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**University of the Highlands and Islands**

**Aquaculture**

**Industry Engagement Fund**

**ROUND 7b**

**Application Form**

**University of the Highlands and Islands**

**INDUSTRY ENGAGEMENT FUND**

**AQUACULTURE**

**INDUSTRY ENGAGEMENT FUND**

The principle aim of the Aquaculture Industry Engagement Fund (AIEF) is to facilitate engagement between the knowledge, science, and innovation resources at UHI and the commercial and regulatory sectors of the aquaculture industry.

All funded projects will have a knowledge exchange or innovative element at their core and there will be a requirement for the applicants to provide a final report and a short case study suitable for wider publication (e.g., on UHI website).

**Enquiries**

If you have a query about the AIEF, or need assistance in finding and contacting a university partner, contact:

Gregg Arthur gregg.arthur@uhi.ac.uk or Keith Davidson (SAMS) Keith.Davidson@sams.ac.uk

 or chat/call via Teams

**Key Dates:**

**All enquiries (verbal or email) should be made before 26 January 2024**

**All applications must be received by 17:00 h**

 **Wednesday 31 January 2024**

Project is expected to start Winter – Spring 2024

Project to be completed by 31 July 2024[[1]](#footnote-2)

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| **Application for Funds from UHI Aquaculture Industry Engagement Fund** |
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| **SECTION A: Project SUMMARY** |

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| A.1 | **Project Title:**  |  |
| **Non-Technical Summary** | Approximately 100 words |
| **Project Type:** Select 1 that most applies | [ ]  Research / Innovation | [ ]  Education / Training | [ ]  Engagement (e.g., workshop) | [ ]  Other (Please specify) |
| **Collaborations** (x) |  | No – None other UHI Academic Partners are involved in project |
|  | Yes – One other UHI Academic Partner |
|  | Yes – More than one other UHI Academic partner |
| **Project Duration** |   | months (typically, 1 – 6 months) |
| **Estimated Start Date** |  |
| **Date of application submission** |  |

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| A.2 | **Are new staff required for the project?**  | **[ ]** yes**[ ]** noIf yes, provide details: |
| **Will your project create research data?** **If so, how will data be stored for future use at project end?** | **[ ]** yes **[ ]** noIf yes, provide details: |
| **Does the project require approval from UHI Research Ethics Committee (REC) and/or other permissions?** (e.g., Home Office licence for regulated procedures with animals)  | **[ ]** yes **[ ]** noIf yes, provide details: |
| **I have considered alternative sources of funding for this project with the project collaborators** (such as a [Standard Innovation Voucher](https://interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers) from Interface UK) **and I confirm the AIEF is an appropriate funder for this project**  | **[ ]** yes  |
| **Total project cost** (Copied from SectionF) |  |
| **Total funding requested from AIEF** (Copied from SectionF) |  |

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| **Section B: Applicant DETAILS** |

There should be just one Lead Applicant but if you require to add additional spaces for partners, please copy and paste the relevant tables.

**Lead Applicant from UHI**

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| --- | --- | --- | --- | --- |
| B.1 | **Lead Applicant** | Title | First Name | Surname |
| **Position held** |  |
| **E-mail address** |  |
| **Telephone/Mobile**(incl. STD code) |  |
| **UHI Academic Partner**  |  |
| **UHI Academic Partner Contact address** (incl. postcode) |  |
| If the recipient of the Letter of Agreement is different to the Lead Applicant or Address above, please provide the relevant name, position, and contact details. |  |

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| **Project Partner from UHI** (including any from the same Academic Partner as B.1) |

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| B.2 | **Name**  | Title  | First Name | Surname |
| **Position held** |  |
| **E-mail address** |  |
| **Telephone/Mobile**(incl. STD code) |  |
| **UHI Academic Partner**  |  |
| **UHI Academic Partner Contact address** (incl. postcode) |  |

Copy and paste additional section B.2 if more than one other UHI partner

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| **Non-UHI Project Partner**  |

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| B.3 | **Name**  | Title | First Name | Surname |
| **Position held** |  |
| **Organisation name** (include website URL if relevant) |  |
| **Organisation type** |  |
| **Number of employees** (Or enter “not known”) |  |
| **E-mail address****Company****Contact** |  |
| **Telephone****Company****Mobile**(incl. STD code) |  |
| **Address** (incl. postcode) |  |
| **Consent to being contacted** | Has this person given their consent for us have their contact details and for them to be contacted?**[ ]** noconsent not given**[ ]** yes date of consent given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Allowed Methods of contact: email / bulk email / phone / mail (Strikethrough any that are not consented)What is their preferred method of contact?**[ ]** Any of the Allowed Methods or **[ ]  email** (specify): |

Copy and paste additional section B.3 if more than one non-UHI partner

**Collaboration**

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| B.4 | **Has the Lead Applicant and UHI Project Partners worked together before?** | **[ ]** yes **[ ]** no **[ ]** not applicable |
| **Has the Lead Applicant and non-UHI Project Partners worked together before?** | **[ ]** yes **[ ]** no **[ ]** not applicableIf yes, provide details: |

**Subsidy Control Act Compliance**

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| B.5 | **Applicant has confirmed with the Industrial Partner (or any other third party involved in the project) that they are aware of Subsidy Control Act 2022 and are satisfied the limits will be adhered to as identified? [[2]](#footnote-3)**  | **[ ]** yes **[ ]** no **[ ]** not applicableProvide the name of the person(s) that provided you with this advice (e.g., the name of grants or finance officer): |

**Intellectual Property (IP)**

The development of new IP is not necessarily a prerequisite for success in the AIEF. However, early consideration of IP is essential for appropriate arrangements to be put in place at the outset of the project.

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| B.6 | **Please provide details of how any IP will be managed, including its identification, and demonstrating agreement between the relevant partners on who will have access to any background IP and ownership of any foreground new IP - including the management of any confidentiality issues, such as by a non-disclosure agreement.**  |  |

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| **Section C: Relevance to UNIVERSITY INNOVATION FUND OUTCOMES** |

**Note:** you do not have to deliver against all seven of the University Innovation Fund Outcomes 2017-2024 listed below in Table C, but the project should meet at least one of these objectives. UHI has confirmed to SFC in our outcome agreement that all outcomes will be strived for but that outcomes one to four will be prioritised.

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| C | **Desired Outcomes** | **If outcome is relevant to project, describe how this project meets the selected outcomes?** (up to 100 words each) |
| **Outcome one (demand stimulation):** Working with Scotland’s enterprise agencies, Scottish Government, business networks, Interface, and others, Scottish HEIs will have helped to increase the demand and quality of engagement from businesses and the public sector for university services. |  |
| **Outcome two (simplification / commercialism):** in partnership with the Enterprise Agencies (EAs) and Interface, Scottish HEIs as a sector will have demonstrably simplified business access to the knowledge and expertise in Scottish universities. |  |
| **Outcome three (simplification / greater innovation):**in partnership with the EAs and Interface, Scottish HEIs will, at a national level, have made strategic use of their sectoral knowledge to promote greater innovation in the economy (including beyond non-STEM). |  |
| **Outcome four (entrepreneurialism):** Scottish HEIs as a sector will have made a significant and positive change in the way entrepreneurial opportunities are promoted and delivered to students, HEI staff, and businesses. |  |
| **Outcome five (international):** in partnership with Scottish Development International, Connected Scotland and others, Scottish HEIs will have pooled their knowledge and networks, and shared good practice to promote and engage Scotland internationally (operating under Scotland’s International Framework). |  |
| **Outcome six (inclusive growth and social impact):** Building on current and good practice Scottish HEIs will have scaled up their support of the Scottish Government’s ambitions for inclusive growth  |  |
| **Outcome seven (equality and diversity):** Building on current and good practice HEIs will have ensured positive promotion of equality and diversity in staff and all who are affected by the use of the UIF. |  |

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| **Section D: Project DETAIL** |

Describe in Section D what you intend to do and why.

The description should include:

* Rationale for the project:
	+ requirement for project
	+ does it build on existing activities?
	+ potential value
	+ etc.
* Aims
* Methods / Activities
* Outputs and Outcomes

You may find it helpful to number the methods and outcomes into work packages (WP1, WP2, etc.).

Numbered activities can be used when preparing a Gannt chart or when completing the project timeline in Section E.

The information provided in Section D should not exceed 2000 words.

The assessors reviewing this application may not have specialist knowledge about the subject so please provide enough supporting detail for the project to be assessed based on this application form alone.

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| D | **Project Title:**(Copied from Section A) |  |
| **Background:** (Describe the need and the approach taken in designing the project – e.g., how was the project co-designed or developed with other partners) |  |
| **Project Description**: (Summarise the proposed project – what is it you hope to do and what is hoped to be achieved) |  |
| **Collaboration:**(Describe how the collaboration will enhance the project, e.g., the sharing of expertise, specialist facilities, etc. and include the role of each partner. Also indicate what indirect outcomes may be achieved through this collaboration). |  |
| **Method(s) of delivery / activity(s) and resource requirements:**(Include reason(s) why these methods have been selected, who will deliver the activities and how that process will be managed) |  |
| **Outcome(s) / Output(s):** (What are the expected outcomes of the project?How will the outputs/impacts be shared?Which of UHI Aquaculture Hub annual target(s) would this proposal help to meet?) *A copy of the targets is appended to the AIEF Guidance notes* |  |
| **Risks and mitigation measures:** (e.g., technical risk, risk to project success, management strategies, delays, approvals from Research Ethics Committee, COVID restrictions, licences, regulatory, political, etc.) |  |
| **Describe the likely scope for extending this work after completion of the project:** |  |

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| **Section E: Project TIMELINE** |

Complete the table below or submit a separate Gantt chart to describe the timeline of activities, milestones, and timing of outputs/deliverables, etc. attributed to each month

*(to complete this table, replace ‘mm’ with correct months and shade cells to suit – shaded cells provided for guidance*).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E.1 | Activity (2024) | mm | mm | mm | mm | mm | mm | Deliverable/Milestone |
| WP1  |  |  |  |  |  |  |  |
| WP2 |  |  |  |  |  |  |  |
| WP3 |  |  |  |  |  |  |  |
| WP4 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| WP5 Final data analysis, report writing |  |  |  |  |  |  | Final report |

UHI have requested that AIEF (and Challenge Fund) projects be started and completed within the current academic financial year. This would mean a latest completion date of 31 July 2024.

[[3]](#footnote-4)~~If there are reasons why completing this project by 31 July is not possible, please describe why, and the Aquaculture Hub will request an extension into acFY24\_25.~~

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| ~~E.2~~ | ~~Please provide a reason why your expected finish date in E.1 extends beyond 31 July 2024 (and into acFY 2024\_25)~~ |

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|  | ~~This option is no longer available.~~ ~~Projects awarded in academic year 2023-24 need to also be completed in the same year.~~ |

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| **Section F: Project COSTS** |
|  | **Summary of total estimated costs** (please state total costs, inc. of VAT, where that is appropriate)**>>> NOTE: UHI have stated that indirect costs (overheads) are not an eligible item**

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| **F.1** | **Project Funding requested from AIEF** | Academic Partner #1 | Academic Partner #2 | Academic Partner #3 |
| **Item** | **Project Costs** |
| **UHI Staff Costs – Existing Staff** | £  | £  | £  |
| **UHI Staff Costs – New Staff** | £  | £  | £  |
| **Non-UHI Staff Costs** (inc. VAT if applicable) | £ | £ | £ |
| **Travel and Subsistence** (inc. VAT if applicable) | £  | £  | £  |
| **Consumables and Materials** (inc. VAT if applicable) | £ | £  | £  |
| **Equipment** (inc. VAT if applicable) | £  | £  | £  |
| **External services** (includes professional fees, contracted services, etc. – please specify) (inc. VAT if applicable) | £  | £  | £  |
| **Other costs** (specify):  | £ | £ | £ |
| **Subtotal** | £ | £ | £ |
| **Total request to AIEF**(Copy this figure to Section A) | **£** |  |  |
|  |  |  |  |  |
| **F.2** | **Total Project Costs** |  |  |
| **Total requested from Aquaculture Industry Engagement Fund** (from Section F.1) | £ |  |  |
| **Total in-kind contribution** (matched funding) | £  | (provide details in F.3) |
| **Total cash contribution** (matched funding) | £  | (provide details in F.3) |
| **Other financial contributions** | £ | (provide details in F.3) |
| **Total project costs**(Copy this figure to Section A) | **£**  |  |  |
| **% of total project funding that has been match funded** ((in-kind + cash + other)/total) | % |  |  |

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| **F.3** | **Provide details of the Matched Funding (cash and in-kind) and Other Financial Contributions that have been entered in F.2:** |
| **Please provide confirmation of the collaboration(s) and match funding contribution(s) such as via an attached letter(s) of support.** |
| **In special circumstances, a claim for funding might be required before the end date of a project. Please provide a good reasons if funding needs to be released before the end of the project** (e.g., 50 % required at start). |

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1. Due to funding situation, projects need to be completed by 31 July 2024. [↑](#footnote-ref-2)
2. The Subsidy Control Act 2022 allows an enterprise (e.g. sole traders, partnerships, companies, associations etc. referred to here as “organisation”) to receive up to £315,000 in a 3-year period (consisting of the 2023/24 year and the 2 previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. Expanded Retail Discount granted in 2021/22 does not count towards the £315,000 allowance but BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement count under the £315,000 allowance ’. The organisation must declare this allowance to any funding body who requests it. It is the organisation’s responsibility to check that it is eligible and please note that the above allowance threshold may change, and by the very nature of applying for or accepting a subsidy you are declaring that you will not exceed the permitted subsidy allowance threshold. [↑](#footnote-ref-3)
3. Revision 7.1 Section E.2 – text in this section is deliberately strikethrough. It clarifies the updated position on AIEF funding. AIEF projects awarded in this academic year need to be complete by 31 July 2024. Section E.2 requesting a project extensions into next academic financial year is no longer an option. [↑](#footnote-ref-4)