Spin-out of the year Award

Application Form

The spin-out of the year Award is celebrating high-performing commercial or social enterprise spin-outs from the University of Glasgow that have been active within the last 12 months.

We are seeking applications from commercial or social enterprise spin-outs with major contributions from **University of Glasgow staff** in the underpinning research, development of the spin-out and continuous active involvement.

**Note**: Applications will be reviewed by a multidisciplinary panel, spanning expertise from different sectors across Colleges, University Services and industry experts\*. Please complete the application form in a way that can be understood by a non-specialist audience following the evaluation criteria. We will only consider applications with signed consent forms (see appendix of the application form). Please make sure that your application is complete before submitting it to [RIandE@glasgow.ac.uk](mailto:riande@glasgow.ac.uk) no later than **Sep 23, 2024 at 9:00am** You may also attach evidence and/or anticipated evidence of your impact/innovation as part of your application package.

\*For this award category, we will ask any external assessors to sign non-disclosure agreements, to cover any confidentiality concerns.

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| --- | --- |
| **Name of Spin-out/social enterprise:** |  |
| **Webpage (URL) of enterprise:** |  |
| **Name and staff number of staff member putting nomination forward\*:**  **Email address:**  *\*should have a major contribution to enterprise* |  |
| **College / School:** |  |

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| **Non-confidential/public summary**: please provide a non-confidential summary including key highlights of your application. (max 200 words) |
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| With the assessment criteria in mind, please provide key details of the commercial or social venture including core purposes, date of set-up, key developments, what need or market gap existed prior to the establishment of the venture, scale of that gap or need, and what was innovative about your core idea (max. 600 words) |
|  |
| **Additional:** Here you can provide any other information or documentation (e.g. links) related to this spin-out or social enterprise that evidences or otherwise assists the evaluation of this application (please also refer to evaluation criteria). (max. 300 words) |
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| **Signed by Applicant (on behalf of spin-out)** | |
| **Name and Date** | **Signature** |
|  |  |

**Privacy Notice for Spin-out of the Year Award Nominees** *(this page is to be retained by the data subjects)*

**Your Data**

The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data and the data related to your commercial or social spin-out processed in relation to the Spin-out of the Year Award for the purpose of facilitating the 2024 Knowledge Exchange and Innovation Awards held by the University of Glasgow. This Privacy Notice will explain how the University will process this data through its Research and Innovation Services (R&I).

**Why we need it**

We are collecting your basic personal data and data related to your spin-out for the purpose of facilitating the Spin-out of the Year Award category within the University’s 2024 Knowledge Exchange and Innovation awards, awarding winners of this category, and to promote this celebratory event for marketing and promotional purposes in the ways which are specifically detailed and consented to in the accompanying Media Consent Form. We will only collect data that we need to fulfil and oversee this.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data and data related to your spin-out. In this instance, the legal basis is Consent*.*

**What we do with it and who we share it with**

All the personal data and data related to your spin-out that you submit is processed by the Research and Innovation Services staff at the University of Glasgow in the UK and will be shared with panel members evaluating award nominations, some of whom may not be part of the University of Glasgow. We may share non-confidential information such as your name, name and general description of your spin-out, names of University of Glasgow researchers involved in these spin-outs, and e-mail addresses of shortlisted nominees and award winners on the University of Glasgow website and its social media channels.

**How long do we keep it for**

Your data will be retained by the University indefinitely unless the information is deemed no longer needed. If the data is no longer required, your data will be securely deleted.

**What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

As we are usingConsent as the legal basis to process your personal data and data related to your commercial or social spin-out, you also have the right to withdraw your consent at any time. If you chose to exercise your right to withdraw your consent, your personal data and the data related to your spin-out will not be used in future publications, or other outputs as you have consented to below, but may continue to appear in publications and outputs already in circulation. The University will also endeavour to remove your personal data from University managed media channels, but cannot guarantee your data will be removed from channels outside of the University’s control.

If you wish to exercise any of these rights, please contact [RIandE@glasgow.ac.uk](mailto:riande@glasgow.ac.uk) and [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

**Complaints**

If you wish to raise a complaint on how we have handled your personal data or data related to your commercial or social spin-out, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk).

If you are not satisfied with our response or believe we are not processing this data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>.

**Contact details**

If you have any questions relating to this consent form or the way we are planning to use your information please contact [RIandE@glasgow.ac.uk](mailto:riande@glasgow.ac.uk).

**Media Consent Form for Spin-out of the Year Nominees**

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| Description of activity: |  | Date: |  |

The University of Glasgow is committed to controlling and processing personal data and data related to commercial and social spin-outs in accordance with Data Protection legislation. The data collected, as detailed below, will be processed in the way(s) and for the purpose(s) detailed above in the accompanying Privacy Notice.

**I consent to my personal data being used in each of the following formats (please tick all that you consent to):**

|  |  |
| --- | --- |
| Photographic images (printed and digital) |  |
| Film/video images and/or audio recordings |  |
| Written comments/testimonials |  |

**I consent to this personal data being and data related to my commercial or social-spin out to be used in the following ways (please tick all that you consent to):**

|  |  |
| --- | --- |
| University of Glasgow websites |  |
| Email and online marketing, including but not limited to e-newsletters; on campus and outdoor digital displays; online and email adverts; online advertorials; editorial features in digital publications |  |
| Social media posts |  |
| Printed materials, including but not limited to leaflets; flyers; posters; banners; brochures; magazines; prospectuses |  |
| Presentations at events and conferences |  |

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| **I consent to this data being shared with approved third parties as stated in Privacy Notice** |  |

I hereby consent to my personal data being used in the ways indicated above and in line with the attached Privacy Notice.  I understand that I have the right to withdraw my consent at any time.

Print Name:

Date: Email: