|  |
| --- |
| Project number:  Date submitted: |

*For internal use only*

RESEARCH AND KNOWLEDGE EXCHANGE FUNDING

**EXTENSION PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the AHDB Sector(s) this application is intended for | | | |
| **Beef & Lamb** | **Cereals & Oilseeds** | **Dairy** | **Pork** |
|  |  |  |  |

**This application is made on the basis of the** [**AHDB TERMS AND CONDITIONS**](http://www.ahdb.org.uk/about/Procurement.aspx) **with which any organisation receiving funding shall comply with if awarded a contract**

**Data protection**

At AHDB we take the privacy and security of your personal information very seriously. The personal information we collect in this form is for the purpose of processing your research-funding application, including communicating with you and for undertaking a selection process prior to entering any contract. It will never be sold to third parties. The personal information of unsuccessful applicants will be deleted before the start of the next funding round. For further details on how AHDB uses and looks after personal information please read our Privacy Notice at www.ahdb.org.uk/PrivacyNotice.

Further details to help complete this application can be found in the associated **Guidance Notes**

**SECTION 1: PROJECT OVERVIEW**

**1.1 Current project title**

…

**1.2 Applicant organisation**

…

**1.3 Collaborators seeking extension funding**

…

**1.4 Duration of the project extension**

Start date (dd/mm/yy) End date (dd/mm/yy) Duration (months)

… … …

**1.5 Brief summary of the current project and what has been delivered to date** *(Maximum 1 page)*

…

**1.6 Extension funding requested from AHDB 1.7 Total extension budget**

*(Including VAT) (Including VAT)*

**£… £…**

**1.8 Extension funding breakdown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AHDB Sector** | **Cash £** | **VAT £** | **In-kind £** | **Confirmed**  **Y/N** | **Decision date**  *If not yet confirmed* |
| Beef & Lamb |  |  |  |  |  |
| Cereals & Oilseeds |  |  |  |  |  |
| Dairy |  |  |  |  |  |
| Pork |  |  |  |  |  |

**1.9 Extension co-funding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Cash £** | **In-kind £** | **Confirmed**  **Y/N** | **Decision date**  *If not yet confirmed* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# SECTION 2: JUSTIFICATION FOR THE PROJECT EXTENSION

**2.1 What is the justification for funding this additional work?**

…

**2.2 Describe the benefits the additional work will provide for the industry**

**…**

**2.3 Will there be any adverse impacts as a result of extending the project?**

**…**

**SECTION 3: EXTENSION OUTCOMES**

**3.1 What additional knowledge exchange activities will be undertaken?** *Specify any AHDB in-kind*

…

**3.2 Will further activities/resource be required before the additional benefits to be realised?**

…

**3.3 Do you expect this extension to generate any new commercially exploitable IP?**

…

**3.4 If so, how will IP exploitation be achieved?**

…

**SECTION 4: TECHNICAL APPROACH AND WORK PLAN**

4.1 Aims and objectives

#### 4.1.1 Provide a clear statement of the aim of the extension

…

#### 4.1.2 State the specific objectives - number each objective separately

…

**4.2 Approach and methodology**

…

**4.3 Identify any risks and actions that may prevent or delay the achievement of the extension outputs**

…

**4.4 If animals and or humans are to be used please provide details of ethics review and evidence of compliance with ASPA legislation**

…

**4.5 Milestone schedule – linked to core objectives outlined in 4.1.2** *Add extra lines as required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Milestones** | **Organisation**  **Responsible** | **Start Date**  **(dd/mm/yy)** | **End Date**  **(dd/mm/yy)** |
| **1** | **Objective name** |  |  |  |
| 1.1 | Milestone short description |  |  |  |
| 1.2 | Etc. |  |  |  |
| 1.3 | Etc. |  |  |  |
| **2** | **Objective name** |  |  |  |
| 2.1 | Milestone short description |  |  |  |
| 2.2 | Etc. |  |  |  |
| 2.3 | Etc. |  |  |  |

SECTION 5: CONTACT DETAILS

5.1 Project applicant: …

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead contact name:** |  | | |
| Position held: |  | | |
| Email: |  | | |
| Office phone: |  | Mobile: |  |
| **Organisation name:** |  | | |
| Address: |  | | |
| Finance co-ordinator: |  | | |
| Email: |  | Phone: |  |
| Signee: |  | | |
| Email: |  | Phone: |  |

**5.1.1 Justification of resources**

|  |  |  |
| --- | --- | --- |
| What staff will be employed on the project? | | |
| Grade/title | Time spent on project (in days if the project duration is less than a year and in years otherwise) | Funded by AHDB? |
|  |  |  |
|  |  |  |
|  |  |  |

**5.1.2 Provide details of how any unexpected staff absences will be covered**

…

**5.1.3 Provide details of any capital equipment requested**

…

**5.1.4 Provide details of any costs claimed under “other costs”**

…

**5.1.5 How are the requested overheads calculated and what do they cover?**

…

5.2 Collaborator(s) (*Complete one sheet per collaborator*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Collaborator name:** |  | | |
| Position held: |  | | |
| Email: |  | | |
| Office phone: |  | Mobile: |  |
| **Organisation name:** |  | | |
| Address: |  | | |
| Finance co-ordinator: |  | | |
| Email: |  | Phone: |  |
| Signee: |  | | |
| Email: |  | Phone: |  |

**5.2.1 Justification of resources**

|  |  |  |
| --- | --- | --- |
| What staff will be employed on the project? | | |
| Grade/title | Time spent on project (in days if the project duration is less than a year and in years otherwise) | Funded by AHDB? |
|  |  |  |
|  |  |  |
|  |  |  |

**5.2.2 Provide details of how any unexpected staff absences will be covered**

…

**5.2.3 Provide details of any capital equipment requested**

…

**5.2.4 Provide details of any costs claimed under “other costs”**

…

**5.2.5 How are the requested overheads calculated and what do they cover?**

…

**SECTION 6: PROJECT COSTS**

*A separate sheet should be completed for each organisation requesting funding. Please include VAT where indicated, where sub-contracts are used these costs should always be inclusive of VAT.*

*Please ensure that at least 10% of the total funding amount is held for the final payment* (to be paid upon receipt of a final report of acceptable quality).

**6.1 Applicant’s requested costs**

**Costs for:** enter organisation name

**Organisation’s project reference if applicable:**



**6.2 Collaborator’s requested costs**

**Costs for:** enter organisation name



**6.3 TOTAL REQUESTED EXTENSION COSTS**



**SUBMISSION OF COMPLETED FORMS**

**Please email a completed copy to:** [**research@ahdb.org.uk**](mailto:research@ahdb.org.uk)

|  |
| --- |
| Reference number:  Date submitted:  Assessor:  Sector assessing: |

**PROJECT EXTENSION ASSESSMENT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** | | | |
| **Applicant:** | | | |
| **SECTION 1: PROJECT OVERVIEW (Not assessed as based on original project)** | | | |
| **SECTION 2: JUSTIFICATION FOR THE PROJECT EXTENSION**  Evidence for the project extension. Is the additional work required to deliver the original outcomes? Is this likely to succeed where the last work failed to deliver? Are the benefits of the additional work clearly defined? ***0-10 score; weighting of 2*** | | | |
|  | | | |
|  | | | **Score: x2 =** |
| **SECTION 3: EXTENSION OUTCOMES**  Approach to deliver industry KE and links to existing AHDB KE activities. Clarification over additional activities/resource required to deliver impact. Clear IP exploitation plan where relevant. ***0-10 score; weighting of 2*** | | | |
|  | | | |
|  | | **Score: x2 =** | |
| **SECTION 4: TECHNICAL APPROACH AND WORK PLAN**  Clarity of aims, objectives, approach and milestone schedule. Feasibility and risk management. *This may not differ from the original proposal but this should be clearly stated if this is the case.* ***0-10 score; weighting of 1*** | | | |
|  | | | |
|  | | **Score: x1 =** | |
| **SECTION 5: RELEVANT EXPERTISE (Not assessed as based on original project)** | | | |
| **SECTION 6: PROJECT COSTS**  Are costs reasonable and necessary? Will the extension budget be adequate to carry out the additional activities? For a cross-Sector proposal, is the shared budget appropriate & clearly defined? Added value of co-funding? ***0-10 score; weighting of 1*** | | | |
|  | | | |
|  | | **Score: x1 =** | |
| **Total Score**   **out of 60** *(Threshold = 30)* | **Recommend for Funding Yes / No** | | |

Weightings are set to reflect the importance of specific criteria, any proposal failing to achieve a specified threshold may be rejected. They have been set to ensure appropriate standards are met.

**AHDB R&KE Scoring Guidelines**

|  |  |
| --- | --- |
| **9-10**  **Excellent** | Exceptional quality; cutting-edge; highly likely to produce benefits/impact of great importance to the industry; highly innovative; impactful KE activities proposed; applicant is widely recognized in the field with an outstanding record of accomplishment; consortium is strong across all technical areas needed to accomplish the proposed outcomes. **Strongly recommend support** |
| **7-8**  **Very good** | High quality; potential to make an important contribution; innovative; likely to produce significant benefits/ impact for the industry; impactful KE activities proposed; applicant has a good reputation in the field; consortium appears to have more than adequate expertise across all technical areas required to deliver the proposed outcomes. **Strongly recommend support** |
| **5-6**  **Good** | Interesting; innovative; likely to produce good benefits/impact; good grasp of appropriate KE activities; applicant has a solid reputation in the field; consortium appears to have adequate expertise across all technical areas required to deliver the proposed outcomes. **Should be supported** |
| **3-4**  **Fair** | Interesting but little originality; likelihood of making significant impact is small; may require significant additional investment to deliver benefits; applicant/team lacks experience, has not established leadership in the field or demonstrated the potential to make impactful contributions. **Support may be considered if strong in other areas** |
| **1-2**  **Poor** | Poor quality; not well planned; lacking expertise; not feasible; unlikely to make an important contribution to fundamental or applied knowledge; unlikely to produce benefits/impact; lacking convincing evidence that the proposing team has sufficient and appropriate expertise to accomplish all of the tasks as outlined in the proposal. **Should not be supported** |
| **0**  **Very poor** | Very poor quality; duplicative of other work; fails to address the issues; no evidence for demand; cannot be judged against the criterion due to missing or incomplete information. **Should not be supported** |