



Department
for Transport



Transport-Technology

RESEARCH INNOVATION GRANTS

Department for Transport

Transport-Technology Research Innovation Grants (T-TRIG) September 2020

Application Guidance

Moving Britain Ahead

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1. Introduction

- 1.1 Transport-Technology Research Innovation Grants (T-TRIG) is a scheme that enables the Department for Transport (DfT) to fully fund early-stage research projects in support of innovative ideas or concepts that facilitate a better transport system.
- 1.2 The T-TRIG scheme commenced in 2014 as a pilot, and subsequent rounds have followed. The purpose of the scheme is to:
 - Reduce barriers to innovation and advance technology in transport.
 - Enable a better transport system in the UK.
 - Exploit smart ideas that have the potential to develop further.
 - Fund early-stage innovations to take to the next stage of development.
- 1.3 The scheme funds research into a wide-range of novel and innovative solutions that use science, engineering and technology to advance the UK's transport system. The purpose of T-TRIG is to stimulate ideas in transport technology and systems, encourage innovations, and support the advancement of technology-based transport products, processes and services. Funded projects may also have wider benefits for the Department, such as developing the evidence base for policies or informing decision-making.
- 1.4 T-TRIG provides 100% funding and is open to all businesses including micro, small and medium-sized enterprises, academia and other organisations, to support research projects which could lead to enabling a safe and efficient transport system.
- 1.5 The Department is looking to explore and exploit technology, capabilities and knowledge that seeks to address transport problems/issues and move transport forward in the UK. One way that we are approaching this is through delivery of short, focussed ambitious projects that are capable of delivering tangible benefits.
- 1.6 This T-TRIG call will be supported by the Connected Places Catapult (CPC). The CPC will play an active role in various aspects of the call and will offer successful projects further support in reaching the market after the grant funding period ends. Grant recipients will be invited to visit the CPC after submitting Major Updates in late March to find out more.

2. Application process

- 2.1 In order to apply to the T-TRIG scheme you **must** be:-
 - UK based; and
 - a business of any size; or,
 - a research organisation, local authority or university.
- 2.2 In addition to the criteria above, your project **must** be innovative, transport-related and focussed on science, engineering or technology.
- 2.3 Your application **must** be within the scope of the competition you are applying to.
- 2.4 The Department will consider proposals from consortia. However, a lead applicant, who will be the grant recipient should be identified.
- 2.5 Previous unsuccessful applicants are welcome to apply again with improved revised bids.
- 2.6 Applicants making more than one application will need to demonstrate an ability to deliver the projects concurrently.

How to apply

- 2.7 Carefully read this guidance document and the grant specifications document. Decide which competition you are applying to and complete your application form.
- 2.8 Your application must be completed on the F6S platform.
- 2.9 Applications must fall within the scope of the call as set out in the Grant Specification. The DfT may exceptionally move high quality bids between themes and the open call, where appropriate, and to ensure that the funding call achieves its strategic goals and addresses Departmental priorities.
- 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 **11th October 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.
- 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. The application should also highlight when and what input you will expect from the Department and when active contributions will be required. You should also refer to the assessment scoring criteria section to help them write good quality applications and to maximise your score.

Question 1 The Challenge

2.15 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. Any applications to targeted calls should clearly articulate what challenge you are addressing within the defined scope of the targeted topic area. 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 practise. You should also specify:

- The transport challenge being addressed.
- How this aligns with [DfT's priorities](#).
- How this aligns with the [Industrial Strategy Grand Challenges](#).
- Why you consider this to be a challenge.
- The wider economic, social, environmental or cultural benefits (expected/potential) of this project.

Question 2 Innovation

2.16 For this question you need to provide a strong case as to how your innovation meets the challenge set out in question 1, along with solid supporting evidence. For example, does your solution applying existing technologies in new areas, is it about developing new technologies for existing areas or is it a totally disruptive approach? Innovative proposals could include:

- Novel ideas, technology, processes, apps, devices, software.
- Ideas, concepts or solutions from other sectors that could be applied to transport.
- If similar research has been commissioned or carried out previously please explain why your proposal is still a novel approach.

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. Explain how your solution will improve the current state of the art. Provide evidence of how or why your innovation solution is likely to work. Supporting evidence will be helpful, however, avoid listing a series of publications.

Question 3 Project Management

2.17 Your project plan should be highly credible, providing confidence that the project will be delivered. You should clearly set out your project plan in a Gantt chart. Please detail the aims and objectives of your research, how you plan to accomplish them and who will deliver this project effectively. Please note what deliverables you expect to produce at what stage in the project. There is an expectation to see clear work packages, milestones and deliverables. Clearly describe relevant risks to this project and how you plan to mitigate them. Describe the roles, skills and relevant experience of the project team, including any sub-contractors.

Question 4 Impact and Exploitation

- 2.18 Your application should demonstrate an excellent understanding of your relevant market, including market value and importance. The project's market opportunity should be comprehensively understood, with a clear and achievable route to market identified. You should demonstrate how your project aligns to the [Department's priorities](#) and how your project can deliver against those. Similarly, if you are applying to a targeted call, you should demonstrate how your project aligns with the scope of the competition. Projects should be taken forward beyond the funding offered here.
- 2.19 You should provide a high level of detail on the expected impact and exploitation opportunities the project will deliver, including supporting evidence and justifications. The deliverables you produce will allow you to disseminate your research as wide as possible. Please list here what deliverables you expect to produce (these should also be included as milestones in Question 3 above). A report is required as a minimum. Outline your plan for obtaining funding for the next stage development of this project, should you succeed in receiving T-TRIG funding.
- 2.20 There is no guarantee of future funding for further development of successful projects. However, the Department encourages applicants to consider actions and activities for gaining further funding to develop the next stages of this project.

Question 5 Project Finances

- 2.21 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.
- 2.22 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.
- 2.23 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).
- 2.24 The Grant Recipient is eligible to receive an up-front payment of 40% of the total Grant at the beginning of the Period. The remaining 60% of the Grant is available in

April 2021 on completion of an agreed milestone and delivery of a major project update in March 2021.

How your application is assessed

- 2.25 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.
- 2.26 This scheme will operate on an open and transparent basis; proposals will be assessed against the assessment scoring criteria, detailed in this document.
- 2.27 An initial sift of **only questions 1 and 2** (The Challenge and Innovation) will be conducted by at least two members of staff at DfT. Only those applications receiving an aggregated score of **50% or greater for both questions** (25 or more out of 50) will progress to the full assessment. If a very large number of applications are received we may sift on question 1 only.
- 2.28 During the full assessment, **all five questions** will be reviewed by at least three expert assessors from DfT and partner organisations.
- 2.29 The final decision on whether an application progresses to the full assessment rests with the expert assessors at the Department.
- 2.30 Feedback will be provided on applications marked during the full assessment.
- 2.31 Assessors with a broad technical knowledge across different areas of transport technology will mark your application. You should therefore write clearly in layman's terms, avoiding acronyms and obscure jargon.
- 2.32 Successful applications are all required to meet a quality threshold which is relative to other applications received.

Notification of assessment outcome

- 2.33 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.
- 2.34 A breakdown of the scores achieved for each section of the application form will be provided. High-level feedback will be provided to applicants who progress to stage 2 of the application process.

Successful applications

- 2.35 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.
- 2.36 You will be sent a conditional grant offer letter that you must sign and return by **Wednesday 6th January 2020**.

- 2.37 Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines.
- 2.38 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.
- 2.39 If you have any questions on the mechanics of the T-TRIG programme, finance issues etc. Please address these to the T-TRIG email provided: T-TRIG@dft.gov.uk.

3. Project Reporting

- 3.1 You will be expected to provide short monthly email updates at the end of **January, February, April and May 2021**.
- 3.2 You will be expected to provide a major update and a tangible deliverable by **15th March 2021** to enable the release of the second tranche of grant funding. Details of this deliverable will be agreed at the kick-off meeting in December. Evidence will be required to demonstrate that progress is in line with the expected milestones and that the research will deliver or disprove the expected solution. You will be provided with a progress report template, with which to submit your major update.
- 3.3 Key findings/first draft of the final report will be delivered by **Monday 14th June 2021**. You will be given feedback on the report and may be asked to make changes before the final report is due (**on the 30th June**).
- 3.4 Along with the first draft of the final report (due on the **14th June**), the DfT will require a one-page summary of your project, which will form the official T-TRIG case study. This will be released publicly.
- 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. 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;
 - Outline of the concept (including scientific basis) on how the technology is going to help to solve a transport problem;
 - How the idea was generated (e.g. is it an application from another industry?) and any intellectual property rights;
 - Assumptions made;
 - Technologies/equipment used;
 - Limitations;
 - Practical applications of the concept to the UK transport system (including costs);
 - Next steps for testing and implementation;
 - Conclusions.
- 3.7 The final report will be disseminated across the Department, key stakeholders and made publicly available.
- 3.8 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 T-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 T-TRIG funding route is intended to support projects between **2 and 4 on the Technology Readiness Level (TRL) scale** (see Figure 1). Funding at this early stage enables researchers to carry out basic exploratory studies which could lead to pioneering ideas being developed into new products, processes, models or services for transport applications. For some innovations T-TRIG is appropriate for higher TRL level work. Please consult T-TRIG@dft.gov.uk if you have any specific concerns.



Figure 1: Technology Readiness Level (TRL) Scale

5. Funding Rules

Grant options

5.1 T-TRIG provides 100% grant funding under the De Minimis (state aid) regulation.

5.2 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 Minimis¹ 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 2013/42.

5.3 State Aid

The DfT supports investment in research, development and innovation in security. 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 T-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.

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 T-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.

Further information

5.4 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 T-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 Along with a grant offer letter, successful applicants will be asked to complete a F001 grant vendor creation form and provide their bank account details on company letter headed paper. This will allow the Department to set up an account for you to receive your funding. Please note, grant vendor accounts have numbers beginning “ZGRT”.
- 7.2 If you already have an account (a grant vendor number), for instance from participating in a previous T-TRIG round, please provide this and confirm the bank account details to allow the Department to check the existing records on the system.
- 7.3 The Grant Recipient is eligible to receive an early payment of up to 40% of the total Grant at the beginning of the Period. The 40% early payment is conditional on the grant offer letter being accepted and signed, and submission of a complete state aid declaration and the necessary finance documentation. A further payment of 30% of the Grant is available in March 2021 on completion of an agreed milestone and delivery of a major project update. At the end of the funding period, the final 30% will be paid upon receipt of a final project report, one-page summary, and full and evidenced Statement of Grant Usage.
- 7.4 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.
- 7.5 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 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.
- 7.8 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 invoices 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 question 5 of your Grant Application Form.

7.11 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 11 October 2020**.
- 8.2 Applications submitted after the deadline will not be considered. Extensions will not be granted under any circumstances.

Competition opens	14 th September 2020
Application support webinar for all 4 calls	30 th September 2020
Availability of webinar recording	30 th September 2020
Competition closes (application deadline)	11 th October 2020
Decision to successful applicants	End of November 2020
Project kick-off meetings	1 st to 16 th December
Notification to unsuccessful applicants	11 th December 2020
Grant offer letters issued	3 rd week in December 2021
Acceptance of grant (returned signed Grant Offer Letter)	6 th January 2021
Projects start	January 2021

- 8.3 A project cohort meeting will be held remotely in April. 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	Date
Kick off meetings	—————	December 2020
Progress reports	A brief paragraph outlining your progress to date and next steps, emailed to T-TRIG@dft.gov.uk . Any challenges or setbacks should be highlighted and how these will be overcome.	End January 2021 End February 2021 End April 2021 End May 2021
Major update	Should be submitted to T-TRIG@dft.gov.uk along with evidence of achieving a major milestone, to release the final payment.	15 th March 2021
Draft of final report and one-page summary	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.	14 th June 2021
Final report and final one-page summary	Agreed final report incorporating comments and suggestions.	30 June 2021
Statement of Grant Usage	To be submitted to DfT	30 June 2021

- 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 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 five questions (as in the grant application form).
- 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
<p>1. 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 • Challenge alignment 	20%
<p>2. Innovation How is your proposal innovative? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Description of innovation • Understanding and evidence of innovation 	30%

<p>3. 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"> • Project planning • Deliverables, milestones and risk 	20%
<p>4. Impact and Exploitation How will the outcome from this research have a beneficial impact on UK transport? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Market understanding • Opportunity and route to market • Impact and exploitation 	20%
<p>5. Project Finances How much will the project cost to deliver and how will this be spent to ensure value for money? <i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Project costs • Value for money • Resource costs 	10%
TOTAL	100%

Question	Score				
Challenge – 20%	2	4	6	8	10
Challenge identification	The project team has not identified a transport challenge, or the challenge is poorly described with little evidence	The project team has identified a transport challenge that is described with limited detail and lacks evidence	The project team has identified a transport challenge that is adequately described with some supporting evidence	The project team has identified a transport challenge that is well described with good supporting evidence	The project team has identified a transport challenge that is described in a high level of detail with substantial supporting evidence
Challenge alignment	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 – 30%	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 innovation	The project team fail to explain how the project is innovative	The project team shows some attempt to articulate how their project is innovative but this lacks 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 – 20%	2	4	6	8	10
Project planning	There is a poor project plan with limited detail	The project plan provides some detail on the project timelines, including limited evidence to suggest the project can be delivered effectively	The project plan provides adequate detail and evidence to suggest the project can be delivered effectively	The project plan provides good detail of how the project will be delivered effectively with good supporting evidence	The project plan is highly credible and provides confidence that the project will be delivered effectively with strong supporting evidence

	No Gantt Chart is provided	A Gantt Chart is provided but lacks detail	A Gantt Chart is provided with adequate detail	A comprehensive and detailed Gantt Chart is provided	A comprehensive and detailed Gantt Chart is provided
Deliverables, milestones and risk	Little or no details are given of the aims and objectives, milestones, deliverables or the team No information provided on risks	Lack of detail provided on work packages, deliverables, project team and milestones identified Limited or insufficient information on risks	Adequate detail provided on work packages, deliverables, project team and milestones clearly shown An assessment of risks and a cursory consideration of mitigating measures	There is a compressive level of detail of milestones, project team, and an assessment of risks Suitable risk mitigation measures are given. The project team's skills and expertise are noted in sufficient detail	The plan clearly conveys the aims and objectives, deliverables, timescales, milestones and skill of project team Comprehensive risks are identified and suitable mitigation measures are given
Impact and Exploitation – 20%	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
Opportunity and route to market	The projects market opportunity and a route to market is poorly described with limited detail and understanding	The projects market opportunity and a route to market is described but with limited detail and market understanding	The projects market opportunity is adequately understood and a route to market is described	The projects market opportunity is understood and described and a route to market is well described	The projects market opportunity is comprehensively understood and described and an achievable route to market is well described
Impact and exploitation	There is no attempt to quantify the expected impact and exploitation opportunities the project will deliver	There is limited detail provided on the expected impact and exploitation opportunities the project will deliver	There is adequate detail provided on the expected impact and exploitation opportunities the project will deliver	There is a good level of detail provided on the expected impact and exploitation opportunities the project will deliver, including some supporting evidence	There is a high level of detail provided on the expected impact and 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	It demonstrates adequate value for money and there is sensible breakdown of information	It demonstrates good value for money and there is sensible breakdown of the information	It 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?

The 2020 T-TRIG scheme will include three separate competitions:

1. Open Call
2. Decarbonisation of the transport system
3. COVID-19 Recovery

T-TRIG will fund up to £30,000 per project across any of these competitions.

2. When will payment be made?

Grant payments are staged. The Grant Recipient is eligible to receive an early payment of up to 40% of the total Grant at the beginning of the Period. The remaining 60% of the Grant is available in April 2021 on completion of an agreed milestone and delivery of a major project update in March 2021.

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?

Please use the following categories of costs in your application:

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

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/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/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
Call Specification	This defines what projects the DfT are looking to fund.	During the application process
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 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 T-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 they can be compiled	Towards the end of the grant period.

	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.