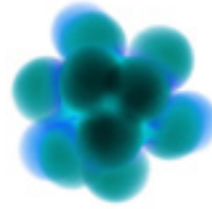




Intellectual
Property
Office



Studentship
Enterprise Awards
2014

The Studentship Enterprise Awards 2014

Application Form



Project details

The StudentsHIP Enterprise Awards 2014 are open to all UK Higher Education Institutions (HEIs). The competition encourages collaboration between HEIs and businesses but we will only accept applications from HEIs – we will not accept applications led by either students or businesses (businesses can include local authorities, NHS Trusts, not for profit organisations etc).

Project title	
Name of lead institution	
Partner institutions (if applicable)	
Name of project leader	
Project leader address	
Email:	
Tel:	

Funding requested

Applicants may request funding of between **£10,000** and **£100,000**.

Please confirm how much funding you are requesting:	£
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Student involvement

Each project must involve a student cohort as a fundamental part of the project.

The student cohort can include any combination of undergraduates, postgraduates, and recent graduates (within 2 years of graduation upon joining the project).

How many students do you envisage being part of the student cohort ?

Which disciplines will the students come from ?

What proportion of the students will be undergraduates/postgraduates/recent graduates ?

Will this project be :

Assessed

Yes

No

Extra-curricular

Yes

No

Other (please state)

Project summary

The purpose of this section is to provide a brief description of your project which the sift panel will use to create a shortlist of finalists for the judging panel to consider.

At the sift stage the panel will use ONLY the information provided in this section when making their decision. Your summary must therefore stand alone as a complete description of your project without the need to refer to the rest of your application.

Your summary should be specific, structured, and succinct. It must clearly state your project's aims and objectives and how it meets the overarching aims of the competition which are to :

- Support the use and understanding of IP in student enterprise activities; and
- Increase the number of IP savvy graduates leaving Higher Education (HE)

250 words maximum

Project description

In this section you must elaborate on your summary and provide a full description of your project. Your project description must take the form of a convincing business case which justifies the funding applied for.

For your application to be successful it must :

- Clearly state its aims and objectives;
- Explain why your project is needed and the benefits it will deliver;
- Describe how it promotes the use of IP in an enterprise setting;
- Explain the nature and level of student involvement;
- Outline a sound project plan with robust project management processes;
- State how progress will be monitored e.g. Key Performance Indicators (KPIs);

You should carefully consider the judging criteria, as specified in the guidance document, when describing your project.

1000 words maximum



Indication of costs

Please provide a full breakdown of all expenditure directly attributable to the project.

250 words maximum

Media statement

Please provide a brief summary of your project that would be suitable for use in promotional activities e.g. for use on the IPO website, background information for press releases etc.

150 words maximum

Checklist	
Before submitting your application form please ensure you have :	Please tick
Read and understood the Terms and Conditions	
Read and understood the Guidance	
Completed all sections of the application form	
Included a letter from a member of your institution's senior management team confirming their support for your entry into the competition – failure to include this letter of support with your application may invalidate your entry.	

How to submit your application

The Intellectual Property Office would prefer entries to be submitted electronically to the following e-mail address:
StudentCompetition@ipo.gov.uk

Entries will also be accepted by post at :

StudentsHIP Enterprise Awards 2014
 c/o Matthew Larreta (GY05)
 Freepost CF 4185
 Newport
 NP20 1ZZ

The closing date for entries (electronic and paper) is **5pm on Friday 12th December 2014**. Entries received after this date will not be accepted.

Confidentiality statement	
The information you supply will be held in accordance with the Data Protection Act (1988) and the Freedom of Information Act (2000).	
These details may be used by us to inform you of new services in the future. If you wish to be contacted in the future please check this box.	