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WORK PACKAGE 3 – ISLANDS INNOVATION & COMMERCIALISATION PROGRAMME

ADOPT INNOVATION GRANT

APPLICATION FORM

Adopt Innovation Grant Application Form – April 2025

Heriot-Watt University will share data and information collected from applicants with third-parties for the purposes of facilitating review and potential award of an Adopt Innovation Grant – this sharing of data and information will be subject to a contractual obligation of confidentiality by the aforesaid third-parties and to the University's [Privacy Notices](#).

**THIS FORM MUST BE COMPLETED JOINTLY BY THE COMPANY/THIRD SECTOR ORGANISATION
AND HERIOT-WATT UNIVERSITY**

SECTION 1. COLLABORATING PARTIES

Section 1.1 – Company/Third Sector Organisation

Company/Third Sector Organisation name	Click or tap here to enter text.
Company/Third Sector Organisation address	Click or tap here to enter text.
Postcode	Click or tap here to enter text.
Company/Third Sector Organisation trading address if different from the above	Click or tap here to enter text.
Postcode	Click or tap here to enter text.
Company/Third Sector Organisation Registration No.	Click or tap here to enter text.
Number of Employees	Enter a value
Company/Third Sector Organisation website	Click or tap here to enter text.
Company/Third Sector Organisation overview, including skills and expertise relevant to this project (max 150 words)	Click or tap here to enter text.
Company industrial sector if applicable	Choose an item.
Company size (definitions can be found here – paragraphs 8, 8.1, 9.1 and 11.1 refer) if applicable	Choose an item.
Third Sector Organisation category if applicable	Choose an item.

Name of Company/Third Sector Organisation contact	Click or tap here to enter text.
Email of Company/Third Sector Organisation contact	Click or tap here to enter text.
Telephone number of Company/Third Sector Organisation contact	Enter a value
Section 1.2 – University/Academic Staff Details	
University name	Choose an item.
School/Institute	Click or tap here to enter text.
Academic name	Click or tap here to enter text.
Academic email address	Click or tap here to enter text.
Academic telephone number	Enter a value
Section 1.3 – University Business & Enterprise (B&E) Contact	
University name	Choose an item.
B&E contact name	Click or tap here to enter text.
B&E contact email address	Click or tap here to enter text.
B&E contact telephone number	Enter a value
Section 1.4 – Additional Collaborating Party (if applicable)	
Name of collaborating party	Click or tap here to enter text.
Name of contact in collaborating party	Click or tap here to enter text.
Email of contact in collaborating party	Click or tap here to enter text.
Phone number of contact in collaborating party	Enter a value

SECTION 2. THE PROJECT

Note: this section is key in informing the decision on whether or not an Adopt Innovation Grant will be awarded – it is essential to demonstrate the need for the award and the value of its outputs.

Section 2.1 – Project Details

Project Title – this should reflect the focus of the project

(max 30 words)

Click or tap here to enter text.

Non-confidential project description that can appear in the public domain.

(max 150 words)

Click or tap here to enter text.

What is the planned start date and duration of the project?
(Note – projects funded by Adopt Innovation Grants normally have a duration of 6 months or less)

Click or tap here to enter text.

Is this project a follow-on from a collaboration supported by a TalEntEd Work Package 3 Develop Innovation Grant Award?

Choose an item.

Provide a description of the project, including:

- what it hopes to deliver and how this will be achieved
- what is innovative or novel about it
- its expected outputs
- what is driving the need for the innovation

(max 800 words)

Click or tap here to enter text.

Section 2.2 – Project Outputs (Innovation)

<p>If the project and emerging innovation are successful, describe what impact and future opportunities this will create within the company/third sector organisation and wider market or community.</p> <p>(max 450 words)</p>	<p>Click or tap here to enter text.</p>
<p>How are the project outputs expected to be differentiated from current technologies, products, services or processes? What are the expected unique selling points?</p> <p>(max 200 words)</p>	<p>Click or tap here to enter text.</p>
<p>Section 2.3 – Project Outputs (Economic, Social and Environmental)</p>	
<p>What are the anticipated environmental impacts of the project including on the island's transition to net zero?</p> <p>(max 200 words)</p>	<p>Click or tap here to enter text.</p>
<p>How will the island's economy benefit from the undertaking of the project?</p> <p>(max 200 words)</p>	<p>Click or tap here to enter text.</p>
<p>What are the anticipated outcomes from the project that will drive equality and diversity, including equal opportunities and fair work?</p> <p>(max 200 words)</p>	<p>Click or tap here to enter text.</p>
<p>What are the anticipated outcomes from the project that will drive social inclusion (e.g. well-being, reduced poverty, community</p>	<p>Click or tap here to enter text.</p>

<p>engagement, access to services)?</p> <p>(max 200 words)</p>	
<p>Section 2.4 – Need for Academic Collaboration</p>	
<p>What academic know-how and expertise are required to undertake the project? Why has the academic identified in Section 1.2 been selected to provide this?</p> <p>(max 150 words)</p>	<p>Click or tap here to enter text.</p>
<p>How will this academic know-how and expertise input to the project and help realise value from the project outputs?</p> <p>(max 150 words)</p>	<p>Click or tap here to enter text.</p>
<p>Explain how the academic member of staff will engage with the project</p> <p>(max 150 words)</p>	<p>Click or tap here to enter text.</p>
<p>How is it expected that the undertaking of the project will benefit the academic and their university?</p> <p>(max 150 words)</p>	<p>Click or tap here to enter text.</p>
<p>Section 2.5 – Leveraged Funding</p>	
<p>Has leveraged funding in support of the project been identified?</p>	<p>Choose an item.</p>
<p>If 'yes' provide details of the level of funding, who is providing the funding and their proposed relationship with the project.</p>	<p>Click or tap here to enter text.</p>

(max 100 words)	
<p>Explain what will be done with the leveraged funding to add value to the project.</p> <p>(max 150 words)</p>	Click or tap here to enter text.
<p>Section 2.6 – Intellectual Property</p> <p><i>Note: a legal agreement between the relevant university¹ and the company/third sector organisation will govern the undertaking of the project. To inform the intellectual property (IP) clauses within the agreement, a discussion will be held between the university and the company/third sector organisation to determine the optimum position with respect to ownership of IP arising from the project (foreground IP). All background IP will be owned by the party introducing it into the project.</i></p> <p>¹Heriot-Watt University, Robert Gordon University or the University of the Highlands & Islands</p>	
<p>Provide a summary of the background IP and/or know-how that the company/third sector organisation will bring to the project.</p> <p>(max 150 words)</p>	Click or tap here to enter text.
<p>Provide a summary of the background IP and/or know-how that the University will bring to the project.</p> <p>(max 150 words)</p>	Click or tap here to enter text.
<p>Section 2.7 – Plan for Delivery</p>	
<p>Provide a summary of the work plan to deliver the project, including project stages and the roles of the staff employed by the company/third sector organisation and the University.</p> <p>(max 400 words)</p>	Click or tap here to enter text.
<p>Estimate how long each project stage will last.</p>	Click or tap here to enter text.

(max 100 words)	
Describe how the project will be managed and monitored. (max 100 words)	Click or tap here to enter text.
How often will meetings be held between the academic and the company/stakeholder organisation? (max 50 words)	Click or tap here to enter text.
Section 2.8 – On Completion of the Project	
After the project has completed, what actions are envisaged to continue building upon and maximising value from the emerging innovation? (max 250 words)	Click or tap here to enter text.
What work has been undertaken to assess the demand and market or community sector(s) for the project outputs? (max 250 words)	Click or tap here to enter text.
What is the route to market or wider community and expected timescales? (max 250 words)	Click or tap here to enter text.
What competition exists? (max 250 words)	Click or tap here to enter text.
What financial investments are envisaged to take the project outputs forward and what potential source of investment has been identified?	Click or tap here to enter text.

(max 250 words)	
<p>If the project outputs enter the market or wider community, what are the potential impacts (e.g. increased sales and income, positive environmental and/or wider societal impact, job creation or savings)?</p> <p>(max 250 words)</p>	Click or tap here to enter text.
<p>What potential opportunities are there to continue with the academic collaboration post completion of the project?</p> <p>(max 250 words)</p>	Click or tap here to enter text.
Section 2.9 – Challenges and Risks	
<p>What risks and challenges have been identified for the company/third sector organisation in its undertaking of the project?</p> <p>(max 150 words)</p>	Click or tap here to enter text.
<p>Assuming the innovation arising from the project is successful, what risks and challenges have been identified by the company/third sector organisation in taking it forward?</p> <p>(max 150 words)</p>	Click or tap here to enter text.
SECTION 3. PROJECT COSTS	
<p>Please refer to 'TalEntEd WP3 - Eligible Grant Costs and In-Kind Contributions' prior to completion of this section – see attached Appendix.</p>	

Only directly allocated academic staff time and directly incurred costs (travel and subsistence, consumables, equipment, other directly incurred costs and facilities access) can be claimed by the University - no estates, infrastructure technician or indirect costs are payable; such costs incurred in delivery of the project should be treated as an 'in-kind' contribution.

The company/third party organisation can claim for travel and subsistence, consumables, equipment and other directly incurred costs. No staff time or overhead costs are payable; such costs incurred in delivery of the project should be treated as an 'in-kind' contribution.

Only companies/third party organisations not registered for VAT can claim VAT as an eligible project cost (i.e. irrecoverable VAT). Universities can include VAT as an eligible project cost. Applicants must ensure that they are fully understanding of their VAT liabilities prior to submission of this application.

Section 3.1 - University Costs

Directly Allocated (DA) Staff Costs	Staff Name	Number of Days on Project	Cost (£)
Directly allocated academic staff time	Click or tap here to enter text.	Enter a value	Enter a value
Total DA Costs			Enter a value
Directly Incurred (DI) Costs	Description		Cost (£)
Travel and subsistence	Click or tap here to enter text.		Enter a value
Consumables	Click or tap here to enter text.		Enter a value
Equipment	Click or tap here to enter text.		Enter a value
Other DI	Click or tap here to enter text.		Enter a value
Facilities Access	Click or tap here to enter text.		Enter a value
Total DI costs			Enter a value
Total University Costs (DA+DI)			Enter a value

Section 3.2 – Company/Stakeholder Organisation Costs

Directly Incurred (DI) Costs	Description	Cost (£) - including only irrecoverable VAT
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Travel and subsistence	Click or tap here to enter text.	Enter a value
Consumables	Click or tap here to enter text.	Enter a value
Equipment	Click or tap here to enter text.	Enter a value
Other DI	Click or tap here to enter text.	Enter a value
Total Company/Stakeholder Organisation DI Costs		Enter a value
TOTAL PROJECT COSTS		Enter a value
TOTAL AMOUNT OF GRANT APPLIED FOR		Enter a value
Section 3.3 – University In-Kind Contribution		
Description	Click or tap here to enter text.	
Value (£)	Enter a value	
Section 3.4 – Company/Third Sector Organisation In-Kind Contribution		
Description	Click or tap here to enter text.	
Value (£)	Enter a value	
SECTION 4. FREEDOM OF INFORMATION		
<p><i>Heriot-Watt University is subject to the Freedom of Information (Scotland) Act 2002 and as consequence may be requested to disclose information on Adopt Innovation Grant applications, awards and projects. Collaborating companies and third sector organisations will be consulted before any decision is made to disclose information. It is important to note however that refusal to disclose may be appealed to the Scottish Information Commissioner.</i></p>		
SECTION 5.1 DECLARATION – COMPANY/THIRD SECTOR ORGANISATION		

I CONFIRM THAT:	
The Company/Third Sector Organisation will only use the Adopt Innovation Grant to support the project captured in this application form.	Choose an item.
The Company/Third Sector Organisation is solvent.	Choose an item.
Subject to legal review, the Company /Third Sector Organisation will comply with the terms and conditions of a legal agreement between it and the university which will govern the undertaking of the project.	Choose an item.
The Company/Third Sector Organisation will complete a final report on completion of the project in a form issued by Heriot-Watt University.	Choose an item.
The Company/Third Sector Organisation will assist with the completion of a case study utilising non-confidential outputs of the project.	Choose an item.
I acknowledge that: Adopt Innovation Grants are awarded as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022); that there is a threshold of £315,000 MFA cumulated over this and the previous two financial years, as specified in section 36 of the Subsidy Control Act (2022); and that the company/third sector organisation will ensure that this threshold is not exceeded	Choose an item.

if the Adopt Innovation Grant is awarded.			
The Company/Third Sector Organisation agrees to the University sharing data and information collected from it with third-parties for the purposes of facilitating review and potential award of an Adopt Innovation Grant, subject to the sharing of this data and information being subject to a contractual obligation of confidentiality by the aforesaid third-parties and to the University's Privacy Notices .	Choose an item.		
I have read and understand 'Section 4. Freedom of Information' within this application form.	Choose an item.		
The information contained in this form about my Company/Third Party Organisation is accurate.	Choose an item.	Name of Authorised Officer	Click or tap here to enter text.
		Email address	Click or tap here to enter text.
Date	Click or tap to enter a date.		
SECTION 5.2 DECLARATION – ACADEMIC			
AS THE ACADEMIC IDENTIFIED IN SECTION 1.2 ABOVE, I CONFIRM THAT:			
I have the necessary academic know-how and expertise to collaborate in the undertaking of this project.	Choose an item.		
I have the time available (section 3.1 above refers) within the proposed period of this project (section 2.1 above refers) to collaborate in its undertaking.	Choose an item.		

ON COMPLETION OF THIS FORM PLEASE SUBMIT IT TO TALENTEDWP3@HW.AC.UK

APPENDIX

TalEntEd Islands Programme

TalEntEd WP3 - Eligible Grant Costs and In-Kind Contributions

Eligible Grant Costs

The following costs are eligible for inclusion in applications for a Develop or Adopt Innovation Grant, to be awarded as part of Work Package 3 within the TalEntEd Islands Programme. Should there be uncertainty on whether or not a cost is eligible, please contact the Innovation Development Manager for this work package – TALENTEDWP3@HW.AC.UK .

The costs of undertaking a proposed project, relative to the potential value it adds, will be a primary factor influencing the decision of the work package's Industry Advisory Board on whether to award an Innovation Grant. It is essential to demonstrate value for money and reasonableness across all of the following cost items when including them in an application.

All eligible costs must be fully supported by an auditable record in justification of a claim. Claims for the cost of university staff time must be justified by the use of timesheets.

1. **University Staff Time:** cost for the time of university employed academic staff (Heriot-Watt, RGU or UHI) when directly contributing to a project. This includes salaries, employer's National Insurance (NI) and pension contributions but excludes any overhead payment. Any costs associated with a member of academic staff not working directly on a project, such as sick leave, training days and maternity leave are ineligible.
2. **Travel and Subsistence Costs:** cost of economy travel and subsistence to attend meetings and other events directly associated with the undertaking of a project. All costs must be reasonable and, in the case of a university member of staff incurring costs, must align with their relevant institutional policy - all travel and accommodation must also be booked through their centrally appointed travel management company. For costs incurred by staff employed by a company or third sector organisation, this must align with the maximum cost limits included within the Travel and Expenses Policy operated by Heriot-Watt University¹.
3. **Consumables:** costs for any materials directly used in a project, including raw materials, chemicals and other similar items, including for those used for producing prototypes or in the development or testing of innovative products, processes or services; additional eligible costs include materials and copying costs for report production, and basic office consumables.

¹ [Travel and Expenses Policy, Heriot-Watt University](#)

4. **Equipment:** costs for new machinery, tools and technology essential for the undertaking of a project that cannot be accessed elsewhere, noting that desk-based or portable 'office' IT equipment and the depreciation cost of existing equipment are not eligible costs.
5. **Facilities Access:** costs for access to University or third-party testing facilities or equipment.
6. **Other Directly Incurred:** where project costs are identified and are directly attributable to a project's likely success, but do not fall within the above definitions or judged to be in-kind contributions, these should be discussed with the Innovation Development Manager to determine eligibility. Such costs might include those related to market assessment studies, regulatory compliance costs or software licence costs.
7. **VAT:** where a company or third party organisation is not registered for VAT, it can claim VAT as an eligible project cost (i.e. irrecoverable VAT). Universities can include VAT as an eligible project cost.

In-Kind Contributions

The following costs are not eligible for funding and will be treated as an 'in-kind' contribution to a project:

1. The University overhead costs associated with the academic time contribution on a project – such overhead costs are calculated on the basis of full economic costing, as defined by the UK research councils.
2. The cost of the time of company/third sector staff engaged on a project.
3. The cost of company/third sector overheads arising from the undertaking of a project.
4. The cost associated with accessing equipment, facilities or other similar resources within the company/third sector organisation, necessary for the undertaking of a project.
5. Subject to paragraph '7. VAT' above, any tax liabilities arising from the award of an innovation grant.

It is recognised that there may be other potential in-kind contributions from either the University or the company/third sector organisation, identified on a project case-by-case basis.

April 2025