

30.30.10 Approval of the Line Draw

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.

1.3 Purpose / Scope of the Process

Purpose / Scope of the Process

Insert a brief overview of what is the purpose of the process, what it does and what it doesn't cover.

The purpose of this process to approve the Line Draw which ranks Applications by their average assessor score, and feedback from the Innovation Lead on potential outliers and assessor scores.

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered once all the assessments have been completed.

Process End Point

Insert description of what triggers the end of the process.

The process ends when the Line Draw has been approved.

1.4 Link to Process Model –

2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Review and Update the Line Draw	Procedure - Check the Line Draw for any highlighted outliers, exceptions or flagged assessments Guidance and Troubleshooting - XXX	Competition Manager		Microsoft Excel	Line Draw
2	Share the Line Draw	Procedure - Send to Innovation Lead and Delivery Partners Line Draw to review prior to Line Draw meeting - Ensure you highlight any potential reassessments or queries in your covering email Guidance and Troubleshooting - Remember to use OFFICIAL SENSITIVE on all emails containing funding decision information	Competition Manager	Delivery Partner Innovation Lead		Line Draw
3	Is This a Top Down Approach?	If yes, go to step 5 If no, go to step 4	Competition Manager			
4	Review Portfolio and Make Funding Selection	Procedure - Decide on the portfolio approach being used - Decide upon justification reasons for selecting successful and unsuccessful applicants Guidance and Troubleshooting	Innovation Lead			Line Draw

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		The portfolios being used must be listed on the competition brief				
5	Review and Update Line Draw	Procedure - Discuss the comments and exceptions - Update the Line Draw with feedback and decision from the Innovation Lead Guidance and Troubleshooting - During the Line Draw Meeting, the CM and IL must: - Confirm the quality threshold for the competition (the standard is 70%, but this can be lowered for feasibility studies, SBRI (65%) and international competitions (60%). - The quality threshold is higher for all Smart competitions (80%) - Confirm how much funding is available for the competition, including non-grant costs (if known) - Review assessments and agree where the funding line is - Discuss identified exceptions and whether they need reassessment (this will change the original assessment score) - Look at fundable applications that have 2 or more assessors who have put 'No' against 'Scope' or 'Recommended for funding' - Review any other information highlighted by the CM during their assessment checks - Check the applicant's MFA(Minimal Financial Assistance) declaration form for completeness and that the Applicant is eligible to receive MFA(i.e.,<£315,000)or 'De minimis' if they are affected by NI protocol article 10 (i.e.,<200,000euros)	Competition Manager	Innovation Lead	Meeting	Line Draw
6	Is Decision Robust?	If yes, go to step 7 If no go, to step 4	Competition Manager			
7	Share Final Line Draw with Innovation Lead	Procedure - Send final copy of the Line Draw to Innovation Lead for approval Guidance and Troubleshooting - This can only be done once all justification has been agreed	Competition Manager	Innovation Lead		Line Draw

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Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
8	Review Line Draw and Feedback to Competition Manager	Procedure - Send Line Draw to Innovation Lead for approval - Send approval or rejection (with feedback) to the Portfolio Manager Guidance and Troubleshooting - If the competition is co funded then also review and gain approval from the Delivery Partner	Innovation Lead	Challenge Team Competition Manager Delivery Partner		Line Draw
9	Approved Line Draw?	If yes, go to step 11 If no, go to step 10 and back step 8	Innovation Lead			
10	Update Line Draw	Procedure - Update Line Draw based on feedback from Innovation Lead - Send back to Innovation Lead for approval Guidance and Troubleshooting - xxx	Competition Manager		Microsoft Excel	
11	Co Funded Competition?	If yes, go to step 12 If no, go to step 16 and back to step 14	Innovation Lead			
12	Share Approved Line Draw with Delivery Partner	Procedure - Upload the Approved Line Draw to the FTP site for the Delivery Partner Guidance and Troubleshooting - Remember to use OFFICIAL SENSITIVE on all emails containing funding decision information	Innovation Lead	Delivery Partner		Line Draw

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Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
13	Send Updated Line Draw to Competition Manager	Procedure - Once approved, send the final line draw to the Competition Manager highlighting any changes from previous versions Procedure - xxx	Innovation Lead	Competition Manager		Line Draw
14	Assessment Panel Required?	If yes, refer to 30.30.20 Manage Assessment Panels process If no, go to step 15	Competition Manager			
15	Investor Partnerships Competition?	If yes go refer to 30.30.30 Manage Head of Terms for Investor Partnerships process If no, Process End	Competition Manager			
16	Receive Approved Line Draw	Procedure Upload the Approved Line Draw to the FTP site for the Delivery Partner Guidance and Troubleshooting xxx	Competition Manager			Line Draw

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Challenge Team

The Challenge Team is the wider team allocated to a Challenge, this can include Project Managers, Programme Manager, Challenge Directors, and Impact & Performance Managers.

Challenges are Hosted by the "Challenge Led approach" or "Challenge Fund" formerly Known as the "Industrial Strategy Challenge Fund"

Department: ISCF Programme Department

Competition Lead

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Delivery Partner

A Delivery Partner is an organisation that we are working in partnership with to deliver funding, this can be the organisation fully or partly providing the funding or resource.

Head of Pre Award

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

3.4 IT Systems

IT Systems and Applications used within the process.

Meeting

Microsoft Excel

Microsoft Excel is a spreadsheet application.

IT System Owner: Business Systems Product Manager

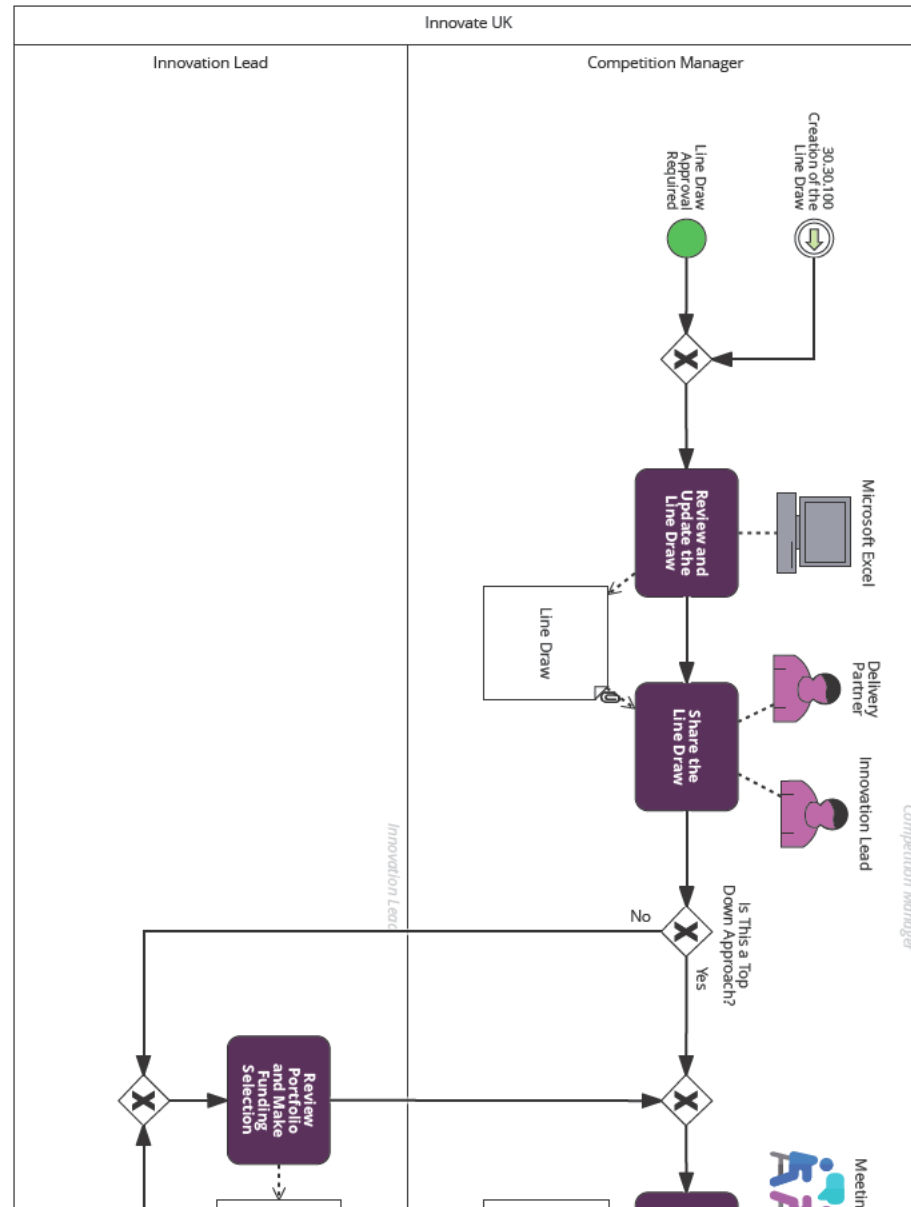
3.5 Documents

Documents used within the process.

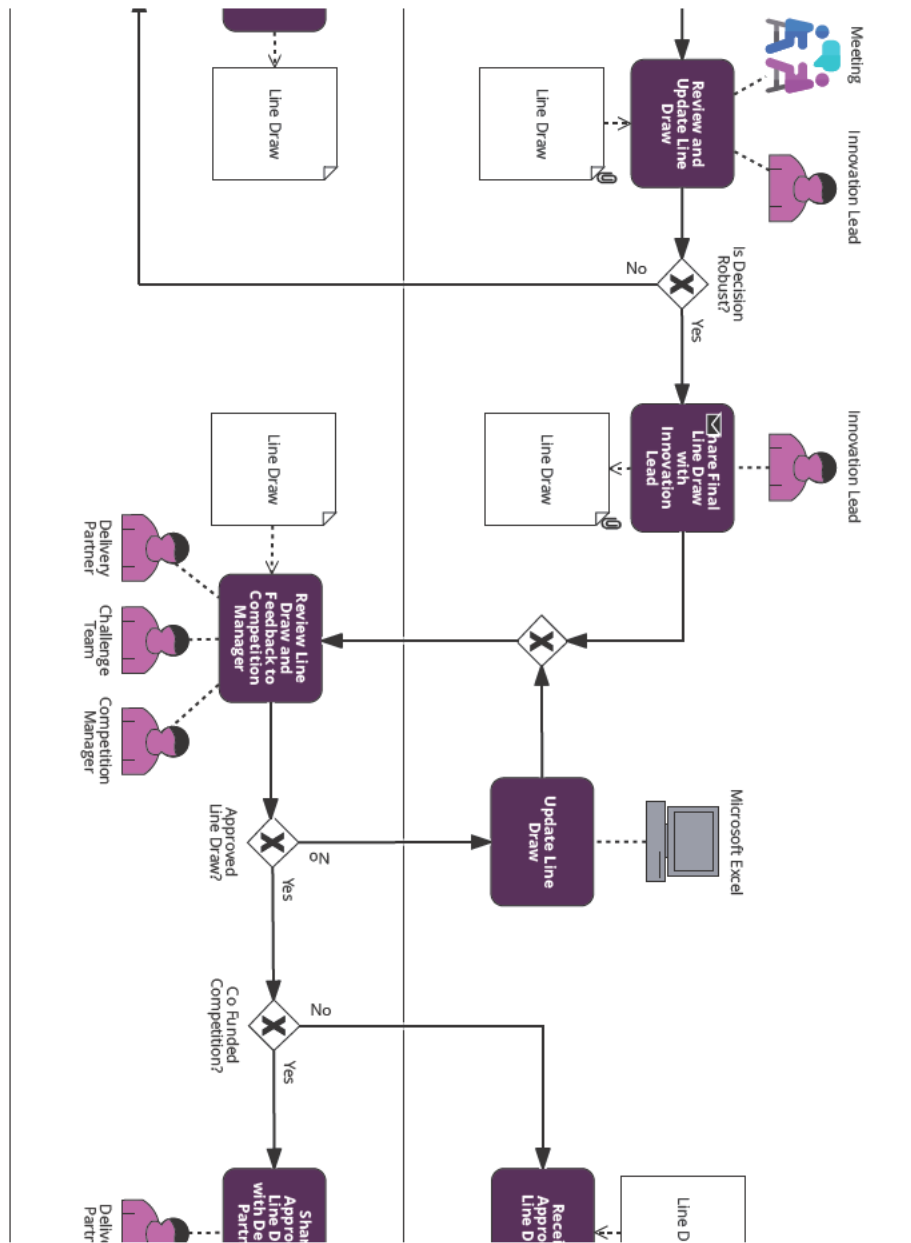
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