Accessibility-Technology Research Innovation Grants (A-TRIG) January 2021

Application Guidance

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1. Introduction

1.1 Accessibility-Technology Research Innovation Grants (A-TRIG) is a new scheme that enables the Department for Transport (DfT) to fund demonstrator projects that will improve access to transport for disabled people.

1.2 DfT's Inclusive Transport Strategy, published in 2018, sets out government's ambition and plans for making our transport system more inclusive and accessible to disabled people, where they are able to travel easily, confidently and at no extra cost. There remain, however, areas where innovation is required to remove barriers to achieving this. DfT's Accessibility Team is therefore seeking to advance promising new products and services that have the potential to significantly improve access to transport services and increase the confidence of disabled people in travelling.

1.3 Under the A-TRIG programme, at least three companies will be awarded funding of up to £120k to fund projects with a Technology Readiness Level (TRL) between 4 and 7. This means that the technology should already have been validated in a lab or testing environment, allowing for the next phase of development – demonstration in a fully operational environment.

1.4 A-TRIG provides 100% funding and is open to all businesses including micro, small and medium-sized enterprises to support demonstrator projects which will increase accessibility.

1.5 The A-TRIG call will be delivered by the Connected Places Catapult (CPC). The 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.

2. Application Process

2.1 In order to apply to the A-TRIG scheme you **must** be:-

- Based in England; and
- a business of any size

2.2 Projects must be delivered by September 2021.

2.3 The maximum amount of funding available for each project is £120k.

2.4 Technologies must be at least at TRL 4.

2.5 The Department 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 improved/ 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.

2.9 Complete your application form using the F6S platform – https://www.f6s.com/a-trig2021/apply.

2.10 Only information in your application form will be assessed. No other documentation should be attached to your submission unless this is requested via F6S.

2.11 Applications must be submitted by **23:59 on the 29th November 2020**. Late submissions will not be considered.

2.12 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.

Application Questions

2.14 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 the assessment scoring criteria section as that will help to maximise your score.

Question 34 | Project Summary

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

Question 37 | The Challenge

2.16 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 Department and why it is a major barrier to transport accessibility. You are expected to show that you have validated the challenge through research and engagement with your target market and end-users.

2.17 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 accessibility challenge being addressed.
- How this aligns with DfT's priorities and Inclusive Transport Strategy.
- Why you consider this to be a challenge.
- How engagement with end-users (passengers or staff with additional needs) has helped you to identify and validate the challenge you are addressing.
- Any wider economic, social, environmental or cultural benefits (expected/potential) of this project.

Question 38 | Innovation

2.18 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? Innovative proposals could include:

- Novel ideas, technology, processes, apps, devices, software.
- Ideas, concepts or solutions from other sectors that could be applied to improve transport accessibility.

Please include relevant diagrams or figures to clearly explain your concept. You should note what solutions currently exist and how your proposed innovation is different. Your application must provide details of its competitive advantage over any existing solutions. Explain how your solution will advance and improve transport accessibility. Provide evidence of how or why your innovation or solution is likely to work. Supporting evidence should be included where appropriate.

Question 39 | Project Management and Team

2.19 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.

2.20 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 September 2021.

2.21 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.

2.22 A fundamental requirement for this Call is a robust plan outlining how your application will engage with end-users throughout the project life cycle to ensure the project outcomes align to, and meet, their needs.

2.23 Please note your dependencies on elements such as obtaining ethical approval, and whether or not your project hinges on finding a partner for demonstration. The application should also highlight when and what input you will expect from the Department and when active contributions will be required. For example, do you need the DfT to introduce you to potential partners for the purpose of demonstrating your technology?

Question 42 | Impact

2.24 You should provide a high level of detail on the expected impact the project will deliver, including supporting evidence and justifications.

2.25 The primary goal of this Call is to advance the development of innovations that support accessible travel. Your plan must, therefore, provide evidence of the impact to be expected. You should demonstrate how your project aligns to the Department's priorities and it's Inclusive Transport Strategy.

2.26 Many inclusive innovations will also benefit wider society. If this is the case for your application, then please provide details of these expected wider benefits.

Question 43 | Exploitation – Route to Market

2.27 Your application must include an exploitation plan that summarises how you intend to commercialise your product or solution. 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.

2.28 Projects should have a life beyond the end of the funding offered by this programme. You should be able to show that following successful demonstration of your technology, you have a thorough understanding of your approach to commercialisation and how this will be delivered.

Question 45 | Project Finances

2.29 You can claim up to £120k of your project costs from A-TRIG programme. Any additional funding will need to be directly contributed as matched funding by the applicant.

2.30 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.

2.31 Your 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.

2.32 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 5 of your Grant 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 (see section on VAT in 7.9 - 7.11 for further details).

2.33 Grant payment is staged. Payments will be made quarterly in arrears following a formal quarterly review where evidence of expenditure will be provided.

How your application is assessed

2.34 After the deadline, only applications that meet the eligibility criteria and scope of the competition will be assessed. You will be notified if your application is out of scope with full reasons as to why. The Department reserves the right to declare applications as out of scope.

2.35 This scheme will operate on an open and transparent basis; proposals will be assessed against the assessment scoring criteria, detailed in this document.

2.36 Your application will be reviewed by at least three expert assessors from DfT and partner organisations.

2.37 Assessors with a broad technical knowledge across different areas of transport accessibility and technology will mark your application. You should therefore write clearly in layman's terms, avoiding acronyms and obscure jargon.

2.38 Successful applications are all required to meet a quality threshold which is relative to other applications received.

Notification of assessment outcome

2.39 Once all applications have been assessed, you will be informed of the final decision by email. If you are the lead applicant, you need to inform the other collaborators and partners about the decision.

2.40 A breakdown of the scores achieved for each section of the application form will be provided.

Successful applications

2.41 There will be a project initiation (or kick-off) 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.

2.42 You will be sent a conditional grant offer letter that you must sign and return by **19th February 2021**.

2.43 Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines.

2.44 We will review your project costs to check that they meet our funding rules. You may be asked to provide further information on the detail in your finance forms.

2.45 If you have any questions on the mechanics of the A-TRIG programme, finance issues etc. Please address these to the A-TRIG email provided: atrig@cp.catapult.org.uk.

3. Project Reporting

3.1 You will be expected to regular progress reports as required during the course of the project, with evidence of the achievement of key deliverables.

3.2 If relevant, you will be expected to provide evidence that a minimum viable product (MVP) has been created at an agreed milestone as outlined in your project plan.

3.3 A full working demonstration of your technology will be expected to be presented to the DfT at an agreed milestone as outlined in your project plan.

3.4 Key findings/first draft of the final report will be delivered two weeks prior to project completion. You will be given feedback on the report and may be asked to make changes before the final report is due (upon completion of the project).

3.5 The final report upon completion of the project should be no more than 20 pages long, excluding references or data tabulation annexes. It will be comprehensive and succinct. Final payment of the grant will be on condition of a high-quality report which clearly sets 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.

3.6 The final project report must cover:

- Executive summary, including project outcome;
- Aim of the project;
- Objectives of the project, including the key challenge being addressed;
- Outline of the concept
- How the idea was generated (e.g. is it an application from another industry?) and any intellectual property rights;
- The design of any trials, including end-user involvement
- Analysis and findings
- How the product or service was progressed through the TRL levels throughout the period covered by the grant funding
- Practical applications of the concept to the UK transport system (including costs);
- Next steps and routes to market;
- Conclusions.

3.7 The final report will be disseminated across the Department, key stakeholders and made publicly available.

3.8 Along with the first draft of the final report, the DfT will require a one-page summary of your project, which will form the official A-TRIG case study. This will be released publicly.

3.9 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   A-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   The A-TRIG funding route is intended to support projects that are at or above TRL 4 on the Technology Readiness Level (TRL) scale (see Figure 1). The aim of the funding is to enable innovators to progress towards TRL 7 by developing a functioning real-world demonstrator (or pilot system) in an operational transport environment. We would therefore welcome projects that aim to develop technologies from TRL 4, 5 or 6 to TRL 7.

TRL 9	System ready for full scale deployment
TRL 8	System incorporated in commercial design
TRL 7	Integrated pilot system demonstrated
TRL 6	Prototype system verified
TRL 5	Laboratory testing of integrated system
TRL 4	Laboratory testing of prototype component or process
TRL 3	Critical function: proof of concept established
TRL 2	Technology concept and/or application formulated
TRL 1	Basic principles observed and reported

Figure 1: Technology Readiness Level (TRL) Scale

5. Funding Rules

Plans are being developed for a UK the domestic subsidy control regime which will replace the EU State Aid rules and would apply from 1 January 2021. At the time of writing these are yet to be agreed. It is likely that any new regime will be similar to the current rules and so we ask all A-TRIG recipients to maintain compliance with the current regime after 31 December 2020, until we notify them in writing that this is no longer necessary and advise of any new steps which need to be taken.

Grant options

5.1 To conform with state aid regulations, A-TRIG can either provide 100% grant funding under the De Minimis (state aid) regulation or can provide a proportion of the total on a matched funding basis as *'industrial research'*. Please see clause 5.4 for information on *de minimis* and clause 5.5 for matched funding options.

5.2 The maximum amount available under A-TRIG is £120,000. In instances where projects are valued at higher than this, it will be necessary for the bidder to secure additional funding to address the shortfall.

5.3 **State Aid**

The DfT supports investment in research, development and innovation in transport accessibility. Some of the support we provide operates under European Commission state aid rules.

State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU).

State aid rules apply to grant schemes like A-TRIG. In principle, state aid is not allowed in the EU. However, some state aid is beneficial to the economy and supports growth and other policy objectives. State aid 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 state aid rules allow for good aid, which is necessary to deliver growth and other important objectives.

In instances where bidders have claimed more than £80,000 of state aid within their current three year funding period (thusly leaving them with less than £120,000 remaining), they can request up to their £200,000 allowance from A-TRIG and match fund the outstanding amount.

5.4 **De Minimis**

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market.

The De Minimis[1] Regulation allows an organisation to receive small amounts of aid up to a maximum limit of €200,000 in a 3-year period.

Any de minimis aid provided to you under this scheme will be relevant if you wish to apply, or have applied, for any other de minimis aid. You will need to declare this amount to any other aid awarding body who requests information from you on how much de minimis aid you have received.

You will be asked to declare any de minimis aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years.

De minimis aid includes not only grants but also assistance such as free or subsidised consultancy services, marketing advice etc.

1. Under EC Regulation 1407/2013 (De minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 201342.

5.5 Matched funding conditions

Example 1. A project budget is £150,000 and the bidder requests the full £120,000 from A-TRIG. They will be required to secure the remaining £30,000.

Example 2. A company has claimed a total of £85,000 in state aid during the last two years, which leaves them with a £115,000 remaining. This would mean that only £115,000 can be claimed from A-TRIG. Should the project cost more than this to deliver, the remaining budget can be contributed by the company as matched funding.

Table 1. Maximum levels of funding available under the EU category of Industrial Research

Applicant	Definitions FTEs & Turnover	Max. Funding Available
Micro/Small Business	Micro <10 FTEs & €2m Small <50FTEs & €10m	70%
Medium Business	<250 FTEs & €50m	60%
Large Business	>250 FTEs & €50m	50%
Research organisations, public sector organisations and charities		100%

5.6 Further information

Further information on the grant options is available from the following links:

- State Aid: The Basics Guide (July 2015)
- State Aid: Frequently Asked Questions
- State Aid in Research, Development and Innovation: A Guide for Universities
- BEIS State Aid guidance
- European Commission's information on state aid.

6. Intellectual Property Rights

6.1   The ownership of any intellectual property to emerge from the project will reside with you. However, you will be expected to agree that the Department 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 A-TRIG projects to reach the market as new solutions and 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 will be awarded to enable the start of the project. At the end of March 2021, a major payment will be made. You will receive 80% of the total grant value by 31st March 2021. The remaining 20% of the grant will be awarded upon completion of the project once evidence of expenditure and successful demonstration of technology has been provided. 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 also be expected to provide an Independent Reasonable Assurance Report for the last claim in the project. A template document will be provided for you.

7.4 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 (see section 7.5). Please note that we may employ an auditor to investigate the eligibility of costs and would therefore require access to your accounts.

7.5 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.

7.6 Individual items costing £20 or less do not require a receipt. However, the total cost of non-receipted items should not exceed £100.

7.7 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.

7.8 The invoices 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.

7.9 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

7.10 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 invoices for grant payments.

7.11 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 question 5 of your Grant Application Form.

7.12 Any VAT payment during delivery of research that is not recoverable from HMRC and not identified in question 5 of the Grant Application Form will not be paid by the Department.

8. Dates and Deadlines

Competition 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 **23:59 29th November 2020.**

8.2 Applications submitted after the deadline will not be considered. Extensions will not be granted under any circumstances.

Competition opens	03/11/2020
Application support webinar	11/11/2020
Availability of webinar recording	12/11/2020
Competition closes (application deadline)	29/11/2020
Notification to successful applicants	31/01/2021
Project kick-off meetings	Week commencing 01/02/2021
Notification and feedback provided to unsuccessful applicants	19/02/2021
Grant offer letters issued	10/02/2021
Acceptance of grant (returned signed Grant Offer Letter)	19/02/2021
Projects start	22/02/2021

8.3 A project cohort meeting will be held remotely in **February 2021**. This will provide grant recipients to meet one another and explore the support available from the CPC.

Project reporting dates and deadlines

8.4 An indicative project reporting schedule is given below. This is subject to change on a case by case basis.

Milestone	Deliverable	Details
Kick off meetings	————————————	
Agreed points throughout the project	Progress reports	You will be expected to regular progress reports as required during the course of the project, with evidence of the achievement of key deliverables.
Evidence of an MVP	**Tangible presentation of technology as an MVP**	**Aligned to the milestones in each project's plan.**
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.
A-TRIG project demonstration	**Demonstration to DfT of the transport innovation developed through the A-TRIG project**	**DfT will be invited to a demonstration of the technology in its operational environment**
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 DfT

8.5 Where progress deviates from agreed schedule, DfT may monitor projects more closely to help maximise the success of individual projects.

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. Proposals should:

- Demonstrate an understanding of the challenges in delivering accessible travel that face the UK transport system;
- Demonstrate an understanding of the science/technology behind the proposed solution;
- Demonstrate consideration of the practicality of implementation (including limitations e.g. legislative) to the UK transport system;
- Name the key members of the proposed team for delivering the programme of work;
- Outline the respective roles of all key members of the team and their relevant experience.

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 following five questions (as in the grant application form);

- The challenge
- Innovation
- Project Management and Team
- Impact
- Exploitation – Route to Market

9.6   All questions attract weightings, as outlined in the table below.

9.7   For each of the five questions, there is a maximum score of 10 available. Scores will be calculated using the assessment factors listed under each question.

Questions	Weighting Factor
The Challenge What is the challenge being addressed by the proposed project? *Assessment factors:* • Challenge identification and validation • Challenge alignment to DfT goals	20%
Innovation How innovative is your proposal? *Assessment factors:*	20%

• Description of innovation • Understanding and evidence of how the proposal is different to existing products/services	
Project Management What is your project plan to deliver the project? What are the relevant skills and expertise of the team? *Assessment factors:* • Robust project planning, including clear deliverables and milestones • Understanding of key risks and sound management plans • Provision of the required expertise and skills	15%
Impact How will the outcome from this application have a beneficial impact on transport accessibility? *Assessment factor:* • Potential impact for improving transport accessibility	20%
Exploitation – Route to Market How do you intend to bring your product or service to market following successful demonstration? *Assessment factors:* • Market understanding • Comprehensive exploitation plan with achievable routes to market	15%
Project Finances How much will the project cost to deliver and how will this be spent to ensure value for money? *Assessment factors:* • Justified project costs • Value for money • Resource costs	10%
TOTAL	**100%**

Question	Score				
Challenge – 20%	**2**	**4**	**6**	**8**	**10**
Challenge identification and validation	The project team has not identified a transport challenge, or the challenge is poorly described with little evidence. There is no evidence the challenge has been validated with end users.	The project team has identified a transport challenge that is described with limited detail and lacks evidence. Little effort has been made to validate the challenge with end users.	The project team has identified a transport challenge that is adequately described with some supporting evidence. Some effort has been made to validate the challenge with end users.	The project team has identified a transport challenge that is well described with good supporting evidence. A good effort has been made to validate the challenge with end users.	The project team has identified a transport challenge that is described in a high level of detail with substantial supporting evidence. The challenge has been comprehensively validated with end users.
Challenge alignment to DfT goals	The challenge has weak links to department priorities and is not a significant barrier to transport.	The challenge has some links to department priorities and a low potential of being a barrier to transport.	The challenge has links to department priorities and could represent a barrier to transport.	The challenge is a priority for the department and is understood to be a barrier to transport.	The challenge is a high priority for the department and is acknowledged as a major barrier to transport.
Innovation – 20%	**2**	**4**	**6**	**8**	**10**
Description of innovation	The innovation is poorly described.	The innovation is described with limited detail.	The innovation is described in adequate detail.	The innovation is described with a good level of detail.	The innovation is described with a high level of detail.
Understanding and evidence of how the innovation is different to existing products/services	The explanation around how the project is different to existing products/ services is poorly described.	The project team shows some attempt to articulate how their project is innovative but provides limited evidence and shows a lack of knowledge and understanding of the challenge area.	The project team have articulated in adequate detail how their project innovation meets the challenge identified.	The project team show a good understanding of why their project is innovative and meets the challenge with some supporting evidence.	The project team have provided a strong case as to how their innovation meets the challenge and provide solid supporting evidence.
Project Management – 15%	**2**	**4**	**6**	**8**	**10**
Robust project planning, including clear deliverables and	There is a poor project plan with limited detail. No details are	The project plan provides some detail on the project timelines,	The project plan provides adequate detail and evidence to suggest the	The project plan provides good detail of how the project will be delivered effectively	The project plan is highly credible and provides confidence that the project

milestones	provided of the deliverables and/or milestones. No Gantt Chart is provided.	with limited evidence to suggest the project can be delivered effectively. The milestones and/or deliverables are not adequately described. A Gantt Chart is provided but lacks detail.	project can be delivered effectively. A Gantt Chart is provided with adequate detail.	with good supporting evidence. The deliverables and milestones are well described, and a comprehensive and detailed Gantt Chart is provided.	will be delivered effectively with strong supporting evidence. The deliverables and milestones are clearly presented and achievable. A comprehensive and detailed Gantt Chart is provided.
Understanding of the key risks and sound management plans	No information provided on risks.	Limited or insufficient information on risks.	An adequate assessment of risks and a cursory consideration of mitigating measures.	A good assessment of risk and mitigation measures are given. The project team's skills and expertise are noted in sufficient detail.	Comprehensive risks are identified, and suitable mitigation measures are given.
Provision of the required skills and expertise	No details are provided of the expertise and skills required to deliver a successful outcome.	Limited details are provided of the expertise and skills required to deliver a successful outcome and/or the expertise is insufficient.	Some details are provided of the expertise and skills; however, these may not be sufficient to deliver a successful outcome.	Details are provided of the expertise and skills required to deliver a successful project, and the team has the necessary expertise.	Comprehensive details are provided of the skills and expertise required to deliver a successful outcome, and the team has exceptional expertise/skills.
Impact – 20%	**2**	**4**	**6**	**8**	**10**
Potential impact for improving accessibility	No evidence is given on likely impact and/ or the solution is unlikely to impact on improving transport accessibility.	Little evidence is given on likely impact and/or the solution is likely to have minimal impact on improving transport accessibility.	Evidence of likely impact is provided, and the solution is likely to have some impact on improving transport accessibility.	Good evidence of likely impact is provided. The solution is likely to make a significant contribution to improving transport accessibility, although the target market is not large.	Robust evidence of likely impact is provided. The solution is likely to make a significant contribution to improving transport accessibility, and the target market is sizeable.
Exploitation – 15%	**2**	**4**	**6**	**8**	**10**
Market understanding	Project team shows little understanding of relevant market and lacks detail on aspects including market value and importance.	Project team shows some understanding of relevant market but lacks detail on aspects including market value and importance.	Project team shows an adequate understanding of relevant market, including market value and importance.	Project team shows good understanding of relevant market, including market value and importance.	Project team shows excellent understanding of relevant market, including market value and importance.
Comprehensive exploitation plan with clear route to market	The market opportunity and a route to market is	The market opportunity and a route to market is described but with	The market opportunity is adequately understood and a route to market is	The market opportunity is understood and described and a route to market is well	The market opportunity is comprehensively understood and described and an

	poorly described with limited detail and understanding. There is no attempt to quantify the expected exploitation opportunities.	limited detail and market understanding. There is limited detail provided on the expected exploitation opportunities the project will deliver.	described. There is adequate detail provided on the exploitation opportunities the project will deliver.	described. There is a good level of detail provided on the exploitation opportunities the project will deliver, including some supporting evidence.	achievable route to market is well described. There is a high level of detail provided on the expected exploitation opportunities the project will deliver, including supporting evidence and justifications.
Project Finances – 10%	**2**	**4**	**6**	**8**	**10**
Project costs	The project cost information provided is limited and lacking detail.	The project cost information provided is limited.	The project cost information provided is adequate.	The project cost information given is comprehensive.	The project cost information given demonstrates elements of value-add and is fully justified.
Value for money	The information provided does not represent value for money.	A breakdown of costs is provided that demonstrates elements of value for money	The project demonstrates adequate value for money and there is sensible breakdown of information	The project demonstrates good value for money and there is sensible breakdown of information	The project demonstrates excellent value for money and there is clear breakdown and justified set of information.
Resource costs	Staff costs/ day rates are well-above the expected market rates.

The number of staff days are very low relative to other projects. No detail provided on staff, material, or sub-contract costs. | Staff costs/ day rates are high compared to market rates.

Number of staff days are low relative to other projects. Limited detail provided on staff, material, or sub-contract costs. | Staff costs/ day rates are a fair reflection of market rates.

Number of staff days are adequate. Sufficient detail provided on staff, material, or sub-contract costs. | Staff costs/ day rates are competitive vs. market rates.

Number of staff days demonstrates VfM. Number of staff days are adequate. Good detail provided on staff, material, or sub-contract costs. | Staff costs/ day rates are very competitive vs market rates.

Number of staff days demonstrates VfM. Clear and concise detail provided on staff, material, or sub-contract costs.

Evidence of in-kind contributions to the project provided. |

10.   FAQs

1. How much funding is available?

A-TRIG will fund three projects up to £120,000 per project.

2. When will payment be made?

Grant payment is staged. An up-front payment will be awarded to enable the start of the project. At the end of March 2021, a major payment will be made. You will receive 80% of the total grant value by 31st March 2021. The remaining 20% of the grant will be awarded upon completion of the project once evidence of expenditure and successful demonstration of technology has been provided. 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.

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 5.3 of this guidance regarding state aid.

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 projects can be valued at over £120k. In this case, applicants will need to contribute any funding that exceeds £120k.

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 invoices for grant payments.

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 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/invoices 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.

9. There seem to be a lot of documents involved in this call, could you explain their purposes and when I should be focusing on each?

Document Name	Function	When it is important
Application Form	This helps applicants organise the right information with which to apply for funding.	During the application process
Guidance Document	This assists with filling out the application form and includes FAQs.	During the application process
Grant Specification	This defines what projects the DfT are looking to fund.	During the application process
Grant Offer Letter Template	This forms the basis of the funding agreement between the DfT and successful applicants. It contains details of contractual terms and conditions.	During the application process and once a grant has been offered.
Report Template	This sets out how we would like to see final A-TRIG reports structured.	From the middle to the end of the grant period.
1-Page Summary Template	This sets the format for 1-page summaries of all projects so that	Towards the end of the grant period.

	they can be compiled into a summary for the whole call.	
Grant Usage Form	This allows applicants to summarise the evidence of how they have used their grant funding.	Towards the end of the grant period.