Flexibility Innovation Programme: How to Apply

Smart Energy Innovation Team
Science and Innovation for Climate and Energy Directorate
Tuesday 14th June 2022
Aims of the Session

By the end of this session, you should know:

- **Where to submit your application** to your chosen Flexibility Innovation Programme competition(s).
- **How to submit your application** to your chosen Flexibility Innovation Programme competition(s).

All information provided is applicable only to Small Business Research Initiative (SBRI) and grant-funded competitions that are part of the Flexibility Innovation Programme. The information is not applicable to activity which is subject to a procurement.

This session will **NOT** be covering the eligibility, scope or assessment process for any of the Flexibility Innovation Programme competitions in detail. All applicants should refer to the relevant Competition Guidance for details on these elements.

It should be noted that the slides presented as well as a recording of this session will be published on the [Flexibility Innovation Programme webpage](#).
Questions

TODAY’S SESSION WILL NOT INCLUDE Q&A.

• If you have any further questions following this session, all applicants are welcomed to submit any clarification questions regarding their chosen competition/application(s) as per the process described in the Competition Guidance.

Please ensure you submit your questions to the correct email address and before the deadline provided. Any questions submitted incorrectly/outside the deadline may not be answered.

• After the close of the clarification question process, the Department will publish replies to any questions, which in our judgement, are of material significance, through an online anonymised FAQ sheet.

• All applicants will be able to consider these answers, along with the Competition Guidance, when completing their application(s).
BEIS Net Zero Innovation Portfolio

- The £1 billion Net Zero Innovation Portfolio (NZIP) aims to accelerate the commercialisation of innovative low-carbon technologies, systems and processes in the power, buildings and industrial sectors.

- It builds on the previous £505 million Energy Innovation Programme.

- The Portfolio has potential to unlock up to 300,000 jobs by 2030 in exports and domestic industry, enables savings across low carbon sectors, and will have a strong regional impact in the UK.

- The Portfolio aims to leverage £1bn industry-matched funding.
NZIP Flexibility Innovation Programme

Up to £65m to develop innovative solutions to enable large-scale widespread electricity system flexibility through smart, flexible, secure, and accessible technologies and markets.

NZIP Flexibility Innovation Programme (up to £65m)

Integrating Systems for Flexibility
- Interoperable Demand Side Response
- Vehicle-to-X

Data and Digitisation
- Automatic Asset Registration
- Smart Meter Energy Data Repository
- Smart Meter Internet of Things Applications

Markets for Flexibility
- Proposed innovation activity under review

Anticipated wider whole systems demonstration
Application Process
Competition Information

- All updates and information related to the Flexibility Innovation Programme is provided on the Flexibility Innovation Programme webpage, including the launched innovation activity.

- To start your application process, follow links to the relevant Flexibility Innovation Programme sub-programmes where all the competition documentation and details are listed.

The Department recommends you read all competition documentation prior to starting your application to ensure you fully understand the eligibility, scope and assessment process for the competition.
Registration and Access to Smart Survey

To access (and submit) an application, all applicants should first complete a registration form.

You can find the link to the registration form in the following places:
   1. Sub-Programme website
   2. Competition Guidance documents

Once you have successfully registered, you will receive a password to access the application form via SmartSurvey.

REMEMBER TO CHECK YOUR JUNK FOLDERS!
SmartSurvey

- All applications **must** be submitted *via* SmartSurvey.
- Use the navigation buttons at the bottom of the form rather than your browser navigation bar - this will prevent you losing what has already been inputted!
Offline Application Form

- A Microsoft Word version of the application form is available to aid your drafting.

- All relevant colleagues will be able to work on the offline version.

- SmartSurvey does not allow for Rich Text Formatting so any bold/italic text or bullet points, for example, will not copy through onto the (online) application form. Hyphens are often used as a substitute for bullet points.

It is recommended that applicants practise how they want their responses to appear on the online application form.
Save and Continue

• You do not need to complete the application form all in one go – you can save your application and return to it at a later date.

• You should input your name and email address where prompted, and a link will be sent to your email address to reopen and continue the form as you wish.

• **Saved applications are not considered as submitted.** Make sure you complete and submit your application at the end of the form.
Save and Continue

• If a relevant colleague requires access to the form, you can input their respective name and email address instead.

• You can only work through the application form in a linear fashion so sections cannot be skipped. All required fields must be completed before you are able to continue. You should bare this in mind if you give access to the relevant colleague via the ‘Save and Continue’ method.

Remember to communicate clearly with your colleagues because if two people work on the form and save it at the same time, only one person’s progress will be saved.
Application Sections

• The application form is broken down into sections that align with the sections in the Competition Guidance.

• To submit your application, all questions in the form must be complete.

PLEASE REFER TO THE COMPETITION GUIDANCE AS YOU COMPLETE YOUR APPLICATION!

Application Sections

- Section 1 - Proposal Summary
- Section 2 - Eligibility Criteria
- Section 3a - Contact and Lead Organisation Details
- Section 3b - Parent Company Details
- Section 4 - Assessment Criteria
- Section 5 - Collaborative Application
- Section 6 - Additional Information
- Section 7 - Programme Performance Indicators
- Section 8 - Declaration Forms
- Section 9 - Application Form Checklist
- Section 10 - Signatory Page
Question Types

To progress through the application form, all questions must be in the correct format. The different types of questions are:

- **SHORT FREE TEXT BOXES**
  - Name of Applicant Organisation
  - Project Name

- **LONG FREE TEXT BOXES**
  - Please give a public description of the project. The public description of the project should be a brief non-Confidential description of the project that BEIS may use in online or printed publications. Please describe the project objectives, key deliverables and the expected project benefits. (Maximum 400 words)

- **NUMBERS ONLY**
  - Total Project Costs (£)
    - Please enter the total amount of BEIS funding for programme that you are applying for excluding VAT. This should match the BEIS Project Cost Breakdown Form.
  - Project Duration (months)

- **SLIDERS**
  - 18. How is the lead organisation currently funded? (Choose all that apply)

- **DATES**
  - Estimated Start Date
    - DD/MM/YYYY

- **UPLOADES**
  - Max upload size per file 10MB
    - Max number of files - 1

- **MULTIPLE CHOICE**
  - Yes
  - No
Proposal Summary

- To begin, applicants will be asked a number of high-level questions on their proposed project.

- The questions tend to relate to the project length, project funding and project descriptions for external use.
Eligibility Criteria

To be eligible for funding, applicants must meet **ALL** the eligibility criteria.

- Guidance on where to find details on the Eligibility Criteria for your chosen competition(s) is given in the application form.

- The eligibility questions are Yes/No questions.
Lead Applicant Details

- The **lead applicant** will need to provide their details.
- If the lead applicant has a parent company, these details will also need to be provided.
Assessment Criteria

- Each Flexibility Innovation Programme competition will have specific assessment criteria.

- Each criterion will have its own page in the application form, with a corresponding text box for the applicants to provide their answer.

- There may be a word limit for your written answers.

REMEMBER THAT THERE ARE MORE SECTIONS OF THE APPLICATION FORM TO COMPLETE AFTER THE ASSESSMENT CRITERIA!
Uploading Attachments

- Some criterion require attachments to be uploaded – for example, a risk proforma or a cost breakdown form. For other criterion, the upload of attachments is optional or not required at all.

- You will be asked to upload the attachments, if any, alongside each criterion.

- All attachments must be figures/illustrations/graphics/PDFs and they must be referred to in the text of the application in order to be assessed.

  Unless stated otherwise, any additional text submitted as part of the attachments will NOT be assessed.
Uploading Attachments

- Once a file is uploaded, you cannot click on the link to redownload it and check that it is the right file.

- It is recommended that all applicants label their documents clearly before attaching files.

NOTE THAT THERE IS A MAXIMUM NUMBER OF FILES!
Collaborative Applications

APPLICATIONS FROM CONSORTIA ARE WELCOME!

Only ONE submission should be submitted for each project application, but all consortium partners are required to sign the relevant declaration form (Form of Bid) for their project. (See Declaration Forms Section.)

- If a consortium is not proposing to form a separate corporate entity, the partners will need to nominate a lead organisation who we will contract with and complete a Consortium Agreement (once a contract has been awarded).

- Please note that BEIS reserves the right to require a successful consortium to form a single legal entity.
Additional Information

Applicants will be asked to provide additional information on any future applications for their proposed project(s).
Performance Indicators

- Applicants will be asked to provide information related to the (key) performance indicators of the relevant competition(s).

- The information provided in this section will not be assessed.
Declaration Forms

- Applicants will be asked to sign several declaration forms.
- The forms need to be download separately and (e-)signed where relevant.

REMEMBER TO REUPLOAD THE COMPLETED DECLARATION FORMS!
Application Form Checklist

To ensure applicants have included all the required information, a checklist has been included prior to the application submission.

![Application Form Checklist](image)

Section 8 - Application Form Checklist

As well as the completion of this Application Form please check that, if required, you have provided the following information.

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<td>CV package</td>
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<td>Governance arrangements</td>
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<td>Grant Chart or Outline Project Plan</td>
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<td>Risk Proforma</td>
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<td>Letters of Support</td>
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<td>Project Cost Breakdown Form</td>
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<td>Additional Partner Information Form (if you have more than 3 project partners)</td>
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<td>Declarations</td>
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<td>References figures (where relevant) - clearly referenced.</td>
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Application Deadline

All applicants must submit their applications before the deadline. Make sure you are aware of the date and time of the deadline of your chosen competition(s).

- Applicants are advised to familiarise themselves with the SmartSurvey before their deadline. Applicants should not rely on receiving SmartSurvey support from the Department close to the deadline.

- No submissions, additional material or amendments to applications will be accepted after this deadline.

REMEMBER ALL APPLICATIONS MUST BE SUBMITTED ON SMARTSURVEY!
Application Submission

Once all sections are complete, the application form can be submitted.

- You will receive an email confirmation of your application submission.
- This will come from the email address associated with your chosen competition(s).

REMEMBER TO CHECK YOUR JUNK FOLDERS!
Additional Surveys

After submitting their application form, applicants will be prompted to complete additional surveys on:

- the Public Sector Equality Duty and;
- BEIS Competition Evaluation.

 NOTE THAT THESE SURVEYS ARE ANONYMOUS AND CAN BE COMPLETED PAST THE APPLICATION DEADLINE.
Finding Collaboration Partners

- The Department has created a collaboration platform, specifically for the Flexibility Innovation Programme.

- The platform can be found [here](#) and is a useful tool in maximising innovation by enabling connection and collaboration between organisations.
Important Reminders
If you have any further questions, all applicants are welcomed to submit any clarification questions regarding their chosen competition/application(s) as per the process described in the Competition Guidance.

General SmartSurvey support can be provided throughout the application period via the relevant email addresses (in the Competition Guidance). You should not rely on support close to the application deadline.

It should be noted that the slides presented as well as a recording of the session will be published on the Flexibility Innovation Programme webpage.
Thank you for listening!

Visit the Flexibility Innovation Programme webpage here.