The Data Lab   
Project Application Form

Please use this application for potential projects which are limited in time (typically for projects up to 12 months duration):

For ‘Project Applications’, The Data Lab asks for a cash & in-kind contribution from the Company / Organisation, please see Guidance on Cash Contributions in Section ‘8. Budget Form’.

All decisions made by The Data Lab and our Innovation Advisory Board in relation to funding are made in a fair, open and transparent manner. For more information on our funding process, please refer to our website - <http://www.thedatalab.com/what-we-do/collaborative-innovation/apply-for-funding>.

Please see our Privacy Notice at https://www.thedatalab.com/privacy-policy/ for information as to how The Data Lab will use personal data submitted on the application form. The application (excluding any personal data) may be shared confidentially with The Data Lab's boards and funding bodies for audit purposes.

The Data Lab (administered through the University Court of the University of Edinburgh) is subject to the Freedom of Information (Scotland) Act 2002 and as such, may be required to disclose information regarding its activities. Where possible, relevant organisations will be consulted before any decision to disclose information is taken.

Please note that if your application is successful, any offer of funding/resources shall be subject to all parties entering into The Data Lab’s standard Project Agreement. Following approval of the application, our Contracts Manager will issue the Project Agreement, all parties will then have a maximum of 8 weeks to agree the terms and sign the Project Agreement. If the Project Agreement is not fully signed within 8 weeks, The Data Lab may review its offer of funding/resources.

Please fill out all of the fields in the template below and ensure that character limits are adhered to. If you have any queries, please contact your relevant Business Development Executive at The Data Lab.

# Company / Organisation

|  |  |
| --- | --- |
| **Lead Company / Organisation Name** |  |
| **Lead Company / Organisation Registration No.** |  |
| **Company registered address (or principal place of business)** |  |
| **Lead Company / Organisation Background**  **(Provide information about the company, 500 characters)** |  |
| **Lead Contact Name** |  |
| **Lead Contact Job Title** |  |
| **Lead Contact Email** |  |
| **Lead Contact Telephone** |  |
| **Lead Company / Organisation Turnover** |  |
| **Number of Employees** |  |

# Academic Institution

|  |  |
| --- | --- |
| **Lead Academic Institution** |  |
| **Lead Academic Department** |  |
| **Lead Academic Name** |  |
| **Lead Academic Job Title** |  |
| **Lead Academic Email** |  |
| **Lead Academic Telephone** |  |

## Please provide details of any other project partners below:

|  |
| --- |
| Please include any details of parties involved in the project agreement: |

# Project Overview

[**(SEE APPENDIX 1 FOR GUIDANCE)**](#_Appendix_1_-)

|  |  |  |
| --- | --- | --- |
| **Project Title** |  | |
| **Project Duration** |  | |
| **Project Start & End Date** |  | |
| **What Development Stage is the Project?** |  | |
| **What Technology Readiness Level is the Project?** |  | |
| **Funding ask of TDL (£)** |  | |
| **Company cash contribution (£ total and % of total)** |  |  |
| **Company in-kind contribution (£)** |  | |

Description of Project

Please provide a high-level overview of the project scope, delivery plan and technical approach. You should consider including information about the challenge faced by the Company / Organisation and how collaboration with your Academic Partner will help you to solve it:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Project Description Suitable for Public Dissemination  (If different from above)** |  |

# Impact

## Commercial Impact

Please consider potential commercial impact following successful delivery of the project including benefits to both the Company / Organisation & academic partners, competitive advantage, new or existing market opportunity, export opportunity, etc.:

|  |
| --- |
|  |

Please provide details of the Commercial Impact in Scotland as a result of the collaborative project being successfully delivered (Job Creation/Safeguarded & Revenue increase/Cost saving efficiencies - Year 1, Year 3 & Year 5 following successful completion of the project).

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected # of High Value Jobs Created (>£38,600 Per Annum)** | **Year 1:** | **Year 3:** | **Year 5:** |
| **Expected # Non High Value Jobs Created (<£26,000 Per Annum)** | Year 1: | Year 3: | Year 5: |
| **Expected # of Safeguarded Jobs** | Year 1: | Year 3: | Year 5: |
| **Expected Increase in Revenue** | Year 1: | Year 3: | Year 5: |
| **Expected Cost Saving Efficiencies** | Year 1: | Year 3: | Year 5: |

\*Year 1, Year 3 & Year 5 following successful completion of the project.

## Other Commercial Impact

|  |  |
| --- | --- |
| **Expected # of New/Improved Products** |  |
| **Expected # of New/Improved Processes** |  |
| **Expected # of New/Improved Services** |  |
| **Expected # New/Improved Business Models** |  |
| **Expected # New/Improved Public Services** |  |
| **Potential high growth Spinout/Start-up created?** |  |

## Social Impact in Scotland

Please provide details of potential social impacts to Scotland as a result of the collaborative project being successfully delivered. You should consider potential Health & Safety implications, Healthcare impacts, Improvements to livelihood, Local impact, Environmental impacts (such as, reducing carbon emissions etc):

|  |
| --- |
|  |

# Ability to Execute

Please provide details of the Company / Organisation and Academic Partners expertise & capabilities that demonstrate the ability to execute this project:

|  |
| --- |
| **Academic Partner:**  **Company / Organisation:** |

**Company / Organisation Partner Only -** Please provide details of experience delivering successful collaborative projects with Academia:

|  |
| --- |
|  |

**Company / Organisation Partner Only -** Please provide details of executive/senior leadership support for this project that demonstrates the value of this initiative to your company / organisation:

|  |
| --- |
|  |

**Academic Partner Only –** Please confirm whether the Academic Institution will need to recruit a new member of staff for this project, if yes, please provide details (including timescales) below:

|  |
| --- |
|  |

# Novelty & Innovation

Why are the data science applications for this project novel & innovative for the Company / Organisation?

|  |
| --- |
|  |

Why are the data science applications for this project novel & innovative for the Academic Partner?

|  |
| --- |
|  |

Technical review of the project - what is technically innovative about the data science techniques used as part of project delivery?

|  |
| --- |
|  |

# Project Plan/Focus

[**(SEE APPENDIX 1 FOR GUIDANCE)**](#_Appendix_1_-)

## Project Milestones, Deliverables and Payment Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Milestone / Deliverable**  **Also indicate whether the item is a milestone (M) or deliverable (D)** | **Planned Milestone/ Deliverable Completion (i.e. Month 1-12)** | **Milestone/ Deliverable Owner** | **The Academic Partner shall make resource commitments to the project as follows:** | **The Industrial Collaborator shall make financial / in-kind contributions as follows:** | **The Data Lab shall pay the Academic Collaborator the Funding as follows (TO BE COMPLETED BY THE DATA LAB)** |
| **M1** |  |  |  |  |  |  |
| **M2** |  |  |  |  |  |  |
| **M3** |  |  |  |  |  |  |
| **D1** |  |  |  |  |  |  |
| **D2** | Final Report and Project Summary (D) |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

## Risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Risk** | **Prevention / Mitigation** | **Probability**  **(L/M/H)** | **Impact**  **(L/M/H)** | **Owner** |
| **R1** |  |  |  |  |  |
| **R2** |  |  |  |  |  |
| **R3** |  |  |  |  |  |
| **R4** |  |  |  |  |  |
| **R5** |  |  |  |  |  |

## Project Management Approach, Including Progress Monitoring and Reporting

Please name the key personnel from the Company / Organisation and Academic Partner(s) contributing to the project. Please state the name and email address of the Project Manager from the lead Company / Organisation or Academic Contributor. Please also provide information on how each partner will manage this project collaboratively. You should include frequency of joint-meetings, updates in relation to progress and engagement with The Data Lab.

|  |
| --- |
|  |

# Budget Form

## Funding Sought from The Data Lab as part of Project Delivery

### [**(SEE APPENDIX 2 FOR GUIDANCE)**](#_Appendix_2_-)

This section is to be completed by the Academic Partner(s). Please provide the breakdown of funds requested from The Data Lab in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Description** | **% of Time spent on project** | **Salary Rate**  **(£)** | **Total cost @ 100%** | **The Data Lab [and Industrial Collaborator] funding @ 80%** | **Comments** |
| **D1** | Project researcher costs |  |  |  |  |  |
| **D2** | Principal Investigator costs |  |  |  |  |  |
| **D3** | Co-Investigator costs |  |  |  |  |  |
| **D4** | Travel and Subsistence | n/a | n/a |  |  |  |
| **D5** | Equipment costs | n/a | n/a |  |  |  |
| **D6** | Other project costs | n/a | n/a |  |  |  |
| **D7** | Estate(s) costs | n/a | n/a |  |  |  |
| **D8** | Infrastructure Technician costs | n/a | n/a |  |  |  |
| **D9** | Indirect Costs | n/a | n/a |  |  |  |
| **DT** | Total (£) | n/a | n/a |  |  | n/a |

## Breakdown of Company / Organisation Contribution

All funding sought from The Data Lab must be match-funded cash & in-kind by the Company / Organisation. As part of our funding mechanism small, medium and large enterprises are required to make the following minimum cash contributions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Founding Sought** | **Small Enterprise** | **Medium Enterprise** | **Large Enterprise** |
| **< £20,000 from The Data Lab** | 25% Cash | 35% Cash | 50% Cash |
| **> £20,000 from The Data Lab** | 25% Cash | 35% Cash | 40% Cash |

\*% value above of cash contributions for small, medium and large enterprises are based on the value of funding sought from The Data Lab.

This section is to be completed by the Company / Organisation. Please provide the breakdown of funds provided by the Company / Organisation in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description | Cash Contribution (£) | In-kind  Contribution (£) | Company / Organisation |
| C1 |  |  |  |  |
| C2 |  |  |  |  |
|  | Total (£) |  |  | n/a |

## Funding from Academic Partner(s)

This section is to be completed by the Academic Partner(s). Please provide the breakdown of cash and in-kind support provided by Academic Partner(s) in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Description** | **Cash Contribution (£)** | **In-kind**  **Contribution (£)** | **Company / Organisation** |
| **U1** |  |  |  |  |
| **U2** |  |  |  |  |
|  | Total (£) |  |  | n/a |

## Funding Summary [To be completed by The Data Lab]

|  |  |  |  |
| --- | --- | --- | --- |
| Partners | | NET Cash Contribution (£) | In-kind Contribution (£) |
| **The Data Lab** | |  |  |
| **Industry** | C1 |  |  |
|  | C2 |  |  |
|  | ... |  |  |
| **Academic** | U1 |  |  |
|  | Total (£) |  |  |

# Data Due Diligence

|  |  |
| --- | --- |
|  | Yes or No |
| Does the Company / Organisation own the data required as part of project delivery? |  |
| Does the Company / Organisation have a commercial license to use the data as part of project delivery? |  |
| Will the Company / Organisation need to acquire a license to use the data as part of project delivery? |  |
| Is the data stored, cleaned, formatted and ready to be used for analysis as part of project delivery? |  |
| Is a data sharing agreement required between project partners as part of project delivery? |  |

Please provide details of the size, scale, quality and variety of data that will be used as part of project delivery:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Will the project require the sharing of Personal Data? This means any information relating to an identifiable natural person, directly or indirectly, by reference to an identifier such as a name, identification number, location data, online identifier etc.  (see Art.4; Regulation (EU) 2016/679 of the EU Parliament and of the Council dated 27 April 2016) | Yes or No |

If yes, then please answer the following:

|  |  |
| --- | --- |
| What legal basis will be used for processing the Personal Data? E.g. consent, legitimate interest or other.  (see Art.6; Regulation (EU) 2016/679 of the EU Parliament and of the Council dated 27 April 2016) |  |
| Will the Personal Data include sensitive data or data relating to vulnerable individuals?  (see Art.9 and Recital 75; Regulation (EU) 2016/679 of the EU Parliament and of the Council dated 27 April 2016) |  |
| What measures will the Company / Organisation take to pseudonymise and/or anonymise the Personal Data? Please note, the preference is to anonymise Personal Data prior to sharing with the Academic Partner. |  |
| Are there any special requirements that the Academic Partner must comply with before the Personal Data can be shared? |  |

# Intellectual Property (IP)

## Background IP

Please provide details of any Background IP that will be used in the project. If no Background IP will be introduced, please state N/A.

NOTE: All Background IP shall remain the sole and exclusive property of the party to whom it belonged prior to the project commencement unless advised otherwise. The party introducing the Background IP will be expected to indemnify the other parties against third party IPR infringement.

|  |
| --- |
| Company:        Academic: |

## Foreground IP

Please provide details of any Foreground IP that you aim to create during the project.

|  |
| --- |
|  |

## Foreground IP Agreement

Please select an option from the list below for any Foreground IP that you aim to create during the project.

NOTE: Please ensure you liaise with the appropriate department before making the selection. As a default, the Academic will also be granted publication rights which will be subject to confidentiality restrictions and the Company will be provided with an opportunity for comment.

|  |  |
| --- | --- |
| Each Party will own the Foreground IP generated by it, granting the other a non-exclusive royalty free licence to use the Foreground IP for conducting the project. Additionally, the Company / Organisation will be granted a non-exclusive royalty free licence to use the Foreground IP generated by the Academic for any purpose whatsoever. The Academic Institution will be granted a non-exclusive royalty-free licence to use the Foreground IP generated by the Company / Organisation for academic research, teaching and non-commercial collaboration. |  |
| The Company / Organisation will own all Foreground IP and will grant the Academic Institution a non-exclusive royalty free licence to use the Foreground IP for (i) conducting the project and (ii) for academic research, teaching and non-commercial collaboration. |  |
| The Academic Institution will own all Foreground IP and will grant the Company / Organisation a non-exclusive royalty free licence to use the Foreground IP for (i) conducting the project and (ii) for any purpose whatsoever.    If this box has been marked, please indicate whether the Company / Organisation would like to discuss an exclusive licence to commercialise the Foreground IP. Further details can be provided in the textbox above. |  |

# Supporting Statements

## Supporting statement from The Data Lab. (500 Character Limit)

|  |
| --- |
|  |

## Supporting statement from a Senior Executive at the Company / Organisation (500 Character Limit)

Please include a supporting statement from a Senior Executive from the Company / Organisation:

|  |
| --- |
|  |

# Declarations

|  |  |
| --- | --- |
|  | **Yes or No** |
| **I confirm that the Lead Company / Organisation will be an active collaborator in this project** |  |
| **I confirm that the Lead Company / Organisation has an active presence/office in Scotland** |  |
| **I understand that the funding from The Data Lab can only be paid to Scottish Academic Collaborators** |  |
| **I confirm that the information provided on this form is accurate to the best of my knowledge** |  |

|  |  |
| --- | --- |
| **Company / Organisation acknowledgment by e-mail** | **Name:**  **Title:**  **Date:** |
| **Academic acknowledgment by e-mail** | Name:  Title:  Date: |

## Appendix 1 - Project Milestones, Deliverables & Payment Schedule Guidance

Please refer to our [Project Kick-off Guidance](https://www.thedatalab.com/_assets/images/uploads/Project_kickOff_Guidance.pdf) for more information in relation to the Project Focus/Plan.

The Data Lab role during project implementation is that of project governance so we are not looking for finely grained project detail. What we are looking for is:

• Project Title

• Project Duration

• Project Start & End Dates

• Description of the Project

• Project Description Suitable for Public Dissemination

• Milestones, Deliverables & Payments Schedule

• Key Personnel Involved in the Project Delivery

• Project Risks

• Project Management Approach, Including Progress Monitoring and Reporting

## Project Title

Detail the official name of the project.

## Project Duration

The expected duration of the project in months.

## Project Start & End Dates

Insert the expected project start and end dates in the space provided, accounting for legal & contractual stages, any recruitment lead times, equipment purchases etc.

## Description of the Project

Focus on the project partners involved, the business challenge to be met, and how data/data science will help. This description may be used on our website or during public events at which present the work of The Data Lab.

## High-Level Project Activity Breakdown

Provide a high-level breakdown of the project work, i.e. the principal work packages that the project is broken into. Include for each work package its placement on a project timeline, duration, key resources necessary (e.g. academic/industry staff, data etc.), and owner.

Please use a progressive numbering for weeks/months to indicate the timeline for an expected start date for the project. If possible, include a separate Gantt chart showing the dependencies between the work packages.

## Project Description Suitable for Public Dissemination

If different from ‘Description of the Project’, please provide a short – a paragraph, approx. 200 words – description of the project that you are happy for us to publicly disseminate.

## Milestones, Deliverables & Payments Schedule

List milestones (key indicators of progress such as tasks, decisions or events) and major deliverables (outputs such as programs, datasets and reports) in the table below with planned date and owner. In particular, include any check gates where a decision is to be taken as to whether a project is to continue or not.

Some milestones (or deliverables), as agreed between the academic partner and The Data Lab, will be used as pay points during the project; upon confirmation that a milestone has been reached the Academic Collaborator will invoice The Data Lab for an agreed amount of the Funding.

## Key Personnel

Please name the key personnel from the Company / Organisation and Academic Partner(s) contributing to the project.

If a key academic (or other) person has yet to be recruited, please state this in Section 5. Ability to Execute, giving an indication of the time required for recruitment.

For projects with a total amount of funding up to £20K we recommend one payment milestone at the end of the project. For projects with more substantial funding, pro-rata payments at milestones at approximately quarterly intervals, with the final payment milestone of a minimum of 25% coinciding with all project completion activity, e.g. project completion report, closeout meeting etc.

The Academic Partner should allocate their resources as appropriate. If a resource is to be split uniformly along the project timeline, e.g. staff, then you can state this at the beginning of the table (e.g. RA to work full-time for 6 month project duration).

The Company / Organisation should allocate both their cash and in-kind contributions along the project milestones/deliverables.

If a resource is to be split uniformly along the project timeline, e.g. staff, then you can state this at the beginning of the table. If, however, a resource is required for a particular milestone/deliverable, e.g. data/software, then indicate this at the appropriate milestone/deliverable.

## Risks

Describe the major risks associated with the project and give details of risk mitigation, including the appropriate occurrence probability & impact ratings.

## Project Management Approach, Including Progress Monitoring & Reporting

Briefly describe the planned project management, communication and reporting activity, e.g. how often the project partners will be meeting, to what purpose, how meetings and delegated actions will be recorded and tracked.

As part of The Data Lab project governance role, we expect that all parties, i.e. including TDL, to meet monthly (or as appropriate and agreed by all before project start) to discuss project progress.

## Appendix 2 - Budget Form Guidance

## Funding requested from The Data Lab

This section is to be completed by the **Academic Partner(s)**. Please provide the breakdown of funds requested from **The Data Lab** in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Description | % of Time spent on project | Salary Rate (£) | Total cost @ 100% | The Data Lab funding @ 80% | Comments |
| D1 | Project researcher costs | 100% | 29,000.00 | 37,500.00 | 30,000.00 | n/a |
| D2 | Principal Investigator costs | 15% | 50,000.00 | 9,375.00 | 7,500.00 | n/a |
| D3 | Co-Investigator costs |  |  | 0 | 0 | n/a |
| D4 | Travel and Subsistence | n/a | n/a | 500.00 | 400.00 | e.g. D1 – Travel between Edinburgh & Glasgow |
| D5 | Equipment costs | n/a | n/a | 1000.00 | 800.00 | e.g. Cloud-computing resource / Data storage costs |
| D6 | Other project costs | n/a | n/a | 0 | 0 | n/a |
| D7 | Estate(s) costs | n/a | n/a | 15,000.00 | 13,000.00 | e.g. Estates costs for D1, D2 & D3 |
| D8 | Infrastructure Technician costs | n/a | n/a | 0 | 0 | n/a |
| D9 | Indirect Costs | n/a | n/a | 25,000.00 | 20,000.00 |  |
| DT | Total (£) | n/a | n/a | £88,375.00 | £71,700.00 | n/a |

\*The bold red text above can be used as an example to help you consider associated costs as part of the Budget Form

## Guidance on Funding requested from The Data Lab

* % of Time spent on project – this is the amount of time an employee will spend directly supporting the project
* Salary Rate (£) – this is the annual salary rate for a member of staff who will directly support the project
* Total Cost @ 100% - this is the “Salary rate (£)” + on-costs (i.e. superannuation/national insurance) multiplied by the “% of Time spent on project”. E.g. D2 – Principal Investigator(PI) salary rate £50,000.00, PI total costs £62,500.00. Total PI cost @15% = £9,375.00
* The Data Lab funding @ 80% - The Data Lab funds 80% of “Total costs @100%” as part of full-economic-costing (FEC) and Transparent Approach to Costing (TRAC)[[1]](#endnote-1)
* D4 – Travel and Subsistence – Please include details of any travel and subsistence costs essential to project delivery – e.g. to/from partners etc. Costs for conference attendance may only be requested if they are to disseminate results from the project: travel must occur during the project's lifetime. The amount of travel, equipment and subcontracting costs requested at proposal stage are the maximum amount that can be claimed by the academic institution. The Data Lab will only pay for actual costs.
* D5 – Equipment costs – Please include details of any equipment costs that are absolutely essential to project delivery (laptops/desktops are not included as part of equipment costs)
* D6 – Other project costs – Please include details of any costs that are not associated to D1-D9 that are essential to project delivery
* D7 – Estate(s) costs – Please include details of any Estate(s) costs related to members of staff that are involved in the project (i.e. D1-D3)
* D8 – Infrastructure Technician Costs – Please include details of any Infrastructure Technician costs related to members of staff that involved in the project (please note, some Academic Institutions may include this costs as part of “D7 - Estate(s) costs”
* D9 – Indirect Costs – Please include details of all indirect costs that are related to members of staff involved in the project.

## Breakdown of Company / Organisation Contribution

This section is to be completed by the Company / Organisation. Please provide the breakdown of funds provided by the Company / Organisation in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description | Cash Contribution (£) | In-kind  Contribution (£) | Company / Organisation |
| C1 | Project Manager (40 days spent on project x £350 per day) | 0 | 14,000.00 |  |
| C2 | Head of Research & Development (10 days spent on project x £700 per day) | 0 | 7,000.00 |  |
| C3 | Engineer / Technician (60 days spent on project x £300 per day) | 0 | 18,000.00 |  |
| C4 | Software (Amazon Web Services) | 0 | 11,000.00 |  |
| C5 | Cash contribution | 30,000.00 | 0 |  |
|  | Total (£) | £30,000.00 | £50,000.00 | n/a |

\*The bold red text above can be used as an example to help you consider associated costs as part of the Budget Form

## Cash Contribution (£) Guidance

All funding sought from The Data Lab must be match-funded cash & in-kind by the Company / Organisation. This ensures that the funding awarded by The Data Lab complies with Subsidy Control (previously State Aid) regulations As part of our funding mechanism small, medium and large enterprises are required to make the following minimum cash contributions:

|  |  |  |  |
| --- | --- | --- | --- |
| Founding Sought | Small Enterprise | Medium Enterprise | Large Enterprise |
| < £20,000 from The Data Lab | 25% Cash | 35% Cash | 50% Cash |
| > £20,000 from The Data Lab | 25% Cash | 35% Cash | 40% Cash |

*\*% value above of cash contributions for small, medium and large enterprises are based on the value of funding sought from The Data Lab.*

Company / Organisation cash contributions are to offset the total cost of the funding requested from The Data Lab and should be paid directly to the academic institution, this should be included in the table as shown above. If the project is successfully approved The Data Lab will invoice the Company / Organisation for the amount stated above. This will then be journaled to the Academic Partner(s) to offset the total cost of the project.

## In-kind Contribution (£) Guidance

**Staff resource costs** – Please include details of any members of staff that are essential to project delivery. In the description please include the job title including (“X amount of days spent on project” multiplied by “daily salary rate”). The daily salary rate should reflect “annual salary” divided by “220 working days of the calendar year”. If the Company / Organisation uses consultancy rates, please note this within the Description column. E.g. (10 days spend on project x £500 consultancy rate per day).

**Travel and Subsistence** – Please include details of any travel and subsistence costs essential to project delivery

**Other project costs –** Please include details of any other project costs that are essential to project delivery

Funding from Academic Partner(s)

This section is to be completed by the **Academic Partner(s)**. Please provide the breakdown of cash and in-kind support provided by **Academic Partner(s)** in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Description** | **Cash Contribution (£)** | **In-kind**  **Contribution (£)** | **Company / Organisation** |
| U1 | **20% loss of full economic costing (DT - Total cost @ 100% - The Data Lab funding @ 80%)** | **0** | **£13,175.00** |  |
| U2 | **Please include details of any other cash or in-kind support** | **0** | **0** |  |
|  | **Total (£)** | **£ 0.00** | **£13,175.00** | **n/a** |

\*The bold red text above can be used as an example to help you consider associated costs as part of the Budget Form

## Cash / In-kind Contribution Guidance

**U1** – Please include the 20% loss of full economic costing as a result “Total cost @100%” – “The Data Lab funding @80%” (In-kind Contribution (£))

**U2** – Please include details of any other cash or in-kind support provided by the Academic Partner(s) (Cash or In-kind Contribution (£))

1. <http://www.sfc.ac.uk/guidance/Governance/TRAC/transparent_approach_to_costing.aspx> [↑](#endnote-ref-1)