

30.30.50 Finalise Funding Decision

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 is to finalise the funding decision.

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered by when the Line Draw is completed and approved.

Process End Point

Insert description of what triggers the end of the process.

The process ends when the Funders Panel decision 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	Smart Competition?	- If Yes go to step 1 - If No go to step 4	Competition Manager			
2	Send Line Draw to Smart Project Team	Procedure - Line Draw sheet is sent to the Smart team for their deliberation Guidance and Troubleshooting - The Smart team will advise if they want the Line Draw sheet as one document with both strands or if they want 2 documents	Competition Manager			Line Draw
3	Allocate Projects to Innovation Leads	Procedure - Send Allocation to Sector Leads to review - Sector Leads to allocation Innovation Leads to each Project - Send completed allocation back to Portfolio Manage Guidance and Troubleshooting - It is important that the Line Draw sheet is saved in the next version number so that changes can be tracked.	Business Intelligence Team	Innovation Lead SMART Sector Lead	Microsoft Excel	Line Draw
4	Create Funders Panel Sheet	Procedure - Line Draw sheet is updated with feedback from the Innovation Leads and a Funders Panel sheet is created - For Direct Awards, review with Competition Manager to manually create a Funders Panel via the manual spreadsheet - Funders Panel sheet to be sent to Subsidy Team to review subsidy basis's before the Funders Panel meeting Guidance and Troubleshooting - Use IFS001 report to build the Funders Panel for non Direct Award Funders Panels - See Process manual in SharePoint for creating the Funders Panel sheet	Competition Manager		Jaspersoft Microsoft Excel	Funders Panel Sheet 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)
5	Seek Pre Meeting Checks	Procedure - If time permits then the Funders Panel should be circulated to the Finance Business Partner, Subsidy Compliance and the Competitions Coordinators for pre panel meeting checks Guidance and Troubleshooting - If time does not permit, then the meeting should not be delayed - The Subsidy Team should confirm the correct subsidy before final circulation	Competition Manager	Competitions Coordinator Finance Business Partner Subsidy Compliance Team		Funders Panel Sheet
6	Funding Decision at Funders Panel	Procedure - Present Funders Panel presentation (if one is being done) which includes introduction to competition, funding decision and justification for decision (Innovation Lead) - Agree to proposed funding decision (All) - Signatures collected from all relevant members, via DocuSign - Review Lessons for the competition, agree actions and document on the Lessons tab of the Funders Panel Sheet (Portfolio Manager) Guidance and Troubleshooting - Funders Panel meetings should be 1 hour maximum	Competition Manager	Challenge Team Finance Business Partner Innovation Director Innovation Lead Operations Team Leader	Meeting	Funders Panel Presentation Funders Panel Sheet
7	Distribute Approval Signatures	Procedure - A signed version of DocuSign as a PDF should be sent, along with the Excel version of the Funders Panel sheet, to the Competition Coordinators for distributing Guidance and Troubleshooting - The Finance Director will sign the report at a later date.	Competition Manager	Competitions Coordinator	DocuSign	Funders Panel Sheet
8	Upload Funders Panel Sheet to SharePoint and Distribute	Procedure Final Funders Panel should be uploaded into the appropriate SharePoint file for the competition and be labelled accordingly Guidance and Troubleshooting	Competitions Coordinator		Microsoft Outlook SharePoint	Funders Panel Sheet

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Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		- If there is more than 1 version of the Funders Panel, the final version should have FINAL within the title - Double check that the panel sheet has uploaded correctly				
9	Advise Competitions Manager Funders Panel is Distributed	Procedure - Once completed, the Competition Manager should be advised so that they can close the process Guidance and Troubleshooting - xxx Refer to 30.30.60 Release Funding Decision Feedback process Process Ends	Competitions Coordinator			
10	Upload Funders Panel Sheet to Data Warehouse	Procedure - Upload signed and final Funders Panel to the Data Warehouse Guidance and Troubleshooting - xxx Process Ends	Business Intelligence Team			Data Warehouse Funders Panel Sheet

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.

Funders Panel Creation

To create the Funders Panel you will need to build on the Line Draw report

Funders Panel Creation - [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.3 Participants

Departments, Teams and Roles with the process.

Application and Assessment Team Leader

Business Intelligence Team

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 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

Competitions Coordinator

The Competitions Coordinator is responsible for providing administrative support to the Portfolio Managers.

Department: Business Operations Department

Team: Competitions Team

Organisation: Innovate UK

Competitions Manager

The Competitions Manager role is responsible for the operational delivery of Competitions, and the management of all of the Portfolio Manager in Operations.

Department: Business Operations Department

Team: Competitions Team

Finance Business Partner

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

Finance business partners are accountants who work closely with a particular programmes or department, to analysis and communicate financial information, and aid decision making.

Department: Finance Department

Organisation: UK Research and Innovation

Head of Pre Award

Innovation Director

The Innovation Director role is the budget holder and senior to the Innovation Lead on a Programme, Competition or Project. For examples a Director of a sector OR Challenge Director on ISCF

Innovation Lead

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

Lead Programme Manager SMART

Role of Innovation Lead for the SMART (former Open) Competitions

Operations Team Leader

SMART Sector Lead

Subsidy Compliance Team

The Subsidy Compliance team advise on legal and compliance matters within the UK's Subsidy Regime Framework.

Department: Business Operations Department

3.4 IT Systems

IT Systems and Applications used within the process.

Data Warehouse

DocuSign

Jaspersoft

Jaspersoft is the platform used to provide reports from the data warehouse.

Meeting

Microsoft Excel

Microsoft Excel is a spreadsheet application.

IT System Owner: Business Systems Product Manager

Microsoft Outlook

Microsoft Outlook is a primarily email client.

IT System Owner: Business Systems Product Manager

SharePoint

SharePoint is a document management and storage system.

IT System Owner: Business Systems Product Manager

3.5 Documents

Documents used within the process.

Funders Panel Presentation

IT System: Microsoft PowerPoint

Funders Panel Sheet

The Funders Panel Sheet summarises the final and approved funding decision.

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Last Modified: 24 Mar 2025



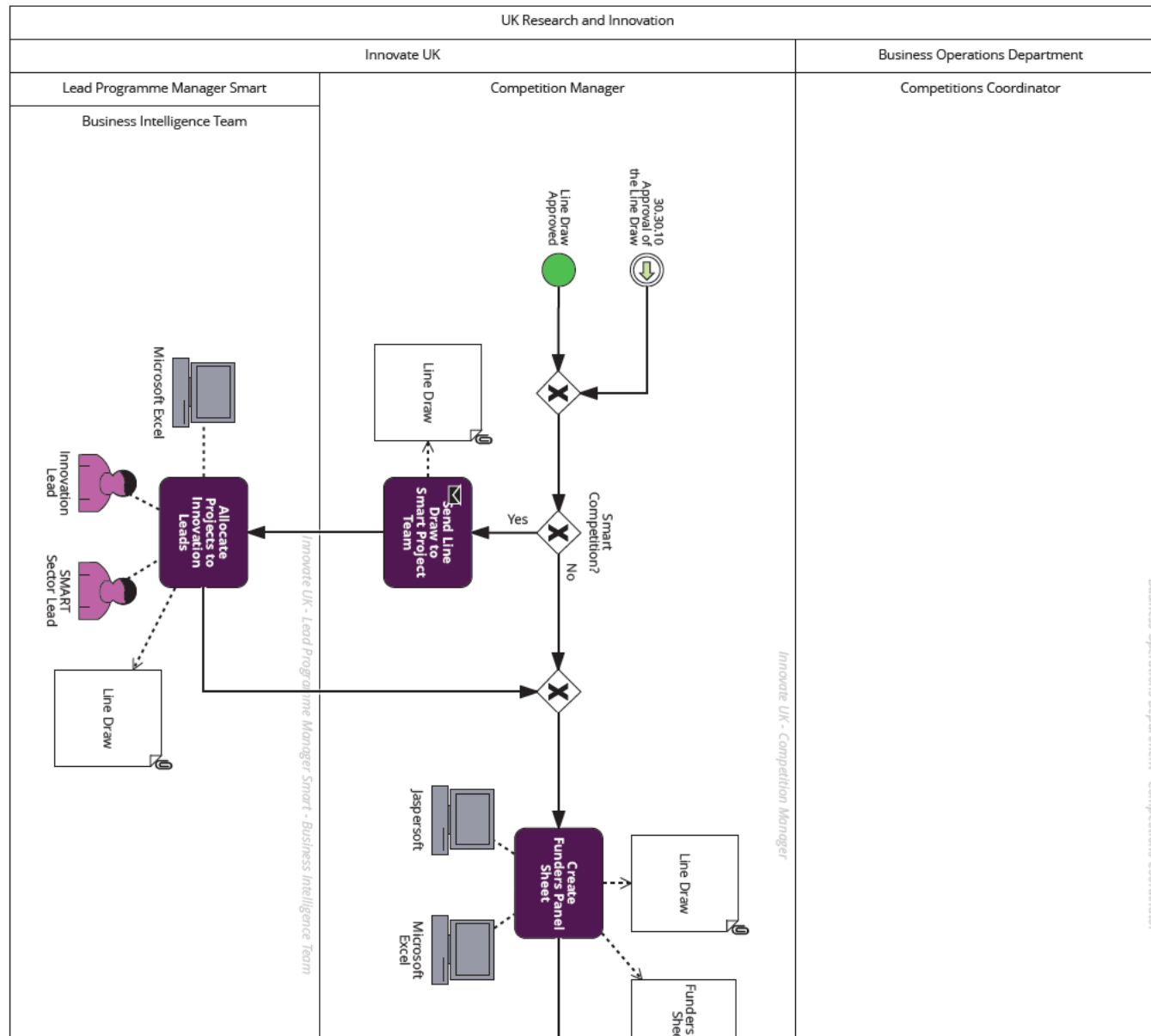
Document Owner: Competitions Manager

IT System: Microsoft Excel

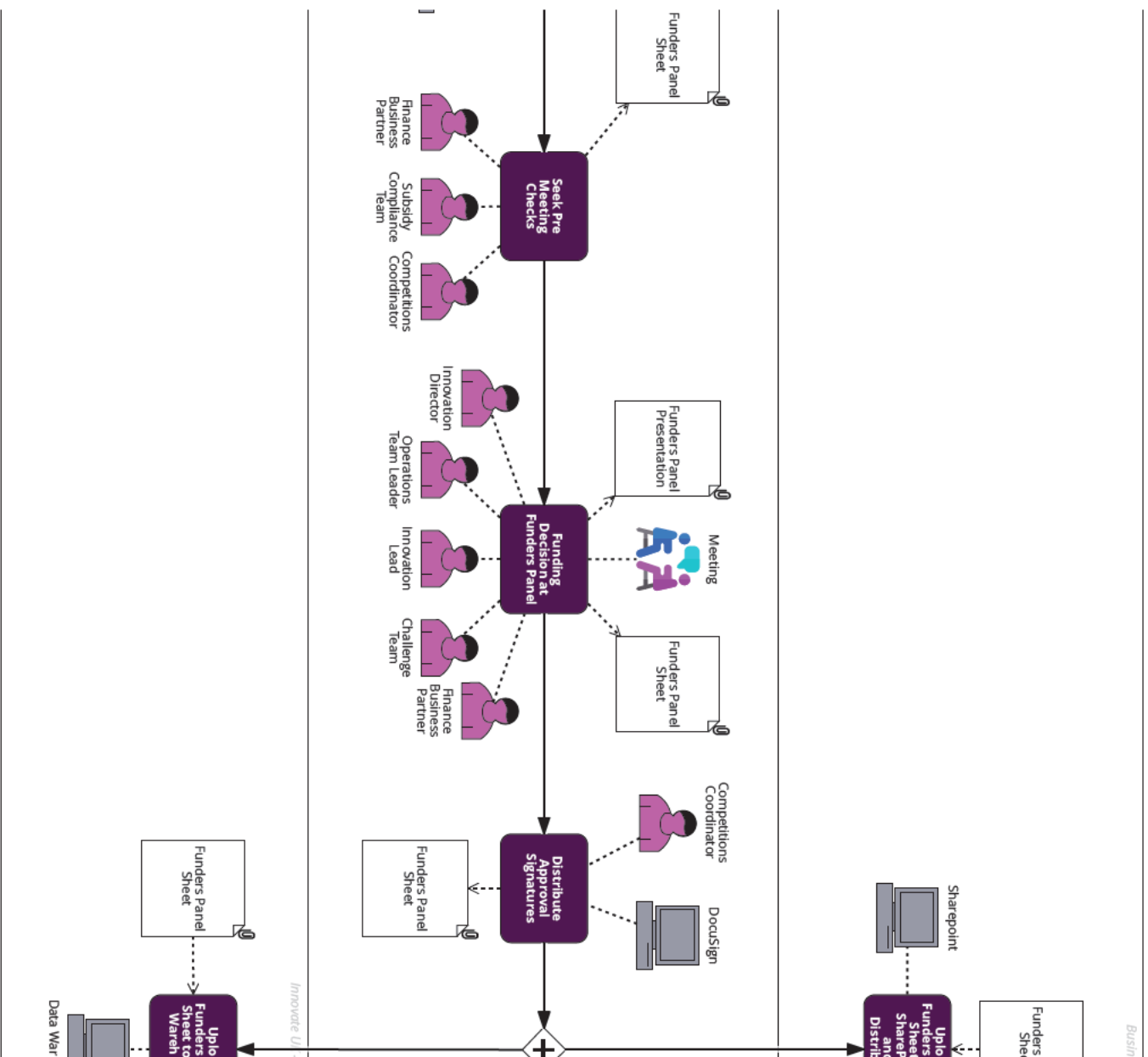
Line Draw

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