

This document contains the guidance and scoring used by the Assessors when reviewing your application. Assessors will review your answers for each scored question and mark each of them between 1 and 10 (1 being the lowest and 10 being the highest).

Any questions that are not scored will not be reviewed by the Assessor.

Question 1. How did you hear about this competition (not scored)

Select one:

- Innovate UK GOV.UK website
- Government Office for Technology Transfer (GOTT) GOV.UK website
- internet searching or browsing
- word-of-mouth (through Colleague or networks)
- social media
- The Government Office for Technology Transfer emails, newsletter or KA Champion Network
- interaction with individuals in GOTT
- other

Question 2. Applicant organisation and location (not scored)

You must state the name and full registered address of your organisation and any subcontractors working on your project. You must also include the working location of your project if it different to the registered address.

We are collecting this information to understand the geographical location of all applicants.

Question 3. Senior Responsible Owner (not scored)

Does your organisation have a Senior Responsible Owner (SRO) for knowledge asset management, as described in [HMG Rose Book guidance](#)?

If an SRO for knowledge asset management has been appointed, you must provide their:

- name
- job title
- email address

If no SRO has been appointed or is not known type 'Not Known' in the text box.

Question 4. Knowledge Asset Management Strategy (not scored)

Does your organisation have a [Knowledge Asset Management Strategy](#) (KAMS), as described in [HMG Rose Book guidance](#)?

If your organisations has a Knowledge Asset Management Strategy (KAMS), briefly describe how your proposed project fits into that strategy.

If not, please outline any corporate support you will receive from your organisation.

Question 5. Animal Testing (not scored)

Will your project involve any trials with animals or animal testing?

You must select one option:

- Yes
- No

We will only support innovation projects conducted to the highest standards of animal welfare.

Further information for proposals involving animal testing is available at the [UKRI Good Research Hub](#) and [NC3R's animal welfare guidance](#).

Question 6. Additionality check (eligibility check, not scored)

Explain why your project cannot be funded by your organisation.

For example:

- there is no financial resource allocated for this activity
- the activity ineligible for external grants
- part or fully funding the project would take away funding from core activity
- Department for Science Innovation and Technology (DSIT) funding would lever funding or resources from your organisation that otherwise would not be made available

If your project is eligible for other funding sources other than the KAGF you must explain what these are and why they are not suitable.

Where you have applied for other sources of funding, list them and the outcome of the applications.

Question 7. Conflicts of Interest (eligibility check, not scored)

You must declare whether you, or any person involved in this project, have any personal interests that could conflict with those of your organisation as a grant applicant or those of The Government Office for Technology Transfer (GOTT) as funder of this project.

Select:

- I declare there are no conflicts of interest

- I declare that there is a conflict of interest

Some conflicts of interest can be managed fairly within a KAGF project. If you have declared a potential conflict of interest, you must describe the conflict that is present in your project in an appendix to support your answer. The KAGF secretariat will make an assessment and inform you of their decision.

The appendix must be a PDF, up to 1 A4 page long and no larger than 10MB in size. The font must be legible at 100% zoom.

Question 8: Ownership and control of the assets (eligibility check, not scored)

Describe who owns, or will own, and controls the assets, for example any protected intellectual property (IP), know-how or materials.

You must list:

- the assets that you bring into your project
- the assets that you will develop during your project
- whether it is solely you, your organisation or a third party with an ownership position, stating this position and percentage share

To be eligible, the knowledge assets developed in the project must be majority owned by the public sector. For example, background IP may be used from another source, but KAGF funding cannot be used to develop that background IP to benefit a non-public sector owner.

If information arises that you did not disclose in this answer, this may be grounds for your project being made ineligible.

Question 9: Your knowledge asset and project (scored)

What is your knowledge asset and how your project will develop it?

Describe:

- what your knowledge asset is
- the background or landscape to your knowledge asset
- the knowledge, social or market gaps your knowledge asset will address
- previous development of your knowledge asset
- if this knowledge asset has previously received funding from GOTT for example from the KAGF, briefly describe the outcome of that activity and how it created the foundation for this new project
- how your knowledge asset will be developed over the course of the project, providing a comprehensive list of funded activities, including exploitation activities, not just technical development

You must download, complete and upload the KAGF Project planning and costs template as an appendix to support your answer. The completed template must be saved and uploaded in a PDF format, no larger than 10MB in size. The font must be legible at 100% zoom.

The template plan must include:

- a list of the discrete work packages of your project, indicating the lead assigned to each
- the total cost and completion timelines for each work package
- a forecast of the costs for your project

Question 9: Your knowledge asset and project - Assessor guidance and scoring

Scores 9 – 10

There is a highly compelling rationale for the project. A good understanding of the landscape/ background leads to a unique and strong solution presenting the striking advantages of this KA. The development path outlined in this project should result in the KA having a significant chance of becoming more impactful. Costs provided for the project are appropriate and well evidenced. Timescales are realistic.

Scores 7 – 8

There is good rationale for the project. A sound understanding of the landscape/ background leads to a unique good solution presenting the advantages of this KA. The development path outlined in this project should result in the KA having a good chance of becoming more impactful. Costs provided for the project are appropriate and well evidenced. Timescales are realistic.

Scores 5 – 6

There is reasonable rationale for the project with some understanding of the landscape/background. This solution has some merit and shows some advantages of this KA. The development path outlined in this project should result in the KA having a reasonable chance of being more impactful. Costs provided for the project are appropriate and well-evidenced. Timescales are achievable, though could be prone to slippage.

Scores 3 – 4

There is some rationale for the project. Some advantages in developing the KA through this project are outlined, but may be difficult to achieve. The development path could result in the KA being more impactful. Costs provided for the project are not appropriate and/or well-evidenced. Timescales are unrealistic and are likely to slip.

Scores 1 – 2

There is little rationale for this project. A case for the value of the KA is not well made and the development path will not result in the KA being more impactful. Costs provided for the project are not well evidenced. Timescales are unrealistic and are likely to slip.

Question 10: Project management, risk mitigation and project team (scored)

How will you manage your project effectively? How will you manage risks, and where applicable, government reputation in line with current government policy. This is especially important for applications on the Artificial Intelligence theme?

Describe:

- your approach to project management, identifying any major tools and mechanisms you will use to ensure a successful and innovative project outcome
- any potential risks for your project and how you intend to manage them

Who is in your project team and what are their roles and expertise?

You must download, complete and upload the project team template provided, as an appendix to support your answer.

The template will ask you to list and describe:

- the roles, skills, experience and track record of all members of the project team that are relevant to delivering this project
- who in the team will have the overall responsibility to manage the project and its delivery, labelling them as the lead
- for each team member, an outline of the approximate amount of time (%) they will be allocated to the project
- any external parties, including subcontractors, who you will work with and what their contribution will be

The completed template must be saved and uploaded in a PDF format, no larger than 10MB in size. The font must be legible at 100% zoom.

Question 10: Project management, risk mitigation and project team – Assessor guidance and scoring

Scores 9 – 10

The project team is impressive and well-experienced in delivering the relevant project activities. As a result, there is a high likelihood of success of the project. There is evidence of excellent risk planning and project management. Risks are appropriately identified given the context of previous answers.

Scores 7 – 8

The project team is strong and experienced in delivering the relevant project activities, or has experience in a similar area. As a result, there is a good likelihood of success of the project. There is evidence of good risk planning and project management. Risks are appropriately identified and strong mitigations planned given the context of previous answers.

Scores 5 – 6

The project team has some experience in delivering the relevant project activities. As a result, there is a reasonable likelihood of success of the project. There is evidence of reasonable risk planning and management. Key Risks are identified and some mitigations planned given the context of previous answers give.

Scores 3 – 4

The project team has little experience in delivering the relevant project activities. As a result, there is a likelihood the project will be unsuccessful due to, for example, a lack of resources, or a mismanaged allocation of resources. There is little evidence of risk planning and management. Not many risks are identified, and few mitigations planned given the context of previous answers.

Scores 1 – 2

The proposed project team lacks the skills and/or capacity to deliver the proposed project, with no plan in place to address capability gaps. There is no evidence of risk planning and management.

Question 11. Potential benefit, outcomes, and next steps (scored)

How does the development of the knowledge asset benefit the UK in the long term?

At the end of this project, how do you intend to continue to develop the assets and progress their exploitation?

Explain:

- your next steps
- further funding, resources or partners you are planning for

Question 11. Potential benefit, outcomes, and next steps – Assessor guidance and scoring

Scores 9 – 10

Application has strongly and clearly articulated the positive impact and the benefits the development of the KA will have on the UK. The application has demonstrated that there is a clear plan for next steps.

Scores 7 – 8

Application has articulated well the positive impact and the benefits the development of the KA will have on the UK. Application is clear on next steps.

Scores 5 – 6

Application has made a reasonable case for the positive impact and the benefits of the development the KA will have on the UK. Next steps are identified.

Scores 3 – 4

Next steps identified but judged unlikely to lead to success.

Scores 1 – 2

Next steps inappropriate or insurmountable barriers to success exist.