored, these questions are not weighted and will not impact the final application score. Your responses will be considered as a long-term impact of any funding given to your proposal. Where applications are of a similar quality, a proposal which scores higher and does more to evidence a positive EDI approach will be funded over one where there is weak or negative evidence.
- 2.46. Bids for the enhanced pilot grants of £100k (within the Future of Freight challenge) will be subject to a higher level of scrutiny than bids for the £30k grants.
- 2.46.1. For question 39, applicants will need to justify why £100k is needed, i.e. why the work cannot be undertaken for £30k. This could include factors such as addressing a very complex challenge, the aspiration of reaching a higher TRL and/or the necessity to form a wide consortium of collaborators from varying organisations.
- 2.46.2. Traditionally, TRIG supports technology progression from TRL 2 (basic research) to 4 (MVP or small scale prototype). For the enhanced grants of £100k, we would expect innovators to achieve a TRL of 4 – that is, we would like to see a clear plan to progress beyond initial proof of concept, be more complex, and/or bring together a wider multi-disciplinary collaboration.
- 2.46.3. In terms of finances, the budget table submitted for question 52 will be scrutinised to a higher level by assessors with experience in gauging cost justification and value for money. Should you be shortlisted for interview, it is likely that the panel will delve into the budget in detail in order to establish your organisation's commitment to spend the full grant and leverage expected impacts.
- 2.47. Applications that progress to the full assessment stage will be reviewed by at least three expert assessors from DfT, the Connected Places Catapult and partner organisations.
- 2.48. Assessors with a broad technical knowledge across different areas of transport and technology will score your application. You should therefore write clearly in layman's terms, avoiding acronyms and obscure jargon.
- 2.49. TRIG operates on an open and transparent basis and proposals will be assessed against the assessment scoring criteria, detailed in this document.

- 2.50. Following the full assessment, a number of applicants will be shortlisted for interview (also called a Project Exploration Meeting). This is a good opportunity for you to showcase your project face to face by demonstrating the value it will bring and your passion for delivering it.
- 2.51. The final funding decisions will be made once the interviews are concluded. In certain circumstances, the final funding decisions are made following ministerial approval. We will inform applicants as soon as possible if this is to be the case.

Notification of assessment outcome

- 2.52. If you are the lead applicant, you need to inform the other collaborators and partners about any funding decisions.
- 2.53. Only applicants that progress to the full assessment stage will be given a breakdown of the scores achieved for each section of the application form.
- 2.54. The Department reserves the right to declare applications out of scope and unsuccessful.
- 2.55. Once the final funding decisions have been made, we regret that we are unable to offer follow up meetings with unsuccessful applicants.

Successful applications

- 2.56. You will be sent a conditional Grant Offer Letter and Subsidy Compliance Declaration that you must sign and return by the 28 February 2022. **Please note that the terms and conditioned stated within the Grant Agreement and Grant Offer Letter are non-negotiable.**
- 2.57. Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines. For example, you will need to complete a New Supplier Form and Grant Claim Form to enable the first 60% of the funding to be paid.
- 2.58. There will be a Project Initiation Meeting within two weeks of awarding the grant to discuss the details of the project. You will be asked to discuss your application and how you will deliver the project effectively. You must be able to satisfy the Department that your methodology is likely to deliver the results sought. The Department shall have the right to request any reasonable changes to the project.

3. Project Reporting

- 3.1. You will be expected to submit regular progress reports as required (usually on a monthly basis) during the course of the project, with evidence of the achievement of key deliverables.
- 3.2. Future of Freight projects receiving the pilot TRIG funding amount of £100k will be required to submit an Independent Accountants Report as part of their project reporting. The cost of producing this report (up to £3k) can be included in your budget table.
- 3.3. Final payment (40%) of the grant will be paid upon submission of a high-quality Final Report. The report should be no more than 20 pages long, excluding references or data tabulation annexes and should clearly set out:
 - The problem, issue or challenge;
 - The solution proposed;
 - The work conducted and how this advances the solution;
 - The project findings;
 - Next steps to deploy the solution, if proven.
- 3.4. A first draft of the final report will be due two weeks prior to project completion. You will be given feedback on the report and may be asked to make changes before the final version is required (upon completion of the project).
- 3.5. The final report will be disseminated across the Department, key stakeholders and made publicly available.
- 3.6. Along with the first draft of the final report, the DfT will require a one-page summary of your project, which will form an official TRIG case study. This will be released publicly.
- 3.7. All reports should be written and presented to a professional standard and suitable for non-specialists, with all acronyms and unavoidable technical language clearly explained.

4. Technology Readiness Level

- 4.1. TRIG is designed to support the development of initial prototypes, proof of concept or a feasibility studies that demonstrate an innovative solution to transport challenges.
- 4.2. For the awards \leq £30k, technologies should start at level 2 and should aim to progress to TRL 4 by the end of the project.
- 4.3. For the enhanced awards (\leq £100k), we would expect technologies to start at TRL 2 and progress to a higher level of technological development – TRL 4 – by the end of the project delivery period. Projects should be ready to move to TRL 5 following the grant which includes planning for operational testing of the technology within its intended environment.

5. Funding Rules

- 5.1. Subsidies: The DfT supports investment in research, development and innovation in transport accessibility. Subsidy rules apply to grant schemes like TRIG. In principle, subsidies are not allowed under the UK's various trade arrangements with other countries. However, some subsidies are beneficial to the economy and support growth and other policy objectives. Subsidies can be given to support a wide variety of activities including research and development, environmental protection and aid for small to medium-sized businesses. The subsidy rules allow for aid to be granted which is necessary to deliver growth and other important objectives.
- 5.2. No subsidy: In order to minimise distortion of competition the EU-UK Trade and Cooperation Agreement sets limits on how much assistance can be given to organisations operating in a competitive market. This allows an organisation to receive up to 325,000 Special Drawing Rights (approximately £335,201.87 as of 16 September 2021) of state support over a rolling 3 fiscal year period without a subsidy being deemed to have been granted. You will be asked to declare any other public aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years so that we can ensure that any grant support given to you under this scheme does not constitute a subsidy. Public aid includes not only grants but also assistance such as free or subsidised consultancy services, marketing advice etc.
- 5.3. *For university applicants only:* Most university funding would not count as a subsidy since it is used in the university's capacity as a Research Organisation (non-economic activity). Therefore, the amount of funding received from Research Councils (and similar organisations) is irrelevant in this case. Subsidies only relate to funding received which was not properly exempted. **Please can you still complete the Subsidy Compliance Declaration, as this forms part of the official paperwork for this competition.**

6. Intellectual Property Rights

- 6.1. The ownership of any intellectual property to emerge from the project will reside with you (the applicant). However, you will be expected to agree that the Department and Connected Places Catapult may disseminate any information, know-how, system or process learned from or created as part of the project among persons or bodies who have responsibility for similar projects in Government.
- 6.2. You will be expected to agree that such persons may share and use freely all such information, know-how, system or process for their own purposes.
- 6.3. We want successful TRIG projects to reach the market as new solutions and therefore steps will be taken to prevent any disclosure of intellectual property which might damage its value.
- 6.4. The funding agreement will also require you to grant a licence to the Department under section 91(3) of the Copyright Designs and Patent Act 1988 in relation to the future copyright in works funded in whole or in part by the grant. The licence will be non-exclusive and granted without provision for the payment of royalties for the full period protected by copyright in the works. This will allow the Department to copy, issue or adapt any such works for its own purposes.

7. Finance Summary

- 7.1. Grant payment is staged. An up-front payment of 60% of the total budget will be awarded to enable the start of the project. The remaining 40% of the grant will be awarded upon completion of the project once evidence of expenditure and a final report has been submitted. Your evidence of expenditure should be signed and authorised by the highest financial authority in the company. Please note that this payment structure is only a guide and may be altered according to the demands of your project.
- 7.2. Upon completion of your project, you will be expected to complete a Statement of Grant Usage form to explain the costs incurred. This should detail staff time utilised, cost of materials, sub-contracting charges, travel expenses and other costs. You must provide receipts for all claims. Only economy-class travel claims will be accepted.
- 7.3. You will be responsible for maintaining detailed records and documentation of the costs incurred relating to the grant to demonstrate that they comply with state aid rules and are eligible under the grant. Please note that we may employ an auditor to investigate the eligibility of costs and would therefore require access to your accounts.
- 7.4. The purchase of the following would be eligible; staff and/or consultancy, materials, equipment, and laboratory/testing costs. In addition, you are able to add costs under the category of 'other'. These will be agreed if they are shown to be fully justifiable and represent value for money.
- 7.5. Individual items costing £20 or less do not require a receipt. However, the total cost of non-receipted items should not exceed £100.
- 7.6. Rates for staff time should already include some overhead costs and therefore no further overheads charges should be made. However, the salary rates must be justified and appropriate, reflecting market values.
- 7.7. Claims should be based on costs only. There should no profit margins added to the costs. The grant is paid to research a concept or technology, not provide profit. Therefore, the only claim that can be made is for costs incurred in the research of this concept.
- 7.8. Only costs incurred between project start and end dates will be paid. All claims made in the statement of grant usage form will be closely scrutinized.

VAT

- 7.9. Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding therefore, VAT should not be added to any claims for grant payments.
- 7.10. If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC, you must ensure that the cost of these VAT payments is included in the finance section of your Grant Application Form.
- 7.11. Any VAT payment during delivery of research that is not recoverable from HMRC and not identified in the finance section of the application form will not be paid by the Department.

8. Dates and Deadlines

- 8.1. Please note the dates and deadlines for the competition below. These are indicative timings. We will adhere to this schedule as best as possible. The closing date for applications is fixed and will be midnight on Sunday 7th November. Applications submitted after the deadline will not be considered. Extensions will not be granted under any circumstances.

Competition opens	Thursday 7 October 2021
Application support webinar	Monday 18 October 2021
Availability of webinar recording	Tuesday 19 October 2021
Competition closes (application deadline)	Sunday 7 November 2021
Notification to successful applicants	Monday 24 January 2022
Project Exploration Meetings (interviews)	Monday 31 January – Friday 18 February 2022
Notification and feedback provided to unsuccessful applicants	Thursday 31 March 2022
Grant offer letters issued	Monday 21 February 2022
Acceptance of grant (returned signed Grant Offer Letter)	Monday 28 February 2022
Projects start	Friday 4 March 2022

Project reporting dates and deadlines

- 8.2. An indicative project reporting schedule is given below. This is subject to change on a case-by-case basis.
- 8.3. Where progress deviates from agreed schedule, DfT may monitor projects more closely to help maximise the success of individual projects.

Milestone	Deliverable	Details
Agreed points throughout the project	Progress reports	You will be expected to provide regular progress reports as required during the course of the project, with evidence of the achievement of key deliverables.

First draft of final report (two weeks prior to project completion)	Draft of final report and one-page summary delivered to DfT	First draft of final report should be submitted containing outline results, and complete textual and graphical content. One-page summary (for public release) will contain key achievements.
Project completion	Final report and final one-page summary	Agreed final report incorporating comments and suggestions.
Project completion	Statement of Grant Usage	To be submitted to the Catapult

9. Assessment Scoring Criteria

- 9.1. This section contains the assessment scoring criteria for applications. You should refer to this section to help them write good quality applications and to maximise your score.
- 9.2. Applications will be assessed to ensure you have all the appropriate skills and expertise to successfully carry out the project.
- 9.3. The scoring guide below and the assessment criteria give indicative marks. Assessors are free to use the full range up to the maximum score per question.
- 9.4. Should there be several projects with the same scores, preference will be given to those projects receiving the higher scores for question 2, demonstrating a high level of innovation.
- 9.5. The applications will be marked on their responses to the five weighted questions outlined in the table below.
- 9.6. For each of the five weighted questions, there is a maximum score of 10 available. Scores will be calculated using the assessment factors listed under each question.
- 9.7. In addition to the five weighted questions, applications will be marked on their responses about EDI, however the EDI scores will not affect the overall score of the application. There is a maximum score of 5 available whereby 0 represents no established EDI initiatives/strategy and 5 represents comprehensive and established EDI initiatives/strategy.

Questions	Weighting Factor
<p>The Challenge What is the challenge being addressed by the proposed project? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Challenge identification and validation • Challenge alignment to DfT goals 	25%
<p>Innovation How innovative is your proposal? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Description of innovation • Understanding and evidence of how the proposal is different to existing products/services 	25%
<p>Project Management What is your project plan to deliver the project? What are the relevant skills and expertise of the team? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Robust project planning, including clear deliverables and milestones • Understanding of key risks and sound management plans • Provision of the required expertise and skills 	10%
<p>Exploitation How do you intend to bring your product or service to market following successful demonstration? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Market understanding • Opportunity and route to market 	15%

<p>Impact - <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • What are the desired outcomes of the project and how will progress against these be measured? • What are the desired impacts of the project and how will progress against these be measured? • How the desired outcomes and impacts align with DfT priorities 	15%
<p>Project Finances</p> <p>How much will the project cost to deliver and how will this be spent to ensure value for money?</p> <p><i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Justified project costs • Value for money • Resource costs 	10%
<p>Equality & Diversity</p> <p>How does the company support and embed EDI initiatives in both current and future projects and/or operations?</p> <p><i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Existing company EDI initiatives and/or practices • Consideration in the selection of project team • Future commitments to further strengthen EDI practices 	0%
TOTAL	100%

10. FAQs

1. How much funding is available?

This TRIG will fund 53 projects – 48 projects will be up to £30k per project and 5 projects will be up to £100k per project.

2. When will payment be made?

Grant payment is staged. An up-front payment of 60% of the total budget will be awarded to enable the start of the project. The remaining 40% of the grant will be awarded upon completion of the project once evidence of expenditure and successful reporting of project completion has been provided.

3. Can we add some profit margin?

No. The grant is paid to research a concept or technology, not provide profit. These are early-stage grants to help to provide proof of concept. Therefore, the only claim that can be made is for costs incurred during the research process.

4. What is state aid?

Please refer to Section 5 of this guidance regarding state aid, which is now referred to as 'Subsidy'.

5. What can I include in the project finances?

The following categories of costs are eligible within this programme:

- Daily salary rates for named employees
- Consultancy or subcontracting costs
- Material costs
- Other expenses (should be specified in proposal)

Please note that project budgets can exceed the TRIG thresholds (i.e. £30k or £100k). In this case, applicants will need to contribute the extra funding themselves.

6. What are the rules on VAT?

Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding therefore, VAT should not be added to any claims for grant payments.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/subcontracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC, you must ensure that the cost of these VAT payments is included in your Grant Application Form.

Any VAT payment during delivery of research that is not recoverable from HMRC and not identified in the Grant Application Form will not be paid.

7. Should overheads be included in the salary rates or shown separately?

Salary rates should already include some overhead costs and therefore there should be no need to add further overheads.

Salary rates must be justified and appropriate, reflecting market values. Rates will be judged on the level of staff expertise, where they are located and compared to market rates. The panel will assess whether the number of staff days on offer will deliver the proposed solution and whether the number of total staff days offered signifies value for money.

8. Do I need to keep receipts of my expenses?

Yes, you will need to submit relevant receipts for expenses as evidence of project costs. Before final grant payment is made you will be required to supply receipts for individual items **costing £20** or more. The total cost of non-receipted items should not exceed £100.

Grant beneficiaries will be required to explain costs incurred including staff time and supply receipts as outlined above.