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| Reference number: Date submitted:  |

*For internal use only*

RESEARCH AND KNOWLEDGE EXCHANGE FUNDING

**FULL PROJECT PROPOSAL: Stage 2 of 2**

**For Contracts under £50,000**

|  |
| --- |
| Please indicate the AHDB Sector(s) this application is intended for |
|  |  |  |  |  |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **[x]**  | **[ ]**  | **[ ]**  |
|  |

**This application is made on the basis of the** [**AHDB TERMS AND CONDITIONS**](http://www.ahdb.org.uk/about/Procurement.aspx) **with which any organisation receiving funding shall comply with if awarded a contract**

**Data protection**

At AHDB we take the privacy and security of your personal information very seriously. The personal information we collect in this form is for the purpose of processing your research-funding application, including communicating with you and for undertaking a selection process prior to entering any contract. It will never be sold to third parties. The personal information of unsuccessful applicants will be deleted before the start of the next funding round. For further details on how AHDB uses and looks after personal information please read our Privacy Notice at [www.ahdb.org.uk/PrivacyNotice](http://www.ahdb.org.uk/PrivacyNotice).

Further details to help complete this application can be found in the associated **Guidance Notes**

## SECTION 1: PROJECT OVERVIEW

### Project title

**Full title**:

**Short title** *(levy payer friendly)*:

### Title of the call under which the proposal is submitted *(only where relevant)*

### Short project abstract *(Maximum 250 words)*

### 1.4 Proposed start and end date

Start date (dd/mm/yy) End date (dd/mm/yy) Duration (months)

### 1.5 Applicant organisation

### 1.6 Collaborating organisation(s)

### 1.7 Total cash funding requested from AHDB 1.8 Total project cost including co-funding

###  *(Excluding VAT) (Excluding VAT)*

**£ £**

**1.9 AHDB funding breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AHDB Sector** | **Cash £** | **In-kind £** | **Confirmed****Y/N** | **Decision date***If not yet confirmed* |
| Horticulture |  |  |  |  |

**1.10 Co-funding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Cash £** | **In-kind £** | **Confirmed****Y/N** | **Decision date***If not yet confirmed* |
|  |  |  |  |  |
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## SECTION 2: PROJECT OUTCOMES

2.1 How knowledge exchange integrates into achieving industry relevant outcomes

2.1.1 What engagement with industry will be conducted during the project?

2.1.2 How will industry intelligence feed into shaping progress and delivery?

**2.2 Please state any potential negative impacts on the environment**

2.3 List the project deliverables including any knowledge exchange activity

## SECTION 3: TECHNICAL APPROACH AND WORK PLAN

3.1 Aims and Objectives

#### 3.1.1 Provide a clear statement of the aim of the project

#### 3.1.2 State the core project objectives - number each objective separately

3.2 Approach and methodology

3.3 Will there be collaboration with commercial companies, if so how will this be managed?

#### 3.4 Identify any risks and actions that may prevent or delay achievement of the project outputs

**3.5 What data management processes and/or accreditation is in place?**

**3.6 Milestone schedule – linked to core objectives outlined in 3.1.2** *Add extra lines as required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Milestones** | **Organisation****Responsible** | **Start Date****(dd/mm/yy)** | **End Date****(dd/mm/yy)** |
| **1** | **Objective name** |  |  |  |
| 1.1 | Milestone short description  |  |  |  |
| 1.2 | Etc. |  |  |  |
| 1.3 | Etc. |  |  |  |
| **2** | **Objective name** |  |  |  |
| 2.1 | Milestone short description  |  |  |  |
| 2.2 | Etc. |  |  |  |
| 2.3 | Etc. |  |  |  |

SECTION 4: CONTACT DETAILS

4.1 Project applicant

|  |  |
| --- | --- |
| **Lead contact name:** |  |
| Position held: |  |
| Email: |  |
| Office phone: |  | Mobile: |  |
| **Organisation name:** |  |
| Address: |  |
| Finance co-ordinator: |  |
| Email: |  | Phone: |  |
| Signee: |  |
| Email: |  | Phone: |  |

**4.1.1 What is the organisation’s contribution to the project and relevant previous experience?**

**4.1.2 Justification of resources**

|  |
| --- |
| What staff will be employed on the project? |
| Grade/title | Time spent on project (in days if the project duration is less than a year and in years otherwise) | Funded by AHDB? |
|  |  |  |
|  |  |  |
|  |  |  |

**4.1.3 Provide details of any capital equipment requested**

**4.1.4 Provide details of any costs claimed under “other costs”**

4.2 Collaborator(s) (*Complete one sheet per collaborator*)

|  |  |
| --- | --- |
| **Collaborator name:** |  |
| Position held: |  |
| Email: |  |
| Office phone: |  | Mobile: |  |
| **Organisation name:** |  |
| Address: |  |
| Finance co-ordinator: |  |
| Email: |  | Phone: |  |
| Signee: |  |
| Email: |  | Phone: |  |

**4.2.1 What is the organisation’s contribution to the project and relevant previous experience?**

**4.2.2 Justification of resources**

|  |
| --- |
| What staff will be employed on the project? |
| Grade/title | Time spent on project (in days if the project duration is less than a year and in years otherwise) | Funded by AHDB? |
|  |  |  |
|  |  |  |
|  |  |  |

**4.2.3 Provide details of any capital equipment requested**

**4.2.4 Provide details of any costs claimed under “other costs”**

4.3 Co-funder(s) (*Complete one sheet per co-funder*)

|  |  |
| --- | --- |
| **Organisation name:** |  |
| Key contact: |  |
| Position held: |  |
| Email: |  |
| Address: |  |
| Office Phone: |  | Mobile: |  |

**4.3.1 Details of contribution (cash and in-kind)**

…

4.4 Short CVs (*Maximum 1 page per CV*)

*Submit one CV for each partner in the project to demonstrate they have suitable skills to undertake the work.*

|  |  |
| --- | --- |
| **Name:** |  |
| Organisation: |  |
| Present position: |  |
| Key areas of expertise: |  |
| Professional profile: |  |
| Key publications or previous relevant contributions: |  |

…

**SECTION 5: PROJECT COSTS**

*A separate sheet should be completed for each organisation requesting funding. All costs should be* ***exclusive*** *of VAT except where sub-contracts are used and these costs should be inclusive of VAT. To activate the MS Excel table below, double click within it.*

*Please ensure that at least 10% of the total funding amount is held for the final payment* (to be paid upon receipt of a final report of acceptable quality).

5.1 Applicant’s requested costs

**Costs for:** enter organisation name

Organisation’s project reference if applicable:



5.2 Collaborator’s requested costs

**Costs for:** enter organisation name



**5.3 TOTAL REQUESTED COSTS**



**SUBMISSION OF COMPLETED FORMS**

### Please email a completed copy to: research@ahdb.org.uk

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| --- |
| Reference number: Date submitted: Assessor: Sector assessing:  |

**FULL PROJECT PROPOSAL ASSESSMENT FORM**

**For Contracts under £50,000**

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| --- |
| **Project Title:**  |
| **Applicant:**  |
| **SECTION 1: PROJECT OVERVIEW (Not assessed)** |
| **SECTION 2: PROJECT OUTCOMES** Appropriateness and clarity of engagement with industry in work package approach, delivery and outputs. Deliverables clearly identified. Clarification over additional activities/resource required to deliver impact. ***0-10*** ***score; weighting of 2*** |
|  |
|  | **Score: x2 =**  |
| **SECTION 3: TECHNICAL APPROACH AND WORK PLAN** Clarity and suitability of aims, objectives, consideration of previous work, approach and milestone schedule. Effective collaboration with commercial companies where relevant. Details of feasibility, risk management and accreditation . ***0-10*** ***score; weighting of 4*** |
|  |
|  | **Score: x4 =**  |
| **SECTION 4: RELEVANT EXPERTISE** Knowledge and expertise. Quality of past contributions to, and impact on, the topic. Potential to bring added value through current and/or past contributions. Complementarities of expertise of the team. ***0-10*** ***score; weighting of 3*** |
|  |
|  | **Score: x3=**  |
| **SECTION 5: PROJECT COSTS** Are costs reasonable and necessary? Will the total budget be adequate to carry out the proposed activities? Added value of co-funding? ***0-10*** ***score; weighting of 1*** |
|  |
|  | **Score: x1 =**  |
| **Total Score**   **out of 100** *(Threshold = 50)* | **Recommend for Funding Yes / No** |

Weightings are set to reflect the importance of specific criteria, any proposal failing to achieve a specified threshold may be rejected. They have been set to ensure appropriate standards are met.**AHDB R&KE Scoring Guidelines**

|  |  |
| --- | --- |
| **9-10****Excellent** | Exceptional quality; highly likely to produce benefits/impact of great importance to the industry within the required time-frame; excellent for technical approach, consideration of previous relevant work and risk management; appropriate KE activities proposed; applicant is widely recognised in the field with an outstanding record of accomplishment; consortium is strong across all technical areas needed to accomplish the proposed outcomes. **Strongly recommend support** |
| **7-8****Very good**  | High quality; very good potential to make an important contribution within the required time-frame; very good for technical approach, consideration of previous relevant work and risk management; appropriate KE activities proposed; applicant has a very good reputation in the field; consortium has very good expertise across all technical areas required to deliver the proposed outcomes. **Strongly recommend support** |
| **5-6****Good** | Good quality; likely to produce good benefits/impact; good for technical approach, consideration of previous relevant work and risk management; appropriate KE activities proposed; applicant has a good reputation in the field; consortium has good expertise across all technical areas required to deliver the proposed outcomes. **Should be supported** |
| **3-4****Fair** | Moderate quality; likelihood of making significant impact is moderate but additional investment required to deliver benefits; Gaps in technical approach, consideration of previous relevant work and risk management; appropriate KE activities proposed; applicant/team lacks experience, has not established leadership in the field or demonstrated the potential to make impactful contributions. **Support may be considered if strong in other areas** |
| **1-2****Poor** | Poor quality; not well planned; lacking expertise; not feasible; unlikely to produce benefits/impact; lacking convincing evidence that the proposing team has sufficient and appropriate expertise to accomplish all of the tasks as outlined in the proposal. **Should not be supported** |
| **0****Very poor**  | Very poor quality; fails to address the issues; technical approach not appropriate; no evidence of relevant expertise; cannot be judged against the criterion due to missing or incomplete information. **Should not be supported** |