

Annex 4A – Offline DASA Submission Walkthrough

NOTE: This document is a key part of the submission process. Given that the commercial agreements will be with BEIS, some of the standard DASA application sections are not applicable. This is an offline version of what you will see on the DASA Online Submission Service, but it also contains important supplementary notes, which will be essential in guiding you through the submission of the application online. We strongly recommend making yourself familiar with this document and having it open during the submission online to complete the application correctly and avoid unnecessary duplication.

ALL ADDITIONAL NOTES WILL BE IN RED

Section 1 - Service

Select service category:

- DASA Market Exploration
- DASA Themed Competition **[Select this option]**
- DASA Open Call
- Defence Innovation Loan
- DASA Innovation Outline
- Defence Technology Exploitation Programme (DTEP)

Select service name

You've chosen to enter a DASA Themed Competition. Tell us which one you're entering.

- Windfarm Mitigation for UK Air Defence (Phase 3 Stream 1) (Closing 20/04/2023)

Select Focus Areas/IFAs

Please choose the appropriate Focus Area **Please select only 1 Option here**

- Challenge 1 – Radar Approaches (A)
- Challenge 2 – Stealthy Materials Approaches (B)
- Challenge 3 – Alternative Tracking Approaches (C)
- Challenge 4 – Integrated Demonstration Approaches (D)

Previous Proposal

Have you already sent this submission in an earlier form?

Yes No

If Yes, then you will be asked for the previous submission number and for a short description of how you addressed any feedback you received on that proposal

I have read and accept the terms and conditions relevant to the DASA competition or service to which I am submitting a response.

Save and continue

NOTE: Contrary to the description below, for this competition certain documents should be submitted via e-mail to accelerator@dstl.gov.uk. These can be submitted as .pdf files. Refer to Section 5.3.2 in the Competition Guidance for full details of which documents can be sent via email.

Section 2 – Summary

- You must not submit any information classified above Official. If you wish to add supporting information which might be Official-Sensitive or Secret you should contact DASA in advance and we will discuss solutions with you.
- Each Assessor should be able to read, understand and complete an assessment of your proposal within 90 minutes, unless otherwise stated in the competition document.
- Please use the text boxes provided to submit data on your application. DASA will not accept proposals if relevant content is not provided in the text boxes, i.e. where any data which is not an image or Excel file is provided as attachments instead of the text field.
- You may attach images/figures/diagrams in support of your application. These attachments are limited to .png / .jpeg / Excel files only.
- Please ensure you read the Terms & Conditions for this competition and the proposal guidance provided on the DASA website
- Please ensure you read the Terms & Conditions for this competition and the proposal guidance provided on the DASA website.

This information will help us ensure the right experts see your submission.

Your Submission Number

ACC60XXXXXX [This number should be used in the subject title of communicating e-mails containing required documents]

Your Submission Title

Proposal Value Proposition statement

Please provide a simple statement that summarises why a Defence and/or Security User would be interested in your idea. A good PVPS communicates the problem solved and the clearest benefits to the Defence and/or Security User. You will be able to expand your explanation on the next page, in the 'Desirable' section of the proposal. (Max 150 words)

NOTE: Contrary to the description below, for this competition, the reference to a contract should be a reference to a grant.

Proposal Abstract: Summarise your innovation (250-words maximum)

When submitting your proposal, you are required to include a proposal title and a short abstract. The title, abstract and PVPS you provide will be used by DASA, and other government departments, to describe the project and its intended outcomes and benefits. It will be used at DASA events in relation to this competition and included in documentation such as brochures, and to share with other parts of government with a view to generating additional funding. If your proposal is funded, the proposal title will also be published in the DASA transparency data on [GOV.UK](https://www.gov.uk), along with your company name, the amount of funding, and the start and end dates of your contract.

Innovator Commercial Point of Contact:

Have you spoken to your Commercial contact and obtained permission to submit this bid?

Yes No

NOTE: In addition to the link below, more detailed TRL descriptions are available in Appendix 1 of the Competition Guidance document.

Technology Readiness level (TRL)

DASA provides funding to accelerate TRL (Technology Readiness Level). Please indicate the current TRL of your idea and, if your proposal is funded, the expected TRL at close of contract. Please see [grading page](#) for reference

Current Technology Readiness level

Pick List

Future Technology Readiness level

Pick List

Area(s) of Specialism

Please review the areas of specialism available in the list below and attempt to

assign the closest possible match that describes the technical discipline to which your submission relates.

At least one primary category must be selected. If you are able to add a secondary, more detailed category, please do so.

You may optionally add an additional area of specialism in the same way.

Please note that the area of specialism will not impact the outcome of your submission in any way. Please just select the 'best fit' category

Area of Specialism 1* (Plus optional secondary choice)

Area of Specialism 2 (Plus optional secondary choice)

NOTE: In addition to the Primary Work Location below, you are required to complete the 'Cost breakdown by project location' tab in the Project Cost Breakdown Form ([Annex 3A](#))

Primary Work Location

Where will the work be undertaken or project managed, if different from the HQ address?

Country

Postcode

I confirm that all competition-specific mandated requirements have been met

I understand that the DASA will keep the information on this page indefinitely, and that the title will be released publicly if I'm funded

Save and continue

NOTE: Responses to Questions 3 B,C & D are limited to 3000 words each

Section 3 - Innovation details

A. If you are applying under challenge D – Integrated demonstration, please indicate which combination of challenges your proposal covers

Not Applicable	
A+B	
A+C	
B+C	
A+B+C	

Challenge A is radar Approaches
Challenge B is Materials Approaches
Challenge C is Alternative Tracking Approaches

B. Desirability

- **Strategic Fit**
 - Briefly explain your idea.
 - How is your idea innovative?
 - Why is your idea different from any current solutions?
 - How significant is the potential advantage which this innovation offers over existing solutions or alternative technologies that can meet current market needs? Advantages might include new or increased capability, decreased costs or time-saving measures.
 - Describe the proposed Knowledge Dissemination Plans as required in Section 13 of the competition document.
- **Exploitation beyond the Project Plan**
 - If we fund your project and it is successful, please explain how you will continue developing it beyond the scope of this proposal or how you plan to commercialise your work.
 - How might your idea be integrated into existing systems and capabilities?

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NOTE: Insert the following attachments in this section:

- Project organogram (overview of the consortium)
- Partner Information Form ([Annex 5A](#))

C. Feasibility

- Technical Credibility
 - Please provide details of the work completed to date and information about how that work was funded.
 - For the proposed project, provide all relevant technical details. Assessors need to be able to decide if your technology is going to work, so make sure you provide enough detail on how the technology will be developed and tested.
 - Describe how your proposal meets the requirements set out in Section 3 of the Competition Guidance document, relevant to the challenge you are applying for.
 - Assume that Assessors will have at least degree level education in a subject relevant to your technology. You can add figures if you feel they assist but use sparingly as they detract from Assessors reading the application.
 - Demonstrate that the proposal is scientifically, technically and practically feasible within the proposed project timescales, and has a robust testing regime with clear and quantifiable measures of progress and performance.
 - If relevant, describe the additional benefits of demonstrating an integrated system, or integrated technologies.
 - Describe how you will work with the Stream 2 winner to ensure their project aims are met?
- Risk
 - Your proposal must demonstrate awareness of all the main risks the project will face (including contractor or equipment failure, recruitment delays, etc.), with realistic management, mitigation and impact minimisation plans for each risk. Also explain any identified technical risks, and what the planned mitigations are. Please fill this detail in the table provided in Section 5 – Additional Information (titled ‘Project Risk Register’).
 - How have you considered any regulatory and export control factors relating to your proposal and how the associated risks will be managed?
- Expertise and Capability
 - Please complete the ‘Proposed Research Workers’ table. You will also be asked to provide details of the team in the Project Cost Breakdown form.
 - Please provide a brief overview of your physical resources (facilities, equipment, etc.) and capabilities which will be used to complete the project.

- Does the project team have the right available mix of skills, experience and capacity to successfully deliver the project?
- An organogram and high-level resource plan clearly detailing the roles of the lead applicant and wider consortium partners in delivery of the project.
- If this proposal might appear to be similar to other funded work please explain how it is different. DASA will not double fund the same work.

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NOTE: Insert the following attachments in this section:

- GANNT Chart Project Plan (including all work packages and deliverables)

D. Viability

- Project Delivery:
 - Include a clear costed project plan with milestones. The plan should be structured on a monthly basis and must detail the project timeline, the various work packages and the project milestones and deliverables.
 - We need to be able to understand the different stages of the work planned, how they link together, where things are reliant on each other and how long each stage should take so that we are able to assess the viability of the output.
 - Explain how the project will be managed e.g. governance, and how you will ensure the project runs on time and to budget?
 - Please fill in the Government Furnished Assets Request list (optional) in Section 5.
- Project Financing:
 - Robustness of the proposed project costs in the Project Cost Breakdown form – Is the budget realistic for the scale and complexity of the project? Explain how the eligible project costs are justified in terms of the proposed project plans and sufficient to deliver the deliverables sought.
 - Ensure a realistic budget breakdown is provided. Ensure the work packages align with the predicted spend profile shown on the project cost breakdown form.
 - What is the level of match funding which will be leveraged by the Programme grant - i.e. the overall proportion of project costs to be funded by private sector match funding.
 - Please explain your reasoning which led to the grant funding intensity shown in the Project Cost Breakdown Form ([Annex 3A](#)).
- Value For Money:
 - Explain why your work should be publicly funded and why the project would not be taken forward (or would progress at a much slower rate) without public sector funding.
 - What is the benefit for UK Government and the wider UK economy?
 - You must make DASA/BEIS aware should you plan to submit or have submitted the same project to any other funding body.
 - Justification of Resources:
 - Justify the expenditure you have proposed with reference to staffing, equipment, materials, consumables, collaborators and overheads and travel and subsistence.

E. Technology and Project Scope : Is this project and technology in scope?

Yes No

- Each funded project is required to deliver a demonstration project in one of the challenge areas A, B, C or D described in this guidance. Please see [Section 3](#) for more detail on stipulations and exclusions of the project scope.

F. Innovation and Technology Readiness: Is the anticipated project demonstration at TRL 5-6?

Yes No

- A description of TRLs is provided in Appendix 1. This competition will support projects that can demonstrate and trial innovative technologies and processes which meet the following technology readiness requirements:
- It is expected that demonstrated technologies should be able to show an increase in maturity through testing and validation of components and sub-systems. The majority of project activity and the majority of project costs are expected to be delivering work at TRLs 5 to 6.
- The competition will not support projects aiming to finish the demonstration at TRL below 5 and above 6.
- The competition will not support any commercialisation activities or development or trial of solutions which are already commercially or widely deployed in the UK or internationally.

G. Project Activity: Can you confirm that your application does not seek funding for retrospective work on this project?

Yes No

- BEIS is unable to fund retrospective work on projects.

H. Project Timescale : Can you confirm that your project will be completed within the timescales set out?

Yes No

- Target dates for key project milestones will be agreed between the successful bidder and BEIS prior to awarding grant funding.
- It is anticipated that project delivery will begin in mid-July 2023, and all project work must be completed, and final report sent for approval by Friday 28th February 2025. This is approximately 19 months' timeline for all of the project activities.
- All projects will be required to attend a Stakeholder Engagement Event to present the outcomes of their work in mid-March 2025.

I. Additionality: Can you confirm that this project would not be taken forward (or would progress at a much slower rate) without public sector funding?

Yes No

- Projects can only be funded where evidence can be provided that innovation would not be taken forwards (or would be taken forwards at a much slower rate) without public sector funding.

J. Contract Size and Match Funding: Can you confirm the funding requested from BEIS is below the maximum levels of funding specified in [Section 6](#), and that you are able to source the required match funding for this project and that any other public funding required is already secured?

Yes No

- The maximum BEIS funding available will be dependent on the challenge area as outlined in [Section 6.1](#) and the project teams must provide match funding in accordance with the guidance set out in [Section 6.2](#). Any other public funding required to deliver the project must be confirmed at application stage and cannot be used towards the match funding contribution.
- Given the subsidy categories, applicants will need to have private funding in place to cover the balance of the eligible costs. Such funding may come from a company's own resources or external private sector investors but may not include funding attributable to any public authority. The level of private (match) funding for a project will depend on the status of the applicant organisation(s) and the specific nature of the proposed project; [Section 6.2](#) provides details of the grant intensity levels. Before the grant letter is issued, the applicant will need to demonstrate a credible plan to raise the match-funding required for the whole lifetime of the project. This needs to be evidenced, for example by relevant bank statements, Memorandum of Understanding or agreement within the signed consortium agreement.

K. Eligible Project Costs: Can you confirm that requested funding is for eligible costs only and meets the grant intensity thresholds?

Yes No

- The eligible costs are set out in [Appendix 2: Eligible and Ineligible Costs](#). Guidance on capital costs and residual value is given in [Appendix 3: Residual Values](#). The grant intensity thresholds are given in [Section 6.2](#). Funding can only be used for activities and items directly required for the proposed project.

L. Knowledge Sharing: Do you agree to share the knowledge gained publicly and in line with [Section 13](#)?

Yes No

- Projects will be expected to share the knowledge gained through the funded activities publicly. See [Section 9](#) for deliverables and [Section 13](#) for dissemination requirements.

M. Applicants and Project Team Composition: Do you confirm that this project is led by a private organisation or RTO, and if you or a member of your consortium are part of multiple funding applications, you/they would be able to successfully deliver all projects?

Yes No

- Stream 1 applications can be led by a single organisation or by consortium. For consortium bids, a single project application must be submitted by the lead project member (the lead applicant or project co-ordinator) on behalf of the consortium.
- Stream 1 applications must be led by private organisations or research and technology organisations (RTO) and may not be led by universities or non-commercial organisations. Similarly, other Government Departments, Agencies and local authorities are not eligible to enter as the lead applicant, but they can act as a project partner or sub-contractor. Special Purpose Vehicles are permitted to lead projects only if they are constituted as legal entities.

N. UK Requirements: Can you confirm that the demonstration would be located in the UK?

Yes No

- The lead applicant or project co-ordinator for the funded activities must be registered with Companies House. Projects can work with international partners but should aim to maximise the benefit to the UK. The physical demonstrations must be located in the UK.

O. Regulatory Factors: Have you considered any ethical / legal / regulatory factors relating to your proposal and how the associated risks will be managed?

Yes No

- You must consider any ethical / legal / regulatory factors relating to your proposal and how the associated risks will be managed?
- For example, Ministry of Defence Research Ethics Committee (MODREC) approvals can take up to 5 months therefore you should plan your work programme accordingly. If you are unsure if your proposal will need to apply for MODREC approval, then please refer to the MODREC Guidance for Suppliers or contact your Innovation Partner for further guidance.

P. Export Control: Have you considered any export control factors relating to your proposal and how the associated risks will be managed?

Yes No

- You must consider any export control factors relating to your proposal and how the associated risks will be managed. If we believe that you will not be able to obtain export clearance, additional checks may be conducted, which may also result in your proposal being sifted out of the competition.

Q. General BEIS Conditions

Can you confirm you have submitted the BEIS declarations via email as outlined in [Section 5.3.2](#) of the Competition Guidance?

Yes No

R. – Cyber Risk Assessment

Please see [Section 8.3](#) of the Competition Guidance for details about the Cyber Risk Assessment. It is not mandatory to compete this before submission but we strongly advise innovators complete a Supplier Assurance Questionnaire (SAQ), using the DASA Risk Assessment Reference (RAR) for this competition: RAR-165322475 and answer questions for risk level “Very Low”.

Please enter your reference number here and attach a screen shot of your confirmatory e-mail from the DCPD as a .png or.jpg file. (.pdf files cannot be uploaded)

Additional Supporting Data: (1,000 word limit)

Please use the text box provided. DO NOT provide information as attachments except for images in .jpeg or .png format, and Excel documents if relevant. Proposals received with text data provided as attachments may be considered non-compliant and therefore sifted out of the competition prior to full assessment.

Save and continue

NOTE: Before completing Section 4, you must complete the Project Cost Breakdown Form ([Annex 3A](#)). Then use the summary figures from the 'Summary' tab of Annex 3A and enter the information in the corresponding fields, as shown in the image below. Ignore the descriptions next to the headings, as they are not applicable to this competition.

Finance

Labour costs

Include how many days of work you expect each of your team members to put into the project and what their day rates are.

Name/role	Day rate	Number of days	Total
TOTAL	£123,456.00	1	£123,456.00 X

+ Add a row

Labour costs total

£123,456.00

Capital costs

Include any significant pieces of equipment or machinery you'll need to buy. Your capital costs must not be disproportionate to the overall cost of your project.

Name	Cost	Quantity	Total
TOTAL	£123,456.00	1	£123,456.00 X

Section 4 - Finance and delivery schedule

All costs submitted must be exclusive of VAT and provide an appropriate breakdown of costs

Finance

Labour Costs - Include how many days of work you expect each of your team members to put into the project and what their day rates are.

Capital costs - Include any significant pieces of equipment or machinery you'll need to buy. Your capital costs must not be disproportionate to the overall cost of your project.

Overhead Costs - Include any business expenses not directly attributed to creating the product or service.

Travel and Subsistence Costs - Include project costs incurred during business travel, accommodation and meals

Material/Consumables Cost - Include any prices paid for raw material components and purchased finished goods, including any packaging necessary for the shipment of products, which are purchased from outside vendors as well as any freight and duty where applicable

Subcontracting Costs - Include project costs paid or due and payable to Subcontractors under the terms of any Subcontracts.

Other Costs - Include any project costs not covered above.

NOTE: The 'Delivery' section below will not apply to this BEIS funded competition. As per Section 10.1 of the Competition Guidance, 'If successful, each project will be required to submit a completed BEIS project plan and finance form (template to be provided by BEIS), to be signed off by BEIS prior to the start of delivery. This will provide information about the project's deliverables, milestones and invoice schedule.' However, as outlined in Question D. Viability, you must include a clear costed project plan with milestones. The plan should be structured on a monthly basis and must detail the project timeline, the various work packages and the project milestones and deliverables.

For the purposes of this DASA online submission, please complete this section as shown below. The 'Amount Payable' must match the total in the Finance section above.

Grand total £246,912.00

Delivery schedule

Please divide your project into the important deliverables (each should be fully explained in your work plan in step 3). We just need the names of the deliverables here, and whether they will be as full rights or full and limited rights versions.

You can specify up to 6 deliverables that you would like to receive a stage payment. Stage payment amounts should reflect the value of the work done at that point. Anything unusual should be thoroughly explained in your work plan in step 3.

The final stage payment must amount to at least 20% of the grand total.

Name of deliverable	Type	Month	Stage payment	Amount payable
Project delivery	Demonstration	19	Yes	£246,912.00

Description
Please provide a brief description of your deliverable. What will reports / demos be delivering / showing

Full Project delivery

+ Add a row

£246,912.00

Delivery

Please divide your project into the important deliverables (each should be fully explained in your work plan in step 3). We just need the names of the deliverables here, and whether they will be as full rights or full and limited rights versions.

You can specify up to 6 deliverables that you would like to receive a stage payment. Stage payment amounts should reflect the value of the work done at that point. Anything unusual should be thoroughly explained in your work plan in step 3.

The final stage payment must amount to at least 20% of the grand total.

Name of deliverable Free Text Type Pick List Month Pick List

Stage payment Yes/No Amount payable Free Text

Please provide a brief description of your deliverable. What will reports / demos be delivering / showing

Please confirm when you will be ready to start the work (this date is an indicator, and you may be asked to start work at a later date):-

NOTE: The payment conditions outlined below will not apply to this BEIS funded competition. Payments will be made as per Section 10.2 of the Competition Guidance.

For the purposes of this DASA online submission, please tick the box as instructed.

We will make payment in accordance with the terms of the relevant contract. You can propose an interim payment plan, which must be supported by a detailed expenditure profile showing projected monthly expenditure figures. The interim payment plan must provide clearly defined work stages, deliverables with associated payments and timescales.

If you're requesting interim payments you must comply with the following:

- We won't pre-fund any expenditure, so interim payment claims mustn't include costs not yet incurred.
- Each interim payment must be related to verifiable achievement.
- No more than 6 interim payments are to be proposed.
- The last payment, entitled 'satisfactory completion of all work under the contract', shall be at least 20% of the total quoted firm price.

Please tick the box to confirm that you agree to these conditions

I agree to the payment Conditions

I understand that DASA will keep the total cost and delivery schedule indefinitely, and that the total cost and names of deliverables will be released publicly if I'm funded.

Save and continue

Section 5 - Additional Information Section

Project Risk Register: (Mandatory)

Your proposal must demonstrate awareness of all the main risks the project will face (including contractor or equipment failure, recruitment delays, etc.), with realistic management, mitigation and impact minimisation plans for each risk. If you receive funding, information provided here will form the basis of detailed project risk profiling. Please cover all technical and non-technical risks in this Register:

Title

Description

Current Rating

Pick List – High, medium, low

Planned Mitigation

Anticipated Risk Rating after Mitigation

Pick List – High, medium, low

Add additional Rows as necessary

Government Furnished Assets (GFA) Request List: (Optional)

Government Furnished Assets (GFA) could be equipment, information or resources that are government-owned and loaned (on a free-of-charge basis) to a contractor to assist in the completion of the contract. GFA is not provided lightly and only where there are substantial and pressing reasons (e.g. where there would be significant financial or quality benefits to the work as a result of using GFA). Therefore, if there is a demonstrable need that can only be met via GFA, this should be detailed in your proposal. Contingency plans should be factored into the proposal to show how it can progress without the provision of GFA. Please list items of Government Furnished Assets (GFA) required for the project:

When Required (T0+X Weeks)

Duration (Weeks)

Description

Reason for Requirement

Impact if GFA is not provided

Key Project and Technical Team: (Mandatory)

This list is mandatory. Tell us about your core research workers and their capabilities. Name all key members and explain what they are going to do and their expertise in a couple of sentences for each:

Team Member

Role

Directly undertaking research under the project? Yes No

Employee, Subcontractor or Collaboration Partner

Nationality

Summary of Expertise

Ministry of Defence Research Ethics Committee (MODREC)

Is MODREC approval required for work undertaken as part of this application?

Yes No

Regulation of Investigatory powers Act (RIPA)

Is RIPA approval required for work undertaken as part of this application?

Yes No

Reference List: (Optional)

To adhere to copyright rules, items listed here must be Open Source data for reference only. They are not part of the proposal, and will not influence Assessor scoring and/or Moderator recommendation.

There is a 90 minute time limit for reading and assessing the proposal, so this section has been limited to 10 entries.

Document / Data Reference

Save and continue

6. Review and Submit

I confirm I have the authority to make this submission for my organisation and have read and accept the Defence and Security Accelerator [acceptable use policy](#) and [privacy policy](#).

I confirm that this proposal contains no information above OFFICIAL and I understand that breaches of information security are extremely serious and would result in my removal from the competition and a security investigation should a breach occur.

I, the named Innovator, having read the Competition Document and associated Terms and Schedules, offer to supply the Contractor Deliverables at the stated price(s) above, subject to the Conditions of the Competition Document. It is agreed that only the Contract Terms & Schedules or any amendments issued by the Authority shall apply.

Please ensure all sections are complete.

Warning if sections are incomplete.

Submit