**Application form HVB Enterprise Fellowship**

# *Please complete all sections; boxes are expandable.*

1. **Title of Enterprise Fellowship**

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1. **Applicant’s / Host Institution’s details**

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| --- | --- |
| Applicant’s name\* |  |
| Position held |  |
| University/Institution |  |
| Email |  |
| Telephone number |  |
| **If applicant is not eligible to receive BBSRC funding, please indicate the name of a sponsor who is eligible to apply for BBSRC funding:** |
| Name\* |  |
| Position held |  |
| Email |  |
| Telephone number |  |

**\* Both Applicant and Sponsor must be HVB members at the time of application.**

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| **Finance/Research Office contact** (*this is the person who would be responsible for the financial administration of your award)* |
| Name |  |
| Position held |  |
| Email |  |
| Telephone number |  |
| **Technology Transfer Office contact:***(this is the person who is supporting your application and has provided the statement in section 6)* |
| Name |  |
| Position held |  |
| Email |  |
| Telephone number |  |

1. **Executive summary of the fellowship idea, including how this fits within an industrial biotechnology scope (*maximum 250 words)***

*This information will be used by the HVB network and BBSRC for public dissemination if the award is funded. This section must be written in a manner which is accessible to a lay audience and* ***should not*** *contain any confidential information.*

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1. **Fellowship dates** *Project duration may be up to twelve months.*

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| --- | --- |
| Start date: | End date: |

1. **Fellowship project details**

**5.1 Applicant’s statement (500 words maximum)**

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| *What is your motivation for applying for a Fellowship?**Outline your knowledge, experience and personal attributes that demonstrate your potential to make your fellowship successful.**How would an HVB Enterprise Fellowship benefit your career?* |

**5.2 Fellowship plan (750 words maximum)**

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| *Describe the research and technology that underpins your idea.* *Describe what you plan to do. What are your deliverables?* *What risks are there to your plan and what contingencies can you suggest?**Describe the enterprise environment of your host institution – where will you work during your fellowship?* |
| **Table of Project Deliverables/ tasks** |
| ***Deliverable/ tasks*** | ***Delivery target*** |
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**5.3 Description of potential markets (300 words)**

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| *What are the potential markets? Describe the industrial demand – what problem are you trying to solve? How will you progress your idea to market?**What are the competing technologies or products? What are your competitive advantages?*  |

**Technology Readiness Level (TRL)**

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| Please indicate your current TRL, you will find a BBSRC description of TRL on our website: https://www.highvaluebiorenewables.net/funding/ |
| **1** | **2** | **3** | **4** | **5** |

* 1. **Partnerships – who you will work with (200 words)**

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| *Who else will you work with on your enterprise idea? What role will they play?* *How developed are these partnerships? Do you have any collaboration agreements in place?* *Do you still need further connections and what is your plan to achieve this?* |

**5.5. Benefits and impact (200 words)**

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| *What progress in terms of impact will this award enable?**How will you evaluate your impact?* |

**5.6 Does your intended work have any ethical or social implications or issues?**

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**5.7 Does the project involve the use of animals? If yes, please provide details.**

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**5.8 Intellectual Property**

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| *Please seek advice from your Technology Transfer Office before completing this section.**i) Give details of any patent applications made, pending or granted. (Or copyright if more appropriate).* *ii) Will your fellowship require access to any background intellectual property rights (IPR) and who is the owner? Has access to the IPR been granted for the purpose of this fellowship?**iii) Has the IPR been licensed to anyone else?* *iv) Any other relevant information. Include any freedom to operate searches.* |

1. **Host Institution Commercialisation Support Statement from Technology Transfer Officer (or equivalent) (350 words)**

Applicants must have the support of their Institutions Commercialisation Office or equivalent.

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| *Please indicate what specific support you have already given to the applicant and what future support you can provide. This statement should also cover the extent to which you have investigated the validity of the research idea.* P*lease confirm that the statements in 5.8 provided on IPR are accurate.*  |
| ***Suggestions for Industrial Mentor****HVB will contract a mentor to assess your progress and offer advice. We offer a fixed daily rate for this role. You are welcome to suggest suitable consultants if you are aware of any.*  |

**7. Financial information**

*Please provide requested costings for each item as applicable. If your application is successful, you will be required to report against the costs requested and virement between cost headings will not be permitted.*

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| **Item** | **£ Request at 100% FEC** | **£ Request at 80% FEC** |
| Total Value of Award  |  |  |
| Directly Incurred Staff  |  |  |
| Directly Incurred Travel and Subsistence  |  |  |
| Directly Incurred Other Costs  |  |  |
| Directly Allocated Investigators  |  |  |
| Directly Allocated Estate Costs  |  |  |
| Directly Allocated Other Costs  |  |  |
| Indirect Costs |  |  |
| **Please provide a brief narrative to justify requested costs** Please note that equipment purchase is an ineligible cost, however equipment access charges are allowable. Staff costs must be for members of staff with an employment contract (but may be used to buy-out staff time – e.g. provision of a teaching fellow etc) |
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| **Other funding or in-kind contributions to the Enterprise Fellowship:** |
| Please detail any contributions, breaking down costs into daily rates etc.If any contribution is received from an industrial partner, you must declare if you have any conflicts of interest within that company. Please see Section 8 of the Guidelines. |

**Final checklist:**

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| ✓ | **Please read and tick to indicate you have done the following:** |
|  | I have read the Enterprise Fellowship guidelines for the HVB Flexible Fund. |
|  | I am a member of the HVB Network. (Both applicant and any sponsor need to be members at the time of application).  |
|  | A letter of support from the lead applicant’s University confirming acceptance of the 80% FEC rate and the applicant’s or sponsor’s eligibility to receive BBSRC funding has been attached (The document can be submitted as a pdf).  |

**To submit the application:**

Please submit this application by email to hvb-network@york.ac.uk. The application form should be a Word document and the letter of support can be a pdf.

**Timelines:**

Application deadline: **Application deadline: 11:00, Wednesday 15 April 2020**

Review panel decision on shortlist for interview: June 2020

Fellowships must start before: 1 December 2020

**Any questions?**

Please email Dr Caroline Calvert, HVB Network Manager, via hvb-network@york.ac.uk