**Business Interaction Voucher (BIV)**

**Application Form**

**Round 1**

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| The completed application should be emailed as a word document to elementalmetalhub@kent.ac.uk no later than **5pm by 30th October 2025**. The call may close before this date if available funds have been awarded. **Subject line: Elemental Business Interaction Voucher Application**All individuals named on this application must be registered members of the Elemental Hub. You can register for membership and complete the[**membership form**](https://elementalhub.org/home/join-us/) **at the ELEMENTAL BBSRC Engineering Biology Mission Hub website.****Further information and guidance on this funding opportunity can be found** [**here.**](https://elementalhub.org/funding/business-innovation-vouchers-round-1/)**Please read the guidelines and complete all sections (boxes are expandable)** |

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| **Project Summary** |
| **Project title** |  |
| **Lead research organisation** |  |
| **Name of project lead** |  |
| **Funding requested from Hub at 100% full Economic Cost (fEC) including VAT (£)**  |  |
| **Match funding from Industry partner(s)** |
| *Industry match funding, whether in cash or in-kind, must contribute between 20% and 50% of the total grant amount requested.* | **Cash (£)** |  |
| **In-Kind (£)** |  |
| **TOTAL (£)** |  |

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| **1. Applicant Details**  |
| **1a. Academic partner** |
| **Academic partner(s) details** *(Academics must be* [*eligible for BBSRC funding*](https://www.ukri.org/councils/bbsrc/guidance-for-applicants/check-if-youre-eligible-for-funding/) *. The Hub Manager will contact your Research Office to confirm eligibility. Co-applicants are optional; Industry partners are* ***essential****. Further co-applicants/industry partners may be added by copying and pasting the blank boxes. All applicants must* [*join the Hub*](https://elementalhub.org/home/join-us/)*.)* |
| **Project Lead**  |
| **Project Lead’s name** |  |
| **Position held** |  |
| **University/Institution**  |  |
| **Department** |  |
| **Phone number** |  |
| **Email** |  |
| **Finance/Research Office contact name** |  |
| **Finance/Research Office Email** |  |
| **Project Co-Lead (optional)** |
| **Project Co-lead’s name** |  |
| **University/Institution**  |  |
| **Department** |  |
| **Email** |  |
| **1b. Industry Partner (essential)** |
| **Industry partner’s name** |  |
| **Company name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email** |  |
| **Company’s geographical base** |  |
| **Company registration number** |  |
| **Company website**  |  |
| **Employee headcount – *highlight as appropriate*:** |
| <5 | 5-10 | 11-25 | 26-50 | 51-100 | 101-250 | 251-500 | 501-1000 | 1001-4999 | >5000 |
| **Company annual turnover for last financial year – *highlight as appropriate:*** |
| <£10k | £10k-£99,999 | £100k-£249,999 | £250k-£499,999 | £500k-£749,999 | £750-£999,999 |
| £1M-1.9M | £2M-5M | £5M-9.9M | £10M-24.9M | £25M-50M | £>50M |
| **By submitting this application, the industry partner(s) confirm they are not in breach of subsidy control rules by accepting the voucher.** *Guidance on state subsidy rules, value thresholds and recording can be found* [*here*](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities)*.* | *Enter name of person at industry partner who will ensure they are not in breach of subsidy control.*  |

*Further applicants/partners may be added if required by copying and pasting the boxes.*

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| **2. Project Details**  |
| **Proposed start date**  |  |
| **Proposed end date** *(12 months duration maximum)* |  |
| **Public summary (max 250 words)**Describe the proposed activity in simple terms that can be readily understood by a lay audience. Information may be used by the Hub or the BBSRC for public dissemination, if the award is funded. Include a sentence describing how this fits the remit of industrial biotechnology and bioenergy as defined by the BBSRC “The use of biological resources for producing and processing materials, chemicals and energy” and ensure the connection with [remit of the Hub](https://elementalhub.org/mission-hub-remit/) is obvious. |
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| **What is the issue, problem, risk, or opportunity that you aim to address? (max 150 words)** |
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| **Project description (max 700 words)***Provide a brief description of the background to the project, aims of the project, work to be undertaken, key deliverables, benefit to the industrial partner and commercial potential, and include the current* [*technology readiness level (TRL) as defined by UKRI*](https://www.ukri.org/publications/activities-associated-with-different-technology-readiness-levels/) *and anticipated TRL, if the project is funded. Ensure that the connection with the* [*remit of the Hub*](https://elementalhub.org/mission-hub-remit/) *including* [*engineering biology as defined by the BBSRC*](https://www.discover.ukri.org/engineering-biology/) *is obvious.* |
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| **Current TRL:** |  |
| **Anticipated TRL if project is successful:** |  |
| **Plans for long-term relationship (max 200 words)***Please describe how this project, if successful, could lead to long-term relationship between the university/research-organisation and industry partner(s)? How do you plan to finance a long-term relationship with the industry partner(s) e.g. apply for funding from BBSRC, industrial funding.* |
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| **Additional Information (Optional):***Please use this section to include any further details that you feel will strengthen your application. This might include relevant context, supporting evidence, or clarifications not covered elsewhere in the form.* |
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| **3. Financial Details** |
| **Project costs for academic partner***Please provide a summary of the of project costs in table below at 100% fEC. Requested finances should be calculated following the* [*guidelines* *for standard BBSRC fEC calculations*](https://www.ukri.org/councils/bbsrc/guidance-for-applicants/costs-we-fund/)*. Directly Allocated and Indirect costs are not eligible.* |
| **Directly Incurred (equipment is not eligible)** | **Amount (£)***100% fEC\* incl VAT* |
| DI - Staff**1** |  |
| DI - Travel and subsistence |  |
| DI - Other costs**2** (specify e.g. consumables) |  |
| **1***Any University staff time should be costed at the appropriate fEC rate for your university. Business Interaction Vouchers are awarded at 100% fEC inclusive VAT. Explain how the staff will be provided (e.g. Project Lead time, Researcher co-lead, technician)***2***Equipment purchase is not an eligible cost (refer to item 4 of the operational guidelines).* |
| **Total project costs (£) at 100% fEC (inclusive VAT)** |  |
| **Justification of costs (max 250 words)***Please provide a justification of costs.* |
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| **Project costs for industry partner(s)***Please provide a summary of cash or in-kind contributions (estimate financial value).* |
| **Use** | **Amount** |
| Cash |  |
| Access to staff time |  |
| Materials provided at cost |  |
| Access to equipment |  |
| Other (please specify e.g. meeting costs)  |  |
| **Total project costs for industry partner (£)** |  |
| **Amount requested from Hub at 100% fEC incl. VAT3 (£)**  |  |
| **Value of industry partner(s) cash contribution4 (£)**  |  |
| **Value of industry partner(s) in-kind contribution4 (£)** |  |
| **3** *The academic and industrial partner(s) will need to have a signed agreement in place before the start of the project (refer to item 8 of the operational guidelines).***4** *Industry match funding, whether in cash or in-kind, must contribute between 20% and 50% of the total grant amount requested* |

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| **4. Curriculum Vitae of Project Lead** |
| *Please provide a* ***cv of the Project Lead (maximum 2 pages)*** *as required on Je-S based BBSRC responsive mode grant applications.* |

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| **5. Letter of Support from Industry Partner(s)** |
| *Please provide a* ***Letter of Support*** *from the Industry Partner(s). This should be signed by the Industry Partner and should include the Company logo, objectives of the collaboration (1 or 2 sentences), and confirmation that if this application is successful, a collaboration agreement will be put in place before the research starts.*  |

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| **6. Ethical and Social Issues** |
| **Any ethical or social issues?** If yes, complete the following: | *Yes/No* |
| **Human participation** |
| Does the proposed project involve the use of human subjects? | *Yes/No* |
| Does the proposed project involve the use of human tissue? | *Yes/No* |
| Does the proposed project involve the use of human biological samples? | *Yes/No* |
| Does the proposed project involve the administration of substances to humans? | *Yes/No* |
| Will personal information be used? If yes, will participants be identifiable?  | *Yes/No* |
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| **Animal participation** |
| Does the proposed project involve the use of vertebrate animals or other organisms covered by the Animals (scientific Procedures) Act? If yes, what is severity of procedures and provide details: | *Yes/No* |
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| **Genetic and biological risk** |
| Does the proposed project involve production and/or use of genetically modified animals, plants, or microbes? If yes, will genetic modification be used as an experimental tool?  | *Yes/No* |
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| Will the research involve release of the genetically modified organisms?  | *Yes/No* |
| Will the research be aimed at the development of commercial or industrial genetically modified processes or products?  | *Yes/No* |
| **Approvals**  |
| Provide evidence e.g. copies of Home Office animal licences.Have the required/necessary approvals been given? | *Yes/No* |
| Other issues: Are there any other ethical or social issues that you need to tell us about? [Ethical research and innovation – UKRI](https://www.ukri.org/manage-your-award/good-research-resource-hub/ethical-research-and-innovation/) |

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| **7. Declaration & Compliance**  |
| **The project is short-term and does not duplicate existing funded work.** | Rectangle 1, Shape **Yes** Rectangle 1, Shape **No** |
| **The proposed activities fall within the scope of the** [**BIV**](https://elementalhub.org/funding/business-innovation-vouchers-round-1/) **scheme** | Rectangle 1, Shape **Yes** Rectangle 1, Shape **No** |
| **Lead academic, project co-lead and any industry partners are all registered as** [**Elemental Hub members**](https://elementalhub.org/home/join-us/) | Rectangle 1, Shape **Yes** Rectangle 1, Shape **No** |
| **The academic organisation is a collaborative partner of Elemental** | Rectangle 1, Shape **Yes** Rectangle 1, Shape **No** |
| **Any industry partners are UK-based or have relevance to the UK bioeconomy** | Rectangle 1, Shape **Yes** Rectangle 1, Shape **No** Shape, Picture **Not applicable** |

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| **8. Privacy Notice** |
| **Privacy notice**: Please read the ELEMENTAL BBSRC Mission Hub [Privacy Notice](https://www.kent.ac.uk/about/assurance-and-data-protection). The information you provide will only be used by the University of Kent for the purpose of the Student Funding Application. By providing your information you are consenting to its use for this purpose. The University of Kent carries out the processing of personal data in accordance with the [UK Data Protection Act 1998/General Data Protection Regulation (GDPR)](https://ico.org.uk/). |

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| **9. Signature (By signing this application form I am agreeing to the above Privacy Notice & Declaration and Compliance)** |
| **Lead Academic Signature** |  |
| **Date** |  |

**Final checklist:**

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| ü | **Please read and tick to indicate you have done the following:** |
|  | I have read the Business Interaction Voucher Guidelines for the Elemental Hub. The proposed activities fall within the scope of the Business Interaction Voucher ([BIV)](https://elementalhub.org/funding/business-innovation-vouchers-round-1/) scheme and [remit of the Elemental Hub](https://elementalhub.org/mission-hub-remit/) |
|  | I am a member of the Elemental Hub. |
|  | The Project Co-Lead (if applicable) is a member of the Elemental Hub. |
|  | The industrial partner is a member of the Elemental Hub. |
|  | The CV of the Project Lead is attached. |
|  | Letter of support from the industry partner is attached. |
|  | Lead Academic has signed and dated the application form |
|  | Finance has been approved and authorised by appropriate Finance Officer/Head of Department |

**To submit the application:**

Send the completed application form, short cv, letter of support and Annex B (if relevant) by email to the Elemental Hub Manager: elementalmetalhub@kent.ac.uk.

Subject line: Elemental Business Interaction Voucher Application.

The application form should be a word document. Other documents can be submitted as a pdf.

Applicants will be informed of the outcome of their application within four weeks of submission.

**Any questions?**

Please email the Elemental Hub Manager: elementalmetalhub@kent.ac.uk