

IPP Call 2 Questions and Answers from applicants

We update this document regularly as new questions come in that would benefit all applicants to share. We do not share commercially sensitive questions or information. If you would like to be updated every time this document is revised, please email IPP@ukspaceagency.bis.gsi.gov.uk and ask to be added to the IPP Basecamp site.

Q1) The call guidance states that “all projects must be match funded by the applicant and/or partner organisations” whilst the FAQs says that “the overseas partner contribution is in addition to your own”.

Does this mean that the overseas partner contribution is in addition to the industrial/academic partners (i.e. overseas partner contribution cannot be included as part of the matching contribution)?

If the overseas partner and the industrial partner are both permitted to contribute to the 50% match contribution, can you please clarify the rules regarding the balance for how the match contribution can be split between the two (or more) organisations?

***Answer:** For the main applicant and the UK partners of the consortium (if there are any), they each need to match fund the project, the amount would depend on their size. For example if you had three members of the consortium in the UK and they were large organisations, and each of their parts of the project came to £100,000 each, they would need to pay 50% of those costs (£50,000 paid by each and receiving £50,000 as a grant from UKSA).*

For the international partner, if they are a subcontractor who are doing work for the project they will also be match funded based on the type of organisation (see the table given in the FAQ). For example if your International partner was a research organisation, we would pay 80% of the costs as a grant, and the remaining 20% would be considered their contribution.

However, if your international partner is not doing work on the project but is still an end user and is signed up to the project (like a government body who would use the service once completed) we would want to see a contribution from them to show their commitment to the project. There is no set amount for what this would be, but we would expect it to be a significant contribution relative to the overall value of the project (this could be cash or an in-kind contribution like staff time or other resources). This would also be the case for an organisation who is eligible for 100% match funding, we still need to see a contribution from them that is in addition to these costs. This is so we can be sure they are committed to the project, and there is a higher likelihood of a sustainable success.

Q2) For the Short Study application can an SME apply in partnership with a research organisation/ large company who is doing a smaller proportion of the work? What are the rules around this?

As stated in the guidance for IPP Call 2, the Short Study part of the Call is intended for SME's so that they can have a small grant that allows them to better scope out their proposal for Call 2, to form partnerships with international organisations and to better understand their end user requirements.

The grants for the short studies are 100% funded, so we wanted to offer them to SME's as the costs for International travel can be high and we didn't want these types of organisations to miss out on applying into the main Call as they were unable to cover the costs associated with forming these partnerships.

However we have been asked whether SME's are able to apply into the Short Study Call in partnership with other UK organisations who are not SME's (such as research organisations or large companies), who would be carrying out a smaller portion of the work on behalf of the SME.

*We are now revising the guidance and stating that **organisations that are not-for-profit** as well as SME's are now both eligible to apply as a lead applicant for our Short Study Call.*

*If an SME or not-for-profit organisation is seeking to partner during the short study with a large organisation; this **is** allowed but the larger organisation cannot undertake more than 10% of the total work/budget for the Short Study.*

We would also require an explanation in the application form explaining why this UK partner needed to be included as part of the Short Study work (e.g. they were undertaking work that the SME could not do themselves, they had offered a translator for the trip etc.), what they will be doing as part of the study and the budget for this (which should be included as part of the budget table).

*Even if the large organisation is due to take part in the final project consortium as a UK partner, this is not enough reason on its own to have them take part in the Short Study. They should only be taking part in the study if they are undertaking work that the SME cannot. If the Short Study application is primarily for the cost of international travel and partner meetings (in a language spoken within the SME), this should be within the remit of the SME and should **not** require additional support.*

Q3) what does this sentence mean in the guidance “to work with one of our other partners to further understand requirements?” (Page 3 Application guidance)

This sentence is left over from Call 1 where we defined specific partners in the tactical calls. –So does not apply to Call 2.

Q4) Can an SME organisation be the lead or a contractor in more than one Short Study?

Yes, as long as you're an eligible organisation as specified in the guidance given in Q2 so you can participate/lead on more than one Short Study.

Q5) In section 2 of the IPP Call 2 Application Guidance document, it mentions “c. Applicable members of the Commonwealth” as part of the geographical key area of strategic emphasis. What does applicable members mean here?

By this we mean Commonwealth countries on the DAC list.

Q6) For the Short Study is match funding expected? Can subcontractors staff time at fEC be included or should it be direct costs/in line with normal policy i.e. 80% for Universities?

➤ *Match funding is not expected for the Short Study, it will be 100% funded. However the main IPP Call 2 is Match Funded and we will expect you to provide a good quality proposal into this call or a detailed report on why this project was not suitable to carry forward.*

➤ *The staff time on the project should be broken down to show the direct cost and then if there is an over-head rate, this should be shown separately. An over-head rate can be included but as mentioned in the FAQ , we provide the following guidance:*

How should we calculate our overhead rate?

The UK Space Agency does not have a specific formula to calculate overheads; the methodology used by Innovate UK could be followed (as described below).

Overheads can be applied as a percentage to the direct labor costs calculated for the project. The overhead percentage is calculated by dividing the eligible business costs by the profits (plus any employee labour costs). These figures should come from the previous year's profit and loss account. If you do not have previous year's figures, you should show how you have estimated the overhead rate that you have used for this project.

However overheads are calculated, they should be explained and demonstrated in the proposal.

Q7) For the Short Study where it asks for "Confirmation of Support from proposed partners":

- is this both UK and overseas partners? If a UK partner is included in the short study is this still required?

- Does this mean formal letter of support or other?

> The International Partners letters of Support are the primary focus. But if you are able to also get them for any UK partners (either who are part of the short study or not) this would be beneficial to your application- though not as high a priority as the Intentional Partner letters.

> We do expect the confirmation of support to be a formal Letters of Support.

Q8) For the Short Study Deadline (9th of May) is the proposal due by the end of the working day or is there a specific time on that day they are due?

We will expect proposals to be submitted by 5.30pm/17.30 (UK BST) on the 9th of May 2017. You should submit a Word and PDF version of your main proposal form and any annexes in the most suitable format (e.g. Confirmation of Support in PDF, finance information in excel format).

Q9) For an International Partner based in a non-DAC list country (e.g. USA) who was supporting the project in a DAC listed country, would they be subject to the same match funding conditions shown in the FAQ guidance.

The treatment of the non-DAC list International Partner will depend on what they are doing for the project:

➤ *If they are just providing a short service to you as the lead then they would not be eligible for the grant match funding as their costs would be paid through you and should be incorporated as part of your proposal costs.*

➤ *If they are being treated as part of your partner consortium, an SLA or contract is fine, but they must have a UK bank account to be considered as part of the consortium. If they are an NGO and they are from a developed country, they would be eligible for the 80% match*

funding (the 100% overseas government match funding described in the guidance table is for the DAC listed partner if they are an NGO, University, Research Organisation).

- *In either case, you will also need an international partner in the DAC listed country you are working with.*