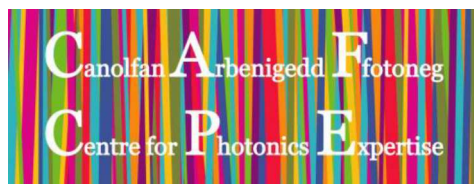


Centre for Photonics Expertise Enterprise Information Booklet

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Contact our Business Development Team to find out more.

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www.cpe-wales.org



UNDEB EWRICRAIDD
EUROPEAN UNION



Llywodraeth Cymru
Welsh Government

**Cronfa Datblygu
Rhanbarthol Ewrop
European Regional
Development Fund**

Photonics

Photonics is the technology of light. It is integral to our daily lives through technology like smartphones, screens, telecommunications and LED lighting.

Photonics technology is found in a wide range of industry sectors such as: manufacturing, automotive, food, life sciences and energy.

The Centre for Photonics Expertise (CPE) is an industry collaborative programme that is part-funded by the European Regional Development Fund through the Welsh Government. CPE is led by four Welsh Universities that works together with companies in Wales to improve or develop new products and processes to benefit their business.

CPE is designed to provide easy access to academic resource and facilities at no cash cost to the company.

Our pan-Wales team is comprised of academic experts from Wrexham Glyndŵr University, Aberystwyth University, Bangor University and the University of South Wales.



How it works

- To be eligible companies should have a business address within the West Wales and the Valleys region.
- We will have an introductory meeting to discuss your business and how we could work together.
- Our technical team will then work with you to discuss potential collaborations, scope the project and put together a plan of work.
- As soon as both parties agree a project plan, work can begin.
- There is no cash cost to the company.
- The academic expertise is funded by the CPE to be matched by in-kind contribution (as staff time) by the supported enterprise.
- We work with you in matched effort and resource.
- There are various simple forms to complete during the process which are described in this document.

Why Collaborate with CPE?

CPE are a team of highly experienced engineers and scientists, specialising in photonics technologies.

With backgrounds across industry and academia, our team works closely with companies across a wide range of industry sectors providing working solutions to their engineering challenges.

CPE also provides access to unique state-of-the-art university facilities from test, measurement and analysis to design, prototype and process development.

Projects can be in any area that will impact company growth through product or process development. These range from new innovations, customised off-the-shelf component solutions, to complete off-the-shelf systems.

Read our case studies to see how we have worked with other companies: www.cpe-wales.org/case-studies/

Common Project Areas

- Feasibility Studies
- Quality Control Monitoring
- Production Line Improvements
- Prototype Development
- Product/Process Testing
- Modelling and Analysis

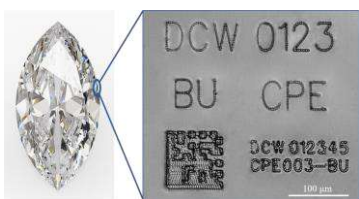
What about IP?

CPE collaborations work on the basis of no state aid. Any IP arising from the collaboration will be jointly owned by the contributing parties. All projects are based on 50/50 matched in-kind contributions. The determination of IP share is partly defined by this as well as the actual relative effort and input to the IP. It is within the interest of all CPE partner Universities to work closely and fairly with industry.

Our Capabilities

All four university partners of CPE specialise in different areas of photonics technologies established through years of academic research and industry collaboration.

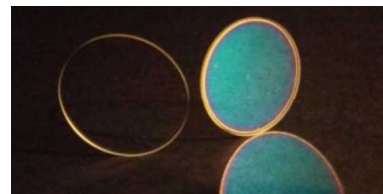
Laser Processing



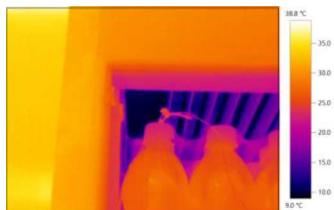
Optical Design & Prototyping



Thin Film Coating Facility



Visible/Thermal Imaging



Chemical Spectroscopy



Sensors & Measurement



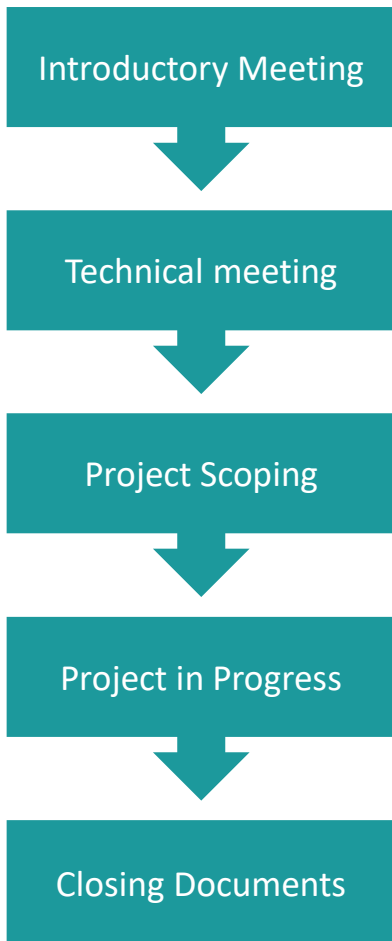
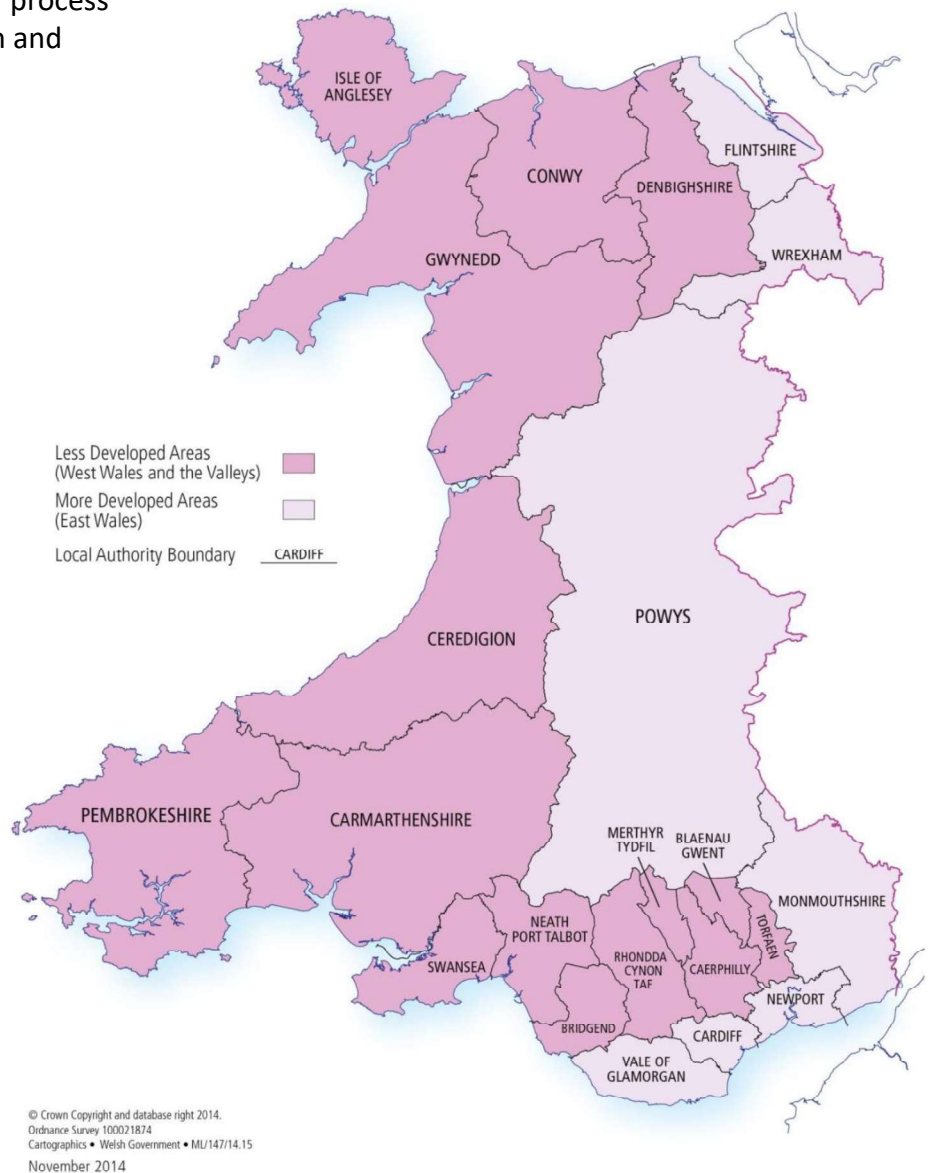
Setting up a CPE collaboration: Eligibility Criteria

Our Business Development team will work with you to discuss your eligibility criteria and any potential project ideas. They will liaise with the whole CPE team to identify the academics with the most relevant expertise to your engineering challenge. This small team of academics will then work closely with you and your company to scope out the collaboration.

Eligibility Criteria

1. Business address within the West Wales and the Valleys (WWV) region.
2. Project focuses on a product or process that will impact business growth and development.
3. No displacement risk.

European Structural Fund Programme Regions in Wales for 2014-2020

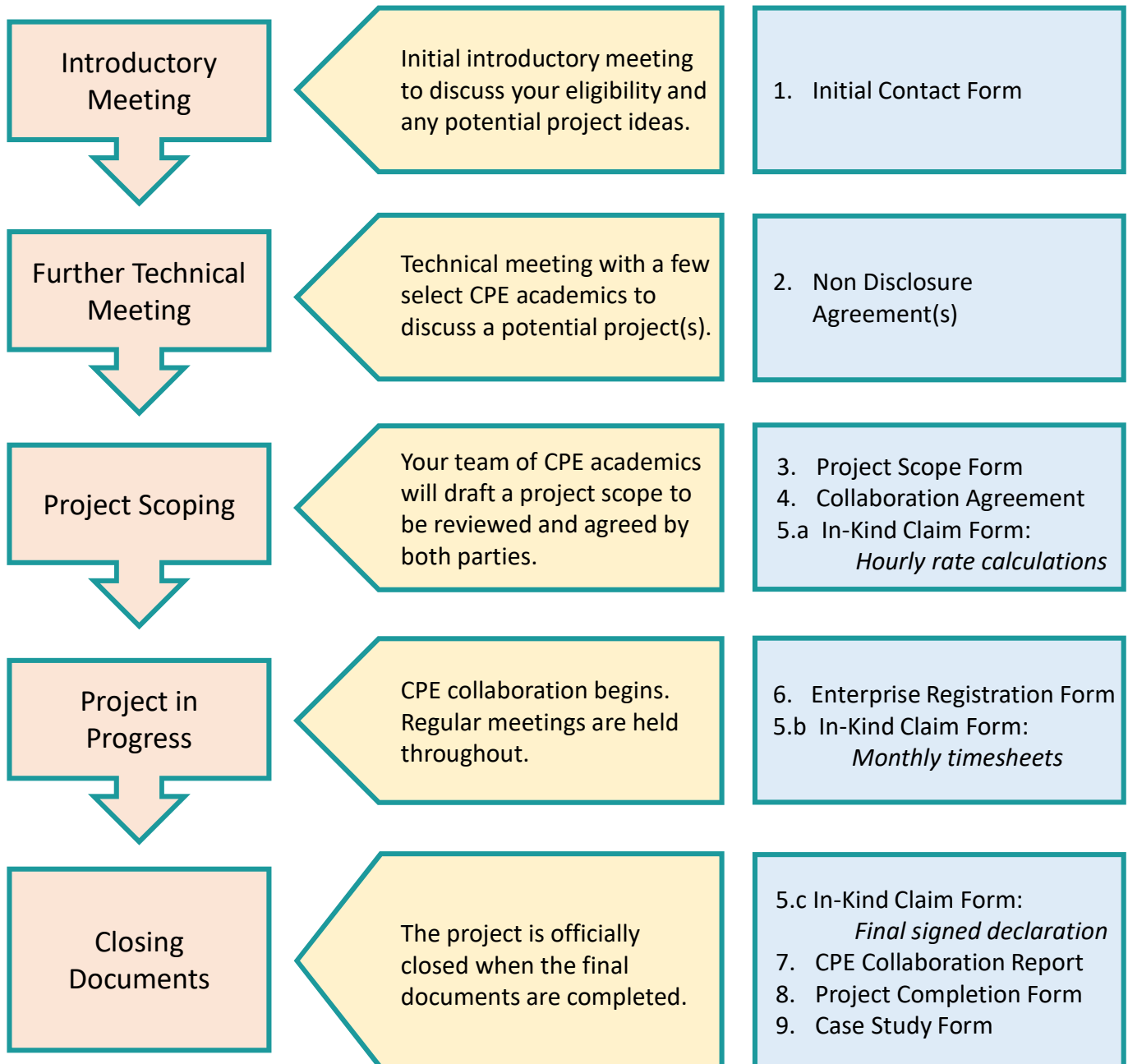


Setting up a CPE collaboration: Step-by-Step Guide

Our Business Development team will take you through the various stages of the CPE process to set up a collaboration. This process typically takes a few weeks, mainly due to coordination of meetings, agreeing a project plan, and time to request authorised signatories of NDAs and Agreements within a company. On request, we have completed this process within a week.

Collaboration Stage

Documents



CPE Documentation

CPE is funded by the European Regional Development Fund through the Welsh Government and there are various documents along the way that are described in detail below. These are mainly completed by CPE staff and those that require the most attention from the company are indicated in blue.

1 Initial Contact Form

This allows CPE to keep your company details on our records.

2 NDA

Mutual non-disclosure agreement between the company and CPE partner university.

3 Project Scope Form

This form outlines the project aims, tasks and timeline and is written by the CPE academic leading on the collaboration with contents agreed by both parties. CPE staff time (and equivalent cost) of the project is estimated and the company staff time should match this cost to ensure a matched in-kind contribution.

4 Collaboration Agreement

Formal agreement of the collaboration between the company and the CPE university partner(s). This summarizes the activity of the project and expected outcomes including potential IP.

5 Enterprise Registration Form

To be completed by the company regarding company information.

6 In-Kind Claim Form

To be completed by the company. This form captures the time (and equivalent cost) contributed to the project. Personal information about pay and holidays will need to be disclosed in order to calculate staff costs. All claims will be sent solely to our CPE Finance Officer such that all personal information is handled appropriately. If you are a director not receiving salary, then an estimated cost can be used. Timesheets to capture company staff time working on a project are required on a **monthly basis**.

7 CPE Collaboration Report

Confidential document to be completed by CPE academic for the company.

8 Project Completion Form

Summary document with brief description of the project, the outcomes and key ERDF indicators.

9 Case Study Form

Description of the project that can be submitted to WEFO and published in the public domain, such as the CPE website and via our social media channels.

In-Kind Match Funding

All CPE collaborations are based on matched in-kind contribution. There is no cash payment. This means that CPE staff time spent on a collaboration must be also matched in cost, through staff time, by the company. This is evidenced by the completion of CPE's In-Kind Claim Form.

Personal information about pay and holidays will need to be disclosed in order to calculate staff costs. All claims will be sent solely to our CPE Finance Officer such that all personal information is handled appropriately. If the collaboration is selected for audit, pay slips or bank statements may need to be provided as additional evidence.

In-Kind Claim Form

Each staff member on the collaboration completes the following three steps:

1. Hourly Rate Calculator

This is a simple calculation that is linked to gross annual salary. Pre-determined rates are also available for Non Salaried Directors.

2. Timesheets

Timesheets need to be completed for each calendar month. These should detail the work activity completed and be signed by the staff member and line manager.

3. Final Declaration

At the end of the collaboration the total in-kind match is confirmed in a final declaration, signed by the company director.

Company Staff Time

The Project Scope Form will outline the various tasks assigned to each party. In general, any time spent on behalf of the projects can be recorded on timesheets.

These activities can include:

- Working with the CPE Team on the project
- Working on project tasks independently
- Meetings with CPE Team
- Staff time analysing project progress
- Staff time assessing impact to the market
- Staff time sourcing suppliers or potential clients related to the project
- Staff time researching or applying for funding opportunities related to the project
- Staff time analysing CPE inputs and reports
- Telephone calls in regards to the project
- Internal meetings to discuss the project
- Travel to and from meetings

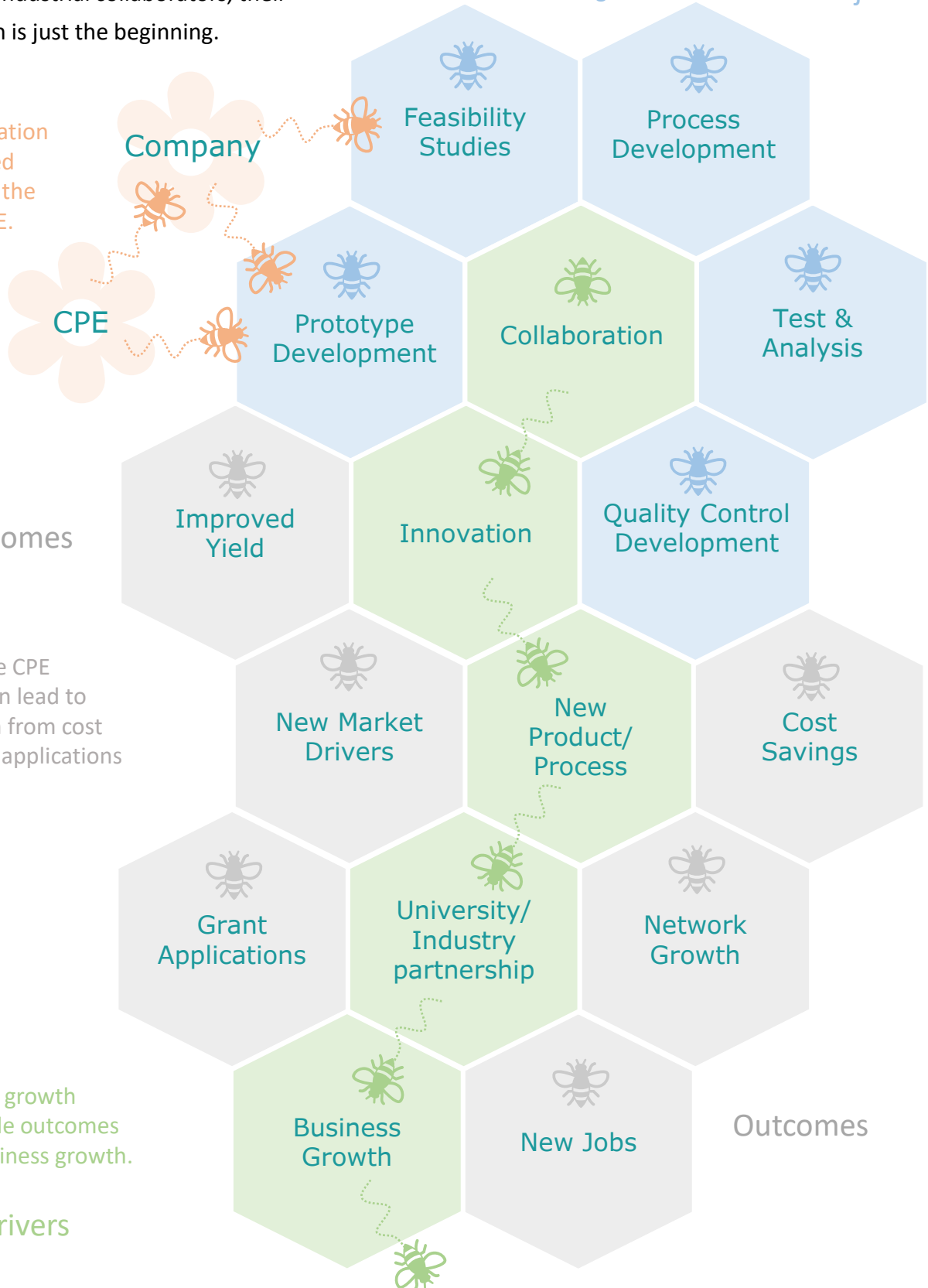
Beyond the CPE collaboration

For many of our Industrial collaborators, their CPE collaboration is just the beginning.

CPE supports product or process development for business growth. **R&D Projects**

The CPE collaboration draws on matched capabilities from the company and CPE.

Knowledge & Expertise



Outcomes of the CPE collaboration can lead to business growth from cost savings to grant applications and new jobs.

CPE enables key growth drivers to provide outcomes focussed on business growth.

Growth Drivers