INNOVATE UK

MONITORING SERVICES
DYNAMIC PURCHASING SYSTEM

Monitoring Services
Specification
V1.3

4   MONITORING SERVICES PROVIDER RESPONSIBILITIES

Overview

4.1   This section and those that follow provide detail on the specific requirements of the MSP role. They are not exhaustive or prescriptive. However, any changes to the requirements in respect of the monitoring of a specific Project will be set out in the ITT.

4.2   The MSP is responsible for tasks falling into six work categories(A – F):

> A   Overall assurance;
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> B   Project start-up phase approval;
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> C   Periodic reviews: meetings and reporting;
>
> D   Claim validation;
>
> E   Issue and change management; and
>
> F   Project completion.

4.3   The requirements for each work category are described in sections 5 to 10 below.

Funding arrangements

4.4   As explained in the Overview Document, there are two main types of funding which may have been awarded to a Project (contract or grant). These funding differences impact on the monitoring requirements in certain respects (as explained in more detail in the requirements detailed in sections 5 to 10 below).

4.5   The Project Brief issued with the ITT will set out the funding arrangements for a Project (whether it is grant or contract funded). The MSP awarded a contract will also be provided with the Funding Documents which govern the relationship between the Project Participants and the funder(s) (which will be Innovate UK or other government departments). For grant funded Projects, the Funding Documents are comprised of the application for grant funding (and assessment commentary), the grant offer letter and the grant funding terms and conditions. For contract funded Projects, the Funding Documentation will be the application for contract funding (and assessment commentary) and the contract. The Funding Documents will be made available in the Online Systems (see below).

Electronic monitoring

4.6   In performing the categories of work detailed below, the MSP will have access to Innovate UK's online systems for monitoring Projects ("the Online Systems"). The Online Systems will be used to upload updated Project Documentation, to upload reports (including Monitoring Reports) and to validate claims. More information will be provided to MSPs on accessing the Online Systems and the terms of use on award of a Contract.

4.7   MSPs should note that Innovate UK is in the process of fully digitising its operations and moving to the digital Innovation Funding Service ("IFS"). The IFS process will mean that innovation competitions, the applications for and approvals of innovation funding and the monitoring of funding awarded will be entirely managed online. This will facilitate a simplified start-up process and will allow Innovate UK to streamline the documentary requirements. Whilst some

competitions are currently run through the IFS process, it is likely to take some time for the transfer to IFS to be fully completed. In the meantime, some innovation competitions will continue to run under the document-based, legacy arrangements (and the monitoring of those Projects will reflect the legacy arrangements).

4.8   The Project Brief will clearly set out whether a Project is an IFS or legacy arrangement.

5   WORK CATEGORY A: OVERALL ASSURANCE

5.1   The MSP is expected to do the following throughout the life of the Project:

5.1.1   Establish and maintain a working relationship with the Lead Project Manager (and the individual Project Participants as necessary).

5.1.2   Use their knowledge and experience of the relevant industry and of Innovate UK's monitoring requirements to provide support and guidance to the Project Participants as necessary to facilitate effective monitoring of the Project. MSPs should bear in mind that they are not contracted to advise or provide guidance to the Project Participants on the development or direction of the Project. If they have views in this respect which they consider will add value to the Project, these should be discussed with the Lot Owner.

5.1.3   Be familiar with the Funding Documents and (once prepared by the Project Participants) the Project Documents for the Project and to raise any queries about the content or application of these documents with Innovate UK's Monitoring Team or the Lot Owner.

5.1.4   Be vigilant of the potential for criminal or unethical activity or other activity not commensurate with the use of public funds by Project Participants (including but not limited to fraud, bribery, misrepresentation, modern slavery, anti-competitive behaviour and professional misconduct) and report any such activity (or any suspicions of such activity) to the Monitoring Team immediately.

5.1.5   Comply with the Authority Policies. A list of the current Authority Policies is set out at Appendix 4 to this Monitoring Services Specification (copies of the Authority Policies are available on the DPS Portal).

5.1.6   Comply with the reasonable security requirements of the Project Participants (set out in the Project Brief or other subsequent notification issued to the MSP) in the monitoring of the Project (for example, when attending Project Participant premises or communicating with them electronically).

5.1.7   Act as an ambassador for Innovate UK and, as such, (a) be familiar with the innovation tools and support mechanisms made available by Innovate UK and other organisations and the relevant upcoming competitions being run by Innovate UK; and (b) signpost Project Participants to these as and when appropriate (noting that this does not imply any commitment on the part of Innovate UK to award further contracts or provide follow on funding). MSPs should refer to the Document Library on the DPS Portal and the Innovate UK website for further information on tools, support mechanisms and upcoming competitions.

5.1.8   Co-operate with Innovate UK and any employee, representative or contractor of Innovate UK (including the Lot Owner, Monitoring Team and other Monitoring Service Providers appointed by Innovate UK) as reasonably required by Innovate UK to facilitate the provision of Monitoring Services and provide reasonable information,

advice and assistance to Innovate UK in connection with the monitoring of the Project as requested in order to fulfil the MSP's obligations under the Contract.

5.1.9   Liaise regularly with the Lot Owner and/or Innovation Lead (either by way of a telephone call or, where agreed with the Lot Owner/Innovation Lead, by email) to coincide with the Review Periods for the Project and provide high quality, timely communication as regards the progress of the Project, including reporting on any areas of concern and also any tangible successes.

5.1.10   Provide general feedback and information to the Lot Owner and/or Innovation Lead during the communication described at paragraph 5.1.9 above and when specifically requested by the Lot Owner on: (a) the main barriers to market which may be preventing good Projects from moving forwards; (b) best practice and lessons learned (including in relation to the report framework); and (c) outstanding Projects that Innovate UK could potentially use for 'success stories'.

5.1.11   Where requested by Innovate UK (and only on the basis that this work is undertaken for the "Additional Fee" specified in the MSP's Tender as opposed to the Fixed Fee (which would be administered through the contract change procedure)) provide written summaries or materials on Projects for Innovate UK to use in marketing material or reports to stakeholders (for example, success stories and views on future impacts).

6   WORK CATEGORY B: START UP PHASE

6.1   The MSP's role in the start-up phase for <u>every Project</u> is to familiarise itself with the Funding Documents and to make initial contact with the Project Participants.

6.2   The MSP's specific responsibilities **for <u>all</u> Projects (IFS and legacy)** are to:

6.2.1   Contact the Project Participants within 3 Working Days of the Monitoring Services Commencement Date using the details set out in the Project Brief, to introduce themselves and, where Review Meetings are required for this Project, to schedule the first Review Meeting between the MSP and the Lead Project Manager (and other Project Participants as appropriate) at a time and place that is mutually agreed between the parties.

6.2.2   Track the Project's progress in preparing the Project Documents and liaise with the Project Participants to obtain copies of the Project Documents. These will be defined in the Funding Documents but will generally include:

(a)   a detailed project plan, corresponding milestone register and risk register for the entire duration of the Project (Please note this will be introduced to IFS in the near future);

(b)   a detailed financial forecast for the full duration of the Project (divided into periods and linked to the tasks in the Project plan); and

(c)   an initial commercialisation/exploitation plan for the anticipated Project outcomes (developed from the outline included in the Project Participant's application).

6.2.3   Review the Project Documents once prepared by the Project Participants to satisfy themselves that:

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<li value="1">the Project Documents describe the Project activities in sufficient detail to enable the MSP to monitor progress (including defining data to be provided at Review Meetings);
the description of the Project in the Project Documents does not represent a change of scope from the original Funding Documents (in particular the application);
each Project Participant fully-understands their responsibility to have adequate financial management processes in place to ensure:
<ol type="i">
claims for costs incurred and paid within a Review Period can be submitted within 30 days of the end of the Review Period; and
timely and accurate provision of cost and forecast data for the MSP's periodic reviews and for claims validation.

6.2.4   Once satisfied, email the Monitoring Team on monitoring@innovateuk.gov.uk to confirm that the Project Documents are approved.

6.2.5   Communicate with Project Participants (ideally in a call followed up with an email) to highlight to them and seek assurance that they understand the terms of the Funding Documents in respect of:

<ol type="a">
the No Obligation to Pay Date (NOTPD);
where applicable, the Independent Accountants' Report ("IAR"), Final Accountants' Report ("FAR") and Statement of Expenditure requirements for the relevant Project (and in particular, where applicable to the Project, that the MSP is not able to process any claims submitted by Project Participants without an IAR) (*MSPs should note that these documents will not be applicable for contract funded Projects*);
any other Project data and review requirements specified in the Funding Documents (in particular any additional terms and conditions set out in the grant offer letter or the contract.

7   WORK CATEGORY C: PERIODIC REVIEWS, MEETINGS AND REPORTS

7.1   Once the Project is 'live' on the Online Systems, the MSP must:

7.1.1   Liaise with the Lead Project Manager at the end of each Review Period to agree a timeline for delivery to the MSP of copies of the Project Documentation updated for the relevant Review Period and, where indicative figures are available, details of any financial claims for the Review Period. Any indicative figures provided before a claim is submitted may be subject to minor amendment by the financial contact for each Project Participant at the point the claim is submitted in accordance with paragraph 8.1.

7.1.2   Where Review Meetings are required for a Project (as set out in the Project Brief), schedule, attend and chair all Review Meetings (to take place within 30 days of the

end of each Review Period, however, noting the Monitoring Report deadlines in paragraph 7.1.6);

7.1.3   For each Review Period, undertake a monitoring review of the information gleaned from the Review Meeting for that Review Period (where Review Meetings are required for that Project) and the documentation received from the Lead Project Manager (as identified in paragraph 7.1.1) in accordance with the requirements of paragraph 7.2;

7.1.4   Complete a Monitoring Report that complies with the requirements set out in paragraph 7.2.8 below to record the outcome of the monitoring review and submit this, together with any meeting notes and the documents received from the Lead Project Manager (as identified in paragraph 7.1.1), on the Online Systems within 30 days of the end of the Review Period. Claims for a Review Period cannot be validated by the MSP (in accordance with paragraph 8 below) until the Monitoring Report for that Review Period is uploaded.

7.2   In undertaking periodic monitoring reviews MSPs:

7.2.1   Must, unless otherwise agreed by the Lot Owner and Monitoring Team (or unless Review Meetings are not a requirement of the Project), undertake a face to face Review Meeting with the Lead Project Manager (and other Project Participants as appropriate) to review practice and progress. The key requirements for that Review Meeting are that the MSP:

(a)   schedules, attends, chairs and participates fully in the meeting;

(b)   ensures that the meeting format and agenda is agreed with the LPM in advance of the meeting. See example agenda at Appendix 3;

(c)   keeps a record or note of the Review Meeting (to be used to complete the Monitoring Report) which should be uploaded to the Online Systems with the final Monitoring Report. MSPs should not keep their own separate records outside the Online Systems;

(d)   provides a minimum of 2 Working Days' notice of cancellation to the Lead Project Manager (and Project Participants as applicable) if the MSP is unable to attend a scheduled Review Meeting and reschedules the cancelled Review Meeting for a time that is mutually acceptable to the relevant parties. Cancellation of a scheduled Review Meeting shall not relieve the MSP of the obligation to upload the Monitoring Report to the Online Systems within 30 days of the end of the Review Period (in accordance with paragraph 7.1.6).

7.2.2   Must focus on obtaining assurance on the progress of the Project in respect of each of the following three strands:

(a)   Technical;

(b)   Financial management & control;

(c)   Project management & reporting;

By monitoring the Project's reported performance against six key criteria (which sit across each of these three assurance strands). The criteria are set out below in relation to each of the relevant assurance strands (although there is some cross-over):

Technical assurance	Financial assurance	Project management assurance
Criterion 1: Scope	Criterion 2: Cost	Criterion 3: Time
		Criterion 4: Exploitation
		Criterion 5: Risk Management
		Criterion 6: Project Management

7.2.3   Must be fully familiar with the Funding Documents and Project Documents so that the MSP understands the purpose for which the funding has been awarded in terms of the subject and scope of the Project, the budgeted costs (and forecasts) for the Project, the agreed time frames for the relevant aspects of the Project, the plans for exploitation, the risk management mechanisms identified and the relevant project plans (and how it is intended to be managed). MSPs must have the required level of technical knowledge and experience for the relevant Lot (as described in the Lot Description Document relevant to the Lot). Lot Description Documents are available on the DPS Portal. It is not essential that they have particular financial management expertise in order to undertake this task (although it will be helpful for the MSP).

7.2.4   Must award the Project a score out of 5 (see Appendix 2) for performance against each of the six criteria and provide a detailed comment to explain and support the score awarded.

7.2.5   Must use their professional judgement in awarding scores bearing in mind the inherent risk associated with research and development work. MSPs are able to take into account unexpected events that may have caused genuine delay or variation to plans/forecasts which will be corrected for future periods.

7.2.6   Must manage any issues or changes which arise during the review in accordance with the process set out in paragraph 9 below.

7.2.7   Where there are regular or persistent failures by the Project Participants to address issues (including those identified during previous reviews), MSPs must raise this with Project Participants and escalate the matter as outlined at paragraph 9 below.

7.2.8   Must prepare a Monitoring Report which is consistent with the Monitoring Report Guidance contained in the Document Library within the DPS Portal and:

(a)   Upload it to the Online Systems within 30 days of the end of the Review Period (together with the meeting notes (where relevant) and documentation listed in paragraph 7.1.1). In the event that there is likely to be a delay in the MSP submitting a Monitoring Report, the MSP shall notify Innovate UK at least 3 Working Days prior to the date for submission of the Monitoring Report and provide reasons for the delay.

(b) Share a copy of the Monitoring Report uploaded to the Online Systems with the Lead Project Manager by email (unless an alternative form of communication is agreed).

7.3 Details of the questions and actions for the MSP in each Review Period in respect of each criterion are set out below. The scoring matrices referred to are set out in Appendix 2.

7.3.1 CRITERION 1: SCOPE

(a) Review the Participant Report and updated Project Documents submitted for the Review Period and confirm whether or not the Project is still aligned with the initial objectives for the Project as set out in the Funding Documents.

(b) Detail any changes or concerns in respect of departures from initial objectives, either existing or anticipated.

(c) Provide an overall 'Scope' score for the Project in the Monitoring Report in accordance with the relevant scoring matrix at Appendix 2.

7.3.2 CRITERION 2: COST

(a) Review and document the actual (incurred and paid) costs and budgeted costs for the Project for the Review Period.

(b) Confirm whether the actual costs for the Review Period are in line with the financial forecast for that Review Period. Explain any reasons for variances and any remedial actions to be taken (both at Project Participant level and Project level).

(c) Confirm whether forecast costs for the rest of the Project are in line with the most recent project plan. Explain any reasons for variances and any remedial actions to be taken (for example, updates to the financial forecast).

(d) Highlight any areas of concern about existing or future costs.

(e) Hold validation discussions in relation to costs incurred and paid in the Review Period in accordance with the requirements of paragraph 8 (leading to completion of the Financial Claim Validation Form (available from the Document Library on the DPS Portal)).

(f) Validate any claims submitted in the Online Systems by Project Participants in accordance with paragraph 8. The MSP must check regularly for submitted claims (as there is no automatic notification) and should ensure that Project Participants are asked to notify them as soon as they have submitted a claim to the Online Systems.

(g) Provide an overall 'Cost' score for the Project in the Monitoring Report balancing the assessment across all three components of the 'Cost' criterion in Appendix 2.

7.3.3 CRITERION 3: TIME

(a) Consider whether the Project has met planned milestones set out in the Project Documents (and any remedial actions required where not).

(b) Consider whether future milestones will be met (and any remedial actions required or likely to be required).

(c) Raise any particular concerns about timing (either existing or future).

(d) Taking account of the above, provide an overall 'Time' score for the Project in the Monitoring Report in accordance with the relevant scoring matrix at Appendix 2.

7.3.4 CRITERION 4: EXPLOITATION AND COMMERCIALISATION

(a) Consider whether the Exploitation Plan has been updated to reflect: (i) any significant developments in the Project (in terms of milestones or objectives); (ii) any changes in the market; and (iii) any changes in terms of any intellectual property developments of the Project Participants or their competitors.

(b) Ask for confirmation (and evidence where appropriate) that the necessary applications and registrations in respect of intellectual property rights are in place.

(c) Raise any particular concerns about exploitation and commercialisation (either existing or future).

(d) Provide an overall score for 'Exploitation' in the Monitoring Report taking account of the above factors in accordance with the relevant matrix in Appendix 2.

7.3.5 CRITERION 5: RISK MANAGEMENT

(a) Check that the Project Participants have updated the risk register in the Project Documents adequately assessing technical, financial and project management risks.

(b) Check that the risk register contains risk assessments covering the likelihood and impact of the risks, together with details of how they are being managed (mitigated, reduced, eliminated or accepted) and any actions taken.

(c) Raise any particular concerns about risk management (either existing or future).

(d) Provide an overall score for 'Risk Management' in the Monitoring Report which reflects the above factors in accordance with the relevant matrix in Appendix 2.

7.3.6 CRITERION 6: PROJECT MANAGEMENT

(a) Consider how each Project Participant (and the Project as a whole) is performing in terms of: (i) engagement; (ii) communication; (iii) management of other Project Participants; (iv) timeliness; (v) resource

management; (vi) changes; (vii) technical delivery; and (viii) RAID approach (i.e. approach to risks, assumptions, issues and dependencies).

(b) Raise any particular concerns about the management of the Project (either existing or future).

(c) Provide an overall score for 'Project Management' in the Monitoring Report which reflects the above factors in accordance with the relevant matrix in Appendix 2.

8 WORK CATEGORY D: CLAIM VALIDATION

8.1 Project Participants must submit financial claims using the Online Systems within 30 days of the end of the relevant Review Period in which the costs claimed have been incurred and paid. Project Participants will submit one financial claim for each Review Period (which may cover a number of different Project related costs).

8.2 MSPs are responsible for validating financial claims submitted in the Online Systems by Project Participants. Validation must occur within 20 Working Days of submission by the Project Participant of the relevant claim.

8.3 A claim can only be validated by the MSP where (and therefore the MSP must ensure that) the following are met:

8.3.1 The Project Participant has completed a Financial Claim Validation Form and submitted this to the MSP (so that the MSP can complete their section of the form and then upload it to the Online Systems as described at paragraph 8.4 below).

8.3.2 All required costs, budget and financial forecast data has been received for the Review Period and has been reviewed by the MSP (see paragraph 7.3.2(a)).

8.3.3 The claim corresponds with the cost, budget and financial forecast data provided for the Review Period and with discussions had at any Review Meeting held for the Project for the Review Period.

8.3.4 The claim is commensurate with the activity, involvement and corresponding progress reported by the Project Participant making the claim.

8.3.5 The claim includes only eligible items (as defined and explained in more detail in the Project Finance Guidance contained in the Document Library on the DPS Portal).

8.3.6 Where the MSP has identified Project costs / items forming part of the claim which it would like a Project Participant to substantiate and has requested information from them (in accordance with the guidance contained in the Financial Claim Validation Form), the Project Participant has provided satisfactory evidence in order for the MSP to substantiate those selected items / costs.

8.3.7 The Project Participant has confirmed that it is able to submit a full audit trail for all costs submitted within the claim if this is required by the Innovate UK (by completing the Financial Claim Validation Form).

8.3.8 The claim is supported by any necessary reports/statements (where the Funding Documents prescribe that specific reports must be provided to support particular

claims for that Project based on the Project value (for example, Independent Accountant Reports, Final Accountant Reports or Statements of Expenditure)).

8.3.9   The forecast for the remainder of the Project is accurate in that it is in line with the Project Documents (in particular the Project plan) and has been updated to reflect and take account of past performance in expenditure and forecasting.

8.4   The MSP shall validate the Project Participants' financial claim for a Review Period by completing the Financial Claim Validation Form, uploading it to the Online Systems and then selecting the option to submit the claim.

9   WORK CATEGORY E: ISSUE AND CHANGE MANAGEMENT

9.1   The MSP is responsible for liaising with the Project Participants and Innovate UK regarding any difficulties a Project is experiencing and regarding any required or proposed changes to the Project (for example, changes to budget allocation (virements), Project end date, Project Participants and scope).

9.2   These issues and required or proposed changes may come to (or be brought to) the MSP's attention during periodic reviews or may be separately notified to the MSP at any point during the monitoring of the Project. In either case, the issue or change must be managed as described at paragraph 9.4 below.

9.3   It is possible that issues and changes might result in fundamental changes to the Project which may affect the MSPs role (for example, changes to the timeframe for the Project). In such circumstances, the Monitoring Team will assess and determine at its sole discretion whether changes are required to the MSP's Contract (which would be administered through the contract change request procedure).

9.4   The MSP must:

9.4.1   provide an opportunity for Project Participants to raise any issues or the potential need for change during periodic reviews (including during Review Meetings);

9.4.2   raise issues and any potential need for changes identified by the MSP during the MSP's periodic monitoring reviews with Project Participants;

9.4.3   discuss the issue/change with Project Participants in order to gather information about the relevant issue/change and the options available (including the impact of those options and the Project Participants' preferred approach). Where the issue/change is raised as part of the periodic review, consideration of the issue/change should be documented in the Monitoring Report; and

9.4.4   in respect of issues identified:

(a)   Use their professional judgement to form a view on whether the Project Participants are managing the issues identified appropriately and whether the issues necessitate escalation to Innovate UK or any changes to the Project.

(b)   Where the MSP considers the issue to warrant escalation to Innovate UK, contact the Innovate UK Monitoring Team by e-mail within 2 Working Days of receipt of the information from Project Participants (as well as providing such information in the Monitoring Report where relevant as described in

paragraph (d) below) to notify them of the issue and to make recommendations for remedial action.

(c) Immediately notify Innovate UK's Monitoring Team of any suspicion of misrepresentation, fraud or incompetence in Project activity, or any legal claims or potential legal claims against Innovate UK.

(d) Ensure that, where the issue is that in undertaking the periodic review, the MSP believes that the Project's performance is significantly or consistently below what is expected(for example where the Project has received a score of 1 in one or more criteria over one or more Review Periods), the significance of the poor performance is brought to the attention of the LPM and any Project Participants during the review as well as being documented in the Monitoring Report.

(e) Where requested, provide further information and support in respect of the issue to Innovate UK and its auditors.

(f) In future periodic monitoring reviews for the Project, monitor whether any agreed actions are implemented and whether a satisfactory outcome is reached.

9.5 In respect of changes, the MSP's responsibilities are to manage requests from Project Participants for Project changes ("Project Change Requests") in accordance with the process set out below:

9.5.1 Review documentation provided by the Project Participants in respect of a proposed change to ensure that:

(a) the documentation adequately explains the need for the change and the proposed course of action (including any potential benefits and any impact on the Project's delivery and costs); and

(b) the Project Documents have been revised to take account of the change where applicable.

9.5.2 Where, applying their professional judgement the MSP considers that the documentation is incomplete or does not adequately support the need for change, provide feedback on the documentation to the Project Participants and liaise with them regarding amendments or additional documents required.

9.5.3 Where appropriate, support the Lead Project Manager in brokering discussions between the Project Participants (for example in respect of changes to budget allocations (virements)).

9.5.4 Once satisfied that there is adequate justification for the change and (where appropriate) that this is evidenced by the documentation: (a) complete a Project Change Request Form which provides a recommendation or view from an MSP perspective on the proposed change (to assist Innovate UK in deciding whether to approve the change); and (b) forward the Project Change Request Form together with the supporting documentation to the Monitoring Team by email.

9.5.5 Respond to further queries from Innovate UK on the Project Change Request as required.

10   WORK CATEGORY F: PROJECT COMPLETION

10.1   Project completion from the monitoring perspective is the point at which the Project has achieved the aim set out in the Project Documents. For grant funded Projects, this is commonly when the Project Participants are at the stage where they will be seeking to commercialise the innovative product or technology. For contract funded Projects, this will be the end of the funding contract's term.

10.2   The MSP's responsibilities at Project completion are to:

10.2.1   Undertake a monitoring review in accordance with paragraph 7.2 for the final Review Period.

10.2.2   In preparation for the final monitoring review, ensure that Project Participants are aware of the completion activities set out in the Funding Documents for a Project (including any funding which is to be withheld pending satisfactory completion) and of the consequences of not undertaking those completion activities. This will include ensuring that Project Participants are aware that:

(a)   Satisfactory Project completion will not take place until ALL of the following have been completed:

(i)   Project Participants have completed any completion activities specified in the Funding Documents including, where relevant, submitting Independent Accountant Reports for any final claim.

(ii)   The monitoring review for the final Review Period has been undertaken and the claims for that Review Period have been validated.

(iii)   The MSP and all individual Project Participants have completed Innovate UK's online Project Completion/Exploitation Survey (unless specified otherwise in the Contract or Project Brief).

(b)   For grant funded Projects only, failure by a Project Participant to complete the above activities (10.2.2 (a) (i)-(iii)), and in particular to provide the required reports can lead to their final financial claims being set to £0. Additionally, Innovate UK reserves the right to determine that a Project Participant has made themselves ineligible for future Innovate UK funding if the required reports are not submitted or are not submitted on time.

10.2.3   Where Review Meetings are required for the Project, schedule, attend and chair a final Review Meeting (the "completion meeting") with the Lead Project Manager (and Project Participants as appropriate). The Lot Owner responsible for the Project will also be invited to attend this completion meeting. The minutes of the completion meeting, together with other documentation from the completion meeting and Monitoring Report, should be uploaded to the Online Systems within 30 days of the end of the Review Period.

10.2.4   Process Project Participants' financial claims for the final Review Period (the "final claim") in accordance with paragraph 8. This will include ensuring that the claims are supported by an Independent Accountant's Report, Final Accountant's Report or Statement of Expenditure where this is a requirement set out in the Project's Funding Documents.

10.2.5   Where they feel it may be appropriate (or if unsure of whether it may be), MSPs should discuss with the Lot Owner and/or Innovation Lead, whether or not the Lot Owner/Innovation Lead would like them to request additional information from the Project to enable Innovate UK to publicise the outcome of the Project to a wider audience with the Project's permission.

10.2.6   Once the monitoring review has been completed and claims validated, the MSP must, within 5 Working Days of completion of the steps in 10.2.3 and 10.2.4, check that the Project Participant(s) has/have completed the on-line Project Completion/Exploitation Survey (and remind them to do so if necessary) and complete the MSP element of the on-line Project Completion/Exploitation Survey (a link to the survey is available in the Document Library of the DPS Portal).

10.2.7   Within 10 Working Days of completion of the above activities, the MSP must undertake checks to ensure that they have uploaded to the Online Systems, any and all documentation relating to the Project. Having double-checked that all documentation has been uploaded, the MSP must then delete and purge all such material from their own records and devices (including back-up copies).