

The UKRI logo consists of the letters 'UK' stacked above 'RI' in a white, bold, sans-serif font, set against a dark blue square background.

UK  
RI

The Innovate UK logo features the text 'Innovate' above 'UK' in a white, sans-serif font, positioned to the right of a solid purple square.

Innovate  
UK

An aerial photograph of a solar farm, showing rows of solar panels in a grid pattern. The panels are dark blue with white grid lines, and they are mounted on a light-colored ground. The rows are separated by narrow paths. The overall scene is captured from a high angle, showing the perspective of the rows receding into the distance.

# Welcome



Innovate  
UK

# Contracts for Innovation Competition: AI Tools for Education

Applicant briefing

Date: **09 September 2024**

**The webinar will start at 12:00**

- We are currently on mute, whilst waiting for more people to join
- We will conduct a sound check before the briefing starts
- Please ensure that you are dialled in, either by computer or phone, so that you can hear the briefing.
- If you have any audio issues, please dial in from a fixed line.
- The briefing will be recorded and available for you



# Agenda

- **Welcome and introductions**

- **Part 1**

Intro to Contracts for Innovation key features

- **Part 2**

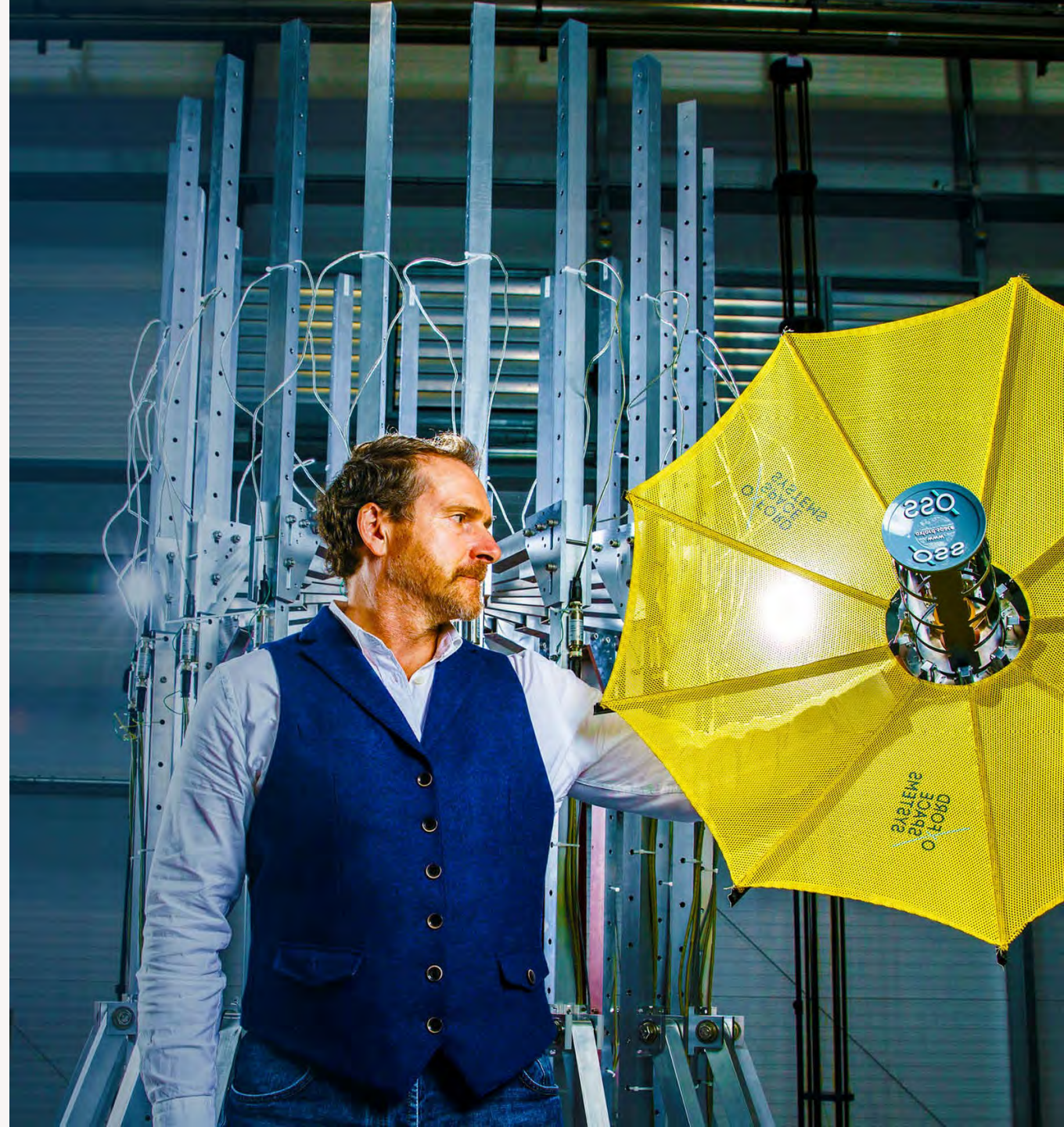
Scope, eligibility criteria

- **Part 3**

The Innovation Funding Service, application finances

- **Part 4**

Submitting your application, assessment





# Welcome and Introductions

## **Innovate UK team**

Steph Armitage

Tom Doyle

## **Department for Education team**

Georgina Langley

Fay Skevington

Dorcas Marshall





# About Contracts for Innovation

# Procurement of Innovation

## Why would you want to procure innovation?

- Need different / better outcomes
- Increase efficiency / efficacy
- Increase Public Sector Productivity
- Increase the widespread adoption and diffusion of innovation
- Stimulate private sector innovation



## What opportunities are there?

- Huge potential to drive innovation and enable growth of innovative businesses while increasing efficacy and efficiency of public services
- CST recommended 5% p/a (£20Bn) procurement budget spent on R&D - Innovate UK budget £1Bn p/a



COUNCIL FOR  
SCIENCE AND  
TECHNOLOGY



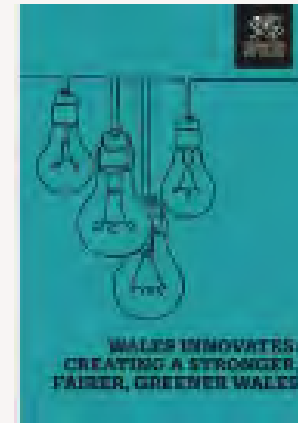
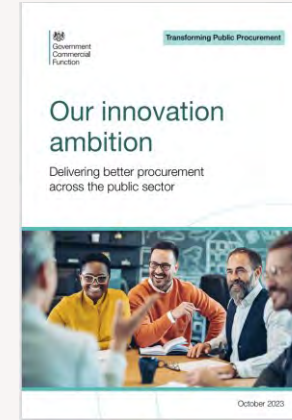
# Public Procurement of Innovation and Pre-commercial Procurement

## Public Procurement of Innovation - PPI

Public procurement of innovative solutions (PPI) happens when the public sector uses its purchasing power to act as early adopter of innovative solutions which are not yet available on large scale commercial basis.

## Pre-Commercial Procurement - PCP (in the UK this is Contracts for Innovation)

Consists of a procurement of research and development (R&D) services that involves risk-benefit sharing at market conditions and in which a number of companies develop in competition new solutions for mid- to long-term public-sector needs. The needs are so technologically demanding and in advance of what the market can offer that either no commercially stable solution exists yet, or existing solutions exhibit shortcomings which require new R&D. (European Commission)



# Contracts for Innovation from 2008 - today



Spend through Contracts for Innovation - **£1.7Bn**



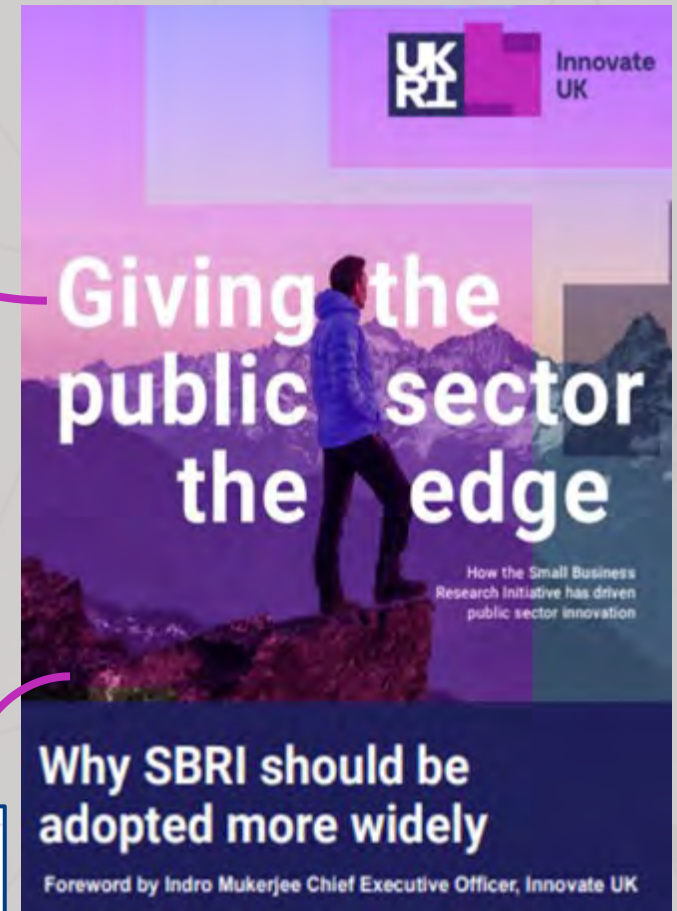
Originally designed by the [EC](#), IUK provide expert **support** and **delivery** as appropriate



[Independent evaluation](#) published 2022 which confirmed benefits, highlighted areas for improvement and advocated for wider use

Healthcare cost savings of:  
**£1.2bn - £1.8bn**

The benefits to the businesses awarded the funding amount to around  
**1.5 to 4 times the cost**  
of the public sector investment





# When might Contracts for Innovation be used?



Pre-commercial procurement  
(doesn't exist currently)



Outcome-driven solutions  
(any size or scale of challenge)



Requires a lead customer  
(public sector challenge owner)



Well-defined challenges and outcomes  
(TRL 2-8)



Consideration and 'buy-in' from the wider system

# Contracts for Innovation

## Key Features

### Contracts

- 100% funded R&D (procurement contract for R&D Services)
- Payments made on completion of milestones
- Costs quoted must reflect actual costs and not include profit
- Contract with a single organisation - who may choose to sub-contract but remains accountable

### IP rests with Supplier

- Certain usage rights for the Public Sector (licenses etc)

### Eligibility

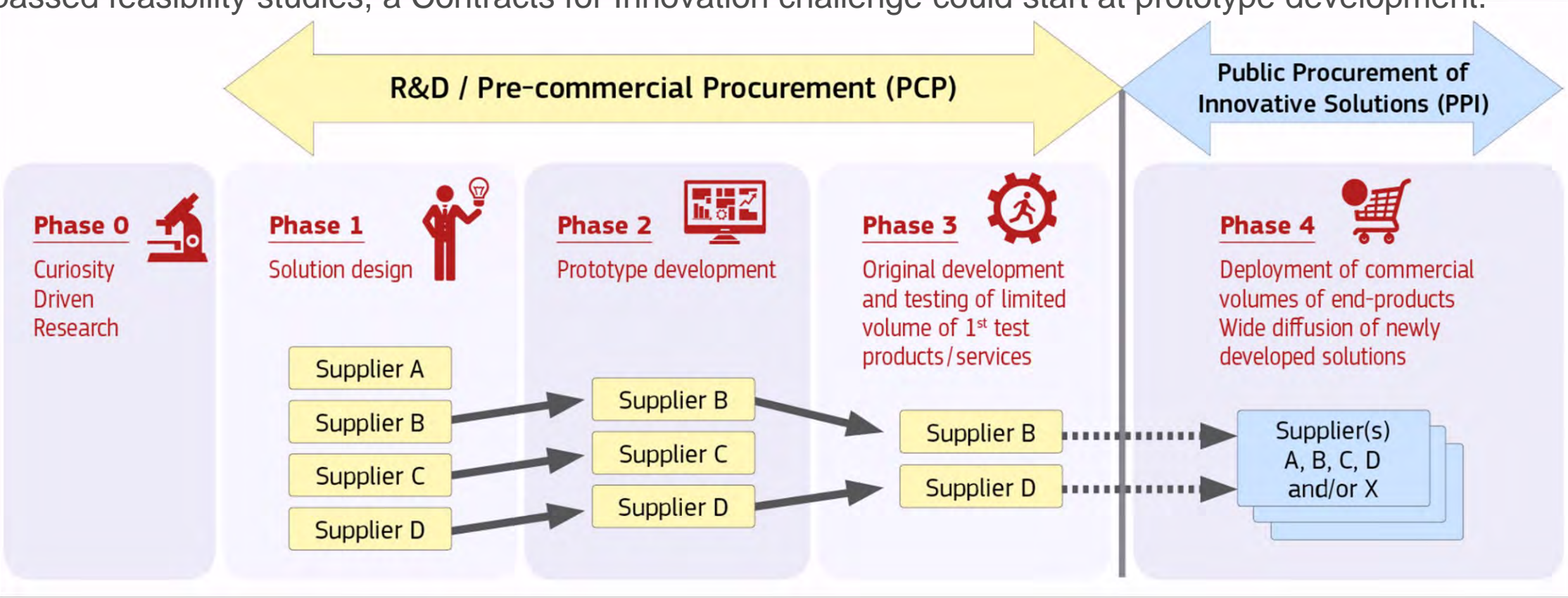
- Can be used to adapt technology or processes from other sectors as long as activity is at least 50% r&d
- Open to all organisations. There is no limit on the size or type of company.
- All organisations must demonstrate a route to market





# The Process

The below is an example only. Contracts for Innovation can be applied anywhere from TRL 2-8 and can start/conclude anywhere along the process. For example, if grant investments already have already surpassed feasibility studies, a Contracts for Innovation challenge could start at prototype development.



# Links

## Competition news

Follow us on [LinkedIn](#) or [X](#)  
[Subscribe to our mailing list](#)  
[IUK Business Connect Opportunities page](#)

## General information

[Innovate UK Business Connect webpage](#)  
[UKRI Contracts for Innovation webpage](#)

...or come speak to one of the team!

[contractsforinnovation@iuk.ukri.org](mailto:contractsforinnovation@iuk.ukri.org)





# Background

- This is a [Contracts for Innovation](#) competition funded by The Department for Education (DfE).
- This competition runs alongside a joint DSIT-DfE project to create a library of educational content and code optimised for use with large language models (Education Content Store). The [press release](#) provides further context around this work.
- Teachers spend a significant amount of time marking, representing a significant proportion of teacher workloads. Evidence shows that individualised instructions and high-quality feedback, can significantly boost pupil progress. We believe that high quality AI tools have the potential to reduce the amount of time that teachers spend marking, whilst supporting effective feedback and tailored teaching which drive pupil progress.
- The aim of this competition is to develop tools which use generative AI to support teachers with assessing progress and providing feedback, known as formative assessment.
- Successful applicants will have access to the library of quality assured educational content and code optimised for use with large language models via the Education Content Store.

# Scope:

1. Develop a formative assessment feedback tool which is based on generative AI or large language model capability.
2. Develop a tool which is aligned with the relevant standards such as the Early Years Foundation Stage or National Curriculum in England if KS1-4 or 16-19 study programmes or T-Levels.
3. Develop a tool based on a quality assured library of educational content and code optimised for use with large language models.
4. Develop a tool which supports teachers with assessing learning and/or providing feedback to students.
5. Ensure that tools developed are safe, and compliant with relevant equality data protection and IP law.
6. Agree that any products developed will participate in any future DfE pilot approaches to monitoring AI safety in education.
7. Agree that any products developed will participate in any future DfE pilot approaches to monitoring AI safety in education.



# Key points

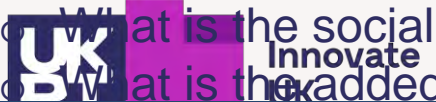


- Please note that clarification questions relating to the scope of requirements or specification will be managed by DfE. Any emails directed to UKRI will be directed to DfE for response. You can contact DfE directly via email to [dorcas.marshall@education.gov.uk](mailto:dorcas.marshall@education.gov.uk). DfE will collate all questions and publish them in a log on a regular basis. This log will be available via contracts finder. Clarification questions will be accepted until 9am on the 30th September. Final responses will be published by close of business on 2nd October. You can find more information and the link to contracts finder in the *Supporting information* section of the competition brief in *Further help and guidance*.
- By submitting your application, you agree that any products developed will participate in any future DfE pilot approaches to monitoring AI safety in education.
- Participating organisations must be a single legal entity.
- A total of £994,000 of funding is available. Projects can range from £50,000 to £200,000.
- The [Faculty Technical Report](#) provides an example of how optimised content and code can support:
  - AI functionality aligned with the National Curriculum in England
  - good teaching and learning practice

# Key Points - Application Questions



- You must complete and submit the applicant declaration form. Your application will not be considered if you do not complete the application.
- In Q1,2 &3 you must identify which education stage and subject your tool will support. Please indicate N/A in Q2 or Q3 as appropriate.
- We reserve the right to adopt a portfolio approach. This means if two applications produce tools which address similar or identical areas of focus e.g. KS4 Maths, we reserve the right to only award the highest scoring of the two and then proceed to the next highest scoring candidate.
- Please note that each questions has a different weighting adding up to 100%. The questions have the following weightings:
  - What is the potential for your tool to deliver positive outcomes? – 20%
  - Technical Quality and feasibility – 15%
  - What is unique about your innovation – 10%
  - How would you manage delivery of your project – 15%
  - Does your project provide good value for money – 20%
  - What is the commercial potential of your project – 10%
  - What is the social value of your project – 5%
  - What is the added environmental value of your project – 5%



# Key Points - Application Questions



- There are 2 scored social value questions in the application weighted at 5% each. This aims for additional value in the delivery of the contract where a wider public benefit can be created extending beyond the value of the contract itself:
    - Question 13 *What is the social value of your project? - Describe how your organisation will influence its staff, suppliers, customers and communities through the delivery of the contract to tackle workforce inequality or create new businesses, new jobs, and new skills?*
    - Question 14 *What is the added environmental value of your project//. - Describe how your organisation will ensure that opportunities under the contract deliver additional environmental benefits and include working towards net zero.*
- These are questions designed to draw value. We are looking for answers that are proportionate to the size of the organisation and the contract. Please review the question guidance and evaluation criteria provided.



# Key Points - Assessment of Applications



- DfE will manage the evaluation of applications and awarding of contracts.
- Applications will be independently assessed by DfE evaluators. Then, in a session facilitated by commercial colleagues, evaluators will meet to discuss question responses. The discussion will continue until a consensus regarding the score for each question, and the reason for that score is reached.
- Scores will be awarded based on the content of your application, the response guidance, evaluation criteria and their skills/expertise relevant to your project. Please review the evaluation criteria!
- The method of evaluation which will be used to give your application a final score will be a 'price per quality point' (PQP) evaluation. This will be worked out as follows:
  - Your marked questions will receive a score based on individual question evaluation criteria. Please note that each questions has a different weighting adding up to 100%.
  - DfE will then take your score (out of 100%) and divide it by the price you have submitted for your project
  - This will generate an overall final PQP score which will be used to determine which applications will receive funding
- In the event of a tie, the score on Q7 will be used to break the tie, then if necessary, questions Q8.

# Timeline

- 9<sup>th</sup> September – Competition open for applications on Innovate UK website
- 9<sup>th</sup> October – Competition closes
- 30<sup>th</sup> October – Clarification question period ends
- 14<sup>th</sup>-25<sup>th</sup> October – Applications assessment and moderation
- 28<sup>th</sup> October 2024 – Applicants notified
- 11<sup>th</sup> November 2024 – Contracts to begin
- 31<sup>st</sup> March 2025 – Contracts to end

Please note that dates after the competition closes may be subject to change.

# Additional Information / References



[Competition overview - Contracts for Innovation: AI tools for education - Innovation Funding Service \(apply-for-innovation-funding.service.gov.uk\)](https://apply-for-innovation-funding.service.gov.uk)







# Eligibility criteria



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# Eligibility criteria

Project eligibility	<ul style="list-style-type: none"><li>• start by 11 November 2024</li><li>• end by 31 March 2025</li><li>• last up to 5 months</li><li>• have costs of between £50,000 and £200,000, inclusive of VAT</li></ul> <p><b>You must not start your project until your Contract has been approved by Department for Education (DfE).</b></p>
Project costs	Up to <b>£200,000</b> inclusive of VAT for each project
Project length	Up to 5 months



# Types of organisations we fund

- Business – Small or Micro, Medium or Large registered in the UK, European Union (EU) and the European Economic Area (EEA)
- Research Organisation (RO):
  - Universities (HEIs)
  - Not for profit distributing Research & Technology Organisation (RTO) including Catapults
  - Public Sector Research Establishments (PSRE)
  - Research Council Institutes (RCI)
- Public sector organisations and charities doing research activity of any size
- The lead applicant can use subcontractors from any type of organisation where needed.

If you are 100% owned by a large parent company as a small subsidiary this means you are classed as a large company. For more information on company sizes, please refer to the [company accounts guidance](#).

# Key Dates

Timeline	Dates
Competition Opens	<b>09 September 2024</b>
Briefing Event	<b>09 September 2024</b>
Submission Deadline	<b>09 October 2024, 11:00</b>
Applicants informed	<b>28 October 2024</b>
Contracts signed and returned no later than	<b>07 November 2024</b>



# **Innovation Funding Service (IFS)**



# Search for a funding competition and review criteria

## Innovation competitions

Browse upcoming and live competitions. Find out when new competitions are launched by [signing up for competition updates](#).

Filter competitions 13 competitions

Keywords

Innovation area

[Update results](#)

**SBRI: Innovation in cycling and walking**

Organisations can apply for a share of up to £470,000 for innovative proposals that encourage more journeys by bicycle or on foot.

**Eligibility:**

To lead a project you must:

- be an individual, business, group or organisation

## Accelerating innovation in rail 5

Businesses can apply for a share of £7.9 million for innovations to minimise disruption to train services and to develop initiatives for intelligent trains.

### Eligibility:

To lead a project you can be a business of any size, and you must:

- be based in the UK
- carry out your project in the UK
- involve at least one small or medium-sized enterprise (SME)
- work collaboratively

### Opening soon

Opens: 18 September 2017


Closes: 15 November 2017

## Accelerating innovation in rail 5

Businesses can apply for a share of £7.9 million for innovations to minimise disruption to train services and to develop initiatives for intelligent trains.

**Competition opens:** Monday 18 September 2017

**Competition closes:** Wednesday 15 November 2017 12:00pm

 This competition has not yet opened.

[Start new application](#)

[Summary](#) [Eligibility](#) [Scope](#) [Dates](#) [How to apply](#) [Supporting information](#)

### Description

Innovate UK, on behalf of the Department for Transport, will invest up to £7.9 million to support innovation and growth in national and international rail markets. This is a joint initiative with the rail industry, under the direction of its Technical Leadership Group, the team responsible for creating a vision for the future of the railways.

The aim of this competition is to create innovations that address the main goals identified in the industry's 'Rail Technical Strategy Capability Delivery Plan' 2017. These are:

- 'minimal disruption to train services'
- 'intelligent trains'

Projects should last between 6 months and 2 years. If your proposed project falls outside of the project funding range or duration, please [contact Innovate UK](#) before you apply.

# Lead Applicant: create an account

The lead applicant must create an account:

## UK registered businesses

Use Companies House lookup as it speeds up our checks by providing your company number. You are unable to enter this at a later date.

## Research organisations, academics and universities

Enter your information manually so you are not listed as a business on IFS and ensure you receive the correct funding.



GOV.UK Innovation Funding Service

BETA This is a new service - your [feedback](#) will help us to improve it.

Back

Create your account

### Your organisation

**i** Your organisation must be UK-based to receive funding from Innovate UK

**Business**

Find your organisation on Companies House  
Enter your organisation name or registration number

Search

**Companies House search results**  
Select your organisation from the options below

**NOMENSA LTD**  
04214477 - Incorporated on 10 May 2001  
13 Queen Square, Bristol, BS1 4NT

GOV.UK Innovation Funding Service

BETA This is a new service - your [feedback](#) will help us to improve it.

Back

## Please sign in or create an account

**Used this service before?**  
Please sign into your Innovation Funding Service account.

**New to this service?**  
If you haven't used the new Innovation Funding Service before you will need to create an account.

Sign in Create account

Innovation Funding Service

## Sign in

Email address  
Please enter your email address.

Password  
Please enter your password.

Show

Need help signing in or creating an account?

**My email and/or password isn't working**

If you applied previously using the old service, you will need to create a new account.

Forgotten your password?

# Project Details

- **Application details**- Give your project's title, start date and duration.
- **Who made you aware of the competition?** - Select a category to state who made you aware of the competition. You cannot choose more than one.
- **How long has your organisation been established for?** -Select a category to state how long your organisation has been established for. You cannot choose more than one.
- **What is your organisation's primary area focus?** - Select a category to state your organisation's primary focus area. You cannot choose more than one.
- **Project and scope summary** - Please provide a short summary of your project.
- **Public description** - Please provide a brief description of your project. If your application is successful, we will publish this description. This can happen before you start your project. This question is mandatory, but we will not assess this content as part of your application.
- **Applicant location** - You must state the name of your organisation along with your full registered address.



# Application Questions

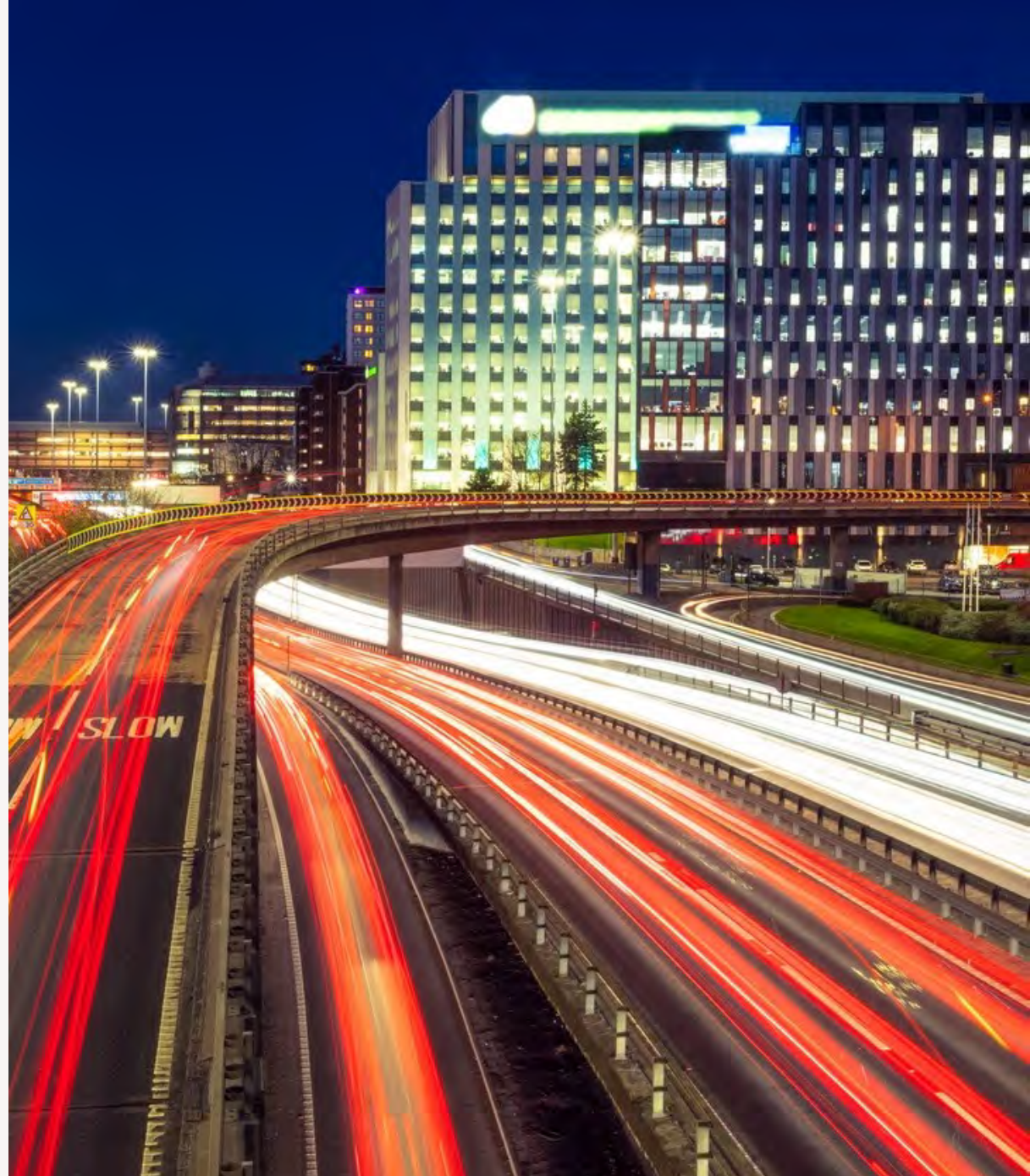
Detailed guidance available on IFS

Application Form		Appendix?
Question 1	Identify which key stage your project will support (not scored)	No
Question 2	Identify which Early Years subject your project will support if applicable (not scored)	No
Question 3	Identify which Key Stage or 16-19 education subject your project will focus on if applicable (not scored)	No
Question 4	Animal testing (not scored)	No
Question 5	Permits and licences (not scored)	No
Question 6	DfE Applicant Declaration (not scored)	Yes – mandatory
Question 7	What is the potential for your tool to deliver positive outcomes?	Yes - optional
Question 8	Technical quality and feasibility	No
Question 9	What is unique about your innovation?	No
Question 10	How would you manage delivery of your project	Yes – mandatory
Question 11	Does your project provide good value for money?	Yes
Question 12	What is the commercial potential of your project?	No
Question 13	What is the social value of your project?	No
Question 14	What is the added environmental value of your project?	No

# Application finances



Innovate  
UK



# Labour

## Eligible:

- Gross salary
- National insurance
- Company pension contribution
- Other non-discretionary package costs

## Ineligible:

- Discretionary bonuses
- Performance related payments of any kind
- Sick days
- Waiting time
- Training days
- Non-productive time

### Labour

**£25,862** —

Be specific and add each role separately.

► [Labour costs guidance](#)

Working days per year

**Number of staff and roles within the project**

Role within project	Gross employee cost	Rate (£/day)	Days to be spent by all staff at this grade	Total costs
<input type="text" value="Project Manager"/>	<input type="text" value="50000"/>	£216	<input type="text" value="120"/>	£25,862 <a href="#">Remove</a>

[Add another role](#)

**Total labour costs**  
**£25,862**



# Overheads

## Innovate UK's definition

Additional costs and operational expenses incurred directly as a result of the project. These could include additional costs for administrative staff, general IT, rent and utilities

## Indirect (administration) overheads

Please ensure they are additional and directly attributable to the delivery of the project

## Direct overheads

- e.g. office utilities, IT infrastructure, laptop provision not covered by capital usage
- must be directly attributable to the project
- provide detailed breakdown together with methodology/basis of apportionment

**Overhead costs** £ 44,483 ▲

You can incur overhead costs associated with those directly working on the project as well as indirect (administration) overheads. To be eligible both overhead categories need to be directly attributable to the project. The indirect overheads need to be additional as well as directly attributable. Note that there are certain cost categories/activities which are not eligible. To find out which costs are ineligible/eligible refer to our [project costs guidance](#).

► [Overheads costs guidance](#)


No overhead costs

20% of labour costs

Calculate overheads

**Calculate overheads**

If you feel your overheads are higher than 20% you may calculate a value using the Innovate UK model in the spreadsheet available below. The model shows you which types of indirect costs associated with your project you may claim. For support with this option, please contact our Customer Support Service on 01793 44 2700. Any value claimed under this model will be subject to a review. This will assess the appropriateness of your claim if your grant application is successful.

 **Download the overhead calculation spreadsheet**  
Download as an Excel document [overhead calculation spreadsheet.xlsx \(16KB\)](#)  
Download as an Open Office document [overhead calculation spreadsheet.ods \(10KB\)](#)

**Upload your completed spreadsheet**  
No file currently uploaded

# Material costs

Please be clear on what the materials are, just putting consumables does not provide enough detail.

If insufficient information is provided, we will request more information should you be successful which may delay your project start date.

**Materials** £10,000 —

You can claim the costs of materials used on your project providing:

- they are not already purchased or included in the overheads
- they are purchased from third parties
- they won't have a residual/resale value at the end of your project. If they do you can claim the costs minus this value

[Please refer to our guide to project costs for further information.](#)

▶ [Materials costs guidance](#)

Please provide a breakdown of the materials you expect to use during the project

Item	Quantity	Cost per item (£)	Total	
<input type="text" value="Software"/>	<input type="text" value="1"/>	<input type="text" value="10000"/>	<b>£10,000</b>	<a href="#">Remove</a>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>£0</b>	<a href="#">Remove</a>

[Add another materials cost](#)

Total materials costs **£10,000**

# Capital equipment usage

## Eligible:

Used in the project or shared with day-to-day production.

Calculations will need to be in line with your accounting practices.

Even if the equipment is depreciated fully over the life of the project this must be added under capital equipment.

**Capital usage** £750 —

You can claim the usage costs of capital assets you will buy for, or use on, your project.

▶ [Capital usage guidance](#)

Please provide a breakdown of the capital items you will buy and/or use for the project.

---

Item description

Laptop

New or existing item  
 New  Existing

Depreciation period (months)

Net present value at the start of your project or the price you bought it for (£)

Residual value at end of project (£)

Utilisation (%)

Net cost  
**£750**

# Subcontractors

## Eligible:

Subcontracting outside of the UK is permitted, you should fully explain the specific skills the subcontractor brings to the project.

If you're subcontracting to a parent or sister company, please ensure you list at cost and do not include profit.

All costs must be justified and quantified.

You can subcontract work if you don't have the expertise in your project team. You can also subcontract if it is cheaper than developing your skills in-house.

► [Subcontracting costs guidance](#)

Please provide details of any work that you expect to subcontract for your project.

Subcontractor name

Robotics experts ltd

Country where the subcontractor will work

UK

Role of the subcontractor in the project and description of the work they'll do

facilitation and availability of robotics labs

Cost

36795



# Travel and subsistence

## Eligible:

Costs must be directly linked to the project.

Please breakdown your costs as follows:

- Travel
- Accommodation
- Subsistence

If you have an annual trip to visit the parent company this is not an eligible cost.

Travel and subsistence				£ 3,000 ▲		
Purpose of journey or description of subsistence cost				Number of times	Cost each (£)	Total (£)
Travel to robotics labs for testing	12	100	£ 1,200	<a href="#">Remove</a>		
monthly project meetings	12	150	£ 1,800	<a href="#">Remove</a>		
<a href="#">Add another travel cost</a>						
Total travel & subsistence costs			£ 3,000			

# Other costs

Costs that could not be added under previous headings

Do not double count

***All costs will be reviewed by the finance team during contract award***

## Other costs

£ 0 ▲

Please provide details of any project costs which cannot be covered by the other cost categories.

► [Other costs guidance](#)

Please note that legal or project audit and accountancy fees are not eligible and should not be included as an 'other cost'. Patent filing costs of new IP relating to the project are limited to £7,500 for SME applicants only. Please provide estimates of other costs that do not fit within any other cost headings.

**Description and justification of the cost**

**Estimated cost (£)**

[Add another cost](#)

# VAT

Once you have completed your costs you will be asked to confirm if you're VAT registered. If you select 'yes' IFS will automatically add on VAT calculated at 20%.

If you are a VAT registered organisation you will not need to enter your project costs inclusive of VAT as the application form will calculate the VAT for you.

If you are not VAT registered then you can quote without VAT, but you will not be able to increase invoice values to cover VAT later on

**Make sure not to double count this as it may increase your project costs over the limit**

**'Thomas Ltd. ' Total project costs**

**£113,799**

**Are you VAT registered?**

If you are VAT registered, VAT will be calculated at 20%

Yes

No

By ticking this box you are accepting that the project costs for your organisation are eligible as defined in the [project costs guidance \(opens in a new window\)](#).

# Project cost summary

**Finances** [Close all](#)

---

**Funding breakdown** ✓ Complete —

[Return to your project finances](#) to complete or make changes to your organisation's financial information.

	Total	Labour (£)	Overheads (£)	Materials (£)	Capital usage (£)	Subcontracting (£)	Travel and subsistence (£)	Other costs (£)	Total VAT (£)
<b>Thomas Ltd.</b>	<b>£136,559</b>	24,784	15	25,000	4,000	50,000	0	10,000	22,760

Organisation  
[View finances](#)

Ensure the highlighted costs fits the criteria for this competition. The maximum project costs for this competition are XXXX

The lead organisation can see a summary of project costs calculated inclusive of VAT (if VAT registered)



# Your organisation

Once you have completed your costs you will be asked to select your organisation size, enter your turnover from the last financial year and number of full time employees at your organisation

[← Your project finances](#)

## Your organisation

### Organisation size

Please use [our guidance \(opens in a new window\)](#) to determine your organisation.

- Micro or small
- Medium
- Large

### Turnover (£)

Your turnover from the last financial year.

### Full time employees

Number of full time employees at your organisation.

[Mark as complete](#)

# Payment milestones

Month completed	Milestone	% of project costs	Payment request	Close all
1	Milestone 1	0%	£0	-

Month completed	Milestone	Payment requested (£)
1	Milestone 1	0

Task or activity

Words remaining: 200

Deliverable

Words remaining: 200

Success criteria

Enter each milestone and any associated payments

Month completed	Milestone	% of project costs	Payment request	Open all
1	Milestone 1	33.33%	£50,000	+
2	Milestone 2	33.33%	£50,000	+
3	Milestone 3	33.33%	£50,000	+

[Add another project milestone](#)

**Total payment requested** 100% £150,000

[Mark as complete](#)

[Save and return to project finances](#)

Once all milestones have been entered, mark the section as complete

A yellow pencil with a white eraser and a silver ferrule, pointing upwards. The pencil is positioned vertically on the left side of the slide, against a yellow background that occupies the left half of the slide. The background is split horizontally into a white top half and a yellow bottom half.

# Information to include in your milestone template

- Details of work packages with clear description of the activities taking place in each milestone.
- Clear and distinct deliverable(s) from each milestone that you'll be able to evidence to confirm you've completed the milestone in full.
- Success criteria for each milestone, noting that it must be clearly relatable to the work packages, deliverable(s) and must be measurable within reason
- Costs for each milestone – check that the total costs on the milestones match the total project costs page within the finance section
- Do not cluster your milestones together, even if they occur in the same period. We need separate deliverables and costs for each milestone.

# Milestone example

## Milestone

Build test environment for prototype

## Task or activity

Complete physical hardware build  
Software integration finalised

## Deliverable

Prototype test environment built in accordance with associated designs  
Operating instruction manual completed

## Success Criteria

Fully operational test environment.  
Successful integration of prototype and test environment software.  
0.5% error rate

Month completed	Milestone	% of project costs	Payment request	Close all
1	Milestone 1	0%	£0	-

Month completed	Milestone	Payment requested (£)
1	Milestone 1	0

Task or activity

Words remaining: 200

Deliverable

Words remaining: 200

Success criteria




# Terms and Conditions

Before you can submit your application you must agree to the draft terms and conditions for this procurement competition. They may differ from any you have agreed to before. These terms are set and are non-negotiable


## Terms and conditions

You must agree to these before you submit your application.

[Award terms and conditions](#)

 Incomplete

[Review and submit](#)

 [Print your application](#)



I agree to the [full terms and conditions](#) set out by the funding authority. I understand I need to agree to the final contract if my application is successful.

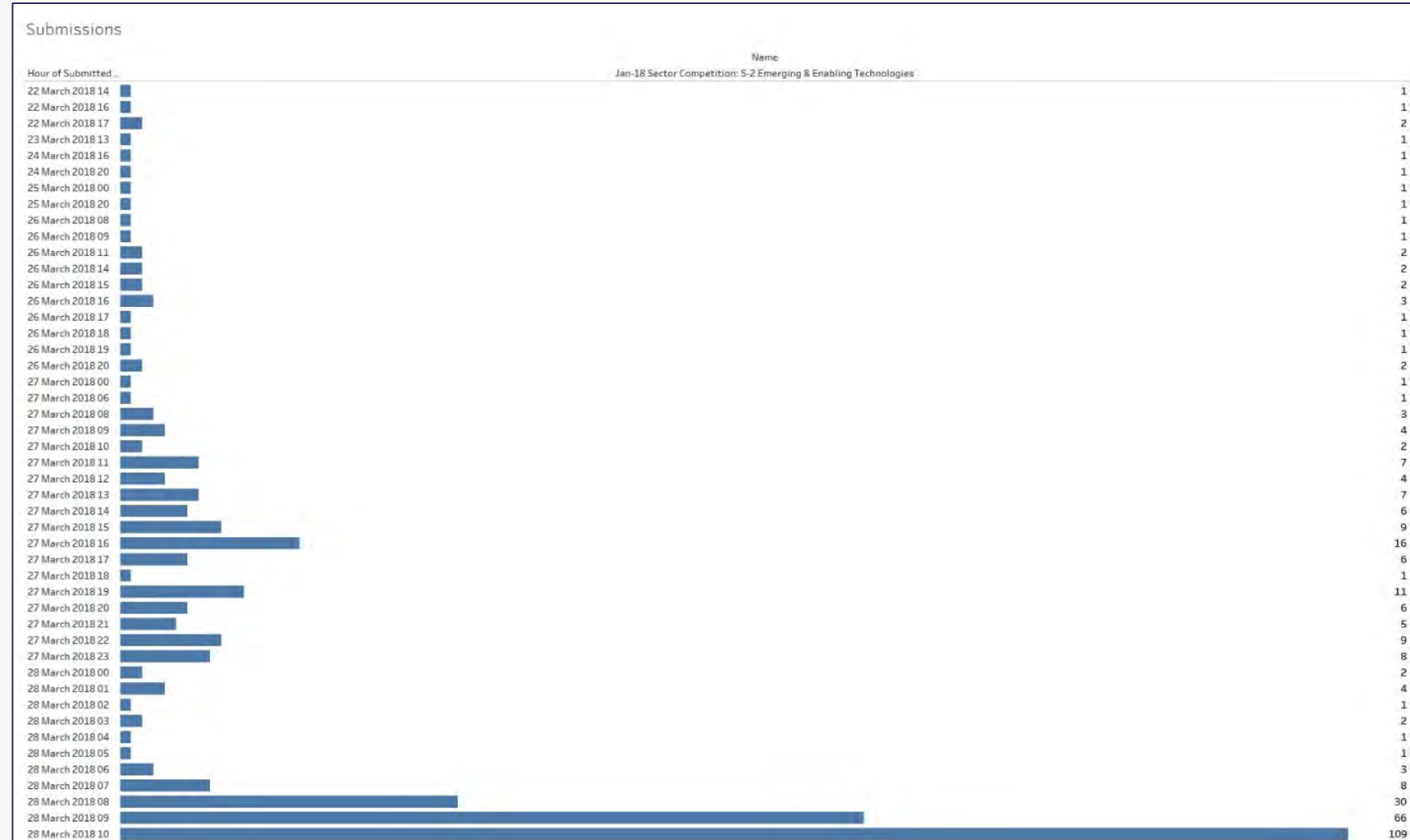
[Agree and continue](#)

# Submitting your application



# Submit your application early!

Customer Support can help resolve any issues you might have when submitting but only if they are contacted before the deadline. Once the deadline has passed, your application cannot be submitted.



# Editing a submitted application

**test**  
Application number: 242  
Competition: 599 Covid de minimis round 2

Awaiting assessment

**Application submitted**

[Reopen](#)

Reopen by clicking here

**Terms and conditions**  
You must agree to these before you submit your application.

[Award terms and conditions](#) ✓ Complete

[Review and submit](#) [Print your application](#)

Remember to press  
'Submit application'

**Terms and conditions** Open all

[Award terms and conditions](#) ✓ Complete +

[Submit application](#)

Need help with this service? [Contact us](#)



# Assessment



# How is your application being assessed?

- Your responses to the marked questions will be independently assessed by DfE evaluators based on the content of your application, the response guidance, evaluation criteria and their skills or expertise relevant to your project. They will give a score and a reason for their score for each question they are assessing. Please note that you should not rely on the information in one section to be available to the marker of another section unless it is stated in the response guidance.
- Cross referencing is not permitted to responses to any other questions within the submission. Any cross referencing to other questions within the submission will not be evaluated.
- Once the evaluators have independently assessed your answers to the questions, we will arrange for the evaluators to meet. DfE commercial colleagues will facilitate the discussion. At this meeting, the evaluators will discuss the technical responses and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question.
- The method of evaluation which will be used to give your application a final score will be a 'price per quality point' (PQP) evaluation. This will be worked out as follows:
  - 1) Your marked questions will receive a score based on individual question evaluation criteria. Please note that each question has a different weighting adding up to 100%.
  - 2) DfE will then take your score (out of 100%) and divide it by the price you have submitted for your project
  - 3) This will generate an overall final PQP score which will be used to determine which applications will receive funding

*In the event of a tie, the score on question 6 will be used to break the tie, then if necessary question 7.*

# Q&A



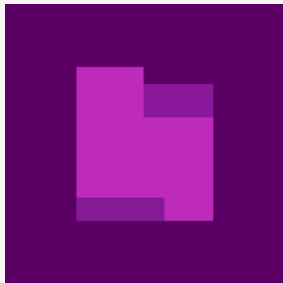
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UK

# Contact

## Customer Support Services

0300 321 4357 (Monday - Friday 9am-12pm and 2pm-5pm)

[support@iuk.ukri.org](mailto:support@iuk.ukri.org)



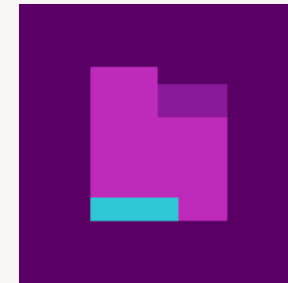
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# Thank You

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