



**Ocean Power Innovation Network**

Travel Support

Application Form

# Applicant Guidelines

* Travel support is available to a maximum of €500 per trip (including VAT) and €2,000 per SME.
* Travel support is only available to Irish and Scottish Enterprise area SMEs, attending an OPIN workshop, masterclass or Collaborative Innovation Group meeting outside of their region.
* The award of travel vouchers will be discretionary and based on need for assistance and potential value of the activity to the SME or Collaborative Innovation Group.
* Travel must be approved in advance by the appropriate OPIN partner (Sustainable Energy Authority of Ireland or Scottish Enterprise).
* For further details see the [OPIN Travel Support Guidance to Applicants](http://www.nweurope.eu/media/6683/opin_innovation-support-general.pdf) document.

# Applicant Details

Please fill in the requested information in Table 2.1 below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Organisation Details | | | Organisation Name |  | | Organisation Address |  | | Legal Status |  | | OPIN Region |  | | Country |  | | Contact Details | | | Contact Name |  | | Contact Telephone |  | | Contact Email |  | | Recipient Details (if different form contact) | | | Recipient Name |  | | Recipient Telephone |  | | Recipient Email |  |   Table 2.1: Applicant Details |

***Notes:***

***Legal Status:*** *SME = small or medium sized enterprise; IND = large enterprise; HE = higher education / University; RO = research organisation*

***OPIN Regions:*** *Ireland, Scottish Enterprise area.*

# Event Details

Please provide details on the OPIN event you are applying for support to travel to in Table 3.1 below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Category | Details | | Event Name |  | | Event Organiser |  | | Event Location |  | | Event Date |  |   Table 3.1: Event Details |

# Cost Details

Please provide, in as much detail as possible, costs associated with this trip to be covered through the Travel Innovation Voucher in Table 4.1 (the maximum value of a Travel Innovation Voucher is €500 incl. VAT).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Item | Description | Estimated cost | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Table 4.1: Cost Details |

# Justification of Support

Please note that this section is limited to a maximum of one page. Please address the following points:

* Is your company developing a technology, product or process relevant to the ocean energy sector? Please describe the product, potential uses and current status.
* How will attending this OPIN Symposium / Workshop / Masterclass / Collaborative Innovation Group meeting help with product development?
* What is the role of the attendee in your organisation and why are they the appropriate representative at this event?
* Why do you require travel support to attend this event?