

## RETROFIT FOR THE FUTURE FAQs

### Is my business eligible to submit an application to the SBRI scheme?

SBRI is aimed at businesses working on the development of an innovative process, material, device, product or service. Successful applications will be those whose technology best addresses the specific needs identified, with the potential to make a measurable improvement to currently available products, processes materials, devices or services.

Any organisation can submit an application, although it is expected that the opportunities presented by the scheme will be particularly beneficial to SMEs. Applications from early stage companies are particularly welcome but these are not selection criteria. Applications will be accepted from companies based in, and outside, the UK.

Development contracts will be awarded only to individual companies. However, companies may also wish to demonstrate that successful collaboration will enhance their overall development. Work may be subcontracted but this is the responsibility of the main contractor.

### I am based at a University may I apply?

Pre-start-up based personnel may apply, however if successful the applicant must set up as a company before the contract is issued. The principal investigators or named applicants must be employed by the business.

### How do I submit my application?

All applications should be made using the appropriate application form (SBRI\_TSB\_017\_004\_Application Form) available through:  
<http://www.innovateuk.org/signuporsignin.html>

Submit your application via the secure electronic portal (address above) by noon on 24<sup>th</sup> June 2009.

Details of the challenge and expected outcome of the projects can be found in the Project Brief (SBRI\_TSB\_017\_006\_Brief). You are strongly advised to read the Guidance Notes (SBRI\_TSB\_017\_005\_Guidance Notes) before completing the application form.

## **What is the deadline for applications?**

### **Deadlines:**

SBRI Phase 1 (Feasibility/design phase) proposals must be submitted by noon on 24<sup>th</sup> June 2009.

## **When will I find out if my application has been successful?**

Successful applications for Phase 1 (Feasibility/design phase) funding will be notified by 15<sup>th</sup> July 2009.

Phase 1 work will complete and report by 23<sup>rd</sup> October 2009.

Phase 1 projects to be taken onto Phase 2 will be notified by 23<sup>rd</sup> November 2009.

Once the competition is closed, no further dialogue will be entered into.

## **How will the successful applications be chosen?**

Proposals will be selected by an expert independent group of selected assessors and a final assessment panel. The assessment criteria for Phase 1 (Feasibility/design phase) applications will include:

- Does the proposal address the application area?
- What will be the effect of this proposal on the challenge addressed?
- Does the proposed project have commercial potential to lead to a marketable product, process or service?
- Will the technology have a competitive advantage over existing/alternate technologies that can meet the market needs?
- What technical approach will be adopted? Is this deemed appropriate?
- Is the proposed plan a sound approach for establishing technical and commercial feasibility?
- What is innovative about this project? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?
- Does the company appear to have the right skills and experience to deliver the intended benefits?
- How will the project be managed? The proposal should demonstrate that there is a clear management plan which will enable the resources, including manpower to be used to maximise high quality research outputs
- What are the risks (technical, commercial and environmental) to project success? Does there appear to be risk mitigation or alternative strategies?
- Does the proposal look sensible financially? Is the overall budget realistic and justified in terms of the aims and methods proposed?

As a condition of awarding the contracts, all awardees will be required to submit an 'end of Phase 1 contract' report. This report and a Phase 2 (Retrofit/Build phase) application form will be used to evaluate Phase 2 proposals.

## **How will the competition work?**

The competition will be run in two phases.

### **Phase 1** (Feasibility/design phase)

Phase 1 is intended to show the technical feasibility of the proposed concept. The development contracts awarded will be for a maximum of £20,000 per project. We aim to fund in the region of 100 Phase 1 contracts, each for three months.

### **Phase 2** (Retrofit/Build phase)

Only those projects that have completed Phase 1 successfully are eligible for Phase 2.

Phase 2 (Retrofit/Build phase) contracts are intended to develop and evaluate prototypes or demonstration units from the more promising technologies in Phase 1 (Feasibility/design phase), and it is anticipated that funding will be to a maximum of £150,000.

We would ideally like to see a purchasable product developed within 12 months of Phase 1 funding.

## **What are the Terms and Conditions of the Competition?**

By applying, suppliers are automatically consenting to the contract terms and conditions. This is not a binding document but should be sufficient information as the basis for an application.

Intellectual property rests with the company concerned. The company is being asked to develop a retrofit whole house package, including designs and operating protocols. Where the project is successful, every effort will be made to reach agreement on a supply position with the company(s) concerned.

We recognise that there is uncertainty in technology development, and payment for the work carried out will be made irrespective of whether the goals of the project are achieved, provided that appropriate diligence has been applied. However, follow on contracts for Phase 2 (Retrofit/Build phase) and beyond depend on success.

The company agrees to comply with any reasonable request for information on the progress and results of the project. Invoices may be submitted monthly in arrears. The lead company should propose this schedule in the application.

If the contract is not signed within 2 weeks following the issue of the contract, the Technology Strategy Board reserves the right to withdraw the offer.

Contract terms are fixed. No negotiation will be entered into.

Credit checks and other due diligence may be carried out by the Technology Strategy Board or its agents.

## **How will contracts work?**

Contracts will be awarded only to individual companies. However, applicants may identify components of the work which they wish to subcontract and may also employ specialist consultants or advisers if they believe this will increase the chances of the project being successful.

An element of profit and overheads may be included in project costs, however such an element must be realistic. Assessors will consider the how feasible financial costs are at the assessment stage. Projects showing costs that are considered unviable will be rejected on these grounds.

Applications should be inclusive of VAT. Companies should be VAT registered and may claim VAT on the project's cost.

Payments will be made on receipt of invoice. Winning companies will be expected to mobilise rapidly to start the project. It is important that projects run concurrently in order to make a fair assessment at the end of Phase 1 and that those selected move rapidly on to Phase 2.

Contracts will be let at this stage for Phase 1 (Feasibility/design phase) only. Phase 2 (Retrofit/Build phase) is dependent upon successful completion of Phase 1 and will go to the most successful of Phase 1 contracts.

## **Who is managing this particular SBRI?**

This mechanism is being directed by the Technology Strategy Board with support from the Department of Communities and Local Government and the Homes and Communities Agency. Registered Social Landlords and Local Authorities will provide buildings which will be fitted with the technology developed in Phase 2 (Retrofit/Build phase).

## **Who should I contact if I have any further questions?**

Questions on the overall SBRI program should be addressed to [SBRI@tsb.gov.uk](mailto:SBRI@tsb.gov.uk)

Questions on the specifics of this competition should be addressed to [competitions@tsb.gov.uk](mailto:competitions@tsb.gov.uk)

Tel: 01355 272155