# A GUIDE TO USING OUR INNOVATION FUNDING SERVICE

The Innovation Funding Service is the process for applying for Innovate UK funding online. It's also where new competitions are announced - so even if you're not applying now, it's a great place to have <u>bookmarked</u> to keep checking back to.

So, how do you go about starting an application? We've broken down how it works below. Have a read before you get going...

# **HOW IT WORKS**

### **GETTING STARTED**

Before you can do anything, the first step is to create an Innovation Funding Service account. In doing this, you become the 'lead applicant' - or in other words, the person who's in charge of leading the application.

# COLLABORATING WITH PARTNERS

As the lead applicant, you can: invite project partners to work together on your application, assign tasks to specific partners, and ask them to work together on answering application questions. Many hands make light work (and, hopefully collaborating on your application is your first step to a fruitful working relationship).

#### MAINTAINING CONFIDENTIALITY

Confidentiality is important in collaborative applications. So as you complete your submission, the lead applicant will be able to see all financial aspects of the application, while the collaborators will only be able see their own financial information.



# TRACKING YOUR PROGRESS

As you work through your application, there are two tools you should keep your eye on - the progress bar, which lets you know how much work is still to be done; and the countdown tracker, which lets you know how much time is left before the submission deadline.

# CHECKING YOUR ELIGIBILITY

As you work through your application you'll be automatically advised as to whether or not you meet the financial eligibility criteria. By confirming compliance along the way, you can be sure you're not wasting time entering a competition for which you're not eligible.



#### HELP ALONG THE WAY

If you have any questions or concerns about your application, they can be easily resolved - because both you and our customer support team can access a common online view of your application. So, if you need help - don't struggle in silence.

# NEED MORE INFORMATION?

If you'd like to learn more about how to use our Innovation Funding Service, why not take a look at this helpful link? We hope you'll find everything you need, but if you don't please get in touch.

READY TO APPLY? Click here

