

# Regional Innovation Fund (RIF) Company Information Form

The form is used for the allocation of a RIF voucher with a company who wish to use the \*\*\*\* facility as users.

## Application Form

- **Company Name:**
- **Company Registered Address:**
- **Company Registration Number:**
- **Contact:** (full name, position, and email address)
- **Authorised signatory:** (person/s permitted to sign contract agreements - full name, position, and email address)
- **Project Title:** (in brief)
- **Aim:** (What is hoped to be achieved: in brief)
- **Scope:** (please describe as detailed as possible what you would like us to do, including equipment to be used)
- **Deliverable: Only raw output data of the testing.** (please confirm that this is all that is expected) **Or will a report also be required by a member of the lab?** (if yes, what exactly within the report)? **Please specify as much as possible, so we know what to work towards**
- **Samples:** (pre required analytical method)
- **Samples:** (to be delivered or supplied by company)
- **How many samples will there be?**
- **What exactly are these samples?** (please add anything which will be relevant for the testing)
- **Would you like to receive sample material back after the testing, or what should happen with the material?**
- **What techniques will be required?**
  - **What level of experience in the requested methodology does the prospective user possess? Please list by technique requested.**
  - **Clarity who executes the work:**(Consultant/technician or Client contact themselves)
  - **Please provide the full name and email address of the client representative/s to be given access:**
  - **Please provide the full name and email address of the authorised signatory at client organisation:**
- **Suggestion on preferred start date of contract:**
- **Preferred number of hours of access/ usage of equipment:**
- **Have you received over €200,000 of UK Government funding over a three-year period?** (We require this information to ensure that we are not in breach of state aid regulations.)

You will need to send this form to the facilities lead/manager (you can find this information on their respective pages). If you are a first-time user of our faculty it is possible that the \*\*\*\*lab/ centre\*\*\*\* can support your initial usage, with training and/ or an initial setting up of the equipment, we will discuss this possibility after a technical assessment of your project.

**\*\* For internal use only (Department Operations Manager (DOM), Facility Manager, Facility Lead, consultant and/ or support team) \*\***

**(Please answer the following for each and every RIF allocated voucher)**

Confirmation on your preferred booking system used, ie PPMS or direct email to member of lab/ centre and/ or general email of lab/ centre.

Preferred start date of the engagement (to allow client to book themselves but also to confirm availability of equipment or plan new schedule).

Confirmation of the total number of hours of usage (\* please note that the £ allocation of voucher must be based of the FEC rate).

The specific budget form completed with the client's name, equipment name/ facility centre, College cost centre code, current FEC rate and voucher allocation number of hours. Please use the attached copy of a budget form with an example (if only access to use equipment being offered the top section under College resources needs to be completed).

On each occasion that the completed budget form is sent, please ensure that DOM has approved. When sending email of budget form to ICON representative, please copy (cc) DOM.

**Should there be more involvement other than access to equipment, please can you briefly to the following:-**

**Confidentiality**

- **In providing the Services, will any internal team members be disclosing theirs/Imperial's unpublished or sensitive information?**
- **Will any college background IP be used in this engagement?**
- **Are the internal team members happy for any foreground IP generated in this engagement to belong to the client?**
- **Do the internal team members wish to retain the rights to use this engagement outputs for teaching/publication?**