



**ICE-T First Call for Proposals**  
**Application Process Guidance**  
**2 February 2010**

Experts in Technology Strategy and Technology Programme Management

# ICE-T Call for Proposals

- **Key Documents**
  - **Application Form**
  - **Application Costing Tables**
  - **Guidance Notes for Applicants**
  - **Specimen Offer Letter**
  - **Model Collaboration Agreement**

**All on the website**

# Application Timetable

- **Call opens 2<sup>nd</sup> February 2010**
- **Call closes 2<sup>nd</sup> March 2010**
- **Offer Letters issued around 18<sup>th</sup> March 2010**
- **Signed offer letters returned to SEHTA by 26<sup>th</sup> March 2010**
- **Projects start anytime after 26<sup>th</sup> March 2010**
- **Projects finish by 31<sup>st</sup> March 2011**

# Top Tips

- **Read all the documents**
- **Answer the questions that are asked**
- **Keep collaborations and contracts simple**
- **Limit the number of tasks and deliverables**
- **Limit the number of partners**
- **Call the helpline if you have any queries on the application process**

# The Offer Letter

- **The contract issued by SEHTA for the project**
- **Key clauses**
  - **Costs and grant**
  - **Payments**
  - **Monitoring**
  - **Intellectual property**
  - **Costs Table (by task and deliverable)**

# The Application Form

- **Applicant(s) Details**
- **Project Details**
  - **Project Summary**
  - **Project Scope**
  - **Project Benefits**
  - **Project Plan**
  - **Project Team**
- **Project Costing Summary (narrative)**
- **Project Costings Table (tasks and costs)**
- **Declaration**
- **Checklist of other documents**

# Application Tables

- **6 worksheets in Excel:**
  - **Summary sheet**
  - **Lead Partner sheet**
  - **Partner2**
  - **Partner3**
  - **Partner4**
  - **Partner5**
- **Don't enter costs twice!**
- **Use only the sheets you need**

Ensure the Application Form has the same total cost

# Application Tables

application form costings sheets for ICE-T call for proposals February 2010.xls (Compatibility Mode) - Microsoft Excel

Home Insert Page Layout Formulas Data Review View KnowledgeBase

Clipboard Font Paragraph Styles Tables

C4 Insert text here

Please complete the blank cells below using a separate sheet for each partner

2	<b>Project Title:</b>		<i>insert text here</i>				
3	<b>Lead Person Contact Details (email)</b>		<i>insert text here</i>				
4	<b>Telephone:</b>		<i>insert number here</i>				
5							
6							
7							
8	<b>Total Eligible Costs</b>						
9	<b>Item</b>		<b>Total</b>				
10	Direct Staff Costs Total		£0				
11	Overheads		£0.00				
12	Average overhead rate						
13	Capital Equipment		£0.00				
14	Materials / Consumables		£0.00				
15	Patent & Legal (£)		£0.00				
16	Travel & Subsistence (£)		£0.00				
17	Sub-contracts		£0.00				
18	Sub-contracts		£0.00				
19	Sub-contracts		£0.00				
20	Sub-contracts		£0.00				
21	Total Eligible Costs		£0.00				
22	<b>Grant Requested (max 50%)</b>		£0.00				
23	<b>Grant in SEEDA Region</b>		£0.00				
24	<b>Grant in SMEs</b>		£0.00				
25							
26							
27							

# Partner Sheets

<b>ICE-T Call for Proposals</b>			
<u>Please complete the blank cells below using a separate sheet for each partner</u>			
<u>Please also complete the summary costs sheet</u>			
<b>Partner Name</b>			
<b>Partner Address</b>			
<b>Partner Post Code</b>			
<b>Is this partner located in the SEEDA region?</b>		<i>Please select from drop-down list</i>	<i>Please see <a href="http://www.seeda.co.uk">www.seeda.co.uk</a></i>
<b>Is this partner an SME?</b>			<i>Please see the Guidance Notes for the SME definition</i>
<b>Partner Eligible Costs</b>			
Item	2010/11	Comment	
Direct Staff Costs Total	£0.00	<i>Please complete individual staff costs below to populate this cell</i>	
Overheads	£0.00	<i>Please complete individual staff costs below to populate this cell</i>	
Average overhead rate			
Capital Equipment (£)		<i>Ensure this is no more than 25% of eligible costs overall and justify in the proposal</i>	
Materials / Consumables (£)			
Patent & Legal (£)			
Travel & Subsistence (£)			
Sub-contracts	<i>short description here</i>		<i>Please specify each subcontract separately and justify in the proposal</i>
Sub-contracts	<i>short description here</i>		
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Sub-contracts	<i>short description here</i>		
Sub-contracts	<i>short description here</i>		
<b>Total Eligible Costs</b>	£0.00		
<b>Grant Requested (max 50%)</b>			



# Model Collaboration Agreement

- **Not Needed if collaborators are subcontractors**
- **Adapt to meet your needs**
- **Use something else if desired**
- **Keep alignment with the offer letter**

# Summary

- **Meet the deadline**
  - – email by midnight on 2 March 2010. Hard copy by 17.00.
- **Emphasise the achievements and benefits**
- **Keep it simple**
- **Meet the eligibility criteria (absolutes)**
- **Meet the assessment criteria (subjective)**

# Eligibility Criteria

- 1) SME in the SEEDA region and bulk of the collaborators in the SEEDA region
- 2) involve an ICE-T showcase centre
- 3) involve telecare technologies
- 4) grant no more than 50%, no more than £50,000, no less than £20,000
- 5) No more than 25% of project costs for capital expenditure.
- 6) signed Collaboration Agreement with the proposal; UNLESS all participants are subcontractors
- 7) Must finish project by March 2011

# Assessment Criteria

- 1. Fit to specification**
- 2. Potential benefits**
- 3. Project plan**
- 4. The project team**
- 5. Justification for resources/value for money**

# Questions?

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