Reach Programme

Guidance for Applicants

Version 3.0 16/6/14

janet

Contents

1 Introduction

1.1 The Reach Programme

The Reach Programme (the Scheme) is an innovation initiative, directed by Janet. Its purpose is to provide industry access to university e-infrastructure facilities to facilitate further investment in science, engineering and technology with the active participation of business and industry. Applications for support from the Scheme are invited through competitions. Further information on Janet and the Reach Programme is available at www.ja.net/products-services/janet-connect/janet-connections/janet-reach

> The active participation of business and industry is central to the Scheme. Throughout this document, business and industry are represented by the term "industry", which is used in its widest sense to include both services and manufacturing.

1.2 Research & Development

This document provides guidance for applicants for support from the Reach Programme for Research & Development projects.

The objective of Research & Development is to assist the industry and research communities to work together on innovative projects in strategically important areas of science, engineering and technology, from which successful new products, processes and services can emerge. It also primes the flow of the latest knowledge and thinking from the UK's science, engineering and technology base to business. The Scheme supports three categories of research.

Fundamental Research

This encompasses both experimental and theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view. Funding support will favour Oriented Basic Research over Pure Basic Research. By Oriented Research we mean research carried out with the expectation that it will produce a broad base of knowledge likely to form the background to the solution of recognised or expected current or future problems or possibilities.

Applied Research

This encompasses original investigation undertaken in order to acquire new knowledge directed primarily towards a specific practical aim or objective. This type of research may involve the creation of a project to take forward the results of a Basic Research Scheme.

Experimental Development

This encompasses systematic work, drawing on existing knowledge gained from research and practical experience, that is directed to producing new materials, products and devices; or to installing new processes, systems and services; or to improving substantially those already produced or installed.

1.3 A summary of the application process and timeframe

The competition opens on 16th June 2014. There is a two-stage application process for all projects. The two-stage application process consists of an Application followed by a Requirements Review for projects successful at the Application stage. The main stages are summarised in the following table.

Application Stage	
Competition Opens	16th June 2014
Submission of Application Forms	31st July 2014
An application receipt will be issued within 24 hours of the submission of the Application Form. Applicants will be notified of the outcome of the technical assessment of their Application on 17th June 2014	
Requirements Review Stage	
Completion of review and financial checks	19th August 2014
During the review stage, you may be contacted by staff from the Scheme in order to clarify the information submitted in the finance and requirements forms. Please reply as promptly as possible to ensure that the offer letter is not delayed. A time limit of 10 days in imposed for reply. Late response may void your application.	
If your application is successful at the Review stage, you will be sent a formal Offer Letter. You will be required to accept or decline the offer within 2 months from the date of issue of the Offer Letter and your project must commence within 6 months of the acceptance of offer date, subject to the infrastructure connection being made.	

2 Support

2.1 What levels of support are available?

The levels of support available from the Scheme for Research & Development projects are summarised in the following table. Total funding and support from public sector bodies cannot exceed the limits in the table.

Type of project	Project focus	Support level as a percentage of eligible project costs
Collaborative or single company R&D	Fundamental Research	75%
	Applied Research	50%
	Experimental Development	25%
SME only R&D	Fundamental Research	75%
	Applied Research	60%
	Experimental Development	35%

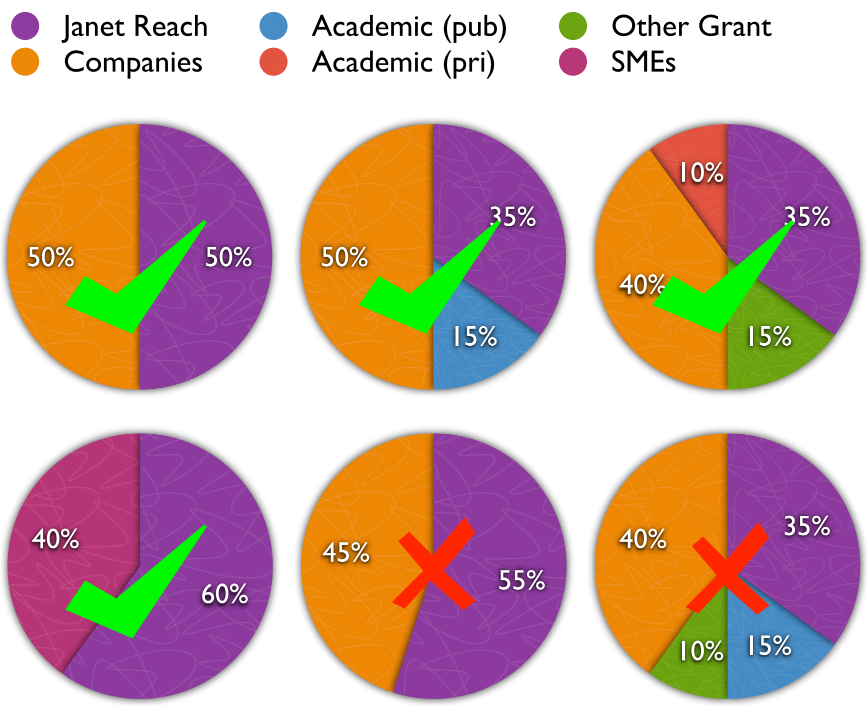

Figure 1

Examples of acceptable and unacceptable cost splits for applied research projects.

Financial Notes:

SME only projects may be single company or collaborative between a number of different SMEs.

The support levels apply to the project and not to each partner. Academic partners costs will be calculated as 80% of their Full Economic Costs.

The support levels refer to total public sector funding for the project. If your project is also receiving support or a grant from another public body such as the Technology Strategy Board or a Research Council, then the total level of support including these and the Reach support cannot exceed the levels shown in the table above.

To be classified as a SME an organisation must be independent and have:

- fewer than 250 employees; and
- annual turnover less than or equal to €50 million or a balance sheet total of less than or equal to €43 million.

Further information on the definition of a SME is available at:

http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/

Research and Technology Organisations (RTOs) are treated as industrial partners for this Scheme. They therefore must submit an industrial finance form.

2.2 Projects spanning more than one category of research

The work packages in a project might not all represent the same category of research, i.e. some may be Fundamental Research, some Applied Research and some Experimental Development. You should identify which work packages in your project fit within each category of research. You should then:

Identify the main category, i.e. the category with the highest percentage of total project costs, and enter the corresponding reference code in the appropriate field on the first page of your Application Form.

Calculate the appropriate level of applicable funding for the total project. For example, if 80% of a project is Applied Research and 20% Experimental Development, defined by work package cost, the total eligible level of support is 45% of total eligible project costs.

2.3 Project duration

The minimum duration for a project is 12 months. This is due to the nature of the support, it is not considered sensible to make a physical data connection that will be used for less than this time. Maximum duration is typically 2 years.

2.4 Value of Reach support

In calculating your costs, you will need to have an appreciation of the value of the infrastructure resources you are requesting. This is however very difficult to judge at the early stage as we won't know exactly what the value will be before survey work can establish the true cost in connecting your premises to the network. A city location is likely to be cheaper than a rural location for example.

Please note however, that you do not need to include these costs in your finance forms. We will do the calculations as part of the assessment and requirements verification stages.

As a guide we provide the table below which has indicative "ball-park" values which may be of some assistance.

Reach Resources	
1 Gbit/sec	~£50,000 to £75,000
10 Gbit/sec	~£250,000 to £300,000

Applicants are **strongly encouraged** to contact the Scheme helpdesk to discuss their data requirements, location and indicative costs at an early stage in the application process. This assistance will be available from the competition opening date.

3 How to Apply

3.1 Is my project eligible for funding?

To be eligible for support your project must:

- address the specific requirements of the Competition Scope;
- be based on research conducted in the UK;
- involve at least one industry partner located in the UK, either working alone or with collaborators. Collaborators are organisations that form a consortium to work together cooperatively on a specific Research & Development project. These may be from industry, or from the science, engineering and technology base.
- In addition, you must be able to demonstrate how support from the Scheme for your project will add value (see Section 3.5 of this document).

3.2 How do I register my interest?

When you download the application forms, we will ask for some information about your organisation and project. This will help us gauge numbers to ensure we have sufficient assessors on hand to deliver your assessment results back in good time.

3.3 What Forms do I need to submit?

You can only make an application to the Scheme using the supplied official forms. All applications received in any other way will be automatically rejected. A summary of the Forms that you need to submit is provided in the following table. Forms submitted late will not be accepted and will result in the application being ineligible.

Application Stage	
Form/Deadline	**Guidance**
Application Form **(plus Annexes)** Deadline for submission: 31st July 2014	One Outline Application Form should be submitted for each application by the lead organisation. Failure to submit your Application Form by the deadline will mean that your application is rejected. Guidance on how to complete the Application Form and Annexes is provided in Sections 3.4 – 3.6 of this document. The Application Form must be submitted by email to **janet-reach@ja.net**
Academic Partner **Finance Form *** Deadline for submission: 31st July 2014	This form collects the summary eligible cost information in the FEC format as if they were applying for Research Council funding. We suggest that academic partners use their normal internal grant application cost generation systems to calculate the data and then transfer it to the form.
Industry Partner **Finance Form *** Deadline for submission: 31st July 2014	Each industry partner must complete an Industry Partner Finance Form available via the Reach Programme website. Each of these Forms should be collected and then submitted by the lead partner. Guidance on how to complete Industry Partner Finance Forms is provided in Appendix 1 of this document and on the form itself.
Requirements Form Deadline for submission: 31st July 2014	One requirements form should be submitted for each individual partner who required direct access to the e-infrastructure. Guidance on how to complete Requirements Forms is provided in Section 3.7 of this document.
* Finance Forms must be submitted for all partners in the consortium, even if they are not seeking direct use of any e-infrastructure from the Reach Programme.	

3.4 How do I complete the Application Form?

You must use the Application Form provided via the Reach Programme website. Applications will not be accepted in any other format. The Form must not be altered, converted or renamed.

The Application Form contains specific form fields and it is important that you complete each field. Incomplete Application Forms risk being rejected.

The space given 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, although they may be included in the Annexes.

You must also submit additional information in Annexes to the Application Form. The requirements for these are provided in Section 3.6 of this document.

The following table provides guidance on the completion of each field of the Application Form.

Application Form Guidance	
Field	**Guidance**
Project title	Enter the title of the project. Please ensure that the project title fits within the space provided. The inclusion of an acronym as a short-form of the title is encouraged. The title will be used for the project throughout the application and assessment process and cannot be changed. It will be entered on the Scheme's database and will appear on any Offer Letter that might be issued by Janet on behalf of the Scheme.
Project type	Choose between Fundamental Research, Applied Research or Experimental Development. If the project spans more than one type, please choose the majority type by project cost.
Project timescales	Enter the estimated start date of the project and its planned duration in months. Projects are expected to be between 12 and 24 months in duration.
Public Abstract	Enter a summary statement or abstract about the project. **Note:** This statement may be made public if the application is successful, so do not include any confidential information in this section.
Lead organisation and contact details	Enter the name of the lead organisation for the project. Please also provide the name and contact details of the individual we should contact about the project. **Note:** The lead organisation can be either an industry partner or an academic organisation, but the project must demonstrate that it is industry driven and has industry commitment and therefore the lead partner is in general expected to be an industry organisation. The lead organisation will be the main point of contact between the Scheme and the consortium.
Criteria sections	Specific guidance on completing these sections is provided in Section 3.5 of this document.

Financial – the Table	Complete the table with reference to the specific notes provided with the table.
Other funding from public sector bodies	If you have one or more entries in column 3 of the finance table, please provide the additional information in this section as detailed on the Application Form.

3.5 How do I answer the Criteria Questions?

Your application will be assessed against the following five criteria:

Criterion 1: The business opportunity that the project will open up

Criterion 2: The technical approach that will be taken

Criterion 3: How innovative the project is

Criterion 4: The justification of the resources that are requested

Criterion 5: The added value that support will provide

Each of these criteria has specific elements. These are listed in the following tables with Guidance Notes for each. Your application will be assessed according to its ability to fully meet these criteria. Each application will be scored by the assessors out of a total of 50 points (10 points for each criterion).

The guidance notes for each criterion are not intended to be exhaustive. Applicants are expected to develop their own responses based on their own skills, knowledge and experience.

Criterion 1: The Market Opportunity	
Question	**Guidance**
What is the business opportunity addressed by the project?	Applicants should demonstrate the potential for commercial exploitation of the project, e.g. possible applications, markets, processes or products, and their arrangements for disseminating and exploiting the results of the project including identifying and exploiting any IP. Applicants should describe the size of the market opportunities that this project might open up such as projected market size and dynamics. In evaluating this the assessors will also consider the following questions: **Fundamental Research.** Have the applicants identified **many** potential applications to a **range** of markets, processes or products? Does the consortium have good arrangements for identifying and exploiting potential applications? **Applied Research.** Have the applicants identified a **limited** range of applications focusing on specific markets and market opportunities, together with remaining technological

	integration issues? **Experimental Development.** Have the applicants identified the clear use and commercial exploitation of the project's results, together with **clear routes** to market based on product, process or service developments? Applicants should identify any economic and sustainability benefits that are expected to accrue to those outside the consortium.
Criterion 2: The Technical Approach	
Question	**Guidance**
What technical approach will be adopted and how will the project be managed?	Applicants should provide an overview of the technical approach including the main objectives of the work and methods to be employed to deliver the overall project results, supported by further detail in Annex A (see Section 3.6 of this document). In evaluating this the assessors will consider: Is the technical approach appropriate to the needs of the project and are the innovative steps achievable through the proposed approach? Is the project plan 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? Have the applicants demonstrated sufficient resource commitment and capability to undertake the project? Are clear management reporting lines identified? Applicants should detail the track-record of the consortium members in undertaking and exploiting the results of research and development projects, to show their capability to develop and exploit the technology.
Criterion 3: Level of Innovation	
Question	**Guidance**
What is innovative about this project?	Applicants should identify the extent to which the project is innovative. For example, does it push boundaries over and beyond current leading-edge world science and technology, or is it looking to apply existing technologies in new areas? The timeliness and novelty of the research aspects of the project should be highlighted and explained in an industrial and/or academic context. Applicants should also justify their choice for the type of project and hence support level requested. i.e. fundamental

	research, Applied Research or Experimental Development.
Criterion 4: What e-infrastructure resources are requested?	
Question	**Guidance**
Justify the e-infrastructure requested. What is the financial commitment required for the project?	Applicants should justify the nature of the connections and resources that they are requesting. Include basic calculations of bandwidth requirements, storage capacity and other resources that are requested on the Requirements Form. Applicants should indicate the anticipated project cost making clear the level of contribution from consortium partners. This should be provided within the Financial Table in the Application Form, with supporting information and explanation provided in this criteria section of the Form. It must be consistent with the category of Research & Development being undertaken within each work package (see Section 2.3 of this document). In evaluating this the assessors will consider the following questions: Is the budget realistic for the scale and complexity of the project? Does the support required from the Reach Programme fit within the limits set by the specific competition? Does the technical approach justify the e-infrastructure requested?
Criterion 5: Added Value	
Question	**Guidance**
How does the Reach project provide added value to the applicants?	To demonstrate this applicants need to provide evidence that: success in the competition will increase the total amount of money the consortium partners spend on Research & Development in the UK; and either: why the consortium partners are not supporting the project themselves through a commercial supplier; or why the Reach e-infrastructure would allow them to undertake the project differently, and why this would be beneficial to the UK.

The space provided on the Application Forms within each criterion field is not broken down into pre-determined sub-sections for each aspect of the question. This is so that you are able to provide the specific amount of information for each criterion that you consider to be appropriate for your application.

3.6 What are the requirements for the Annexes to the Application Form?

You are required to submit specific Annexes with your Application Form. These must be submitted with your application. Each Annex must be submitted as a single file in one of the following formats: MS-Word (.doc), MS-Excel (.xls), MS-PowerPoint (.ppt) or Portable Document Format (.pdf). The specific requirements for Annexes are provided in the following table.

Assessment Stage	
Annex	**Guidance**
Annex A Up to two sides of A4	This should be used to provide additional information to address Criterion 2: What technical approach will be adopted and how will the project be managed? You should include a Gantt chart for the project.
Annex B Up to five sides of A4	This should be used to provide supporting information on your application as appropriate, for example market analysis, bandwidth calculations or diagrams that support any aspect of the application.

3.7 How do I complete the Requirements Form?

The resource requirements form is designed to allow us to determine an appropriate capacity (network bandwidth) for your connection in order to meet the needs of your project. The key pieces of information that are requested will allow us to determine the cost of the connection at this capacity and therefore the value of support we may offer. This scheme is intended to support organisations that require a substantial network connection to undertake their work, and as such it is expected that physical connections would be implemented at 1Gbit/s or higher according to need.

It is **strongly advised** that you contact the helpdesk as early as possible to discuss your requirements with us before completing this form. We will be able to help you with the calculations and provide a reasonable indicative cost that will help with the rest of your project planning and completing the other application forms.

If multiple partners are requesting data connections as part of the application, please complete a separate resource form for **each** connection site requested.

The following table provides guidance on the completion of each field of the Application Form.

Requirements Form Guidance	
Field	**Guidance**
Project title	Enter the title of the project. Please ensure that the title matches exactly with the title entered on the main Application Form.
Lead organisation	Enter the name of the lead organisation for the application.

	Please ensure that this matches that entered on the main Application Form.
Contact for Requirements Queries	Please provide the name and contact details of the individual we should contact to discuss this connection.
Requirements Question 1 What are the typical data volumes that you are proposing to transmit in each session (in Gigabytes)?	In this box, please describe the typical size or volume of data-sets (files) that you expect to be transferring. Please provide as much information as possible rather than just providing a raw number.
Requirements Question 2 What time scale would be acceptable to complete the transfer of the data described above (hours, minutes or seconds)?	In this box, please indicate the acceptable time limit for transferring the data described in question 1. For example would an over-night transfer be sufficient, or do you anticipate more active to-and-fro that would require transfer in a few hours or minutes?
Requirements Question 3 How often do you expect to be transferring this data at the peak of the project (weekly, daily, hourly or faster)?	In this box, please describe the repetition rate for these transfers at peak project time. Do you expect to be sending and receiving data continuously or at intervals? Please provide as much information as possible rather than just providing a raw number.
Requirements Question 4 Do you expect to be sending multiple packages of data simultaneously and if so how many packages?	In this box, please indicate whether the data described in the earlier sections is likely to be multiplied by a number of users. For example would multiple engineers be sending data packets as described above simultaneously? If so how many would you expect to be working simultaneously?
The connection	Please provide the exact address (including postcode) where the requested connection is to be installed. In the special details box, please provide as much information as possible about the location and desired entry point. The more information you can provide, the easier and quicker it will be for us to calculate a cost.

3.8 How do I complete the Industry Finance Form?

The industry finance form is used to calculate the eligible project costs for each industry partner within the project. The form is an excel document which automatically calculates many costs based on your responses.

Please complete each tab. The file will indicate when each tab is successfully completed. Please do not submit the file until the whole document is showing as correct.

Please note that we only need your costs listed on the finance forms. Do not include the estimates of the Janet connection costs. These are our costs and we will calculate them separately.

Guidance on the nature of eligible costs is provided within the form and in appendix 1 of this document.

3.9 How do I complete the Academic Finance Form?

The academic finance form is designed to match the summary form of the Je-S system, which all academic partners should be familiar with.

Academic partners are advised to use their existing Je-S tools to calculate the project costs in line with the latest Research Council guidance (October 2013 edition). The costs should them be transferred to this form for submission to the Scheme.

Guidance on the nature of eligible costs is provided within the form and in appendix 1 of this document.

In addition to the standard fields, this form contains an addition box to indicate the source of the funds that will be used to pay for the academic costs. It is important to tell us if the source of funds is another public body such as a Research Council, Technology Strategy Board or direct from government as this will affect the public sector support calculations described in section 2.1 of this document.

3.10 What happens after I have submitted my Application Form?

You will receive an acknowledgement by e-mail from the Scheme confirming receipt of your Application Form. If you have not received confirmation within 24 hours of submitting your Application Form please contact the Scheme Helpdesk.

During the assessment and requirements review process you and/or the other partners in your consortium may be contacted by the Scheme to seek further detail and clarification of certain aspects of your application, e.g. the eligibility of project costs. This will not form part of the assessment of your application and this information will not be provided to the assessors. It will be for the purpose of clarifying, if necessary, the details provided in your Finance and Requirements Forms, so that if your application is successful, any unnecessary delays in issuing an Offer Letter are avoided. Being contacted for this information does not indicate either success or failure in the assessment process.

Following completion of the Assessment Stage you will be informed whether you have progressed to the Requirements Review stage. If your application is not successful at this stage you will receive information on the main reasons why the application was not successful.

Following completion of the Requirements Review stage you will be informed whether your application has been successful, subject to the final agreement of terms and conditions. If your application is not successful you will receive information on the main reasons why the application was unsuccessful.

If your application is successful the Scheme may seek further detail and clarification of certain aspects of your application, e.g. the eligibility of project costs, before confirming the terms and conditions of the Offer with you in a formal Offer Letter. If you do not return a signed copy of the Offer Letter to the Scheme by the deadline, the Offer will be withdrawn and support will not be provided, unless an extension to the deadline has been previously formally agreed in writing with the Scheme.

Feedback provided to applicants following the assessments will be in written form, either by letter or email to the lead partner. The Reach Programme does not provide any additional feedback to applicants.

4 Application assessment

4.1 Introduction

The process to seek support from the Scheme is undertaken using a competitive application process. It follows an efficient, streamlined process, which ensures quick responses to applicants within a stated timeframe whilst meeting probity considerations and the objectives of the overall initiative. The assessment process is transparent and managed at arms length from the Scheme funders. The assessment criteria are clearly articulated to applicants and feedback is available to those that are unsuccessful in securing funding from the Scheme.

4.2 The assessors

Independent assessors are appointed by the Scheme for each competition for funding. The Scheme preserves assessor anonymity and the names of the assessors of applications will not be provided to applicants.

Assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest. They are required to treat applications in strict confidence.

Assessors are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the assessments themselves and not ask someone to assess an application in their place. They must not ask anyone to give another opinion of their assessment.

All assessors are briefed by the Scheme in order to be trained to undertake assessments according to the Scheme's requirements.

4.3 The assessment process

A common assessment process applies to all applications.

Applications are not forwarded to assessors until after the closing date for submission of all applications and Fundamental eligibility checks on all applications have been undertaken.

Each application is assessed by a minimum of three assessors who will each review and score the application independently against the set criteria questions.

Each assessor is required to complete and submit a score-sheet for each application they are assigned to assess.

Once the score-sheets have been submitted, the projects are ranked according to their scores.

Assessment stage

Following the individual assessments, the scores submitted are reviewed to identify any significant discrepancies in the individual assessments. Where there are significant discrepancies in the assessments of an application, the application is reassessed by one or more additional assessors.

The projects are then ranked according to their scores and the highest ranked projects will proceed to the Requirements Review stage. The lowest ranked projects will be notified that they have been unsuccessful.

The level at which the line is drawn between the highest and lowest ranked projects will depend on the funding available to provide e-infrastructure support.

Requirements Review stage

The Requirements Review calculates the costs associated with the requested e-infrastructure and confirms the value of effort to be contributed by the applicants. This enables the aid intensity to be calculated and checked against the project type (Fundamental, Applied or Experimental Development). The outcome of this analysis together with the assessment scores provides a rank-ordered list of viable projects.

A panel meeting is then held to decide how far down the rank ordered list the projects can be supported.

5 Further information

For further information on the Scheme and the application and assessment process:

the Scheme website **www.ja.net/products-services/janet-connect/janet-connections/janet-reach** provides comprehensive information on the Scheme including a list of Frequently Asked Questions. Note that it is necessary to sign-up / sign-in to the secure part of the website to access some of the information;

the Scheme's Helpdesk can address your specific queries either by email to service@ja.net or by telephone to 0300 300 2212 janet

Appendix 1

Eligible costs

If you are unclear how to record your likely costs you should contact the Scheme's Helpdesk. The cost estimate must include the costs for the total project, i.e. all parties/partners involved in the project.

Academic Partners

All academic partners must calculate their project costs on the basis of Full Economic Costs (FEC) as defined by the Research Councils. The Reach Programme costs are recognised as 80% of Full Economic Costs, in line with Research Council funding. All academic partners must be provided on the PDF form provided.

Academic partners should state on the form if the funding for their activity is coming from private or public sources. This affects the aid intensity calculations and must be completed carefully.

> The remaining 20% of FEC costs do not constitute a contribution to the project by the academic partner and must **not** be included in any total project cost calculations or other financial information provided.

Organisations eligible to be considered as academic partners are:

- Universities and similar HEI organisations;
- The Council for the Central Laboratory of the Research Councils (CCLRC);
- Government Research Establishments;

Industry Partners

The following headings show the main costs that the Reach Programme is prepared to include in calculating the level of eligible support.

1 Labour Costs

This includes the costs of personnel working directly on the project. You should briefly describe the role of each person within the project and provide their gross salary and the total labour effort in man days for each role within the project, together with the total number of working days per year for your organisation (365 days less weekends and holidays etc.). In calculating the labour costs, you should include employer NI and other direct costs but not double count costs included in the overhead calculations.

2 Overheads

Reasonable overheads can be included. Two methods of providing information on overheads are available. You can either complete the overhead calculator worksheet provided with the Industry Partner Finance Form or you may submit your own overhead rate. If you choose the latter option, include a summary showing the calculation method of overheads that your auditors will use when verifying your grant claims. Note that previously agreed rates from other funding bodies will not be taken as a president and will need a full justification.

3 Materials Consumed

These will be the materials to be consumed on the project, not included in the overheads, purchased from third parties. Materials supplied by subsidiaries or associated companies should exclude the profit element of the value placed on that material. If waste or scrap material has a significant residual/resale value the figures should reflect this. Foreseen cost increases, such as on specific materials, may be considered by the Scheme.

4 Capital Equipment

You should provide details of capital equipment and tools to be bought or consumed on the project, giving the purchase cost (or value at the start of the project if you already own the equipment), its expected residual value at the end of the project and utilisation within the project.

5 Sub-contracts; Consultancy; Fees including Fees for Trial and Testing

You should show any work that is essential to the success of the project where the expertise does not exist in the collaborative group. For example, you may wish to demonstrate that it would not be cost-effective to develop in-house skills for this one project. The same rules governing the use of subsidiaries and associated organisations with regard to supply of materials apply here. Attention will be paid to the size of this contribution when assessing eligibility and level of support.

6 Travel and Subsistence

You should only include reasonable costs that are justified and will be incurred exclusively for progressing this project. Note that if any general travel and subsistence is included in your overhead calculations, this proportion should be subtracted from the Travel and Subsistence expenditure during the claims process.

7 Other Costs

Other costs should include costs not accounted for in the above sections. Some examples follow. You should ensure that a case is made for the other costs within your Application Form.

Do NOT include the Janet costs of the connection as an Other Cost.

Training Costs

These costs are eligible for support where they are specific to and necessary for the project.

Preparation of Technical Report

For example, where the main objective of a project is the support of standards or technology transfer.

Licensing in New Technologies

Exceptionally, the Scheme may consider allow costs where it makes sense to do so, for example, to avoid "reinventing the wheel". Where imported technology makes up a large part of a project (where technology is valued at more than £100,000) then it will be expected that there is development of that technology as part of the project.

Patent Costs (SMEs only)

The Scheme may include some of the costs of protecting foreground IPR for SMEs up to a maximum of £5,000.

Project Management

The costs of project management by a 'lead organisation' on behalf of the consortium are eligible and should be included with the labour totals. In cases where management is sub-contracted, a strong case should be made for the necessity and benefits of this approach.

Software

The provision of software licences by members of the project consortium must only reflect the true costs of supplying that software to the project and not the commercial rate, the inclusion of any profit element or the amortisation of previous development costs. The preparation of manuals, installation, customisation, training and lost opportunity costs may be eligible.

Ineligible Costs

The following costs are ineligible and should be excluded from any part of the project costs and any overhead calculations.

Input VAT.

Interest charges, bad debts, profits, advertising, entertaining.

Hire purchase interest and any associated service charges.

Advertising and marketing costs or activities.

Profit earned by a subsidiary or by an associate undertaking work sub-contracted out under the project.

Inflation and contingency allowances expressed as an overall arbitrary percentage, additional to eligible costs. However, reasonable inflation rates can be included in labour and material cost estimates.

The value of existing assets such as IPR, data, software Schemes and other exploitable assets that any of the collaborators contribute towards the project.

Project audit fees.

Appendix 2

Information security & confidentiality

1 Electronic submission of application documents

You are requested to email your application forms to us. Once received, we will use encryption to transfer data between our assessors and ourselves. If you would prefer to encrypt your application before emailing it, please contact the support desk to discuss the easies way of achieving this.

2 Assessor confidentiality and potential conflicts of interest

Assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest. They are required to treat applications in strict confidence. Assessors are engaged as individuals, not as representatives of their employer or any other entity. They are required to carry out the assessments themselves and not ask someone to assess an application in their place. They must not ask anyone to give another opinion of their assessment.

3 Open Government and Freedom of Information

While Janet(UK) is not obliged to respond to any requests for information, whether under the Freedom of Information Act (the "FOIA") or otherwise (except where it has a legal obligation for other purposes), we endeavour to respond in the spirit of the FOIA, where we are reasonably able to do so, taking into account the resource implications in preparing a response.

If the applicant considers that any information supplied in its application or subsequent correspondence is either commercially sensitive or confidential in nature, this must be clearly marked and the reasons for the sensitivity given.

In such cases, the relevant material will, in respect of any request for information made by a third party to Janet(UK), be examined in the light of the exemptions provided in the FOIA. However, by virtue of its application to this Scheme, applicants accept that the decision as to whether to disclose such marked parts of the submission will rest solely with Janet(UK).

The names of assessors or their allocation of assessments will always be confidential.

4 Data Protection Act 1998

The information that Applicants provide on the Application Forms will be used in the processing of all aspects of the relevant application. This will include recording on the in-house and the Scheme Manager's processing computer and management information systems, and in the preparation of material for applicants and for use by the assessment panels. In addition, information may be used in the generation and collation of output and performance indicators and other management statistics. It may also be used in policy and strategy studies to inform management in carrying out the business of Janet and in improving the business processes.

5 Information provided to other co-funding bodies

Information provided to the Scheme as part of the application process will be passed to co-funding bodies as appropriate. All co-funding bodies will treat this information in strict confidence.

6 Information released into the public domain by the Scheme on confirmation of project support

The project title and abstract of all projects that are supported will be placed in the public domain. The names of the project partners, project costs and amount of grants and key contact details would be expected to be included also, but the Reach Programme will respect the wishes of partners if they notify the Reach Programme that they do not want all information disclosed. Additional information submitted in the applications is not made public at this time.

7 Information released into the public domain during, on completion and after the project lifecycle

The sponsors of the Scheme are keen to see academics publishing the findings of their research. However this must be done in the manner agreed in the project's Collaboration Agreement.

The Reach Programme reserves the right to use any project as a case study to publicise the Scheme and the benefits of collaborative working. Projects will be required to provide publicity material annually during the life of the project. Publicity material will be agreed with project members before release.