

Mobuoy Road Waste Remediation SBRI

GUIDANCE NOTES

These Guidance Notes complement the Invitation to Tender (Document SBRI_DA_313_001) and are designed to help with completing the Application Form (Document SBRI_DA_313_004).

Application Process

All applications will be treated in confidence.

The application process for the SBRI competition requires the completion of the Application Form, which can be accessed via <https://www.gov.uk/government/publications/sbri-funding-competition-mobuoy-road-waste-remediation>.

The Form should be completed and submitted as directed. We strongly advise that these Guidance Notes are read prior to submission.

The competition closes at 12:00 noon on Wednesday 24th August 2016. All entries must be submitted in accordance with the directions at <https://www.gov.uk/government/publications/sbri-funding-competition-mobuoy-road-waste-remediation>.

PLEASE **DO NOT** SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN AS DIRECTED.

For more information on this and details on how to register and apply please see:

- <https://www.gov.uk/government/publications/sbri-funding-competition-mobuoy-road-waste-remediation>
- Competition helpline: **0300 321 4357**
- Email: support@innovateuk.org

Guidance on Completing the Application Form

These notes should be read in conjunction with the Application Form and are designed to help you to provide the information required.

A unique reference number will be assigned to each applicant once you have registered for the competition. You will be notified of this number by email. You will need this number for all

subsequent enquiries. If your application is successful, this reference number will stay with the project for its duration. You will need to register separately for each application that you intend to submit.

The Application Form should be completed using a font size no smaller than 10 (Arial). **Where text limits are indicated, please do not exceed these, as this will result in your application being rejected.** Keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the selection process.

In order for your application to be accepted you must submit all the required information. This includes all mandatory fields from the Application Form and failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.

Guidance on completing the individual sections of the Application Form is provided below:

1. Application

Project Title (Mandatory)

Please provide the title for the project. This should be both clearly descriptive and concise. It should contain keywords relevant to the project.

Project Duration (Mandatory)

This section may have already been completed as usually Phase 1 is of a fixed duration.

Total Contract Cost (£s) (Mandatory)

Proposed projects can request a maximum total cost of **£60,000** including VAT (contract value). Requests for more than **£60,000 will be rejected**. All costs shall be in pounds sterling (GBP).

What is the best way to describe your Innovation? (Select from options) (Mandatory)

2. Company Details (Mandatory)

Please submit the Company name, and other details as requested on the Application Form.

3. Contact Details (Mandatory)

Please submit the Lead Applicant's name, post held, company name, position etc. Lead Applicants are required to sign the Declaration at the end of the Application Form before submitting the application.

In addition, please provide details of where you heard about the competition.

4. Title and Abstract for Publication (Mandatory)

Please provide a brief, public facing description of the project not exceeding **150 words**. Should your project be successful, this information will be made public once the award is confirmed. We reserve

the right to amend the description before publication if necessary, but will consult you about any changes.

5. Description of Proposed Idea/Technology (Mandatory)

Avoiding the use of unnecessary technical jargon, describe clearly how the proposed project will deliver the outcomes and meet the needs as described in the competition brief.

You may attach 2 sides of A4 pages of images or diagrams to support this question of the form.

6. Technical Project Summary (Mandatory)

Please provide a structured summary of the technical basis of the project. This should outline the background to the technology, an assessment of the key technical challenges including what the innovation is, and the key deliverables. This would typically involve highlighting the research and development that will prove the scientific and commercial merit of the project. Also describe what might be achieved by deploying the innovation to address the technical challenges.

7. Key Competitors and Intellectual Property (IP) (Mandatory)

Please provide details of any competing technologies / existing alternatives and the relative benefits of your proposed technology. Include details of any existing IP and its significance to your freedom to operate. Please provide an indication of how any IP which might arise during the project would be handled.

8. Project Plan and Methodology (Mandatory)

The Project Plan should identify the major packages of work within the project, with well defined milestones and deliverables. The plan for Phase 1 should be comprehensive – for Phase 2 only an outline is required. The emphasis throughout should be on practicality – we are seeking evidence that the technology works, can be made into a commercially viable product and can achieve the proposed benefits. Appropriate record-keeping and reporting are essential but reports are not in themselves the main goal of the project.

- A Gantt chart should be supplied (in Microsoft Office, Microsoft Project or PDF format).

Project Management (Mandatory)

Identify the project management processes that you will use to ensure that milestones are achieved in a timely manner. In addition, also provide details of identified risks and mitigation actions.

If you are applying from a university, please include details of your plan for commercialisation of the results of your project.

9. Technical Team and Expertise (Mandatory)

A detailed description of the skills and expertise and track record of the team identifying Key Staff and any sub-contractors, including the relevant knowledge and skills of each member and the proportion of their time that will be spent on the project. Relevant commercial and management expertise should also be included.

10. Application Finances (Mandatory)

Applicants are instructed that the costs quoted must reflect actual costs at a “fair market value” and profit should not be included. All costs shall be in pounds sterling (GBP).

Please provide a summary of the costs for Phase 1. All costs should include VAT. If there is significant use of subcontractors, please explain how these will be used and the costs of each.

The costs should cover the following, as applicable:

Directly Incurred Costs:

These are costs that are specific to the project that will be charged to the project as the amount actually spent, fully supported by an audit record in justification of a claim. They comprise:

- Labour costs for all those contributing to the project broken down by individual
- Material Costs (inc consumables specific to the project)
- Capital Equipment Costs
- Sub-contract costs
- Travel and subsistence
- Indirect Costs
- Other costs specifically attributed to the project

Indirect Costs

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:-

- General office and basic laboratory consumables
- Library services/learning resources
- Typing/secretarial
- Finance, personnel, public relations and departmental services
- Central and distributed computing
- Cost of capital employed
- Overheads

Payment schedule:

Please complete the table to show the proposed payment schedule for the first phase of this project. NB: payments will only be certified in arrears for work completed unless otherwise agreed at Contract award

Cost Justification

Please provide a complete breakdown and justification for the submitted costs, including daily rates for staff involved and quotes from suppliers and sub-contractors where applicable.

The Assessors are required to judge the application finances, in terms of value for money i.e. does the proposed cost reflect a fair market price for the effort and deliverables. .

The Authority reserves the right to request further information on the itemisation of costs and methods of calculation at a later date.

An indication of potential costs involved in participating in any Phase 2* is also required.

*A decision on whether to proceed with a Phase 2 will be dependent on the outcomes of Phase 1. Progression to any Phase 2 is dependent upon successfully completing Phase 1 and submission of a successful Phase 2 application.

11. Commercialisation

Please provide details of the clear commercial potential to lead to a marketable product, process or service and a clear plan to deliver that route to market. Applicants should state their goals and outline plan for Phase 2 as an explicit part of the path to full commercial implementation.

Describe the significance of the competitive advantage which this technology affords over existing/alternate technologies that can meet the market needs.

12. Declarations (Mandatory)

In order for your Application Form to be accepted, the Lead Applicant must tick the box to confirm full compliance with the requirements of the Declaration

Please note the data sharing declaration and draft contract terms to which you are agreeing when submitting this Application Form.

PLEASE DO NOT SEND COMPLETED APPLICATION FORMS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE SECURE WEBSITE.

COMPLETED APPLICATION FORMS MUST BE SUBMITTED ELECTRONICALLY BY 12 NOON WEDNESDAY 24th AUGUST 2016.