

MedTech Navigator Innovation Grants

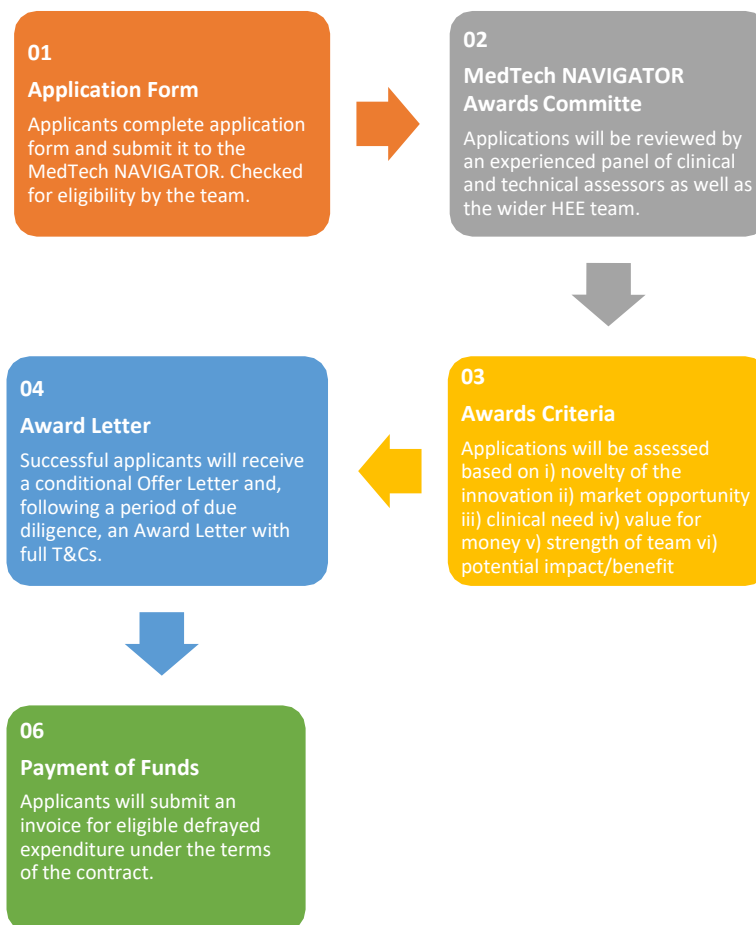
Guidance Notes for Applicants

1. How does the application process work?

The MedTech NAVIGATOR project has a clear and simple application process to provide its Innovation Grants to eligible businesses. The [application form](#) is hosted on the MedTech NAVIGATOR website ready for download by applicants.

It is an open call whereby applications can be submitted at any time via email to: enquiries@medtechnavigator.co.uk. Applications will be checked for eligibility and then forwarded to the MedTech NAVIGATOR Awards Committee for review.

The chart below outlines the steps involved in the application and awards process.



2. What can Innovation Grants be used for?

Innovation Grants are designed to help SMEs gain access to the right knowledge and expertise during the product development process from eligible Knowledge Providers (see section 6 below for examples of eligible organisations you can work with). Key stakeholders need to be engaged early in new medical technology development such as the beneficiary (patient), user (clinician) and the buyer (NHS organisation or similar). However, securing the time and commitment of these stakeholders can be challenging.

Typical projects might include:

- Help to develop, or test, new or improved products, processes and services
- Access to information and expertise on care pathways and workflows
- Tapping into clinical and scientific expertise

3. Who is eligible to apply?

Applications will be checked to ensure that only UK businesses that meet the following criteria can apply for an Innovation Grant:

- You meet the European Union definition of a small and medium sized enterprise i.e. employ less than 250 full time staff (or equivalent), have an annual turnover of no more than 50 million euros and/or annual balance sheet no more than 43 million euros; and
- You are able to contribute a minimum of 50% to match fund the grant; and
- Your project qualifies as “industrial research” under Article 25 of the GBER; and
- You partner with an eligible Knowledge Provider.

Suitable Business Types include the following:

- Start-ups of all sizes, whether or not VAT registered;
- Self-employed & sole traders;
- Partnerships/limited liability partnerships;
- Companies (private or public limited companies; private unlimited companies);
- Independent spin-outs from established businesses, universities and other research and development organisations;
- Not for profit companies, co-operatives, community enterprises, social enterprises;
- UK based businesses, with a focus on the Greater Cambridge and Greater Peterborough LEP area;
- Foreign direct investment (FDI) bringing new enterprises to the LEP area.

Eligible Sectors:

Companies currently operating in the medical technology sector or companies planning to do so as a result of the MedTech NAVIGATOR programme are eligible to apply.

4. How much can I apply for?

Each Innovation Grant (up to £7,500) is worth 50% of the total project costs up to a maximum of £15,000. Your business must pay the remaining 50% and any project costs over and above the £15,000 cap.

5. How long are projects expected to last?

Your business will have six months to complete your project with the Knowledge Provider from the date of award.

6. Choosing A Knowledge Provider Partner

Collaboration must include a minimum of one enterprise and one research entity. This will need to be an organisation whose primary activity is R&D (Knowledge Provider). Eligible Knowledge Providers include knowledge based organisation, research institute or healthcare providers i.e. NHS Trusts, clinical commissioning groups, England Public Sector Research Establishments (PSRE) or equivalents, Research and Development Organisations (RDOs), Research and Technology Organisations (RTOs), Higher Education (HEIs) and Further Education Institutions (FEIs).

While the MedTech Connect database will assist companies in finding a clinical expert should you wish, you are free to procure partners from any appropriate, qualified provider of such services. Applicants are encouraged to contact the MedTech NAVIGATOR team if you are not sure whether an organisation or company meets these criteria.

7. What happens after I submit my application?

Your application will be reviewed for eligibility and then passed to the Awards Committee for review. The Awards Committee is a panel of experienced MedTech specialists encompassing commercialisation, product development and clinical expertise. The Committee will meet on a quarterly basis to review applications and decide on awards to be made. Dates the Committee will sit in 2020 are:

- June 2020
- September 2020
- December 2020

To be eligible for consideration at any of the above Committee meeting dates you should [submit your application by the deadline given](#). Decisions will be made on the day and the decision of the Awards Committee is final. We will aim to notify you of the outcome within three weeks of the Committee meeting date your application was considered at.

Following a successful outcome, a conditional offer, subject to due diligence, will be made followed by an Awards Letter with full terms and conditions. Applicants are advised not to

incur costs before the award has been confirmed in writing by the MedTech NAVIGATOR team.

Unsuccessful applicants will be notified of the decision by email and will have the opportunity to seek feedback about their application from the MedTech NAVIGATOR team.

8. What are the Award Criteria?

The key assessment criteria for making an award are:

- i) Novelty - Is the technology new and inventive compared to what is already available on the market? Have any IP rights been secured?
- ii) Market opportunity – What is the size and segment of the market to be targeted?
- iii) Clinical need – Does the technology provide a solution for an unmet clinical need within the health and care system?
- iv) Value for money – Are the costs for the project appropriate and affordable?
- v) Strength of team – Is the right team in place to develop and commercialise the product or service?
- vi) Potential impact/benefit – What will be the likely benefit or impact on patients, health & care providers and the economy if the innovation is successful?

9. What are the eligible costs you can claim under the Innovation Grant?

You are applying for assistance for research and development projects under the European Commission's General Block Exemption Regulations (Article 25). This allows a company to receive aid for industrial research projects up to an aid intensity of 50%.

To confirm that you are able to receive assistance from the Project, you must demonstrate compliance with Article 25 as follows:

- does your project meet the definition of industrial research – defined as “the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well of pilot lines, when necessary for the industrial research and notably for generic technology validation”
- do all the eligible costs for the project fall into one or more of the following categories:
 - Personnel costs*
 - Cost of instruments and equipment
 - Costs of contractual research (*e.g.* with Knowledge Provider), technical knowledge and patents bought or licensed from outside sources

- Additional overheads (incurred directly as a result of the project) and other operating expenses

*Personnel costs cannot include the costs of individuals already employed by the SME

10. Are Innovation Grants subject to VAT?

Innovation Grants are not subject to VAT and the value of the Grant cannot be used to cover any applicable VAT.

11. What should be agreed with the Knowledge Provider before I start my project?

You should agree the terms of your engagement with the Knowledge Provider before you commence the project. This should cover the scope, deliverables, timings and cost of any services to be delivered.

To help businesses without in-house legal support, we have developed a template collaboration agreement that you can use with your Knowledge Provider should you wish. This is downloadable from our website. You are however free to use any other agreement that your Knowledge Provider is content with.

12. Who owns the Foreground Intellectual Property generated during the Innovation Grant project?

Foreground Intellectual Property Rights that are created or developed during the course of your project, are expected to belong to, or be assigned to, you unless you and the Knowledge Provider have agreed otherwise.

13. What information will you hold about my business?

Any personal data you provide either on the application form or subsequently to the MedTech NAVIGATOR programme will be handled in line with current Data Protection Legislation. It will only be used in connection with services relating to the programme.

- We will input the information you provide onto a computer system and also a paper record for statistical and research purposes.
- We must protect the public funds we handle and so may use the information you have provided on this form to detect any irregularities.
- We may also share the information, for the same purposes, with other organisations that handle public funds.
- To ensure the continuous improvement of our services, we may contact you in the future for your comments about the MedTech NAVIGATOR programme

In the interests of openness and transparency, all Innovation Grant winners will be published on our website with limited information to include:

- Name of applicants
- Application title
- Amount of award

14. Can I apply for more than one Innovation Grant?

Yes, a company may make use of a maximum of three Innovation Grants for different projects but can only have one 'active' Grant at any one time.

15. What checks will we carry out to ensure compliance?

All applications will be subject to the following audit trial process to ensure that the programme can demonstrate:

- You have submitted a full application form to the relevant contact address
- You have sent details of the supplier you wish to use, accompanied with the reason why you have selected the chosen supplier
- The MedTech NAVIGATOR team have reviewed the application for eligibility
- Final approval for the Grant has been confirmed to the applicant
- The project has been completed in time and claim submitted within 30 days of the agreed completion date
- You have paid the Knowledge Provider in full against the invoices sent to you
- The MedTech NAVIGATOR has received evidence of the Knowledge Provider's invoice and evidence of payment by you (bank/BACS statement)

Only when the above checks have been satisfactorily completed will the MedTech NAVIGATOR pay you the value of the Grant (50% of eligible costs).