



Department
for Transport



Drone-Technology

RESEARCH INNOVATION GRANTS

Department for Transport

Drones Technology Research Innovation Grant (D-TRIG) 2021

APPLICATION GUIDANCE



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1. Introduction

- 1.1 Programme context
- 1.2 Under the D-TRIG programme, up to six companies will be awarded funding of up to £30k. The aim of the funding is to develop technological concepts from TRL 2 to the point of feasibility (TRL 4).
- 1.3 D-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. The competition also welcomes applications from universities and other academic institutions.
- 1.4 The D-TRIG call will be delivered by the Connected Places Catapult. The Catapult 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 D-TRIG scheme you **must** be: -
 - Based in the UK; and
 - a business of any size
- 2.2 Projects must be delivered by November 2021.
- 2.3 The maximum amount of funding available for each project is £30.
- 2.4 The DfT 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.
- 2.8 Complete your application form and return it to drones-trig@cp.catapult.org.uk
- 2.9 Only information in your application form will be assessed. No other documentation should be attached to your submission.
- 2.10 Applications must be submitted by **31 March 2021**. Late submissions will not be considered.
- 2.11 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.
- 2.12 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

- 2.13 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

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

Question 37 | 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 DfT and why it is a major barrier within the industry.
- 2.16 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](#).
 - The expected impact the product, service or solution will leverage.

Question 38 | Innovation

- 2.17 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 the transport industry.

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 the current state of play within the transport industry. 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

- 2.18 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.
- 2.19 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 **November 2021**.
- 2.20 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.

Question 42 | Exploitation – Route to Market

- 2.21 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.
- 2.22 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 44 | Project Finances

- 2.23 You can claim up to £30 of your project costs from D-TRIG programme. Any additional funding will need to be directly contributed as matched funding by the applicant.
- 2.24 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.
- 2.25 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.
- 2.26 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.
- 2.27 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

- 2.28 After the deadline, only applications that meet the eligibility criteria and scope of the competition will be assessed. The Department reserves the right to declare applications as out of scope.
- 2.29 Applications that progress to the assessment stage will be reviewed by at least three expert assessors from DfT, the Connected Places Catapult and partner organisations.
- 2.30 Assessors with a broad technical knowledge across different areas of transport and technology will mark your application. You should therefore write clearly in layman's terms, avoiding acronyms and obscure jargon.
- 2.31 This scheme will operate on an open and transparent basis; proposals will be assessed against the assessment scoring criteria, detailed in this document.
- 2.32 Following the initial assessment, a number of applicants will be shortlisted for interview (also called a Project Exploration Meeting).
- 2.33 The final funding decisions will be made upon completion of all Project Exploration Meetings. 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

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

Successful applications

- 2.38 You will be sent a conditional grant offer letter and No Subsidy Declaration that you must sign and return by the end of May 2021.
- 2.39 Any additional finance documentation that you are asked for will need to be completed and returned within stated timelines.
- 2.40 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.

Project Reporting

- 2.41 You will be expected to regular progress reports as required during the course of the project, with evidence of the achievement of key deliverables.
- 2.42 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).
- 2.43 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.
- 2.44 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.
- 2.45 The final report will be disseminated across the Department, key stakeholders and will be made publicly available.
- 2.46 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 D-TRIG case study. This will be released publicly.
- 2.47 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.

3. Technology Readiness Level

- 3.1 D-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.
- 3.2 The D-TRIG funding route is intended to support projects that are at or above TRL 2 on the Technology Readiness Level (TRL) scale (see Figure 1). The aim of the funding is to develop technological concepts from TRL 2 to the point of feasibility (TRL 4).

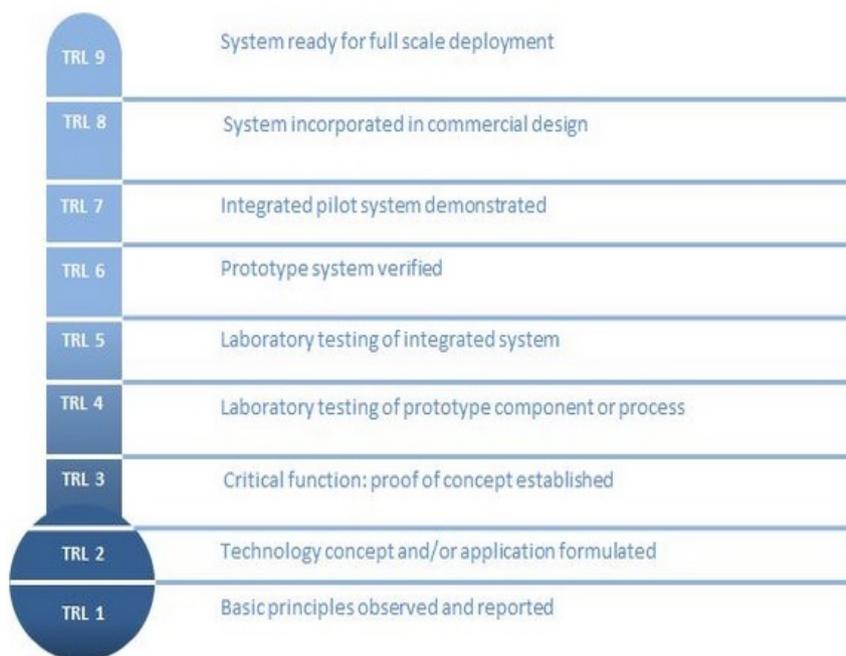


Figure 1: Technology Readiness Level (TRL) Scale

4. Funding Rules

Grant options

4.1 Subsidies

The DfT supports investment in research, development and innovation in transport accessibility. Subsidy rules apply to grant schemes like D-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.

4.2 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 £344,600) 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. Intellectual Property Rights

- 5.1 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.
- 5.2 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.
- 5.3 We want successful D-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.
- 5.4 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.

6. Finance Summary

- 6.1 Grant payment is staged. An up-front payment of 80% will be awarded at the beginning of June to enable the start of the project. The remaining 20% of the grant will be awarded upon completion of the project once evidence of expenditure and an approved 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Individual items costing £20 or less do not require a receipt. However, the total cost of non-receipted items should not exceed £100.
- 6.6 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.
- 6.7 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.
- 6.8 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

- 6.9 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.
- 6.10 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 of your Grant Application Form.

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

7. Dates and Deadlines

Competition dates and deadlines

- 7.1 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 **31 March 2021**.
- 7.2 Applications submitted after the deadline will not be considered. Extensions will not be granted under any circumstances.

Competition opens	01/03/2021
Application support webinar	09/03/2021
Competition closes (application deadline)	31/03/2021
Notification to shortlisted applicants	14/05/2021
Project Exploration Meetings (interviews)	21/05/2021
Notification and feedback provided to unsuccessful applicants	21/05/2021
Grant offer letters issued	26/05/2021
Acceptance of grant (returned signed Grant Offer Letter)	01/06/2021
Projects start	June 2021

Project reporting dates and deadlines

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

Milestone	Deliverable	Details
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.
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

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

8. Assessment Scoring Criteria

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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
 - Exploitation – Route to Market
 - Project Finances
- 8.6 All questions attract weightings, as outlined in the table below.
- 8.7 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>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 	30%
<p>Innovation How innovative is your proposal? <i>Assessment factors:</i></p>	30%

<ul style="list-style-type: none"> • Description of innovation • Understanding and evidence of how the proposal is different to existing products/services 	
<p>Project Management</p> <p>What is your project plan to deliver the project? What are the relevant skills and expertise of the team?</p> <p><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 – Route to Market</p> <p>How do you intend to bring your product or service to market following successful demonstration?</p> <p><i>Assessment factors:</i></p> <ul style="list-style-type: none"> • Market understanding • Comprehensive exploitation plan with achievable routes to market 	20%
<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%
TOTAL	100%

Question	Score				
Challenge – 30%	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 – 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 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 – 10%	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.
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.
Comprehensive exploitation plan with clear route to market	The market opportunity and a route to market is poorly described with limited detail and understanding. There is no attempt to quantify the expected exploitation opportunities.	The market opportunity and a route to market is described but with limited detail and market understanding. There is limited detail provided on the expected exploitation opportunities the project will deliver.	The market opportunity is adequately understood and a route to market is described. There is adequate detail provided on the exploitation opportunities the project will deliver.	The market opportunity is understood and described and a route to market is well described. There is a good level of detail provided on the exploitation opportunities the project will deliver, including some supporting evidence.	The market opportunity is comprehensively understood and described and an 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.

9. FAQs

1. How much funding is available?

D-TRIG will fund up to six projects up to £30k per project.

2. When will payment be made?

Grant payment is staged. An up-front payment of 80% will be awarded at the beginning of June to enable the start of the project. The remaining 20% of the grant will be awarded upon completion of the project once evidence of expenditure and an approved 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.

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 4.3 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 £30. In this case, applicants will need to contribute any funding that exceeds £30k.

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
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 D-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 into a summary for the whole call.	Towards the end of the grant period.

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.
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