



Connected Airport Living Lab 2026/27 Application Guidance



Introduction

About this Document

This application guide will provide supporting information to help applicants to complete and submit a high-quality application.

If you have require any reasonable adjustments to support the completion of your application or have any other questions, please email

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Eligibility

Successful applicants to the programme must:

- Be a UK-registered micro, small or medium-sized enterprise (SME) (<250 employees).
- Have a solution which is technical readiness level (TRL) 5 – 8. This means that the solution has, at least, been tested or demonstrated in its intended environment and, at most, has been deployed as a first-of-a-kind commercial system
- Have a solution which addresses at least one of the identified challenges
- Be available to actively participate in the programme activities between 1 September 2026 and 31 March 2027
- Be willing to travel on occasion to Glasgow Airport
- Be willing to provide digital copies of formal ID to Glasgow Airport for temporary ID passes for airport visits

Technology Readiness Levels:

The TRL levels and definitions are as follows:

- TRL 1: basic principles observed and reported
- TRL 2: technology concept or application formulated
- TRL 3: analytical and experimental critical function or characteristic proof-of-concept
- TRL 4: technology basic validation in a laboratory environment
- TRL 5: technology basic validation in a relevant environment
- TRL 6: technology model or prototype demonstration in a relevant environment



- TRL 7: technology prototype demonstration in an operational environment
- TRL 8: actual technology completed and qualified through test and demonstration
- TRL 9: actual technology qualified through successful mission operations.

Equity, Diversity & Inclusion

This programme celebrates Equity, Diversity and Inclusion (EDI), not just because it is the right thing to do but because it leads to better decisions, better innovation and makes our working life more rewarding and productive.

We hold EDI to include the characteristics outlined in the Equality Act 2010 {Age; Sex (and Gender); Race (and Ethnicity); Disability; Religion or belief; Sexual orientation; Gender reassignment; Marriage or civil partnerships; Pregnancy and maternity}, as well as other historic barriers to opportunity, such as “class”, nationality, dialect, education and other forms of socio-economic exclusion.

The Programme is committed to carrying the following initiatives to uphold EDI principles:

- Provide a level playing field for all innovators seeking to apply to participate in the programme by anonymising application forms and implementing a fair, standardised scoring process.
- Drive a human-centred approach when tackling real world challenges.
- Foster an open and inclusive environment for businesses joining the Programme.
- Offer advocacy and collaboration opportunities to reduce barriers to innovation.
- Encourage a range of perspective in our shortlisting and due diligence process by selecting diverse assessment panels.

General Application Guidance

1. Please read this guidance document carefully prior to preparing your application.
2. **Applications must be submitted before noon on 17th August.** Late submissions will not be accepted or considered.
3. Please review the assessment scoring criteria section in this guidance document as this will provide clarity of what evidence to provide in your responses to maximise your score.



4. Assessors with a broad technical knowledge across different areas of transport and technology will mark your application. **You should therefore write clearly in plain language, avoiding acronyms and obscure jargon.**
5. Your responses to questions should not disclose your name, your company name, or name of any person(s) working at your company. Complete anonymity reduces the potential for bias and discrimination during the application assessment process and ensures that evaluations are based only on the credibility and suitability of your responses for this programme.
6. Only the information included within your application form is subject to assessment.
7. Your application will automatically save so you can return to edit later.
8. Please keep within the maximum word counts noted in each of the sections of the application form. Any content that exceeds the word count limit will be excluded from your submission.
9. Please ensure you have read and understood the Terms & Conditions set out on the website before submitting.

Application Process

Stage 1: After the competition deadline, only applications that meet the eligibility criteria and scope of the competition will be formally assessed. Connected Places Catapult reserves the right to declare applications as out of scope of the programme. You will only be notified at this stage if your application does not meet the eligibility criteria. Otherwise, your application will progress to Stage 2.

Stage 2: Applications that progress to stage 2 will be scored in line with the scoring criteria below by at least two expert assessors from the Connected Places Catapult and a relevant stakeholder from Glasgow Airport. Up to 9 applicants will be shortlisted for Stage 3 - an interview. Shortlisted applicants will be contacted by 21 August at the latest with a Teams link for an interview.

Stage 3: On-line interviews will take place in w/c 24 August. The interviews will comprise a 10-minute pitch opportunity and then a Q&A session for us to clarify any points from your application from a commercial or a technical perspective. Regretfully, we may not be able to accommodate specific requests for interview slots, therefore it is imperative that you try to keep your diary as open and flexible as possible on these dates.

Feedback: Where possible, and depending on application numbers, feedback to unsuccessful applicants from Stage 2 may be provided. However, only applicants



that progress to Stage 3 (interview) will be guaranteed a breakdown of the scores achieved for each section of the application form.

Assessment Scoring Criteria

Scoring Criteria

This section details the criteria our assessors will use when scoring your application. Under each criterion there is a maximum score of 5 available.

Criteria	Weight
Solution	20%
Problem Statement	20%
Innovation	20%
Trial Proposal	20%
Trial Outputs and Outcomes	20%

1. Solution

Question: Please explain your solution, and how it works, clearly and simply, using non-technical terms where possible. (250 words)

To achieve the highest score under this criterion, your application should demonstrate the following to our assessment panel:

- A clear overview of the solution in one or two sentences.
- A clear explanation of how the solution works
- The solution appears feasible

2. Problem Statement (20%)

Question: Please explain how your solution helps solve part of, or all, the nominated challenge. (250 words)



To achieve the highest score under this criterion, your application should demonstrate the following to our assessment panel:

- Clarity about the part of the challenge that the solution addresses.
- The benefits provided by the solution features which support it to address the nominated solution.
- High potential to successfully address the nominated challenge.

3. Innovation

Question: Please explain why you believe your solution (or approach) is innovative. Or alternatively please explain what innovation you are looking to develop within an existing solution.

To achieve the highest score under this criterion, your application should demonstrate the following to our assessment panel:

- A high level of innovation with defined Unique Selling Points.
- Clear detail around how the innovation compares with other existing solutions to demonstrate the solution's uniqueness.
- Clear detail around how the Intellectual Property within the innovation is/ will be protected.

4. Trial Proposal (20%)

Question: Please give an overview of your trial proposal including any critical dependencies on the airport

To achieve the highest score under this criterion, your application should demonstrate the following to our assessment panel:

- A clear overview of the trial, stating its main objectives and key milestones
- A realistic and operationally feasible trial
- Awareness of critical dependencies on the airport (and which can be realistically delivered by the airport)
- Awareness of key risks and how they might be mitigated
- The funding requested is equal to or less than £30,000 (including VAT)



5. Trial outputs and outcomes for your solution / business (20%)

Questions: *Please explain what you hope to achieve for your solution AND your business through this trial and how you intend to capitalise on the progress made during the programme to support commercialisation of your solution.*

To achieve the highest score under this criterion, your application should demonstrate the following to our assessment panel:

- The key data / metrics that will be measured in the trial
- A clear articulation of how the trial could support business growth and/or solution readiness for commercialisation, e.g. what gaps exist in your business case that this programme might address
- Awareness of the business support that your business would most benefit from.

Dates and Deadlines Overview

Please see below for a summary of the dates and deadlines for the competition. These are indicative timings, and we will adhere to this schedule as best we can.

The closing date for applications is fixed and will be noon 17th August 2026.

Competition Opens	13 July 2026
Competition Closes	9am, 17 August 2026
Stage 2 outcome notification to Applicants	Nlt 21 August
Stage 3: Clarification Interviews	w/c 24 August
Stage 3 outcome notification to Applicants	w/c 31 August
Contracting, Onboarding, Business Needs Assessments & Airport intros	Early September

Contact Details

If you have any questions about the programme, please contact:

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We wish you luck with your application!