**Competition Title:**

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| **IMPORTANT**Before completing this form please read the accompanying Guidance Notes.This form must be submitted TO <INSERT WEBLINK OR RELEVANT DETAILS>BY 12 noon ON <deadline tbc>.

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| pROJECT nUMBER (INTERNAL USE ONLY) |  | document id(internal use only) |  |

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| 1. Application (Mandatory) |
| **Project Title:****Contract Duration:**(months)**Total Contract Costs (£GBP):****What is the best way to describe your innovation?** (Please tick one):Existing Technology New Application **[ ]** Existing Technology with New Modifications **[ ]** New Technology Prototype **[ ]** New Technology Concept **[ ]**  |

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| 2. Details of Lead Applicant Organisation (Mandatory) |
| **Organisation Name:****Registered Address:****Town/City:****Postcode:****County:****Country:****Region:****Company Registration:****VAT Registration Number:****Website:****Size:**(Please tick one)

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| Micro < 10 Employees Small < 50 Employees Medium <250 Employees Large > 250 Employees  | **[ ]** **[ ]** **[ ]** **[ ]**  |

 **Status:**(Please tick one) Pre-start-up

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| Start up: < 1 year Established: 1 – 5 years Established: 5 – 10 years Established: > 10 years  | **[ ]** **[ ]** **[ ]** **[ ]**  |

**Main Activity Business Sector:**(Please tick one)

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| Aerospace and Defence Agriculture Forestry and PaperAutomotive: Vehicle and Parts Banks and Insurance Chemicals Construction and Materials Electronics and Electrical Equipment Food and Beverage HealthcareIndustrial and General Engineering Industrial Goods and Services Industrial Metals  | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  | Media Mining Oil and Gas Personal and Household Goods Pharmaceuticals and Biotechnology Retail Technology – Hardware and Software Telecommunications Transportation Travel, Leisure and Leisure Goods Utilities Other | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  |

**Type of Organisation:**(Please tick one)

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| Private Sector Public SectorAcademicNot for Profit (Third Sector) | **[ ]** **[ ]** **[ ]** **[ ]**  |

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| 3. Contact Details (Mandatory) |
| **Title:****Name:****Position:****Organisation:****Main Correspondence Address:****Town/City:****Postcode:****County:****Country:****Phone:****Mobile:****Email:****Who made you aware of this competition?**(Please tick one)

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| KTN Knowledge Transfer NetworkInnovate UKTechnology Strategy Board (direct contact)Home OfficeUK Science Parks AssociationKTP AdvisorsRDA Devolved AssembliesIncubator HubsBusiness LinkBusiness Angel NetworkVenture Capital NetworkCBI/SBF/IODTrade AssociationSupply2govOther | **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]** **[ ]**  |

If other, please state who: |

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| a) Your Solution: (Mandatory) |
| 1. Please provide a brief ‘Dragon’s Den’ style public facing elevator pitch of your project.

(250 words) |
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| 1. Please provide a brief description of your solution and how it will meet the needs of this challenge outlining the benefits and what areas of your solution are innovative.

(1500 words) |
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| b) Readiness and Project Plan: (Mandatory) |
| 1. Please describe the project management process and provide a project plan, detailing the key project milestones.

(1000 words) |
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| 1. Please explain what challenges you foresee including any risks and any mitigation activities.

(1000 words) |
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| 1. Please tell us about your delivery team, their relevant expertise including relevant recognised professional qualifications and any memberships of Chartered Institutions and the time that they will be spending on this project.

(1000 words) |
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| 1. Please detail your current state of readiness in order to deliver this project within the dates outlined in the challenge brief. (including sourcing equipment and resources)

(1000 words) |
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| c) Testing: (Mandatory) |
| 1. Please provide Please provide a brief description of how you will provide assurance that your solution will be fit for purpose, including any testing requirements, validation and specialist resources that may be required.

(1000 words) |
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| d) Finance: (Mandatory) |
| 1. Please provide a summary and justification of your project costs (including VAT)

(1000 words) |
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| 1. Please provide a Payment Schedule for your project costs

Payment will be made on completion of agreed deliverables with 20% of total project cost being held on completion of project and production of project closure report. If there are any reasons why this arrangement is not suitable to your circumstances, outline these on the application form along with a desired payment schedule.  Consideration will be given to this during the assessment process, and whilst the inclusion of a staged payment may be authorised, there will be no circumstances where full payment will be made in advance.(1000 words) |
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| e) Commercialisation: (Mandatory) |
| 1. Please describe how you plan to commercialise your product expanding on how your project is unique within the market place, also to include any partners you will be working with, and any additional funding streams.

(1000 words) |
|  |
| 1. Please detail timescales for full product roll out including sourcing, manufacture, availability and delivery.

(1000 words) |
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| 1. Please provide detail of value for money to the NHS and public sector organisations leading this challenge along with any potential favourable terms.

(1000 words) |
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1. **Declarations (Mandatory)**

Lead applicants are expected before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.

**PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE PORTAL.**