

Agile Innovation Fund - Project Change Process

The Agile Innovation project is defined in the application by the project plan which provides information on:

- Project Objectives
- Proposed Solution
- Project Activities
- Project Team

Project Objectives

The project objectives represent the defined purpose of the Agile Innovation project as agreed by the R&D committee and can only be changed with agreement of the R&D committee. While it is not necessary that project objectives be achieved all activities and costs that are funded must be directed towards their achievement.

Normally a change in project objectives will require a significant change in project costs and activities and in this situation it is best to cancel the existing project and make an application for funding for the proposed new project.

However if the objectives need to be changed without a substantial change to activities and costs a request, with a rationale for the change, can be made through your Development Adviser to the R&D committee.

Proposed Solution

Proposed solution may vary as new discoveries emerge and as long as the evolved solution is consistent with project objectives and within project costs changes here are allowed.

Project Activities

Similarly with project activities as long as they are consistent with and directed towards project objectives and are in line with project costs they are allowed.

Project Team

The project team can be varied provided replacement or additional team members are of similar or equivalent competence to those described in the project plan.

Project Costs

Projects costs assigned to any particular category in a project, as specified in the letter of offer, can be reduced by 50% and redistributed to other categories subject to line management approval within EI.

This approval will normally be sought by the EI grant inspection team, after the grant claim is made but if assurance is required in advance, approval can be sought through your Development Adviser.

For reallocation of more than 50% of costs approval must be obtained from the R&D Committee which can be applied for through your Development Adviser.

Project Schedule

The Agile Innovation Fund letter of offer will allow for the last claim to be made three years after the scheduled project start and is at a minimum after the scheduled completion date.

If a time extension is required to complete the project an application can be made to EI through your Development Adviser, but it should be noted that time extensions will only be granted in exceptional circumstances.