**R&D Grant enquiry form**

Please email your completed form to [**enquiries@scotent.co.uk**](mailto:enquiries@scotent.co.uk)**.** A member of the team will then be in touch.

If you have any questions about the form, please contact us at the same email address and we will be happy to help.

Please note, you should only complete this form if:

* Your company has, or plans to have, a suitable presence in Scotland
* Your company is considering undertaking an R&D project
* Your company has access to any and all background and/or foreground intellectual property
* You’ve developed a robust business case for your proposed project
* Exploitation of the project’s outputs will lead to company growth

If any of these criteria DO NOT apply to you, please contact **[enquiries@scotent.co.uk](mailto:enquiries@scotent.co.uk)**. We’ll direct you to other forms of support.

You may also wish to visit [**https://findbusinesssupport.gov.scot/**](https://findbusinesssupport.gov.scot/) for information on business support across Scotland’s public sector.

**1. Company details**

|  |  |
| --- | --- |
| Company name |  |
| Registration number |  |
| Company contact name |  |
| Company contact email |  |

**2. Company size**

Please tick appropriate box:

|  |  |
| --- | --- |
| SME |  |
| Large |  |
| Unknown |  |

**3. Project description**

Please describe in 50 words or fewer the main aims and objectives of the project:

|  |
| --- |
|  |

**4. Project innovation**

Please describe in 50 words or fewer the main technical innovation of the project:

|  |
| --- |
|  |

**5. Project technical challenges**

Please provide a short description of the highest-ranking technical challenges in the project:

|  |
| --- |
| 1 |
| 2 |
| 3 |

**6. Commercial opportunity**

Please describe in 50 words or fewer the commercial opportunity of the project:

|  |
| --- |
|  |

**7. Total project costs: £ k**

Please provide the anticipated spend on the largest three items (for example, salary, consumables or equipment):

|  |
| --- |
| 1 |
| 2 |
| 3 |

**8. Will your project result in the creation or safeguarding of R&D jobs?**

Please tick appropriate box:

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Unknown |  |

**9. Sustainability impacts**

Please estimate any CO2savings that will be delivered after the project is complete. Provide a cumulative figure for the three years after the intended project completion.

|  |
| --- |
|  |

**10. Fair work practices**

As part of our appraisal, we will consider your approach (or intended approach, in cases where your business has yet to be established) to fair work practices, including payment of the Real Living Wage during the project, transparency on the gender pay gap and use of zero-hour contracts.

|  |  |
| --- | --- |
| Does/would your business have appropriate channels for effective voice and employee engagement, such as trade union recognition? | Yes/No |
| Does/would your business invest in workforce development? (Please provide details.) | Yes/No  Comment: |
| Does/would your business use zero-hour contracts? | Yes/ No  Comment (if “yes”): |
| If yes, please provide details of:   * The circumstances in which they are used * Any differences in terms and conditions in comparison to other employees |  |
| Does/would your company take action to tackle the gender pay gap and create a more diverse and inclusive workplace? | Yes/ No |
| Do you pay the Real Living Wage to all employees aged 16 and over, including apprentices and those contracted to act or carry out works on your behalf?  [Find out more about the Real Living Wage from the Living Wage Foundation](https://www.livingwage.org.uk/what-real-living-wage) | Yes/ No |
| Does/would your business have flexible and family-friendly practices? | Yes/No |
| Does/would your business have any fire and rehire policies? | Yes/No |

**11. Have you engaged with a member of the grant appraisal team (or anyone else from Scottish Enterprise)?**

Please email your completed form to [**enquiries@scotent.co.uk**](mailto:enquiries@scotent.co.uk). A member of the team will then be in touch. If you have any questions about the form, please contact us at the same email address and we will be happy to help.