



Innovate UK



GUIDANCE FOR APPLICANTS

Newton-Kâtip Çelebi Fund:

UK-Turkey Collaborative R&D 2016

**by:
Innovate UK & TÜBİTAK**

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Executive summary

The aim of this bilateral programme under the Newton- Kâtip Çelebi Fund is to foster and support the development of industrial collaborative research and development (R&D) projects that bring together businesses, research organisations and academics, and other collaborators from Turkey and the UK for the joint development of innovative, commercial products or services (or improvement of business processes) that meet particular socio-economic challenges that Turkey is facing in its growth and development trajectory.

In Turkey, the programme is managed by TÜBİTAK's Technology and Innovation Grant Programmes Directorate (TEYDEB) whose grant programmes fund R&D projects of private industry. TEYDEB carries out 13 national and one international cooperation programmes in order to increase R&D awareness of the private industry and further stimulate the private sector's investment in R&D and innovation. For this competition, project partner(s) from Turkey will be funded through 1509-TÜBİTAK International Industrial R&D Projects Grant Programme:

(<http://tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/icerik-1509-tubitak-uluslararasi-sanayi-ar-ge-projeleri-destekleme-programi>). The 1509 programme funds innovative R&D projects of private companies in Turkey that participate in international joint programmes. All SMEs or large enterprises established in Turkey can apply to the programme.

In the UK, this programme has been made possible by the Newton Fund (www.newtonfund.ac.uk). This is a Ministerial-led, high-profile programme managed by the Department of Business, Innovation and Skills, aiming to strengthen research and innovation partnerships between the UK and 16 middle-income countries, in order to support economic development and welfare improvements in the partner countries. The partner countries are **Turkey**, Brazil, Chile, China, Colombia, Egypt, India, Indonesia, Kazakhstan, Kenya, Malaysia, Mexico, Philippines, South Africa, Thailand, and Vietnam. £735 million will be spent by the UK through the Fund over a 7-year period (2014-2021), with matched funding/effort provided by the partner countries. The Fund forms part of the UK's Official Development Assistance (ODA), i.e. our support to developing and emerging economies for their socio-economic development.

There are three pillars of activity under the Newton Fund:

- Pillar 1 (People): aims to improve capacity in research and science, individually and institutionally
- Pillar 2 (Research): aims to facilitate joint research collaborations on critical socio-economic development challenges faced by partner countries
- Pillar 3 (Translation): aims to create collaborative solutions to socio-economic development challenges and strengthening innovation systems.

This is the second bilateral competition that TÜBİTAK and Innovate UK have run together.

About the Funders

TÜBİTAK

TÜBİTAK is the leading agency for management, funding and conduct of research in Turkey. It was established in 1963 with a mission to advance science and technology, conduct research and support Turkish researchers. The Council is an autonomous institution and is governed by a Scientific Board whose members are selected from prominent scholars from universities, industry and research institutions.

TÜBİTAK is responsible for promoting, developing, organizing, conducting and coordinating research and development in line with national targets and priorities. It also acts as an advisory agency to the Turkish Government on science and research issues, and is the secretariat of the Supreme Council for Science and Technology (SCST), the highest S&T policy making body in Turkey.

Setting its vision as being an innovative, guiding, participating and cooperating institution in the fields of science and technology, which serves for improvement of the life standards of Turkish society and sustainable development of Turkey, TÜBİTAK not only supports innovation, academic and industrial R&D studies but also in line with national priorities develops scientific and technological policies and manages R&D institutes, carrying on research, technology and development studies. Furthermore, TÜBİTAK funds research projects carried out in universities and other public and private organizations, conducts research on strategic areas, develops support programs for public and private sectors, publishes scientific journals, popular science magazines and books, organizes science and society activities and supports undergraduate and graduate students through scholarships.

Around 5,000 researchers work in more than 20 different research institutes of TÜBİTAK where contract research as well as targeted and nation-wide research is conducted.

Innovate UK

Innovate UK is an executive non-departmental public body established by the UK Government in 2007, and sponsored by the Department for Business, Innovation and Skills (BIS). The activities of Innovate UK are jointly supported and funded by BIS and other government departments, the devolved administrations (Scotland, Wales and Northern Ireland) and the UK's Research Councils.

The role of Innovate UK is to support and stimulate business-led innovation in the areas that offer the greatest scope for boosting UK growth and productivity. It promotes, supports and invests in technology research, development and commercialisation. It also spreads knowledge, bringing people together to solve problems or make new advances. Innovate UK advises Government on how to remove barriers to innovation and accelerate the exploitation of new technologies, and works in areas where there is a clear potential business benefit, helping today's emerging technologies become the growth sectors of tomorrow.

For more information about Innovate UK, please visit our website at:

<https://www.gov.uk/government/organisations/innovate-uk>.

About the competition

Under the rules of this competition, collaborative applications of Turkish and UK partners should have at least one Turkish lead partner and one UK lead partner. Lead partners from both sides must be businesses/industry.

The lead partner for Turkey and the lead partner for the UK must work collaboratively to complete the Innovate UK application form, in English, and submit it to Innovate UK along with the required appendices, as specified on page 33 of this document. In addition to this, the lead partner for Turkey must also apply to TÜBİTAK via the 1509 programme, completing the specified sections of the AGY103 form (adding the completed Innovate UK application form and appendices as an attachment).

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Section 1

How to use this document

This document contains the eligibility criteria, key dates, competition process and application form details specific to this competition. This guidance is common to both Turkish and UK partners for this competition.

- **Section 1** - information on eligibility, timescales as well as terms and conditions common to both Turkish and UK partners.
- **Section 2** - information for applicants.
- **Section 3** – application and submission.

Please ensure that you read all parts of this guidance carefully before submitting your application

1.1 Competition overview

Funding under this competition will be made available for collaborative research and development projects that propose solutions to key challenges Turkey is facing in its agricultural sector. As many of these issues are global, the outcomes could have relevance and impact on other countries and markets but the primary focus of this competition must remain on addressing the needs in Turkey.

The competition will fund projects with commercial solutions to challenges in agri-food sector, specifically:

- Utilization of waste by-products and residues from the agri-food industry to reduce their negative environmental impact and add value.
- Improving food and income security for small and medium-sized farmers through improving agricultural productivity through the use of technology.
- Improved animal/plant breeding based via breeding and reproductive technologies.

Projects will be identified through a single-stage application and assessment process.

Innovate UK and TÜBİTAK are intending to fund around 5-7 research projects through this joint call. Innovate UK has allocated up to £1.5m for this call, TÜBİTAK will provide grant funding for their partners in the successful projects. Projects should last up to 24 months.

1.2 Finding partners

Meeting Mojo platform

- Innovate UK, in conjunction with the Knowledge Transfer Network (KTN) has launched an online Meeting Mojo platform to enable interested organisations for both countries to find potential partners.
- All interested applicants should create a profile on Meeting Mojo and search for partners in the database specific to this UK-Turkey competition. When you find a potential partner, you can message them to determine whether you are a good match to apply as part of a project team.

- Please follow the link below and register, giving your full details. NOTE: It will take up to 24 hours to be approved by the site admin before you can then search for partners. Please use the following Meeting Mojo link: <http://turkey-uk-newtonfund-2016.meeting-mojo.com>
- The Meeting Mojo link is also available on the Innovate UK Turkey competition webpage under the “Finding Partners” section.

Enterprise Europe Network

The Enterprise Europe Network operates in the UK and Turkey and can help to find potential project partners. Further details can be found at <http://een.ec.europa.eu/>.

1.3 Competition scope

The Newton-Kâtip Çelebi Fund Call for Projects joint call is seeking proposals targeting the challenges and opportunities relevant to the Turkish agri-food sector, specifically focussing on the sub-sectors described below. Applications should:

- involve a collaborative team of UK and Turkish partners
- deliver societal benefits in terms of improved food security and/or clear environmental improvements in Turkey, for the Turkish population
- enhance efficiency in use of resources in crop, livestock (including aquaculture) and food processing environments, where applicable
- maximise marketable yield and profit potential
- minimise potentially negative environmental impacts associated with agri-food production.

Scope area 1: Utilization of waste by-products and residues from the Turkish agri-food industry to reduce their negative environmental impact and add value

An increasing population, combined with greater economic development allowing higher levels of consumption, means that by the middle of this century, global food demand is expected to increase by 50-70%. At the same time, the food supply chain will be subject to increasing environmental stresses through competition for limited resources, the impacts of climate change, water availability, soil degradation and biodiversity loss.

As well as improving primary production through sustainable intensification, we need to reduce the production of waste, use resources such as energy, water and raw materials more efficiently, and improve the resilience of the food and drink supply chain by making better use of resources and reducing environmental stresses on food systems. Businesses that develop technologies to address these issues can improve their competitiveness, which in turn will support a circular economy that is more resilient to supply chain risks.

The Turkish food and agriculture industry is one of the country’s biggest sectors that corresponds to 7.1% percent of the GDP and a quarter of the employment levels in the country. Turkey is also one of largest exporters in Europe for processed food.

Many food production processes create waste by-products which negatively impact the environment; at the same time some of these by-products have the potential to be exploited for their economic value. For example, chicken manure has the potential to have negative environmental impacts, yet can also be utilized as fertilizer, and in biogas/biomass processes. Similarly, orange peels can be used as a source for extracts useful in the cosmetic industry.

We are inviting applications that address a reduction in the production of waste in the Turkish agri-food sector, explicitly through the utilization of agri-food by-products and residues in Turkey.

- Applications which seek to return animal by-products to the human food chain are out of scope of this competition.

Scope area 2: Improving agricultural productivity of small and medium sized farmers through upgrading agricultural technology

Global-wide including Turkey-wide increases in both population and food consumption pose a considerable threat to food security. In tandem with this trend, changes in climate and wider global warming are challenging productivity within the farming sector. Achieving the sustainable intensification of agriculture – increasing yields without adversely affecting the environment or having to cultivate more land – represents a cross-disciplinary challenge. Precision agriculture provides opportunities to increase agricultural productivity through more accurate and efficient crop and livestock production systems.

Under this area of scope, we are inviting applications to improve agricultural productivity mainly for farms which are smaller than 20 ha, through the use of technology to provide more accurate and efficient crop and livestock production systems. We are particularly interested in projects that target economical solutions for the Turkish farmers particularly the upgrading of legacy machinery used in such farms. This might be, for example, through the addition of sensor and control units, or development of steering assistance systems to integrate into existing tractors.

The scope of this competition includes the application of solutions to primary production. Proposals can include software engineering and information technologies, where they represent an essential component of an engineering project.

The scope is relatively wide and will include the application of solutions relevant to all food crop and livestock production systems, including aquaculture. Examples may include, but are not limited to:

- all cost-appropriate mechanised equipment for crop establishment and harvest
- versatile application equipment for seeds, fertilisers and crop protection products
- soil and water management, including efficient irrigation or application technologies
- advances in crop mapping and recording equipment
- biotic and abiotic stress monitoring/ assessment technologies in crop systems
- health and welfare, and productivity monitoring/ assessment technologies in livestock systems
- livestock handling and management equipment including housing and monitoring technologies – using physical and ‘virtual’ solutions
- Improvement of protected edibles and greenhouse productivity or sustainability through engineering solutions
- integrated approaches to increase system compatibility
- all relevant precision agriculture technologies.

Projects that address non-food crops or the engineering of biological systems are out of scope.

Scope Area 3 – Improved Animal/Plant breeding based via breeding and reproductive technologies

Turkey's agricultural sector is strong and vibrant with a lot of potential to sustainably improve animal and plant breeding in order to increase productivity and quality characteristics. Breeding with traditional methods has a long history yet it takes a very long time to attain the desired seed and animal breed quality due to the highly iterative and slower processes of traditional selective breeding. There is the potential to improve the rate of genetic improvement in both plant and animal breeding to produce better seeds and animals by using modern breeding and reproductive technologies.

Turkey has an ideal climate for plant seed production and attracts healthy foreign investment in this sector. Turkey has the potential to be a preferred partner of choice for animal/plant breeding with increasing expertise and technology in this field.

Under this area of scope, we are seeking collaborations of UK and Turkish businesses and researchers proposing innovative projects which fit broadly around breeding, and focus on varieties of crops and breeds that are grown or consumed in Turkey. Below are examples of areas where we would encourage applications:

- Using genomic tools to improve animal and plant breeding.
- Tissue culturing (or other culture methods) to decrease the duration of variety development.
- Assisted breeding and reproduction technologies such as artificial insemination, or embryo transfer, and other related technologies
- Embryo and semen production, evaluation and storage technologies.
- Enhancing adoption of animal breeding and reproduction technologies in farms.
- Developing selection systems for sustainable meat production.
- Optimal cross breeding with local animal breeds and crop landraces
- Plant or animal breeding projects aimed at Turkey's environment, including climate, pests and diseases.

Projects that target and address non-food crops are out of scope.

Overall scope requirements

All projects funded through this Newton-Kâtip Çelebi Fund competition **must fit the Official Development Assistance (ODA) rules**, in that they should demonstrate a clear added value for the economic and social development of Turkey, showing clearly potential for wider impact for the development of the country. Please refer to <http://www.newtonfund.ac.uk/about/what-is-oda>

Specifically:

- The Newton partner country (Turkey in this case) should be the primary focus of the projects and those which lack the sufficient focus on the Newton partner country will be considered out of scope and not be put forward for assessment.
- Projects must evidence how they impact the economic development and welfare of the people of the Newton partner country, above and beyond job creation in the partners involved.

Meeting the Newton Official Development Assistance (ODA) rules is the major eligibility criterium. Projects must meet this eligibility criterium to be put forward for assessment by the UK funding body. Failure to do so will result in the proposal being rejected and it will not be put forward for assessment.

There is no negotiation on this status. This eligibility review takes place after the application is submitted, we will not review the information prior to application to confirm your project meets the rules.

1.4 Eligibility

1.4.1 Common eligibility criteria

A collaboration proposing an R&D project conducting industrial research that meets the requirements in this section is eligible to apply to this competition and does so in accordance with the national laws, rules, regulations and procedures of their jurisdiction or country.

Each proposal must include as a minimum:

1. A **Turkish** registered company Project Lead (**TPL**), responsible for liaising with the UK Project Lead to assist with the submission of the collaborative application form in English to Innovate UK; also responsible for submitting this Innovate UK application form in English as an attachment to the AGY103 form (please see below) to TÜBİTAK; and,
2. A **UK** registered company Project Lead (**UKPL**), responsible for liaising with the Turkish Project Lead to assist with the submission of a single application form in English to Innovate UK.

Please note:

- **There must be only one Innovate UK application form per project, in English, submitted to Innovate UK.**
- **Turkish applicants must also submit the AGY103 form to TÜBİTAK, adding the Innovate UK application form as an appendix to the AGY103 form.**

Collaborations must be business-led from both sides.

Although it is not mandatory, projects that engage an end-user/first customer are strongly encouraged in either side of the consortium.

If successful, project consortia will be expected to demonstrate that all partners contributing to the R&D project have agreed on IP Rights and the commercialisation plan as part of the final grant agreement process.

All applications will be assessed on individual merit in accordance with the normal Innovate UK process. However, we reserve the right to apply a 'portfolio' approach to ensure the distribution of funds across specific areas, subject to meeting the required quality criteria.

1.4.2 Applicants from Turkey

The Turkish Project Lead (TPL) (i.e. lead organisation) must be a commercial company that operates in and is headquartered in Turkey.

Academic institutions and other R&D institutes (including not-for-profit research institutes recognised by TÜBİTAK) that are headquartered and operate in Turkey are encouraged to participate in the projects as subcontractors of partner(s) and are covered under the partner's budget.

Detailed information for 1509 Programme of TÜBİTAK, i.e. eligibility, funding rates, monitoring, etc, is available at: <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararası-ortaklı-destek-programlari/1509/icerik-yonetmelik-ve-esaslar>

1.4.3 Applicants from the UK

To be eligible for this competition, projects must fall under the Industrial Research category. A full definition of this category is available in the guidance for applicants section of our website: <https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance>

Eligible UK applicants are:

- UK companies of any size, registered, based and operating in the UK. Only UK-based companies are eligible to apply for Innovate UK funding.
- Internal R&D will not be funded as part of this competition. No partner in the consortium can be related in any way to another partner in the consortium across either countries, i.e. A N Other Ltd (UK) and A N Other Ltd (Turkey) cannot be partners on the same project.
- You may be eligible to receive different rates of funding depending upon the type and size of your organisation and the activity that you are doing in the project. Innovate UK will fund up to 70% for Micro/Small enterprises, 60% for Medium enterprises and 50% for Large Companies.
- Academic institutions, other research organisations, public sector bodies and charities undertaking research activity in the UK are also eligible to participate as per Innovate UK's normal funding rules, but cannot lead the UK side of the project.
<https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants>
- The level of total research participation is set at a maximum of 30% of total eligible project costs.
- If there is more than one Research Organisation (University, non-profit distributing RTO, Catapult, PSRE, Research Council Institute, charity or public sector organisation undertaking research) in the project, the maximum 30% of eligible costs must be shared between them.

1.4.4. Turkey/UK partnerships

- To be eligible for this competition, projects must be focused on industrial research. A full definition of this research category is available on our website. Work packages that include elements of Experimental Development will be considered within projects that predominantly target Industrial Research, which can be completed within 24 months.
- UK project leads must collaborate with a Turkish project lead to form a consortium to deliver the project. There is no restriction on the number of partners in either the UK or Turkey.
- Collaborations must be business-led and address the specific requirements of the competition as outlined in the scope for this competition.
- Projects must articulate clear commercial goals and associated commercialisation strategies.
- Proposals must demonstrate the joint Turkish-UK project team's expertise and capacity to manage the proposed project in their respective countries.
- Building on the principles of a true bilateral partnership, all projects should demonstrate equivalence in effort from the Turkish and UK partners.

- Successful project participants will be expected to demonstrate that all partners contributing to the R&D project have agreed on IP Rights and the commercialisation plan as part of the final grant agreement process.
- Innovate UK and TÜBİTAK will expect successful project participants to put in place a collaboration agreement amongst all project partners as part of the conditions of taking up the grant offer.
- Projects must be innovative and market-driven, leading to the proposed development of a new product or process, leading to ultimate commercialisation.

1.5 Funding

TÜBİTAK and Innovate UK will implement independent, merit-based project evaluation and selection process. TÜBİTAK and Innovate UK will then together identify the final list of successful applicants. **All funding organisations reserve the right to apply a portfolio approach across projects in different challenge areas, subject to applications reaching the required quality threshold.**

A positive funding decision for R&D projects that request funds from the funding organisations will trigger:

- Innovate UK to allocate funds to UK participants; and
- TÜBİTAK to allocate funds to Turkish participants.

Funds will be provided in accordance with the applicable laws, rules, regulations and procedures established by each organisation, and/or in each jurisdiction/country.

Although the individual type and value of individual contributions allocated to a Turkey / UK R&D project may vary, each bilateral project must demonstrate equivalent total effort from each participating country.

1.5.1 Financial support - Turkey

TÜBİTAK will fund the successful projects based on 1509 programme's code of practice available at <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/1509/icerik-yonetmelik-ve-esaslar>

1.5.2 Financial support - UK

The UK funding element will also be part of the Newton Fund and therefore UK applicants must be able to demonstrate that there is a clear economic and societal benefit to the general population in Turkey from their proposed project. This is in line with the Newton Fund forming part of the UK Government's Official Development Assistance budget. More details here: <http://www.newtonfund.ac.uk/about/what-is-oda/>

Expected costs, grant and eligible costs

We expect total UK project costs of between £300,000 and £400,000. We will not accept applications with higher costs than the £400,000 limit. However, we may accept costs lower than £300,000, but **only** through prior consent sought by the UKPL from Innovate UK. Full details of what project costs are eligible for funding from Innovate UK can be found at:

<https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance>

Proportion of total eligible cost and grant per type of applicant

- The business proportion of total eligible project costs must be 70% or higher.
- That means that research organisations, public sector organisations and charities (undertaking non-economic activity) can together claim up to 30% of total eligible project costs.
- Subcontracting is not expected to be greater than 20% of the UK total project costs.

Exceptions:

- Capital costs and materials of £10k or more per single item will not be funded by Innovate UK under this competition.

Type of research and percentage of eligible costs funded

- Projects must be focused on industrial research. A full definition of this research category for UK applicants is available on our website: <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants>
- Work packages that include elements of Experimental Development will be considered within projects that predominantly target Industrial Research.
- As per Innovate UK's rules, businesses can attract the following percentages of eligible costs from public funding for Industrial Research and Experimental Development:

Applicant Business Size	Industrial Research	Experimental Development
Micro/small ¹	70%	45%
Medium	60%	35%
Large	50%	25%

- Research organisations, public sector organisations or charities (as defined as eligible according to Innovate UK's normal funding rules) can claim up to 100% of eligible costs.
- Universities can claim up to 80% of Full Economic Costs as determined via the JeS application system).

State Aid:

- State Aid rules apply to Newton Fund competitions
- The funding percentages outlined above are compliant with EU State Aid rules.
- For more information on funding and state aid definitions please see our website: <https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants>

Official Development Assistance (ODA) compliance:

- All submitted applications must be checked for ODA compliance. Details on ODA compliance for Newton Fund projects can be found here: <http://www.newtonfund.ac.uk/about/what-is-oda/>
- **If projects are not deemed by Innovate UK to be compliant with ODA, Innovate UK reserves the right to not submit the application for assessment.**

¹ The definition of micro, small and medium-sized enterprises used by Innovate UK is contained in the European Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361/EC), which took effect on 1 January 2005 or any subsequent definition provided by the Commission. This can be found at: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

1.6 Application overview

This is a single stage competition that opens for applicants on 9th May 2016. The application process consists of registration, followed by submission of:

- a collaborative application form and appendices, in English, submitted to Innovate UK
- an AGY103 form submitted to TÜBİTAK, including the Innovate UK application form as an appendix

Applicants from the UK

Applicants must register through the Innovate UK competition website, at least one week before the competition closes. It is only necessary for the UK lead applicant to register.

- Upon registration, the registrant will be emailed an application form template that must be completed in collaboration with all consortium partners in UK and Turkey.
- The collaborative proposal/application must reflect a combined effort from both the UKPL and TPL, be written in English, and submitted to Innovate UK using the prescribed process by the stated application submission date 12 noon UK time.

The lead partner for Turkey (TPL) is required to apply to the 1509 programme of TÜBİTAK, as detailed below.

Applicants from Turkey

All Turkish partners are required to register for the project, if there is more than one Turkish company in the consortium.

The Lead Partner for Turkey (TPL) is required to apply to 1509 programme under TÜBİTAK TEYDEB and to follow programme's code of practice: <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararası-ortakli-destek-programlari/1509/icerik-yonetmelik-ve-esaslar>

- Turkish partners must register by sending "Proje Ön Kayıt Formu" to TÜBİTAK. The registration process usually takes 7-10 days after TÜBİTAK receives "Proje Ön Kayıt Formu" and its attachments.
- The information in AGY103, such as Project plan and Budget, must be specific to Turkish partners. There is also a collaborative project plan and total budget which is part of the collaborative Innovate UK application form.
- Applicants can complete the AGY103 form online during the registration process. However, the AGY103 form cannot be submitted until registration is complete.
- The collaborative Innovate UK application form, in English, is required to be submitted to TÜBİTAK as an attachment to the AGY103 form. The TPL may complete the AGY-103 form in Turkish.
- The guidance for AGY103 is available on <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararası-ortakli-destek-programlari/1509/icerik-basvuru-formlari>. **Only** the following parts of the AGY103 form are mandatory:
 - SECTION A-BÖLÜM A - PROJE VE KURULUŞ BİLGİLERİ
 - SECTION C-BÖLÜM C - PROJE PLANI VE FİRMA ALTYAPISI
 - SECTION E-BÖLÜM E - PROJE BÜTÇESİ

Applicants must write a brief note in the spaces provided in SECTIONS B and D, which explains that the related information is covered by the collaborative application form.

Ineligible/rejected applications:

- Applications submitted to only one country.
- Applications that do not meet the stated competition eligibility criteria as set out in this document, including ODA compliance.
- Applications that are not in the prescribed template. Hand-written or email submission shall not be accepted.
- Applications submitted to the incorrect organisation or use the incorrect application form for the competition.
- Applications in which only one side (i.e. one country) has contributed its part of the proposal/application.
- Applications submitted to Innovate UK in any language other than English (the AGY103 form submitted to TÜBİTAK must be in Turkish only).

1.7 Key dates

If you are intending to submit an application to this competition, please make a note of the key dates below.

The deadlines below are absolute and final. **Please note that submission deadlines are 12 noon (GMT) in the UK.** Any applications after this time will not be accepted.

Opening of the competition	9 th May 2016
Applicant briefing by webinar (recording will be available afterwards)	17 th May 2016
Closing of registration for TÜBİTAK AGY103 form (applicants need to have registered their intention to submit an application)	Friday 11 th November 2016
Closing of registration for Innovate UK application form (applicants need to have registered their intention to submit an application)	Wednesday 16 th November 2016
Closing of the competition	12 noon (GMT) 23rd November 2016
Deadline of AGY103 submission to TÜBİTAK	23:59 (GMT+2) 23rd November 2016
Anticipated release date of competition results	24 th March 2017
UK feedback	28 th April 2017

Important Note:

Please do not leave your submission to the last minute.

If any technical difficulties arise or if you identify any errors in your submission, we will not be able to grant an extension to the above deadlines.

It is your responsibility to ensure you follow the competition guidance rules and in doing so allow sufficient time to complete all of the competition requirements described in this document.

Please remember that you have to submit your application to both Innovate UK and TÜBİTAK. Completing all necessary forms can take considerable time and must not to be left to the last minute.

1.8 The assessment and evaluation process for this competition

1.8.1 Assessment process

This competition will follow a single stage process.

TÜBİTAK and Innovate UK will initially screen all the applications received by the application deadline for completeness of information, eligibility of consortium members and ODA compliance, as per the competition guidelines.

It is the responsibility of the Project Leads to ensure that all of the necessary information for the application has been gathered from UK and Turkish partners and is submitted prior to the application deadline. If there is specific information missing in an eligible application, TÜBİTAK and Innovate UK may at their discretion contact the lead applicants requesting them to provide the missing information within a specified timescale.

TÜBİTAK and Innovate UK will then compile a list of the complete project proposals received and share it with each other.

- Applications where only one of the countries has submitted their part of the application will be deemed ineligible for the competition and notified accordingly by their respective funding agencies.
- Applications which do not meet the basic/key criteria as outlined in these guidelines will be excluded from the on-going competition process, and they will be notified accordingly by their respective funding bodies.

The final list of complete proposals under the competition will be shared between TÜBİTAK and Innovate UK. These proposals will then undergo assessment in their respective countries.

1.8.2 Evaluation and selection of R&D projects

To ensure the effective delivery of the competition and reinforce the principles of bilateral partnership, TÜBİTAK (for Turkey) and Innovate UK (for UK) will conduct parallel but independent evaluations of all applications based on the project criteria and eligibility and requirements specified in the competition guidance, followed by a joint review. Together, the funding partners will make a joint recommendation on projects to be shortlisted for funding, based on the feedback and recommendations received from TÜBİTAK and Innovate UK expert reviewers/assessors.

Assessors/evaluators in both countries will review the common application form and appendices (where required) along with associated supporting documentation (where appropriate).

Assessment process in UK

All applications will be evaluated by Innovate UK according to its standard assessment process. Each application is assessed by up to five independent expert assessors against the same set of gateway and criteria questions. Each assessor completes and submits a score-sheet with comments for each application they assess. A report is then compiled to identify ranked order of all applications. A panel of independent assessors may be convened to discuss any applications that require clarification around scope, quality, feasibility or fundability. Applicants are not required to attend.

Assessment process in Turkey

TÜBİTAK will evaluate the collaborative application form as per the Innovate UK guidelines stated above and will also evaluate the AGY103 form as described in 1509 code of practice which is available at <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/1509/icerik-yonetmelik-ve-esaslar>

Each application is assessed by independent expert assessors against the same set of Innovate UK criteria questions, as well as 1509 evaluator form. A report is then compiled to identify the ranked order of all applications. A committee is then convened to discuss all applications.

Joint review

Following the independent evaluations in Turkey and the UK, a joint review committee will be held, comprising representatives from the Turkish and UK funding agencies. TÜBİTAK and Innovate UK will then together identify the final list of successful applicants. All applications will be assessed on individual merit and, subject to applications reaching the required quality threshold, all funding organisations reserve the right to apply a 'portfolio' approach to ensure the distribution of funds across specific areas. The final decisions on joint approvals will be made at that time.

TÜBİTAK and Innovate UK will communicate the final decision in writing (via e-mail or regular mail) to all the TPL and UKPL applicants respectively.

Section 2

Information for applicants

2.1 How to apply for this competition



REGISTER

To enter this competition, your project should appoint a Project Lead for the UK side of the consortium (UKPL) and a project lead for the Turkish side of the consortium (TPL).

- The UKPL must register via the competition website at <https://www.gov.uk/government/organisations/innovate-uk>
- The TPL and all Turkish partners must register by sending “Proje Ön Kayıt Formu” to TÜBİTAK with the required attachments.

Registrants to Innovate UK: You will receive an email acknowledgement of your registration immediately and then an additional email containing a username and password for our secure upload facility, along with a unique application form and number. Following your registration acknowledgement, please allow up to 48 hours for receipt of your email application form

Registrants to TÜBİTAK: The registration process usually takes 7-10 days after TÜBİTAK receives “Proje Ön Kayıt Formu” and the required attachments. We strongly recommend applicants to register at least 10 days before closing of competition.

Please note: Please see registration deadline dates, as stated in the above Key Dates section.

Multiple project applications

Registrants to Innovate UK: If you wish to apply for funding for more than one project, register once and then request additional application forms by emailing Innovate UK’s Customer Support Service support@innovateuk.gov.uk You will then be able to make separate submissions by completing a unique application form for each separate project, ensuring the appropriate application form is uploaded to the site under the correct application number.

Registrants to TÜBİTAK: If you wish to apply for funding for more than one project, separate registrations are required for each project application.

Please note: repeat applications for the same project will classed as ineligible and not sent for assessment.



DOWNLOAD
documents

Innovate UK application form/process:

Once you have received your unique username and password, you can log into the secure website to access additional documentation relevant to the competition. For this competition, these are:

- Finance forms for each UK industry partner
- Appendices (please see Section 4 for more information)
- Je-S Submission pdf Output Document, showing 'with Council' status (for each UK academic partner in your project – if any)



COMPLETE documents

Innovate UK application form/process:

You are required to submit the following documents:

- Application Form supplied with your unique application number for this competition
- Project Appendices (please see Section 4 of this document for more information)
- Partner Finance Form (for every UK industry partner in your project)
- Je-S Submission pdf Output Document (for every UK academic partner in your project)

The appendices allow you to provide additional supporting information for the assessors on your project. The finance forms provide details on your project costs for each partner in your project consortium. For information on eligible project costs and the partner finance forms please click here <https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance>

TÜBİTAK application form/process:

You are required to submit the following documents:

- AGY103 form (for the TPL: the online form is to be completed via PRODİS and submitted with its attachments). **The Innovate UK collaborative application form and appendices must be submitted as an attachment to the AGY103 form.** Guidelines for completing the AGY103 form are available at: <http://www.tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/1509/icerik-basvuru-formlari>

For the TPL, the AGY103 form will take a considerable length of time to complete. Do not leave it last few days to complete. Please work on the AGY103 form at the same time as you work on the Innovate UK collaborative application form with your UK partner.



UPLOAD documents

Innovate UK application form/process:

Please ensure that you allow plenty of time to upload your completed documents for submission to the competition. Our submission close dates can be very busy which means that upload can take some time. We recommend that you upload your application in plenty of time, as the deadline is final.

To upload your application documents, log on to the secure website using the details supplied with your secure username and password.

If repeat applications for the same project are submitted, then only the repeat applications will be ineligible and not assessed.

TÜBİTAK application form/process:

For the TPL, the AGY103 form is an online form. The TPL must include the Innovate UK collaborative application form as an attachment to the AGY103 form and submit it before the deadline.



NOTIFICATION
received

Once the competition submission deadline is reached, TÜBİTAK and Innovate UK will initially screen all the applications received for completeness of information, eligibility of consortium members and ODA compliance, as per the competition guidelines.

The UKPL and TPL of all assessed applications will be notified of the outcome of your application on the date stated in the above Key Dates section. The UKPL will be notified by Innovate UK, the TPL will be notified by TÜBİTAK.



FEEDBACK
received

Innovate UK application form/process:

Each UKPL will be able to access feedback on their application from the assessors by logging into the secure site 4 weeks after the date published in the Key Dates section.

We will give feedback to unsuccessful applicants approximately 4 weeks after you have been notified of the decision. The lead applicant can access the feedback by logging on to the secure website where you uploaded your application documents. It is the responsibility of the lead partner to communicate the feedback with the rest of the consortia. No additional feedback can be provided and there will be no further discussion on the application.

TÜBİTAK application form/process:

Each TPL will receive a letter including the funding decision with their notification of the outcome of the application by TÜBİTAK.

2.2 Finance forms and project costs**Innovate UK application form/process:**

Information on project finances is available in the guidance 'Your Project Costs' on our website: <https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance>

TÜBİTAK application form/process:

Information on project finance is provided in the guidance for applicants of AGY103, which is available at: <http://tubitak.gov.tr/tr/destekler/sanayi/uluslararası-ortaklı-destek-programlari/1509/icerik-basvuru-formlari>

2.3 How to find out more (Data Protection Act 1998, Information Security, etc)

If you require further information or have a query regarding this competition, please contact:

UK

Innovate UK, Customer Support Services:

E-mail: support@innovateuk.gov.uk

Tel: 0300 321 4357 (Monday-Friday 9am-5:30pm)

Turkey

TÜBİTAK, Technology and Innovation Grant Programmes Directorate:

Email: 1509@tubitak.gov.tr

Tel: 444 6690 (Monday-Friday 8:30am-5:30pm)

Section 3

3.1 The application form & submission documents

The collaborative application form to be submitted to Innovate UK

This section explains the structure of the application form and offers guidance on the information to include in each section. This section is applicable to both the UK and Turkish partners for the completion of the collaborative application form.

Submission of one completed application form per project, in English, to Innovate UK is mandatory. Applications in any other format will not be accepted. Upon registration, each applicant will receive a unique application form and user ID for the application.

The Turkish and UK project leads for a project should ensure that they liaise and coordinate to provide the collaborative application form and associated appendices/documents required. Finance forms will be specific and provided by Innovate UK for UK applicants.

Multiple Innovate UK collaborative application forms

If you wish to apply for funding for more than one project, please request additional application forms by emailing Innovate UK's Customer Support Service support@innovateuk.gov.uk. You will then be able to make separate submissions by completing a unique application form for each separate project, ensuring the appropriate application form is uploaded to the site under the correct application number.

Please note: repeat applications for the same project will be classed as ineligible and not sent for assessment.

Applications should include a technical, business and financial component. The technical component describes the innovation, gives details of the proposed technical approach and contains a research & development Program Plan. The business component covers the market analysis, commercialization plans, and benefits to project participants, project organization, and the management plan. The financial component covers the cost of the project, the funding required and why public support is needed.

The proposal will also provide a description of the companies and other participants. It is important to be clear, concise, and to the point when filling each section so to best present the merit of your project in an effective manner.

The structure of the application form is as follows:

- Application details
- Summary of proposed project
- Gateway question: scope
- **Section 1 – The Challenge (4 questions)**
- **Section 2 – Project Details (4 questions)**
- **Section 3 – Project Costs (2 questions)**
- Public description of the project
- Finance summary table

Sections 1 to 3, highlighted above, address specific questions; these are listed in the following tables with guidance notes. When you submit your application form, it will be assessed according to how clearly it answers the specific questions. Each question has an equal weighting of 10 marks per question.

It is important that you address and respond to each question clearly. To help you, the guidance below provides an explanation of what is required for each question. The guidance notes are not intended to be exhaustive; you should develop your own responses based on your own skills, knowledge and experience.

When completing the application form it is important to take into account that the space provided is to enable you to give the specific amount of information for each question as you feel appropriate for the application. You are encouraged, therefore, to utilise fully all available space and any appendices at your disposal.

Please ensure that you upload the final and complete version of your application by the deadline. It is your sole responsibility to ensure you upload the application form intended for submission and assessment and not a blank or incomplete form.

The Turkish and UK project leads should coordinate to ensure that:

- a collaborative application form and appendices, in English, as detailed below is submitted to Innovate UK
- an AGY103 form submitted to Tubitak, including the Innovate UK collaborative application form as an attachment

Key tips

- number the answers to each question
- use headings for the answer to each question

Important: Please note the following process requirements for the application form:

- You may only use the application form provided. It contains specific information including a unique reference number for your project.
- The application form contains specific fields and it is important that you complete each field and present a fully completed form. Incomplete forms will be rejected.
- The application form must not be altered, converted or saved as a different version of Microsoft Word.
- The space provided in each field of the form is fixed and you must restrict the content of your responses in each of the fields to the space provided. The typeface, font size and colour are predetermined and cannot be changed. Illustrations and graphics cannot be included in the application form. **Please check your completed application form in PRINT VIEW: any text that can't be seen in this view or when the form is printed will not be assessed.**
- The light grey shaded fields are completed automatically from other information entered on the form, e.g. the total columns of a table. These cannot be overwritten.

Application details

Application details	
Field	Guidance
Competition title	This field will show the full name of the competition to which the form applies. You do not need to enter anything here
Project title	Enter the full title of the project.
Project timescales	Enter the estimated start date and its planned duration. These are indicative at this stage and are not guaranteed
UK Project Lead (UKPL) organisation name	Enter the full registered name of the UK lead partner for the project and the company number (as provided by Companies House). Please note: the lead organisation will be the main point of contact between the Innovate UK and the UK project team.
UK Project Lead (UKPL) organisation contact details	Enter the full name, postcode, e-mail address and telephone number of the main point of contact between the Innovate UK and the project.
Turkish Project Lead (TPL) organisation name	Enter the full registered name of the Turkish project lead (TPL) organisation for the project. Please note: the lead organisation will be the main point of contact between the TÜBİTAK and the Turkish project team.
Turkish Project Lead (TPL) contact details	Enter the full name, postcode, e-mail address and telephone number of the main point of contact between TÜBİTAK and the project.
Have any of the project partners previously received Newton funding?	Please select Yes/No. If yes is selected, please confirm which project partner has previously received Newton funding or is in the process of receiving Newton funding, from which Delivery Partner and under which Newton Fund activity.
Applicant number	This is completed automatically and is the reference that you should use on all correspondence (this is the 5 or 6 digit number after the dash).
Summary of proposed project (not scored)	
Question	Guidance
Please provide a short summary of the content and objectives of the project including what is innovative about it.	This is an opportunity to provide a short summary of the key objectives and focus areas of the project. It is important that this summary is presented in reference to the main outline of the project, with sufficient information to provide a clear understanding of the overall vision of the project and its innovative nature. This summary is not scored, but provides an introduction of your proposal for the benefit of the assessors.

Gateway question: Scope (not scored, Yes/No answer)

Important note:

If the majority of evaluators/assessors consider that the answer to the Scope Gateway question is 'No', then the application will not be approved for funding. Guidance on the 'Gateway Question: Scope' question is, therefore, critically important and is provided below.

Question	Guidance
Gateway question: Scope - How does this application align with the specific competition scope?	<p>All applications must align with the specific competition scope criteria as described in the relevant competition Brief.</p> <p>Note: To demonstrate alignment, you need to show that a clear majority of the project's objectives and activities are aligned with the specific competition. In forming their judgment on this, the assessors will also consider whether the application addresses the research objectives and topics it claims to. It is important, therefore, for you to understand fully the background, challenge and scope of the competition, as outlined in this document, on the TÜBİTAK website and the Innovate UK website.</p>

Section 1: The challenge

(10 points per question = 40 points in total)

Question	Guidance
1. What is the business opportunity that this project addresses?	<p>Outline the business opportunity and what the project team needs to do to successfully address it within the desired timeframe and cost.</p> <p>Describe the nature of the problems or issues facing you and/or your potential customers and how the intended outputs of the project will address these problems and issues.</p>
2. What is the size of the market opportunity that this project might open up?	<p>Describe the size of the market opportunities that this project might open up, including details of:</p> <ul style="list-style-type: none">• current nature of the specific market(s) at which the project is targeted (for example, is it characterised by price competition amongst commoditised suppliers? Is it dominated by a single leading firm?)• the dynamics of the market including quantifying its current size, actual and predicted growth rates• the projected market share for the project outcome, with justification in the light of any potential competitors• the potential to create value-added for the UK and/or Turkey. <p>Describe and clearly quantify the return on investment that the project could achieve and provide relevant source data references.</p> <p>Where possible, provide evidence for your statements about the addressable market for project outcomes and outline your strategy for developing market share.</p> <p>For highly innovative projects (see question 6) where the market may be unexplored, explain:</p> <ul style="list-style-type: none">• what the route to market could or might be• what its size might be• how the project will seek to explore the market potential.

<p>3. How will the results of the project be exploited and disseminated?</p>	<p>List or describe the potential exploitable outputs of the project such as:</p> <ul style="list-style-type: none"> • products or services • processes • applications <p>Then describe how these outputs will be exploited including, where applicable, the route to market; protection of intellectual property rights; reconfiguration of the value system; changes to business models and business processes and other methods of exploitation and protection.</p> <p>Where helpful to the exchange of best practice, and not damaging to commercial interests, the results from this work should be made public on a voluntary basis and a strategy for dissemination of generic outputs from the funded project should be included.</p> <p>PLEASE NOTE: Where UK research organisations are involved in a project and funded for undertaking non-economic activity, we will expect to see evidence in the answer to this question of plans to disseminate their project outputs over a reasonable timescale. The requirement for dissemination of research results intends to secure wider benefit from the higher level of public support given to research organisations.</p>
<p>4. What wider economic, social and environmental benefits is the project expected to and over what timescale?</p>	<p>Explicitly identify all benefits that will accrue inside and outside of the consortium as a result of the proposed project. Truly sustainable development balances economic growth with social impacts and benefits and the protection of the environment.</p> <p>Benefits to those outside the consortium and to consortium participants should be considered and you should make a clear distinction between the two.</p> <p>Economic – This is the real impact the organisation has on its economic environment. This is not simply traditional corporate accounting profit, and can include cost avoidance, so you should highlight any expected ‘spill over’ benefits external to the project, e.g. benefits to users (intermediaries and end users), suppliers, the broader industrial markets and the UK and/or Turkey economies. The application should identify and quantify where possible the benefit to each of the beneficiaries.</p> <p>Social - Quantify any expected social impacts, either positive or negative, on, for example, the quality of life, social inclusion/exclusion, education, public empowerment, health and safety, regulation, diversity, and any expected impact on Government priorities. The application should include a sufficiently detailed analysis of social impacts, noting if possible any particular impacts on any particular socio-economic groups.</p>

	Environmental – Demonstrate how your project will benefit the natural environment as much as possible or at the least do no harm and curtail environmental impact. For example, this could include careful management of energy consumption and reductions in carbon emissions whilst reducing manufacturing and materials waste, rendering waste less toxic before disposing of it in a safe and legal manner (cradle to grave) or re-manufacturing (cradle to cradle).
Section 2: The project details	(10 points per question = 40 points in total)
Question	Guidance
5. What technical approach will be adopted and how will the project be managed?	<p>Provide an overview of the technical approach including the main objectives of the work. Describe the main areas of work together with their resource and management requirements.</p> <p>In evaluating this the assessors will consider these questions:</p> <ul style="list-style-type: none"> • is the technical approach and methodology appropriate to the needs of the project and are the innovative steps achievable through the proposed approach? • is the application sufficient in comparison to the complexity of the project? For example, is there sufficient detail to understand the tasks involved and the resources required? • is the timing of key milestones realistic? • is there demonstration of sufficient resource commitment and capability to undertake the project? • are clear management reporting lines identified? <p>Describe rival technologies and alternative R&D strategies and describe why your proposed approach will offer a better outcome.</p> <p>You must provide a milestone based project plan. Please submit it using Appendix B, not in the space provided to answer this question. For detailed guidance on what to include in the plan, please see Section 4.3.</p>
6. What is innovative about this project?	<p>Identify the extent to which the project is innovative both commercially and technically.</p> <p>In evaluating this section assessors will consider these questions:</p> <ul style="list-style-type: none"> • does it push boundaries over and beyond current leading-edge world science and technology? • is it looking to apply existing technologies in new areas? <p>Highlight and explain the timeliness and novelty of the research aspects of the project in an industrial and/or academic context.</p> <p>Describe any evidence you have to substantiate your belief that the intended work is innovative. This could include the results of patent searches, competitor analyses, literature surveys, etc. If applicable, you should also outline your own background intellectual property</p>

	<p>rights, as related to the project. You may additionally consider:</p> <ul style="list-style-type: none"> • What is current "best practice"? • What are current limitations to innovation and how will the project overcome them? This is an opportunity to elaborate on the shortcomings that exist in the proposed area of innovation as a prelude to the description of the innovation and how it can overcome these shortcomings. Current limitations could include: high cost, sub-optimal performance, lack of attention to specific market opportunities, e.g. poor suitability to high-or-low-end markets, size, compatibility, non-conformance to standards, etc; • Diagrams and tables could be included in Appendix B to help describe the innovation. What is the patent situation, including background patents and the potential for new patents? Are there any obligations to other agencies that have supported any part of the innovation development? • Which standards relate to the developed product? Will the proposed product meet current and/or emerging standards?
<p>7. What are the risks (technical, commercial and environmental) to project success? What is the project's risk management strategy?</p>	<p>TÜBİTAK and Innovate UK both recognise that projects of this type are inherently risky, but seek assurance that the projects they fund have adequate arrangements for managing this risk. Focus, therefore, on the arrangements for managing and mitigating risk as follows:</p> <ul style="list-style-type: none"> • identify the key risks and uncertainties of the project and provide a detailed risk analysis for the project content and approach, including the technical, commercial, managerial and environmental risks as well as other uncertainties (e.g. ethical issues) associated with the project. The main risks should then be rated as High/Medium/Low (H/M/L) • state how the project would mitigate these key risks. You should address all significant and relevant risks and their mitigation • identify key project management tools and mechanisms that will be implemented to provide confidence that sufficient control will be in place to minimise operational risk and, therefore, promote successful project delivery. This should include the arrangements for managing the project team and its partners.
<p>8. Does the project team have the right skills and experience and access to facilities to deliver the identified benefits?</p>	<p>Describe the track record of the project team members in UK and Turkey undertaking and exploiting the results of research and development projects, to show your capability to develop and exploit the technology.</p> <p>In evaluating this, the assessors will consider whether:</p> <ul style="list-style-type: none"> • the project team has the right available mix of skills and experience (in both countries) to deliver the project successfully • the project team's formation objectives are clear and if it would

	<p>have been formed without this funding support</p> <ul style="list-style-type: none"> • there is additional benefit demonstrated from the collaboration, for example, increased knowledge transfer; and if the consortium is greater than the sum of its parts – how the organisations working together will achieve more than if they were working individually.
Section 3: Project costs	(10 points per question = 20 points in total)
Question	Guidance
9. What is the financial commitment required for the project?	<p>Indicate the anticipated project cost making clear the level of contribution from any project participants and the level of funding required from TÜBİTAK and Innovate UK. This information should be provided in the financial summary table in the application form.</p> <p>If a project partner is not proposing to claim a grant for their part of the project, then it must still show its costs in the finance summary table and describe them in the answer to this question so that the assessors can evaluate the whole project. However, the detailed finance forms will not be required for UK partners not requesting grant.</p> <p>Supporting information and explanation for project costs should be provided in this section of the form. Detailed cost information is required in the finance forms for each country. The information and explanation must be consistent with the category of research & development being undertaken within each work package.</p> <p>UK partners: Please see the guidance section of the Innovate UK website for further details on UK funding. https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants</p> <p>Turkish partners: Please see the guidance section of the TÜBİTAK website for further details on funding: http://www.tubitak.gov.tr/tr/destekler/sanayi/uluslararası-ortakli-destek-programlari/1509/icerik-yonetmelik-ve-esaslar</p> <p>Important (only for UK partners): If the project spans more than one type of funding (for example, because significant work packages are in both industrial research and experimental development), you must describe and justify the breakdown of costs between them within the answer to this question.</p> <p>In evaluating this the assessors will consider the following questions:</p> <ul style="list-style-type: none"> • Is the budget realistic for the scale and complexity of the project? • Does the financial support from this competition fit within the limits set by the specific competition? • Is a financial commitment from other sources demonstrated for the balance of the project costs?

	<ul style="list-style-type: none"> • Has a realistic budget breakdown been provided? • Have any work package breakdowns been described and justified adequately? <p>UK partners: detailed guidance on eligible and ineligible project costs is provided on the Innovate UK website: https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance</p> <p>Please note: For UK Research Organisations, the costs of Post Graduate Research Students are no longer eligible to be included in project costs. This is in line with current Research Council guidelines. Please refer to the guidance via the above link for further details</p> <p>Turkish partners: detailed guidance on eligible and ineligible project costs is provided on the TÜBİTAK website: http://www.tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/1509/icerik-yonetmelik-ve-esaslar</p> <p>Please ensure that all key points relating to the finances of your project that you wish the assessors to consider are included in the main body of your application form, or in the relevant appendix, as these are the key documents used within the assessment process.</p>
<p>10. How does financial support from Innovate UK and TÜBİTAK add value?</p>	<p>The project should have an obvious advantage and added value resulting from the technological cooperation between the participants from the two countries (e.g. increased knowledge base, commercial leads, access to R&D infrastructure, etc)</p> <p>Please provide evidence that:</p> <ul style="list-style-type: none"> • successful delivery of your project will increase the total amount of money the project team spends on research & development in UK and Turkey <p>And either:</p> <ul style="list-style-type: none"> • why the funding is required for the project to be able to proceed <p>or</p> <ul style="list-style-type: none"> • how TÜBİTAK / Innovate UK funding would allow you to undertake the project differently (e.g. more quickly, on a larger scale, etc) and why this would be beneficial to Turkey and the UK <p>The project should demonstrate the contribution of the participants from both countries on an equal base, and the project must be equally significant to both UK and Turkish participants.</p>

Public description of the project (not scored)																	
Question	Guidance																
If your application is successful, Innovate UK will publish the following brief description of your proposal. Provision of this description is mandatory but will not be assessed.	To comply with UK Government practice on openness and transparency of public-funded activities, Innovate UK will publish information relating to funded projects. Please provide a short description of your proposal in a way that will be comprehensible to the general public. Do not include any commercially confidential information, for example intellectual property or patent details, in this summary. Whilst this section is not assessed, provision of this public description is mandatory. Funding will not be provided to successful projects without this.																
Finance summary table																	
Column 1 Organisation name	Please provide the full names of the (lead) organisations (both UK and Turkey on separate rows) and any participants in the project consortium (organisation names as noted in Companies House/“Industry/Trade Registry No (Sanayi/Ticaret Sicil No)” on separate rows below.																
Column 2 Organisation registration number	UK partner: Companies should provide the Company Registration Number (as noted in Companies House). UK Research Organisations should enter their RC number/Charitable status/legal entity registration number, etc. Turkish partner: Companies should provide “Industry/Trade Registry No (Sanayi/Ticaret Sicil No)”.																
Column 3 Enterprise category	UK partner: Please select your Enterprise Category. (SME definition below is based on the EU definition for UK applicants. For other definitions, please see: https://www.gov.uk/guidance/innovate-uk-funding-general-guidance-for-applicants) <table border="1" data-bbox="571 1308 1404 1464"> <thead> <tr> <th>Enterprise category</th> <th>Headcount</th> <th>Turnover</th> <th>Balance sheet total</th> </tr> </thead> <tbody> <tr> <td>Medium sized</td> <td><250</td> <td><= €50 million</td> <td><= €43 million</td> </tr> <tr> <td>Small</td> <td><50</td> <td><= €10 million</td> <td><= 10 million</td> </tr> <tr> <td>Micro</td> <td><10</td> <td><= €2 million</td> <td><= 2 million</td> </tr> </tbody> </table> Turkish partner: Please check your Enterprise Category. http://www.kosgeb.gov.tr/site/tr/genel/kobimiyim/0/kobimiyim-testi	Enterprise category	Headcount	Turnover	Balance sheet total	Medium sized	<250	<= €50 million	<= €43 million	Small	<50	<= €10 million	<= 10 million	Micro	<10	<= €2 million	<= 2 million
Enterprise category	Headcount	Turnover	Balance sheet total														
Medium sized	<250	<= €50 million	<= €43 million														
Small	<50	<= €10 million	<= 10 million														
Micro	<10	<= €2 million	<= 2 million														
Column 4 Postcode	Please provide the postcode of each organisation participating in the project.																
Column 5 Contribution to the project by each organisation (£)/(TL)	Please list the total contribution to be made to the project by each organisation. For the UK submission, all applicant figures in cols 5-9 must be in £ at the stated exchange rate. For Turkish partners, all figures in cols 5-9 must be in Turkish Lira (TL) at the stated exchange rate.																
Column 6 Funding sought from Innovate UK value in (£)	Please enter the funding sought from Innovate UK for each UK participant organisation in the consortium for this competition. See Col 5 above.																

Column 6 Funding sought from TÜBİTAK value in (TL)	Please enter the funding sought from TÜBİTAK for each Turkish participant organisation in the consortium for this competition. See Col 5 above.
Column 7 Other funding from public sector bodies (£)/(TL)	Please include any funding for the project from any other public sector bodies that has been applied for separately, and not as part of this competition. Funding from other public sector bodies might include other applications to research councils, other government departments, devolved administrations, other public sector organisations and some charities. The purpose of this column is to provide Innovate UK and TÜBİTAK with information on the total public funding for the project. See Col 5 above.
Column 8 Total (£)/(TL)	The total cost of the project – this is the sum of columns 5, 6 and 7 and will be entered automatically.
Bottom Row Total (£)/(TL)	The total of each column will be entered automatically.

3.2 Project appendices for the collaborative application form to be submitted to Innovate UK – applicable to both UK and Turkish applicants

Appendices are required in addition to the collaborative application form submitted to Innovate UK.

Appendices must be submitted in English alongside the collaborative application form. It is important to note that these are intended to contain supporting information and not substantive elements of answers to the application form questions. Do not, therefore, use the appendices as an overflow to the collaborative application form.

In order that evaluators/assessors can open and read the appendices, **for all collaborative applications** each appendix must:

- conform to the maximum length specifications listed below
- be submitted in Portable Document Format (.pdf)
- be legible at 100% zoom/magnification
- display prominently the 'Project title' as entered on page 1 of the application form
- be named as per the specifications given in the guidance.

If you submit appendices longer than specified below, they will be truncated and the excess discarded. Appendices may be printed or photocopied in black and white, so colour should not be used as the sole method of conveying important information.

Appendix	Guidance
Appendix A Up to 5 sides of A4	Use Appendix A to provide additional information to support Section 1 of the application form: The Business Proposition. You may wish to include graphics describing the nature of the problem, market dynamics and/or exploitation plans.
Appendix B Up to 5 sides of A4 (7 sides of A4 for academic and business applications)	<p>A project plan is mandatory for this application, and must be included in this section.</p> <p>Use Appendix B to provide further information to support Section 2 of the application form: The Project Details. You may include, for example, a Gantt chart, risk analysis table, project management structure and/or details of evidence for innovation.</p> <p>Academic and business applications may submit an additional 2 A4 sides for additional assessment information particularly for academics, such as the Pathways to Impact and Research Excellence. Please refer to separate guidance on your Project Costs for more information using the link below.</p>
Appendix C Up to ½ side of A4 for each partner and subcontractor	Use Appendix C to provide details of the specific expertise and track record of each project partner and each subcontractor to address Question 8 of the application form. Academic collaborators may wish to refer to their research standing.
Appendix D Up to 2 sides of A4	<p>This appendix is mandatory.</p> <p>Use Appendix D to demonstrate how the project, as a whole, complies with the Official Development Assistance (ODA) criteria: http://www.newtonfund.ac.uk/about/what-is-oda</p> <p>Please note: If your project is viewed as not compliant with the ODA criteria, it cannot be funded by Innovate UK.</p>

3.3 Project plan

Innovate UK application form/process:

In addition to your response to Question 6 on the application form, you are required to submit a mandatory project plan as part of Appendix B.

For UK partners, a more detailed project plan will be required by Innovate UK for monitoring project progress and should be submitted as part of Appendix B.

The project plan should consist of:

- A chronological schedule of project activities presented in graphical form (e.g. Gantt chart on one page), clearly indicating the estimated time required for the completion of each main task in addition to milestones. Specific participant assignments for each task should be identified in the Project Plan even if this information was provided elsewhere, and task assignments for subcontractors and consultants should be separately identified and described with location of work;

- A Work Breakdown Structure (WBS) detailing the planned time commitment for each task, covering the same project duration (see example in Table 1);

Table 1: Example work breakdown structure and estimated effort

Task #	Title	Task Description	Start Date	End Date	Effort Days
1000	Phase 1				
1100	Project Management				
1110	Project Management and support	Plan and monitor project activities and progress Implement and monitor subcontracts Monthly and quarterly reports			70 Participant A
1120	Meetings	Kick-off meeting Quarterly review meetings			10 each
1200	High-Level System Requirements and Design				
1210	System requirements and design	Overall system requirement specifications Overall system conceptual architecture and design System components definition			60 Participant A 20 Participant B
1300	Data Plan				
1310	Data planning, acquisition and preparation	Data planning Data acquisition Data preparation and processing			20 Participant A 20 Participant C
1320	Model data integration	Integrate data into models Test models and analyze outputs			40 Participant A 40 Participant C
1400	Model identification and definition				
1410	Application crop model implementation	Model identification, development and testing			60 Participant A 60 Participant C
1420	Integrated intelligent model implementation	Model identification, development and testing Establish and test system communication			80 Participant A 10 Participant B
1430	Product generation model implementation	Model identification, development and testing			40 Participant A 10 Participant B
1500	Hardware and Software Identification and Acquisition				
1510	Sensors	Identify and purchase sensors Install, test and maintain sensors			10 Participant A 40 Participant C
1520	Software acquisition	Software development and testing			10 Participant B
1600	Commercialization requirements				
Total Effort (Person Days)					XX Participant A YY Participant B ZZ Participant C AA Participant D

TÜBİTAK application form/process:

For Turkish partners, a more detailed project plan will be required by TÜBİTAK for review and monitoring of project progress. The TPL must fill in SECTION C of AGY103 **for its contribution in the project** (PROJE PLANI VE FİRMA ALTYAPISI).

3.4 Details of financial contribution - UK

In addition to the collaborative application form and appendices, you must submit a finance form for every UK partner in your project consortium applying for grant. This will provide more detailed information on the total costs listed in your finance summary table.

Participants should use the standard Innovate UK finance forms provided as part of the application form and submit the details in GBP (£).

Funding of the project begins from the effective start date agreed in the signed grant confirmation letter / project funding agreement. Expenses incurred by the participants prior to the effective start date of the project cannot be restructured to fit into the eligible expenditure for reimbursement.

Information on project finances is available in the guidance 'Your Project Costs' on our website: <https://www.gov.uk/government/publications/innovate-uk-completing-your-application-project-costs-guidance>

3.5 Details of financial contribution - Turkey

In addition to the collaborative application form and appendices, the TPL must also submit the AGY103 form to TÜBİTAK, including the Innovate UK collaborative application form as an attachment.

To provide financial contribution information, Turkish partners must complete SECTION E of the AGY103 form (PROJE BÜTÇESİ). Guidelines can be found at: <http://www.tubitak.gov.tr/tr/destekler/sanayi/uluslararasi-ortakli-destek-programlari/1509/icerik-basvuru-formlari>

3.6 Exchange rate

For the purposes of this competition. The stated exchange rate UK £ to Turkish Lira (TL) is:

1 GBP = 4TL

Note: this exchange rate must be used in any calculations by applicants at all times during the competition process.

Contact information

TÜBİTAK	UNITED KINGDOM
http://tubitak.gov.tr/	https://www.gov.uk/government/organisations/innovate-uk
The Scientific and Technological Research Council of Turkey (TÜBİTAK) Tunus Caddesi No:80 06100 Kavaklıdere Ankara Email: 1509@tubitak.gov.tr Phone: 444 6690 (Monday-Friday, 8:30am-5:30pm GMT+2)	Customer Support Services Innovate UK North Star House North Star Avenue Swindon SN2 1UE Wiltshire Email: support@innovateuk.gov.uk Competition helpline: 0300 321 4357 (Monday-Friday, 9am-5:30pm GMT)