



Department
for Transport

Transport Technology Research Innovation Grant (T-TRIG) December 2017 FAQs

Moving Britain Ahead

**DfT Transport Technology Research Innovation Grant (T-TRIG)
FAQs**

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Answers to FAQs

1 How much funding is available?

The December 2017 T-TRIG scheme will include three separate competitions. There will be:-

- An **Open call** for a range of novel and innovative ideas focused on transport (budget up to £840k for between 20-25 projects subject to quality of applications);
- A targeted '**Improving the performance of the road network using Big Data and Machine Learning**' call (budget up to £200k for between 4-6 projects subject to quality of applications).
- A targeted '**Maritime Air Quality or Automation and Technology**' call (budget up to £100k for between 4-6 projects subject to quality of applications).

2 When will payment be made?

There are two options available. There is an opportunity for the grant beneficiary to receive an early payment of 40% of the grant when they accept and sign the Grant Offer Letter. The remaining 60% will be paid once the final report and finance documents have been approved

Grant beneficiaries not choosing the above option will receive a single payment of the total grant at the end of the project once the final report and finance document have been approved by the DfT.

If the grant beneficiary fails to comply with any of the conditions of the grant set out in the Grant Offer Letter, DfT may reduce, suspend, or withhold grant payments, or require all or any part of the grant to be repaid.

3 Can we add some profit margin?

No. The grant is paid to research a concept or technology, not provide profit. These are early stage grants to help to provide proof of concept. Therefore the only claim that can be made is for costs incurred in the research of this concept.

4 What is state aid?

The Department supports investment in research, development and innovation in transport. Some of the support we provide operates under European Commission state aid rules.

State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU).

State aid rules apply to grant schemes like T-TRIG. In principle, state aid is not allowed in the EU. However, some state aid is beneficial to the economy and supports growth and other policy objectives. State aid can be given to support a wide variety of activities including research and development, environmental protection and aid for small to medium-sized businesses. The state aid rules allow for good aid, which is necessary to deliver growth and other important objectives.

5 What are the grant aid options available?

The following definitions provide a limited explanation of the two options.

De minimis

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market.

The de minimis¹ regulation allows an organisation to receive small amounts of aid up to a maximum limit of €200,000 [€100,000 for undertakings in the road freight transport sector] over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years).

Any de minimis aid provided to you under this scheme will be relevant if you wish to apply, or have applied, for any other de minimis aid. You will need to declare this amount to any other aid awarding body who requests information from you on how much de minimis aid you have received.

You will be asked to declare any de minimis aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years.

De minimis aid includes not only grants but also assistance such as free or subsidised consultancy services, marketing advice etc.

¹ Under EC Regulation 1407/2013 (De minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 201342.

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Non-Economic Research

Where an organisation carries out activities of both economic and non-economic nature, the public funding of the non-economic activities will not fall under Article 107(1) of the Treaty if the two kinds of activities and their costs, funding and revenues can be clearly separated so that cross-subsidisation of the economic activity is effectively avoided. Evidence of due allocation of costs, funding and revenues can consist of annual financial statements of the relevant entity.

The Commission considers that the following activities are generally of a non-economic character:

- primary activities of research organisations and research infrastructures, in particular:
 - Independent R&D for more knowledge and better understanding;
 - Wide dissemination of research results.

- Knowledge transfer activities.

Further information on the grant options is available from the following links:

- [State Aid: The Basics Guide \(July 2015\)](#)
- [State Aid: Frequently Asked Questions](#)
- [State Aid in Research, Development and Innovation: A Guide for Universities](#)
- [BEIS State Aid guidance](#)
- [European Commission's information on state aid.](#)

6 What can I include in the project finances?

Please use the following categories of costs in your application:

Cost Items (insert/delete rows as required) (Successful applicants will need to use these figures in the budget column of the Statement of Grant usage form) *(excluding VAT)	Budget £
Name of Employee 1 John Smith daily rate £ 250 X 10 days	£2500
Name of Employee 2 _____ daily rate £	
Name of Employee 3 _____ daily rate £	
Name of Employee 4 _____ daily rate £	
Consultancy/Sub-contracting charges	
Material cost	
Other Expenses (please specify)	
TOTAL COSTS	

7 What are the rules on VAT?

Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding therefore, VAT should not be added to any invoices for grant payments.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC, you must ensure that the cost of these VAT payments is included in question 5 of your Grant Application Form.

Any VAT payment during delivery of research that is not recoverable from HMRC and not identified in question 5 of the Grant Application Form will not be paid by the Department.

8 Should overheads be included in the salary rates or shown separately?

Salary rates should already include some overhead costs and therefore there should be no need to add further overheads. However the salary rates must be justified and appropriate, reflecting market values.

9 If I am successful as an applicant what can I do to ensure payment of the grant?

As well as conducting the research as indicated in the proposal and producing a quality report on the research (which must receive DfT approval), you will be asked to provide further details such as banking information when you sign the Grant Offer Letter.

10 Do I need to keep receipts of my expenses?

Yes, you will need to submit relevant receipts/invoices for expenses as evidence of project costs. Before final grant payment is made you will be required to supply receipts for individual items costing £20 or more. The total cost of non-receipted items should not exceed £100.

Grant beneficiaries will be required to explain costs incurred including staff time and supply receipts as outlined above.

11 What documents do I need to submit to claim my grant?

To enter the competition you must submit the following:

Application form in Word format. Do NOT add a password on the Word document.

12 What are DfT's expectations on the deliverables?

The final report upon completion of the project should be no more than 20 pages. It will be high quality, comprehensive and succinct. It should clearly set out:

- The problem, issue or challenge;
- The solution proposed;
- The work proposed and how this advances the solution;
- The project findings;
- Next steps to deploy the solution, if proven.

Please find below suggested sections in the Final Report:

- Executive summary, including project outcome;
- Aims/Objectives of the project;
- Methodology;
- Research Activities undertaken;
- Results;
- Outcome/Next Steps;
- Conclusions.

Grant beneficiaries should ensure that reports are written and presented to a professional standard and are suitable for non-specialists, with all acronyms and unavoidable technical language clearly explained. The beneficiary must ensure that the report is comprehensive covering all areas outlined in the proposal.

The final report will need DfT approval. This means that when you deliver the final draft version of the report, the DfT will let experts review this. The reviewer(s) may request the supplier to make some adjustments to the report to make it more suitable for the audience.

13 What is the position on IPR? How do I deliver a quality report to the DfT for publishing and protect the IPR on my research?

The ownership of any intellectual property to emerge from the project will reside with you. However, you will be expected to agree that the Department may disseminate any information, know-how, system or process learned from or created as part of the project among persons or bodies who have responsibility for similar projects.

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You will be expected to agree that such persons may share and use freely all such information, know-how, system or process for their own purposes.

The funding agreement will also require you to grant a licence to the Department under section 91(3) of the Copyright Designs and Patent Act 1988 in relation to the future copyright in works funded in whole or in part by the grant. The licence will be non-exclusive and granted without provision for the payment of royalties for the full period protected by copyright in the works. This will allow the Department to copy, issue or adapt any such works for its own purposes.

You can produce a confidential version of the report for circulation in DfT only but also a public version for general circulation.

14 Are there any pre-registration requirements for the scheme?

No. Applicants can download the competition documents from the DfT's website. Applicants are required to simply email a copy of their completed grant application form in both pdf and Word format to T-TRIG@dft.gsi.gov.uk by 23.59 on 31st January 2018.

15 I didn't attend the webinars, does this put me at a disadvantage?

No. Recordings of the webinars are available on the Knowledge Transfer Network (KTN) website and links for these can be found on the competition page. Any questions you may have can be sent to T-TRIG@dft.gsi.gov.uk.

16 Will unsuccessful applicants receive feedback?

A breakdown of the scores achieved for each section of the application form will be provided. High-level feedback will be provided to applicants who progress to stage 2 of the application process.

17 When should the project start?

The project will start from 1st March 2018. Project initiation meetings with grant beneficiaries are expected to take place in the two weeks commencing 1st March 2018.

18 When does the project work have to be completed by?

The majority of the project work will need to be completed by early August, with a final draft report of the work carried out/key findings provided to the DfT by 19th August 2018. The amended Final Report is due in the following week once the DfT experts have reviewed the report and provided any comments for amendments.

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19 Is this competition a one-off?

No. Please see table below for a list of previous T-TRIG competitions and the relevant funding.

DfT Office of Science (DO-Science) formerly known as DfT Science & Research			
Grant Expenditures for 2014/2015, 2015/2016 and 2016/2017			
T-TRIG No	T-TRIG Description	Grant Value	No of Approved Grants
1	T-TRIG Pilot Dec 2014	£280K C	11
2	T-TRIG Jun 2015	£343K C	14
3	T-TRIG Oct 2015	£182K C	9
4	T-TRIG Jul 2016	£829K C	33
5	T-TRIG Dec 2016	£745K C	27
TOTAL	T-TRIG Projects	£2,379	94

20 I entered a previous T-TRIG scheme and was unsuccessful with my application, am I allowed to enter again?

Yes. DfT would be happy to consider a new or revised project proposal.

21 Can an organisation be in a partnership with a university?

Yes, entries from partnerships are welcome. This would be a single application and the partners would have to decide which organisation would be the lead applicant.

22 Can I subcontract work?

Yes. Please ensure that you have sufficient evidence for all subcontracted work such as receipts and invoices, otherwise the DfT will not be able to reimburse these expenses. The name of the sub-contractors should be noted in section B7 of the grant application form. Applicants should indicate how much of the claimed grant is budgeted for payment to the sub-contractors in section 5 of the Grant Application Form, noting that the maximum for the open call grant award is £30,000 in total.

23 Must a company applying for grant support have a trading history, or would a start-up company be eligible?

A start-up company is eligible to apply. The main conditions of this scheme are that the project must be innovative and focused on science, engineering or technology that is relevant to improving transport in the UK.