

FORESIGHT VEHICLE LINK PROGRAMME

Sixth Call for Proposals

1. Summary

The Foresight Vehicle LINK programme provides funding to research technology solutions for road vehicles that are safer, substantially more fuel efficient, less polluting, less resource intensive and less noisy than current vehicles, whilst meeting the requirements of customers for performance and comfort at an affordable cost. The programme includes the technology of the related parts of the road infrastructure that is needed to realise these benefits. It will demonstrate ways in which "smart" vehicles that incorporate advanced electronics can maximise the efficiency and use of the existing road infrastructure, and maintain the mobility of the elderly and disabled. The Foresight Vehicle programme covers all forms of road vehicle, including goods haulage and public service vehicles as well as passenger cars.

We can only speculate what the car of the future will look like. Foresight Vehicle aims to stimulate new "out of the box" thinking and ideas, help transfer knowledge into new products and close the gap between invention and innovation to achieve our 2020 vision. The first five Calls have generated many exciting and innovative proposals, the best of which have been funded and are now progressing. It is hoped that this Sixth Call will attract many more proposals from both within the industry and from companies outside the sector. As in the Fifth Call, we are looking beyond the vehicle itself to the interaction with the infrastructure, but the more traditional elements of vehicle engineering are also included.

This Call differs from the previous five Calls in that proposers should identify how their projects relate to the Foresight Vehicle Technology Roadmap, which is available from the Programme web site (www.foresightvehicle.org.uk). In particular, applicants should describe the contribution that their project will make towards the achievement of the performance targets selected from the Technology Roadmap as a focus for the Sixth Call for Proposals. Proposals should also indicate how projects will contribute to the realisation of the technology directions identified in the Technology Roadmap. The targets selected for this Call focus upon:

- Computer-based vehicle engineering
- UK fleet average CO₂ emissions
- UK targets to reduce road accidents
- Reliability of arrival time.

Outline proposals should be submitted by 7 March, 2003, to the Programme Secretariat via email, at the address shown in Appendix 1. The results of the evaluation of the proposals will be sent to applicants by 11 April, 2003. Full proposals will then be invited for submission by 30 May, 2003.

This Call for Proposals should be read in conjunction with the Foresight Vehicle LINK Guidelines. Guidelines and application forms are available from the Programme web site (

2. Introduction

The Foresight Vehicle initiative was established to implement the vision created by the Foresight Transport Panel as part of the UK's Foresight exercise. The Initiative aims to develop and demonstrate a collection of technologies that will further the overall aims of the Foresight programme in the creation of sustainable road transport for the 21st century.

The LINK programme has been set up to support research and development work to further these aims, recognising the significant role of vehicle and component manufacturing in the UK economy. The lead Government sponsor is the Automotive Unit of DTI working with the other sponsors who are EPSRC, Department for Transport (DfT) and the Highways Agency. Government funding will be at least matched by contributions from industrial partners.

The Foresight Vehicle LINK Programme is seeking exciting proposals that bring innovative research solutions to the task of designing and manufacturing road vehicles and equipment for the road infrastructure for the global market. It is looking for industrially led research proposals that leapfrog the incremental development process traditionally employed by the industry. It is anticipated that many proposals will come from researchers who are not familiar with automotive volume manufacturing, such as those in motorsport, defence and aerospace. Proposals from these and other areas from which researchers can beneficially transfer their expertise will be particularly welcome.

3. Overall objectives

The Foresight Vehicle objectives are fully described in the Foresight Vehicle Strategic Plan (available from the DTI Automotive Unit (contact Jon Maytom tel: 020 7215 1957) or via the Foresight Vehicle web site (www.foresightvehicle.org.uk)).

The ultimate objectives of the Foresight Vehicle LINK programme are the Foresight aims of promoting Wealth Creation within the UK and improving the Quality of Life for UK citizens.

Improvements to the Quality of Life will be achieved by developing suitable means of meeting the need for mobility of both goods and people in a way that is safe, has the minimum impact on the environment in terms of land use, energy consumption and pollutant emission, and which can be enjoyed by all members of the population including the elderly and disabled.

Wealth creation will be achieved by strengthening the global competitiveness of UK companies. Specifically, the programme will create increased opportunities for employment in the manufacture of vehicles and the supply of components and services in companies operating in the UK, the development of new products that represent export opportunities, and a strengthening of the UK technology base in the automotive field.

It is envisaged that the technologies developed within the programme will be first used in limited production during the period 2006 to 2010, and will be commonly available in volume vehicle manufacture during the period 2012 to 2020. However, proposals that make step changes to technologies that are already in or close to production may also be considered, providing they make a contribution to the needs and challenges described in the Technology Roadmap.

The programme aims to encourage collaboration between industry and the UK science base represented by Universities and Independent Research and Technology Organisations. This collaboration will guide the development of technology by ensuring technology suppliers are well aware of the needs and opportunities of the market served by vehicle builders and suppliers of components and materials. It will also promote commercial exploitation leading to the development of new products, systems, processes and services. The participation of small and medium sized companies is particularly welcomed, and will be taken into account in the project selection process. The involvement of new entrants to the automotive sector (for example in the areas of defence, aerospace, electronics, software and information providers) will also be encouraged.

It is intended that the investment of public funds in this area will demonstrate the commitment of Government to the development of this sector of industry and will encourage industry to increase its own investment in science and technology.

4. Overall scope of the LINK programme

Programme content has been defined by the Foresight Vehicle Steering Group (FVSG), a body drawn from the automotive industry, the technology base and representatives of transport users. The Steering Group commissioned work to produce a Technology Roadmap to define likely technology requirements and related research topics relevant to future road vehicles. Earlier work on Foresight Vehicle Beacons pointing to viable new commercial products and also targets for user requirements were taken into consideration in this exercise.

Thematic Groups have existed since the inception of Foresight Vehicle with the remit to consider how technology in their areas might address technology needs. The areas currently covered by thematic Groups are:

- Hybrid, Electric & Alternatively Fuelled Vehicles
- Engine & Powertrain
- Advanced Software, Sensors, Electronics & Telematics (ASSET)
- Advanced Structures and Materials (FASMAT)
- Design & Manufacturing processes (DMaP)

5. Management of the Programme

The FVSG is responsible for both the long-term vision of the initiative and for promotional activities to increase the rate of exploitation of the technology.

A Programme Management Panel (PMP), which reports to the FVSG, is responsible for the operation of the LINK programme.

6. Specific requirements for proposals

During the course of 2002 a wide cross section of the automotive industry and interested parties have collaborated with Foresight Vehicle sponsor organisations and, with the support of the Centre for Technology Management at University of Cambridge, produced the Foresight Vehicle Technology Roadmap. This Technology Roadmap, which is available from the Foresight Vehicle web site, records a broad-based view of the technology and research directions that will be required for future road vehicles. By definition, therefore, it provides an excellent research and technology development agenda that will form the basis of this sixth call for proposals. This Call differs from previous Calls in that, via the mechanism of the Technology Roadmap, it identifies a wider range of technology directions.

For the Sixth Call, proposers should identify how their projects will contribute to the technology directions described in Chapter 4 of the Technology Roadmap. In addition, four key targets have been selected from Appendix B of the Roadmap document as a focus for this Call. Proposals are sought for projects that will have an impact upon achieving one or more of the following performance targets:

- By 2009 70% of vehicle engineering to be computer-based
- By 2017 UK fleet average CO₂ emissions to be 100 g/km (equivalent to 80-100 mpg)
- By 2010 UK road accidents to be reduced as follows:
 - 40% reduction in deaths and serious injuries
 - 50% fewer children killed or seriously injured
 - 10% reduction in minor injuries
 - 3% reduction in pedestrian injuries
- By 2010 reliability of arrival time to be improved by achieving a 20% reduction in average time variance.

Proposers should be careful to recognise the value of the other sections of the Roadmap document in enabling the creation of a balanced project with identified business and social benefits.

7. General requirements for proposals

At least two industrial organisations and one science-base establishment should be involved in each proposal. The project must be proposed and led by an industrial organisation. Exceptionally, proposals with only one industrial partner will be considered. At least 20% and no more than 80% of the work must be undertaken within the science base.

SMEs are particularly encouraged to apply and it is hoped that nearly all projects will include at least one SME.

Industrial partners must show that they have significant manufacturing, design or research & development activities in the UK in areas that are relevant to the proposal. They must in addition confirm that if the project is successful, they intend to exploit the results of the work initially within the UK or the European Union. Linkages are encouraged between Foresight Vehicle projects and those of other nations and the EU, in particular the Sixth EU Framework programmes.

The work proposed should be pre-competitive, innovative and of a high scientific quality and industrial relevance. Funding will only be provided for projects that would not otherwise have been undertaken within a reasonable timescale without the support from public funds.

The Industrial partners must meet at least 50% of the total cost of the project. This may be provided as cash or “in kind” in the form of staff time, use of facilities, or the provision of equipment or materials. The method of calculating the value of contributions “in kind” must be declared in the proposal, as well as a way of establishing that the contribution is actually made.

The project must be led by one of the Industrial partners, who will provide the project manager who will be responsible for monitoring and reporting progress. Experience has shown that project proposals need a balance between the research and industrial imperatives that will only be achieved with the full and active engagement of relevant industrial collaborators.

Proposals should indicate how and when the results of the project would contribute to the technology directions and research challenges identified in Chapter 4 of the Technology Roadmap. Applicants should also explain how their projects will contribute towards the achievement of the performance targets listed in Section 6 of this Call for Proposals. In addition, proposals will indicate how findings are to be disseminated, and how and when the industrial partners propose to exploit the results. As proposals will be refereed and subject to external peer review, they should not contain any commercially sensitive information.

The general requirements of LINK programmes define the terms and conditions attached to the award, and copies will be sent to applicants on request by the Secretariat.

8. Outline proposals

Outline proposals should be submitted via email in accordance with the Foresight Vehicle LINK Guidelines to the Secretariat using an FV 1 form. The proposals will be evaluated by the PMP, who will recommend whether the applicants should be invited to submit a full proposal, or whether it should be rejected.

Potential applicants are strongly encouraged to contact Programme officials at an early stage in the development of their proposal in order to obtain advice on the relevance of their proposal to the objectives of the programme. If appropriate, applicants will be put in touch with the Chairman of the relevant Thematic Group for a more detailed technical discussion.

9. Full proposals

If invited by the PMP to submit a full proposal this should be submitted in accordance with the Foresight Vehicle LINK Guidelines to the Secretariat on an FV 2 form. Proposals should be of no more than 6 A4 sides in no less than 10 point font (plus appendices, if necessary).

Full proposals will be evaluated by the PMP who will take into account the relevance of the proposal to the Foresight Vehicle Technology Roadmap, related work being undertaken within the Foresight Vehicle or other programmes, the experience and reputation of the collaborators, the cost and likely benefits of the work, and the probability of a successful outcome. Advice may also be sought from at least one of three referees nominated by the applicant.

Applicants will receive the non-confidential comments of the PMP and any appropriate additional feedback.

CONTACT DETAILS

Outline and full proposals should be submitted to:

Dr Raymond Boyle
Foresight Vehicle LINK Secretariat
NEL
East Kilbride
Glasgow
G75 0QU

Tel: 01355 220222
Direct: 01355 272278
Fax: 01355 272851
Email: rboyle@nel.uk

For further information about the programme, or advice on specific project proposals, please contact either:

Jon Maytom
Automotive Unit
Department of Trade and Industry
151 Buckingham Palace Road
London
SW1W 9SS

Tel: 0207 215 1957
Fax: 0207 215 1181
Email: jon.maytom@dti.gsi.gov.uk

Or

Raymond Boyle
Foresight Vehicle LINK Secretariat
NEL
East Kilbride
Glasgow
G75 0QU

Tel: 01355 220222
Direct: 01355 272278
Fax: 01355 272851
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Science-based proposers should contact:

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Associate Programme Manager for Transport
EPSRC
Polaris House
North Star Avenue
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FORESIGHT VEHICLE LINK PROGRAMME GUIDELINES

Programme Overview

What is the Foresight Vehicle LINK Programme?

1. The Foresight Vehicle LINK Programme is designed to support innovative pre-competitive research and development of automotive components and processes on a collaborative basis. The programme is targeted on the automotive sector and is sponsored by the Automotive Unit of the Department of Trade & Industry (DTI), the Engineering and Physical Sciences Research Council (EPSRC), the Department for Transport (DfT) and Highways Agency (HA).
2. Its particular objectives include strengthening the competitiveness of UK firms in the automotive supplier base to respond to the global market need for future vehicles and creating strategic links between the science base and industry. Participation in the programme is particularly encouraged from SMEs.
3. Areas of interest include advanced structures & materials; hybrid, electric & alternatively fuelled vehicles; advanced software, sensors, electronics & telematics; engine & powertrain; design & manufacturing processes; and retailing & customer support.

What is LINK?

4. The LINK scheme promotes partnerships in applied research between industry and the science base, thereby stimulating innovation and wealth creation. LINK which is pre-competitive, covers a wide range of technology and generic product areas from food and bio-sciences, through engineering to electronics and communications. Since its inception in the 1980s, 82 LINK programmes have been launched (33 of which are currently open) encompassing almost 1,500 projects.
5. LINK programmes are jointly funded (50:50) by UK Government and industry. Under the Foresight Vehicle LINK and related programmes over £30 million of Government funding has been made available for innovative research projects. Taking into account the funds provided by the industrial participants the programme has funded over £100 million of research to date.



Main Rules of the Programme

6. The main rules of the Programme are as follows:
- (i) One or more companies and at least one science base organisation should be involved in each proposed collaborative project, at least one of the companies must be able to exploit the results of the research to bring the work closer to market. Preference will be given to proposals which involve more than one industrial partner and involve SMEs;
 - (ii) Proposals should relate to research and development for future commercial products or processes, in the broad technical areas described in 3 above. Projects should focus on specific applications which will be detailed in the call for proposals. There should be a novel science or technological element in each project. There should be clearly defined exploitation routes for the results;
 - (iii) The science base contribution to the project as a whole measured in cost terms should form a significant proportion of the total effort;
 - (iv) Any project must be one that would not have been undertaken in the form proposed or within a reasonable timescale without Government support.

Eligibility

7. The following companies and science base organisations are eligible for support:
- (i) companies registered and trading in the UK;
 - (ii) all partners or partnerships based in the UK;
 - (iii) foreign owned and multi-national companies provided they have a UK research and manufacturing base and provided the intention is to exploit the results in the UK or EEA;
 - (iv) EU owned companies at the discretion of the programme sponsors;
 - (v) exceptionally, foreign owned and multi-national companies with no UK research and manufacturing base, but such facilities in an EEA member state can receive grant at the discretion of the programme sponsors;
 - (vi) foreign owned companies or multi-nationals with no manufacturing and research base in the EEA are not normally eligible to participate in LINK projects. (A possible exception to the normal rule could, for example, be where they fulfil an essential supporting role.);

- (vii) a number of Higher Education Institutes (HEIs) are establishing spin-off companies to secure commercial exploitation of research work. Initially, these spin-off companies may be 100% owned by the HEI, with tapering ownership as the company becomes established. There is no objection in principle to such companies being LINK project participants. It is unlikely, however, that Government Departments or Research Councils would wish to fund a project if the only two partners were the HEI and the HEIs spin-off company. There should be at least one additional industrial partner, wholly independent of the HEI and the spin-off company.
8. Other organisations may participate, but there may be limitations on the eligibility for support. Nationalised industries and publicly-owned companies are encouraged to participate and may be eligible for direct support under appropriate circumstances.
9. An objective of the LINK initiative is to support innovation in small and medium-sized enterprises (SMEs) and groups (i.e. those with less than 250 employees in total). Every project supported within this programme is likely to involve at least one SME. Proposals involving companies who have not previously participated in LINK are particularly welcome.

Level of Support

10. Under LINK, industry must meet at least half of the eligible costs of research programmes. The degree of participation by science base organisations and companies can vary according to the needs of the research project. Financial support for approved projects will be provided by Sponsors up to 50% of total project costs. EPSRC may provide up to 100% of the eligible costs of research for science base partners (which may include non-HEI research providers), but where appropriate industry will be expected to offer assistance to their science base partners either in cash, in kind or in a combination of cash and kind. Grant support may be provided up to a maximum of 50% of the eligible costs of industrial partners, including any financial support from industry to science base partners, but this support will be limited by the constraint that industry must meet half of the total costs of the project including those of the science base partners. The Programme Secretariat should be contacted for advice on the level of grant which industrial partners may be eligible to receive in practice.

How do we proceed with an application for funding?

11. The first step is to fill out an outline proposal form, and send it to the Foresight Vehicle LINK Secretariat. This will be reviewed, by a Programme Management Panel, and you will then be advised on whether the proposal is likely to fit with the objectives of the Foresight Vehicle LINK Programme, and if so, how to proceed to a full proposal.

12. The Programme Co-ordinator will be pleased to advise potential applicants on the relevance of proposals to the Foresight Vehicle LINK Programme, and on technical and administrative aspects of applications. An outline proposal form (FV1) is available from the Foresight Vehicle LINK Secretariat.

Management

Role of the Programme Management Panel

13. The Programme is overseen by a Programme Management Panel (PMP). The PMP draws its membership from industry, academia and Government sponsor departments.
14. The primary responsibility of the PMP is to select and recommend projects for funding on the basis of assessment of research excellence, technical viability, industrial relevance and commercial potential. In addition, the PMP is responsible for monitoring the progress of individual projects, in conjunction with the Foresight Vehicle LINK Secretariat, and the overall performance of the Programme in achieving its objectives, and for advising and assisting in the dissemination and exploitation of the technology outcomes from projects.

Programme Co-ordinator

15. To assist the PMP in performing the above and other functions, a Programme Co-ordinator has been appointed by DTI. The Programme Co-ordinator will also advise and assist applicants in submitting appropriate project proposals for consideration, and publicise Programme Information and results as appropriate via newsletters, web pages, seminars, exhibitions and the like, working in conjunction with the Secretariat.

Secretariat

16. A Foresight Vehicle LINK Secretariat has been appointed, to undertake technical monitoring of projects. The Secretariat must receive information prepared for project management meetings, which they may attend, and subsequently the minutes of proceedings. The Secretariat must be informed of the dates of these meetings well in advance. The Secretariat will review projects after the first six months and normally at six monthly intervals thereafter.

Technical Assessor

17. A technical assessor, normally an independent PMP member, will be appointed to attend project review meetings as necessary. They will report on the quality and effectiveness of the collaboration, through the PMP, to the programme sponsors.

Project Management

18. Applicants must nominate a project manager from the lead industrial partner who will be responsible for day-to-day management of the Project and for reporting to the Foresight Vehicle LINK Secretariat on its progress. The project manager will convene formal project management meetings amongst the partners at least twice a year at approximately six monthly intervals for which a report on the project's progress will be prepared, and provide quarterly project monitoring reports. The, Secretariat, Technical Assessor and Sponsor officials should be invited to attend such meetings and should receive documents prepared for them and the minutes of the proceedings.

Post-Completion Monitoring

19. Programme Sponsors will maintain contact with partners in a Project for a time after it has been completed in order to determine the extent to which anticipated benefits have been realised. This will normally be done by means of a simple questionnaire, but on occasions it may be necessary to visit companies and research institutions to carry out a more detailed assessment.

Collaboration, IPR and Other Conditions

Structure of Collaboration

20. Potential project proposers should note that all the contents of this information pack are provided for guidance only.
21. (i) Each partner is entitled to agree its partners for any collaborative project in this Programme;

- (ii) Partners will submit a joint outline proposal to the Secretariat for evaluation by the PMP.
- (iii) If a full proposal (also to be prepared jointly by all partners) is requested by the PMP following evaluation of the outline proposal, a 'heads of agreement' will be prepared and signed by all the partners, to be submitted with the full proposal and setting out inter alia:
 - (a) terms of collaboration between intending partners and mechanisms for managing the Project;
 - (b) ownership and licensing of intellectual property;
 - (c) provisions for confidentiality including any mechanisms for agreeing disclosure of information to other participants in the Programme, or third parties.

Intellectual Property Rights

- 22. Assignment of intellectual property rights (IPR) should be agreed prior to the commencement of a project.
- 23. Project partners are strongly advised to begin negotiations of the IPR agreement as soon as the partners have agreed to collaborate.

Publication of Results and Dissemination of Information

- 24. Those supported under the Programme will be expected to exchange information with each other about the projects in which they participate, although at a level of detail which protects their commercial interests. Seminars and/or workshop sessions may be organised for this purpose. Admission to such meetings will be limited generally to Programme participants.
- 25. Science base partners in projects are expected to publish the results of their research in accordance with normal practice, acknowledging the support received from the Foresight Vehicle Programme. Copies of published papers should be sent to the Programme Co-ordinator and Sponsors.
- 26. Those supported under the programme will be expected to promote their project and disseminate progress to a wide audience. Projects will be branded Foresight Vehicle LINK projects.

Related and Further Research

- 27. Conditions of the LINK Programme covering dissemination and disclosure should provide a satisfactory vehicle for collaboration between partners

involved in different Projects. However, where disclosure of information about one Project is necessary for the purpose and implementation of another Project, and the conditions set out do not provide a means of ensuring this, the Sponsors may call a meeting of the interested parties with a view to determining what information should be made available for the purposes of that project and on what terms.

28. In general, science base partners shall be entitled to use their own Results for further research. Where this involves the use of information supplied or generated by other partners, consent will not be unreasonably withheld.

Exploitation

29. The partners in a project shall ensure as far as possible the exploitation of their own Results.
30. If any partner considers that results have not been adequately protected or are not being adequately exploited, they will consult with appropriate Sponsor officials with a view to reaching agreement on equitable alternative arrangements.
31. Project partners are encouraged to consider using *Into Automotive Volume Supply* (IAVS) in the latter stages of a project. This business aid has been developed on behalf of the DTI to help bring ideas to market quickly, successfully and profitably. It is delivered jointly by SMMT Industry Forum and Pera. Details and case studies showing how IAVS can assist with the exploitation of a project can be viewed on the web site www.foresightvehicle.org.uk or obtained from SMMT IF (0121 717 6608) or Pera (01869 340361) or by email to into.volume@pera.com.

Failure to Exploit

32. If a partner in a collaborative Project does not exploit the results of the collaboration within a period of five years after the completion of the Project, they are required to license, on fair and reasonable terms, any IPR arising from the Project and any necessary background on normal commercial terms to any organisation which has been supported under the Programme or any other company at the request of the funding agencies. Alternatively, the funding agencies may require that the rights and ownership of IPR be placed with other partners or parties.

Additional Partners

33. It is possible that the announcement of a Project may stimulate other companies, or institutions within the science base, to express a desire to join in. Additional partners will be accepted during a Project only if they can offer special benefits to that Project, the existing partners unanimously agree, and if the funding agencies consent.

Withdrawals

34. A partner may withdraw from a Project as specified in the collaboration agreement, but in that event the industrial partner may be required to repay any grant paid in respect of the Project. Government funding of a Project may continue after the withdrawal of partners provided that at least one industrial and one science base partner remain and the funding agencies agree.

Termination for Default

35. This should be included in the collaborative agreement.

Termination of Project

36. All the partners in a Project may agree to terminate that Project before its completion at 30 days notice, where either for technical reasons or because of a change in economic circumstances no purpose would be served by continuing the work. Sponsors may withdraw their support from a Project subject to reasonable notice for non-compliance with the terms of the Programme. Payment may be made to cover outstanding and unavoidable commitments in HEIs, subject to the funding agencies grant conditions.

Major Change in Project

37. Any major change from the original intention of the research proposal requires approval of the Sponsors and the PMP.

Support for the Industrial Partner(s)

38. Eligible costs include:
- (i) salaries of personnel working directly on the project;
 - (ii) materials consumed in the course of the project;
 - (iii) capital equipment purchased or constructed for the project, less the estimated value to the business of the equipment at the end of the project in accordance with normal accounting conventions. (In certain circumstances the costs of employing capital equipment that is already owned may be supported);
 - (iv) licensing fees paid to third parties for acquiring new technology;
 - (v) sub-contract charges and consultancy fees, fees for trials and testing and preparation of technical manuals;

- (vi) project management costs, such as travel, office space, etc. that are additional to those normally involved;
 - (vii) training that is specific to the project including that of members of management;
 - (viii) costs of patenting, where this would otherwise fall on small firms;
 - (ix) an allowance for overheads to be supported by a breakdown and justification;
 - (x) output VAT (defined as the charge made by taxable persons on all goods and services they supply, with the exception of those goods and services that are taxable at the zero rate or exempt);
 - (xi) cash and in kind contributions from industry to science base partners for the project.
39. The following are excluded from eligible costs:
- (i) input VAT (defined as the charge made on goods and services purchased for the purpose of the project by taxable persons);
 - (ii) interest, hire purchase interest and any associated service charges arising from hire purchase, bad debts, marketing costs;
 - (iii) profit earned by a subsidiary or an associated company on work sub-contracted under the project;
 - (iv) inflation and contingency allowances expressed as an arbitrary percentage overall addition to eligible costs. However, applicants may include realistic estimates of the likely rise in labour costs. Foreseen and specified costs may be taken into account.
40. Applicants are warned that the Programme Sponsors may require detailed justification of industrial eligible costs and advice should be sought from the Programme Secretariat.
41. Programme Sponsors do not normally support projects which are already receiving or expect to receive support from other public sector sources, including Local Authorities and the European Community.

Support for the Science Base Partner(s)

42. Support for the science base partner(s) if required and when provided by EPSRC, would be by means of a standard EPSRC research grant. Full details of terms and conditions of grants are published in the Guide to EPSRC Research Grants available from HEI administration offices, or from EPSRC at Polaris House, North Star Avenue, Swindon SN2 1ET. Tel: 01793 444000. Fax: 01793 444010. Details can also be obtained from: <http://www.epsrc.ac.uk/resgrant/resfram>.
43. To qualify as part of a LINK project, science base researchers must have reached contractual agreements with their industrial partners on the research programme to be carried out and be able to satisfy the EPSRC on the quality and importance of the research.

Premature Commitment and Excess Expenditure

44. Grants will not normally be increased once awarded nor may any commitment be entered into before the award is formally announced.

Application Procedures

Timing

45. The sixth call for proposals was announced in January 2003. Outline proposals should be submitted to the Foresight Vehicle LINK Secretariat by Friday 7 March 2003. The result of the evaluation will be sent to applicants by 11 April 2003. Full proposals will then be invited to be submitted by 30 May 2003. Successful applicants will be advised by end of July 2003.

Outline Proposals

46. To avoid wasted effort and cost of preparing proposals, partners seeking support are encouraged to submit outline proposals initially. Applicants should consult the Programme Co-ordinator before submitting an outline proposal to the Secretariat. After review of outline proposals by the PMP, applicants will be advised if these should be developed into full proposals. It should be noted that an invitation to submit a full proposal does not indicate that a project will necessarily be approved for funding. Outline proposals should only be submitted on an FV1 form, available from the Programme Secretariat.

Full Proposals

47. After being requested to do so by the PMP, full proposals should be submitted to the Programme Secretariat on FV2 Form. Applications must be submitted by the industrial and science base partners as a joint document.

The following information is required:

FV2 Form.

Detailed Technical Proposal.

DTI STEP 2 Form and 2 copies of the last 2 years audited accounts for each organisation seeking funding from the DTI, DfT or HAand/or providing in-kind contributions to the project.

EPSRC form EPS(RP) for each Higher Education Institute.

Heads of Agreement (see section 21)

Application forms will be provided, as appropriate, by the Programme Secretariat.

Contents of the Case for Support

48. A self-contained case for support, not exceeding 6 sides of A4 paper in a font no smaller than 10 point, must accompany the full proposal application form. This will be prepared jointly and agreed between all the partners. Essential additional material (e.g. giving greater technical and market details), should be given in the form of appendices. The case for support should make clear:

- (i) **Purpose;** the objectives of the project and its commercial importance, including; the product/process areas in which the results will be exploited; an estimate of the size of the potential markets; the competitors in these markets and the relative standing of UK companies; the effect of the results of the proposed research on the commercial position of the partners and the timescale on which this might be anticipated; any other benefits which might accrue to UK industry in general. Evidence should also be provided to show why the project would not go ahead in its present form without Government assistance, and that the assistance would provide substantial additional benefits.
- (ii) **Programme;** a description of the research to be carried out and the methods to be employed. Details should be given of the research experience of the various partners and their respective contributions to achieving the overall project objectives. An indication should be included of the extent to which the project represents an advance on existing technology and an assessment of the main risks to technical success.

- (iii) **Management**; the management plan for the project. This should identify the project manager (including a CV), the milestones to be passed in reaching identified targets, project deliverables and the expenditure expected to be incurred in reaching these targets. Details of how the management plan will be implemented should be given, including how effective technology transfer will be secured.
- (iv) **Relevant IPR**; a summary of the partners' enquiries into the ownership and availability of any intellectual property needed to carry out the project and exploit its results effectively, highlighting any dependence on any IPR owned by the partners. The partners will be required to conclude a legally-binding agreement between themselves concerning the ownership and exploitation of any IPR arising from the project following the rules appropriate to this programme (normally within the collaboration agreement) before an offer of support can be made.
- (v) **Costs**; the total costs of the project and a summary of the support required by each partner. All costs must be justified in the case for support. Where an industrial partner is a subsidiary, a letter of support from the ultimate holding company will be required before an offer of support can be made.
- (vi) **Exploitation and Dissemination**; the proposed route(s) to exploitation of the resulting technology, with timescales; and specific proposals relating to dissemination and promotion of the project throughout the life of the programme.

Offers of Support and Conditions Applicable

49. Programme Sponsors will issue an offer of support to the industrial participants via the lead partner. This will specify in detail the terms and conditions under which support will be made available and these must be accepted in full. These conditions will relate to, amongst other things, project management, the use of intellectual property and the need to agree on the level of publication of research results.

Where appropriate, EPSRC will offer science base institutions support under its Research Grants Scheme. The formal grant documents offered to science base partners will incorporate Grant Additional Conditions relating to the terms and conditions appropriate to this LINK Programme.

50. Applicants are advised that a final decision on the support to be offered for a Project may take several months and should plan accordingly, although the aim is to provide a decision within 6 weeks.

Payments

Industrial and other Non-Science Base Partners

51. Payment of grant to industrial and other non-science base partners in the Projects will be made at quarterly intervals, or less frequently if agreed, and in arrears on submission of a claim from each company giving a statement of expenditure defrayed on the project. An independent accountant's report will be required with claims for payment as set out in the offer of support. Programme Sponsors reserve the right to disallow claims considered not to be in compliance with the terms and conditions of the offer of grant.

Science Base Partners

52. Where an EPSRC Research Grant has been awarded, payment to the science base partners will be by payment profiling system, in accordance with the EPSRC Research Grant Conditions.

Variation of Information

53. These notes are issued for information only and the arrangements specified may be amended by Programme Sponsors at any time.

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