
Flexibility Innovation Programme: How to Apply

Smart Energy Innovation Team

Science and Innovation for Climate and Energy Directorate

Tuesday 14th June 2022


Department for
Business, Energy
& Industrial Strategy

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.

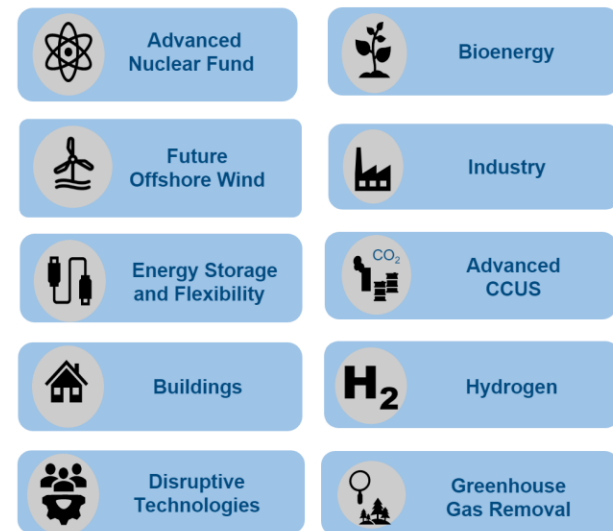
- If you have any further questions following this session, all applicants are welcomed to submit any clarification questions regarding their chosen competition/application(s) as per the process described in the Competition Guidance.

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.

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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:

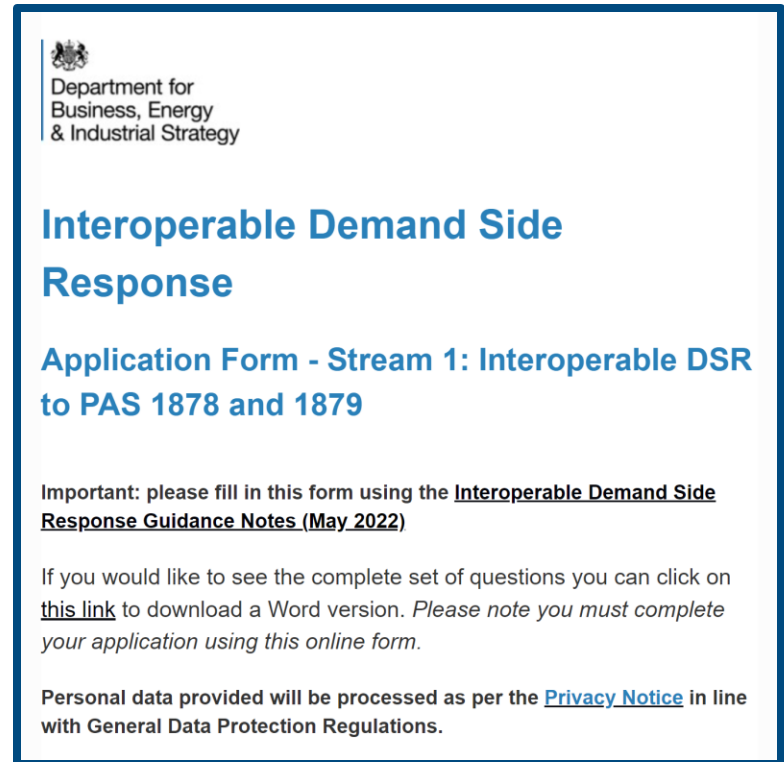
1. Sub-Programme website
2. Competition Guidance documents

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

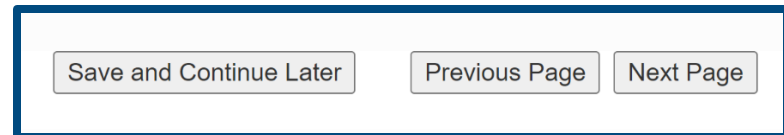
REMEMBER TO CHECK YOUR JUNK FOLDERS!

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!



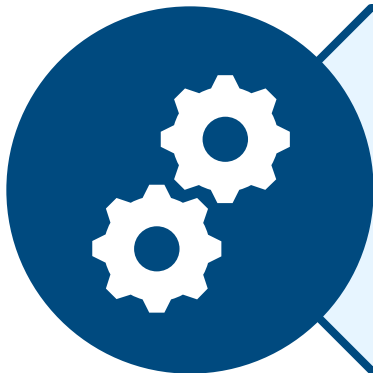
The screenshot shows the top section of a web form. At the top left is the UK coat of arms logo, followed by the text 'Department for Business, Energy & Industrial Strategy'. Below this is the main title 'Interoperable Demand Side Response' in a large blue font. Underneath is the subtitle 'Application Form - Stream 1: Interoperable DSR to PAS 1878 and 1879'. A paragraph of text states: 'Important: please fill in this form using the [Interoperable Demand Side Response Guidance Notes \(May 2022\)](#)'. Another paragraph says: 'If you would like to see the complete set of questions you can click on [this link](#) to download a Word version. Please note you must complete your application using this online form.' A final paragraph reads: 'Personal data provided will be processed as per the [Privacy Notice](#) in line with General Data Protection Regulations.'



The screenshot shows three navigation buttons in a row, each in a light grey rounded rectangle with a thin border. From left to right, they are labeled 'Save and Continue Later', 'Previous Page', and 'Next Page'.

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.

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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 Later

You have chosen to save and continue your survey response at a later time. Please enter your name and email address below and we will email you a link for you to access the survey in the future.

Name:

Email:


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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.

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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:

Name of Applicant Organisation
*This should be the lead organisation/co-ordinator for the proposed project **

Project Name *

SHORT 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) *

LONG FREE TEXT BOXES

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. **

NUMBERS ONLY

Project Duration (months)

SLIDERS

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

No Funding	Founders (including bank loans)	Friends and Family	Public Sector Grants	Angel Investment	Venture Capital	Private Equity	Stock Market Flotation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MULTIPLE CHOICE

Estimated Start Date *

DD/MM/YYYY

DATES

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

UPLOADS

Yes No

SINGLE OPTION

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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.


Section 1 - Proposal Summary

Name of Applicant Organisation
*This should be the lead organisation/co-ordinator for the proposed project **

Project Name *

Estimated Start Date *

DD/MM/YYYY



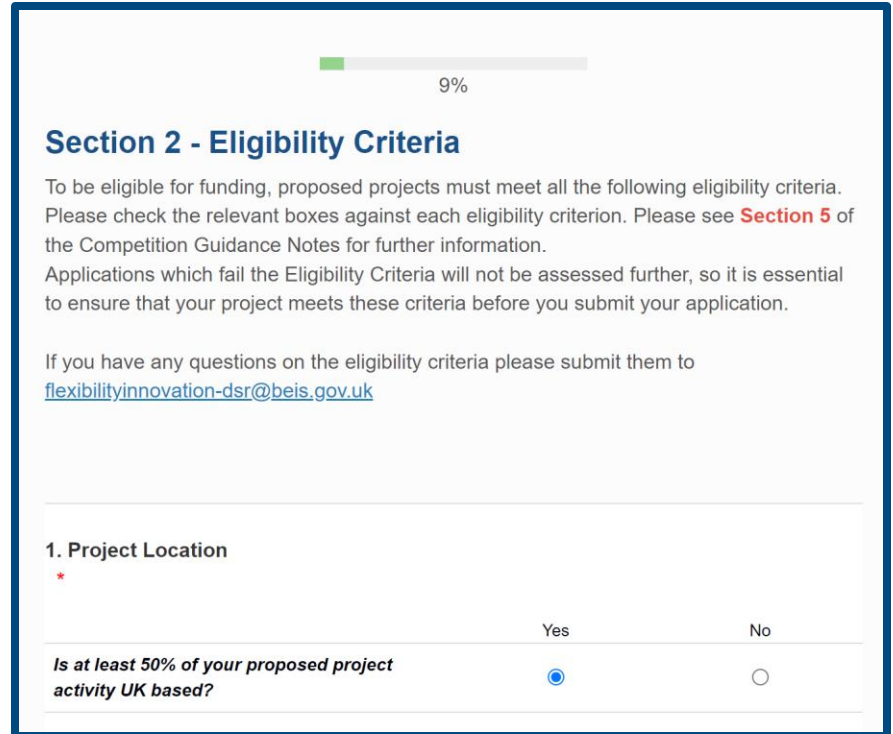
Project Duration (months)

1 1

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.



9%

Section 2 - Eligibility Criteria

To be eligible for funding, proposed projects must meet all the following eligibility criteria. Please check the relevant boxes against each eligibility criterion. Please see **Section 5** of the Competition Guidance Notes for further information.

Applications which fail the Eligibility Criteria will not be assessed further, so it is essential to ensure that your project meets these criteria before you submit your application.

If you have any questions on the eligibility criteria please submit them to flexibilityinnovation-dsr@beis.gov.uk

1. Project Location

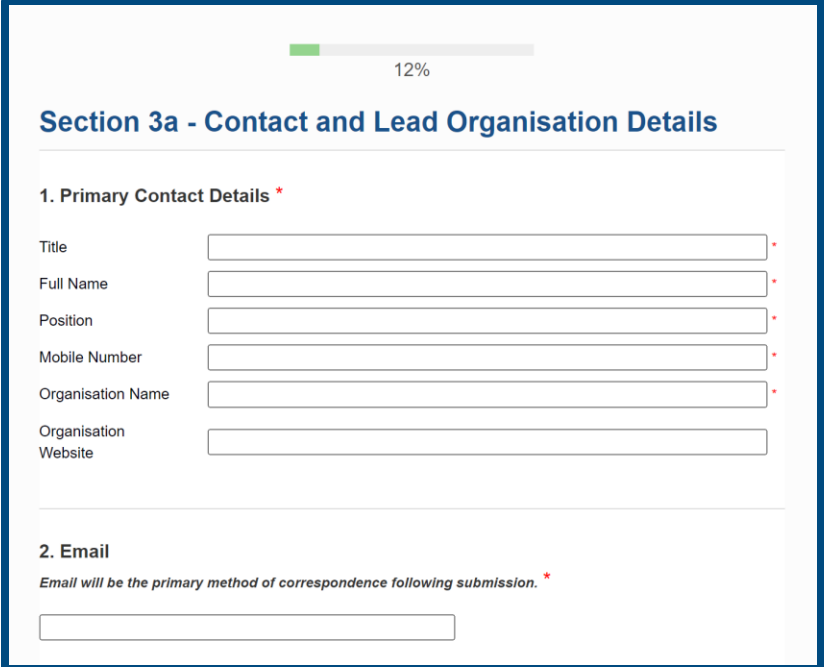
*

	Yes	No
<i>Is at least 50% of your proposed project activity UK based?</i>	<input checked="" type="radio"/>	<input type="radio"/>

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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.



A screenshot of a web form titled "Section 3a - Contact and Lead Organisation Details". At the top, there is a progress bar showing 12% completion. The form is divided into two main sections: "1. Primary Contact Details" and "2. Email".

1. Primary Contact Details *

Title

Full Name

Position

Mobile Number

Organisation Name

Organisation Website

2. Email

*Email will be the primary method of correspondence following submission. **

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!



20%

Criterion 1: Proposed Innovative Technology Solution

Criterion 1: Proposed Innovative Technology Solution

Applicants will be assessed based on scope for their proposed innovative technology to successfully pass through the three Project phases and to ultimately satisfy relevant Indicative real world setting demonstrations. Applicants should use their responses to:

- Demonstrate a clear understanding of the requirements specified in the GB smart metering system, and SAPC specification (building on Annex D and Annex F in PAS 1878) in particular, for ESAs and DSRSP platforms operating in a DSR system, and how their Project will enable meeting the requirements for reaching the Government's net zero target by 2050.
- Describe the proposed technology solution and demonstrate how this solution will meet the relevant requirements and the four core principles
- Provide evidence of the current TRL of the proposed DSR system components (both software and hardware TRLs)
- Describe how the mandatory interfaces of ESA, SAPC and DSRSP will be designed.
- Describe how their proposed solution will support interoperability between the DSRSP and SAPC.

Uploading Attachments

Guidance – Additional Attachments:

Referenced Figures (will be assessed)

The applicant's response must be entered in the text box(es) below where provided. Applicants who wish to support their response with figures (e.g. illustrations/PFDs/graphs/charts/schematics) may attach these as part of the Referenced Figures single attachment (where relevant). Applicants must clearly label the figures in the attachment and reference the figures in their response within the text box to ensure they are assessed. Any further text submitted in addition to the Referenced Figures single attachment will not be assessed.

- 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

If required, you can upload an attachment to accompany your response here.

Max upload size per file 10MB

Max number of files - 1

Choose File

**NOTE THAT THERE IS A
MAXIMUM NUMBER OF FILES!**

- 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.

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).



85%

Additional Information

The answer to the following question will only be taken into account once the application has been fully assessed to ensure projects are not double funded.

Have you applied, or are you planning to apply, for any other government funding for this project? *

Yes

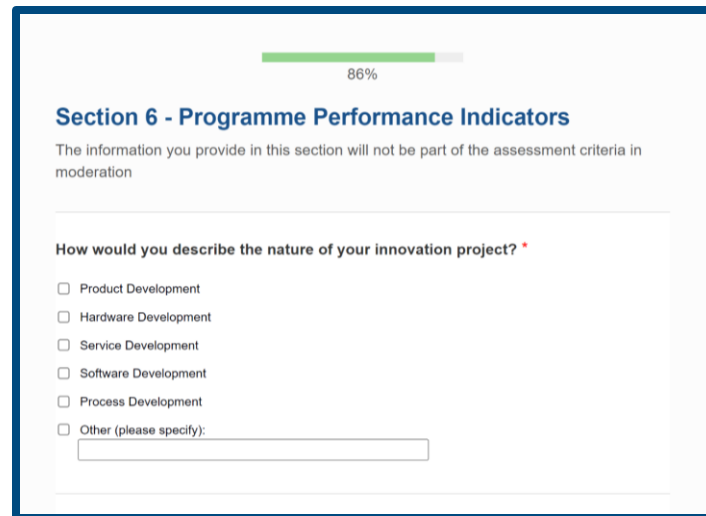
No

and if Yes, please specify


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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.**

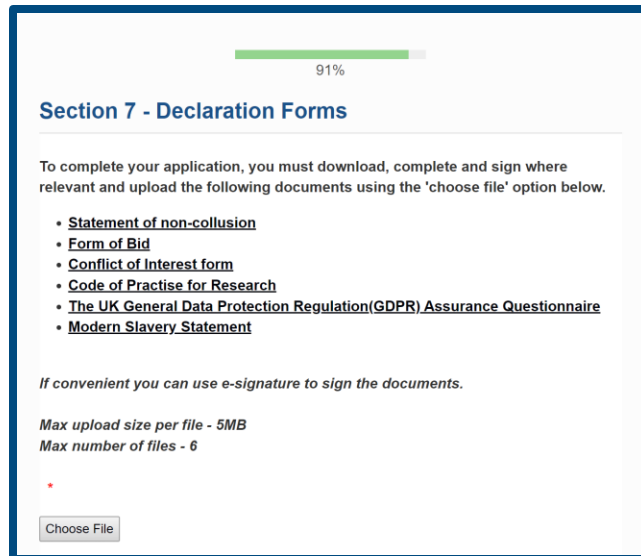


A screenshot of a survey form titled "Section 6 - Programme Performance Indicators". At the top, there is a progress bar showing 86% completion. Below the title, a note states: "The information you provide in this section will not be part of the assessment criteria in moderation". The main question is "How would you describe the nature of your innovation project? *". It includes five radio button options: "Product Development", "Hardware Development", "Service Development", "Software Development", and "Process Development". There is also an "Other (please specify):" option with a text input field below it.

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!



91%

Section 7 - Declaration Forms

To complete your application, you must download, complete and sign where relevant and upload the following documents using the 'choose file' option below.

- [Statement of non-collusion](#)
- [Form of Bid](#)
- [Conflict of Interest form](#)
- [Code of Practise for Research](#)
- [The UK General Data Protection Regulation\(GDPR\) Assurance Questionnaire](#)
- [Modern Slavery Statement](#)

If convenient you can use e-signature to sign the documents.

Max upload size per file - 5MB
Max number of files - 6

•

Choose File

Application Form Checklist

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

94%

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.

	Yes	No
Organogram	<input type="radio"/>	<input type="radio"/>
CV package	<input type="radio"/>	<input type="radio"/>
Governance arrangements	<input type="radio"/>	<input type="radio"/>
Gantt Chart or Outline Project Plan	<input type="radio"/>	<input type="radio"/>
Risk Proforma	<input type="radio"/>	<input type="radio"/>
Letters of Support	<input type="radio"/>	<input type="radio"/>
Project Cost Breakdown Form	<input type="radio"/>	<input type="radio"/>
Additional Partner Information Form (if you have more than 3 project partners)	<input type="radio"/>	<input type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>
References figures (where relevant) – clearly referenced.	<input type="radio"/>	<input type="radio"/>

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!


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Application Submission

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

Successful applications will be subject to further due diligence checks before final award.

[Save and Continue Later](#) [Previous Page](#) [Submit Application](#)



- 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!

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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.



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Public Sector Equality Duty - Data Collection

The following data is being collected on a voluntary basis under The Equality Act 2010. Please note, this data is not assessed criteria and has no influence on the outcome of your application. It is saved anonymously and does not accompany, nor is it linked to the application. If you consent, please select the most relevant category in the three questions below for the 'company owner' or if not applicable the 'lead innovator' at the 'lead organisation' for this project application.



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BEIS Competition Evaluation Survey

This survey is designed to help BEIS improve how it runs future competitions within the Net Zero Innovation Portfolio (NZIP). It will not form part of the bid assessment process, and responses will **not** be accessible to those assessing your bid. .

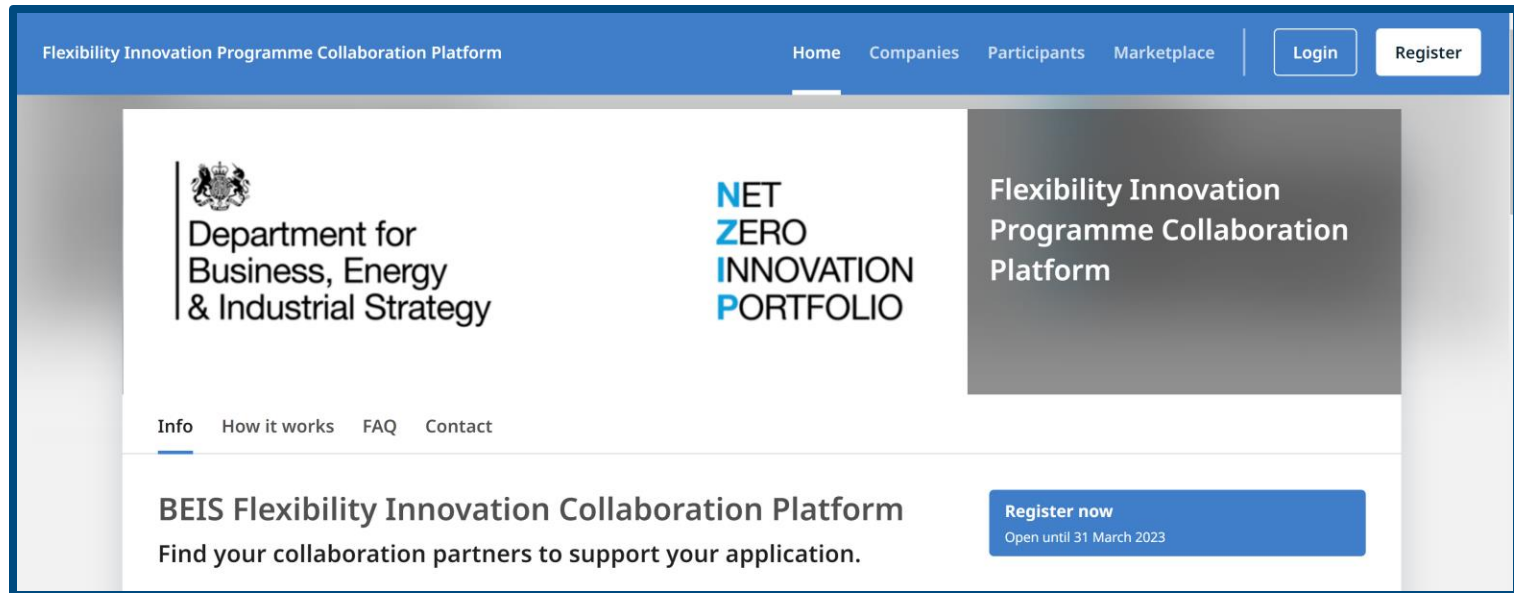


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Finding Collaboration Partners

- 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](#).


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