

**Feasibility Fund Application form**

**Closing Date: Monday 3rd June 2024 at 5pm**

Please refer to the *“Feasibility Fund - June 2024 Call Document”* for guidance notes.

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| --- | --- |
| Project Title |  |
| Project Summary*Non-Confidential Lay Project Abstract (<150 words).* | *Upon award of IBioIC funding, the abstract should be publishable without any further agreement.*  |
| Proposed Start Date |  |
| Duration in Months |  |
| Total Project Cost |  |
| IBioIC Funding requested  |  |

**Details of Industry Partner(s)**

*Please copy table to add additional Industry Partners*

|  |  |
| --- | --- |
| Registered Company Name |  |
| Registered Company Number |  |
| Registered Address (including post code) |  |
| Contact name |  | E-mail |  |
| Phone |  | Mobile |  |
| Size of Organisation | Micro [ ]  Small [ ]  Medium [ ]  Large [ ]  |
| Website URL |  |
| Main Interests/Activities |  |
| Member of IBioIC | Yes [ ]  No [ ]  |
| Social Media Handles | Twitter: LinkedIn: |

**Details of Higher Education Institute (HEI) Partner(s)**

*Please copy table to add additional HEI Partners*

|  |  |
| --- | --- |
| HEI Name |  |
| Principal Investigator |  | E-mail |  |
| Phone |  | Mobile |  |
| Website URL |  |
| PI Social Media Handles | Twitter: LinkedIn: |

**Project IB Sector**

|  |  |
| --- | --- |
| Most relevant sector  | ☐ Agritech ☐ Artificial Intelligence ☐ Chemical Sciences ☐ Construction ☐ Energy ☐ Engineering ☐ Food & Drink ☐ Life Sciences ☐ Marine ☐ Renewables ☐ Textiles/Materials ☐ Other: *Please add detail if ‘Other’*  |
| Project Technology Readiness Level (TRL) at project start and end | TRL at Start:TRL at End: |

1. **Project Details overview (<300 words)**

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| *What’s the challenge?**What is your proposed solution?* *How will the collaboration explore/deliver this?*  |

1. **Project Objectives**

Include both **technical** and **commercial** objectives

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| --- | --- |
| Objective 1 |  |
| Objective 2 |  |
| Objective 3 |  |
| Objective 4 |  |

1. **Project Impact**

What will your product/service be and how will you make money from it? (100 words)

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Who are your competitors? (100 words)

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What is your route to market after successful project completion? (200 words)

Include plans for further funding applications and dates where possible.

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Other commercial benefits of the Project (200 words)

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Justification for why you need public funding to carry out this work (100 words)

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Please explain why this project fits within Industrial Biotechnology and Scotland’s [National Plan for Industrial Biotechnology](https://www.sdi.co.uk/media/3pblf0pp/national-plan-for-industrial-biotech-to-2025.pdf) (200 words)

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What is the role of the industrial partner/s in this project? (100 words)

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Have you performed a Life Cycle Assessment or technoeconomic analysis of your proposed product/process/service? If not, when might this happen in the R&D process? (100 words)

*Your answer to this question will not be assessed, but will be used by IBioIC identify appropriate support for the project.*

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1. **Project Plan**

Provide details of work packages, timescales and deliverables (copy this table to add more work packages).

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| --- | --- | --- | --- |
| **WP number** |  | **Title** |  |
| **Duration:** e.g. *month 0-4* |
| **Work Package Objective(s):** |
| **Description of Work:** |
| **Equipment and Facilities required:** |
| **Summary of Tasks / Deliverables / Milestones:** Detail the planned industry (Ind) and HEI Tasks (T), Deliverables (D) and Milestones (M) |
| **Ref** | **Description** | **Ind /****HEI** | **Owner** | **Due****Date** | **Comments / Notes** |
| T1.1 |  |  |  |  |  |
| T1.2 |  |  |  |  |  |
| D1 |  |  |  |  |  |
| T2 |  |  |  |  |  |
| D2 |  |  |  |  |  |
| M1 |  |  |  |  |  |

What are the stretch targets and follow-on work that you might do? (100 words)

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1. **Risk Register**

Using the table below:

* Describe the risks that may jeopardise project progress: risk categories are Technical (T) or Commercial (C)) and related work package.
* Identify the likelihood of the risk occurring as Low / Medium / High.
* Detail the impact on Time / Cost / Technical / Contractual / Resource if risk occurs as Low / Medium / High.
* Describe mitigation actions put into place to avoid the risk or reduce its likelihood and impact.

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| --- | --- | --- | --- | --- | --- | --- |
| **Category****T / C** | **Risk Description** | **Related WP** | **Likelihood****(L/M/H)** | **Impact****(L/M/H)** | **Owner** | **Mitigation Activity** |
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**Project Outputs**

Indicate what benefits the Project is expected to produce for Scotland (within five years of successful project completion). **IBioIC funding must result in a benefit to Scotland.**

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| --- | --- | --- |
| **Output** | **Number** | **Briefly describe the justification for this number** |
| New or improved product developed with or for a business in Scotland |  |  |
| New or improved process developed with or for a business in Scotland |  |  |
| New or improved service developed with or for a business in Scotland |  |  |
| New or improved business model developed with or for a business in Scotland |  |  |
| New or improved delivery of a public service in Scotland |  |  |
| Existing turnover safeguarded by the business in Scotland through development of this product or service | £ |  |
| New turnover generated by business in Scotland from new products, processes, services and business models  | £ |  |
| Number of existing jobs safeguarded as a result of this project |  |  |
| Number of new jobs generated by business in Scotland  |  |  |
|  | Of which how many are over the Real Living Wage? (Defined as: paying an annual salary of at least £18,135 based on a 37.5 hour week.) Total new and safeguarded.  |  |  |
| Of which how many are High Value jobs? (Defined as paying at least 20% above the Scottish average [£25,960 in SE area and £23,949 in HIE area].) Total of new and Safeguarded. |  |  |
| Of which how many are High Value Added (HVA) jobs? (Defined as £43,000 in SE area, £40,000 in HIE area and £35,500 in SOSE area.) Total of new and Safeguarded. |  |  |

1. **MSc Students (<200 words)**

As part of this project, would you be prepared / do you have the capacity to take an MSc student from the IBioIC IB MSc Programme for a three-month industrial placement starting in May 2025?

Yes [ ]  No [ ]

Please provide a brief summary of the MSc project you propose to offer. This will be forwarded to the IBioIC Skills team and you will be contacted about the placement in early 2025.

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1. **Project Costs**

Full project costs must be detailed using the Project Financial Plan (PFP) provided.

Invoices

The HEI partner should submit an invoice to IBioIC when requested. Each invoice should be accompanied by a detailed breakdown of all eligible expenditure on the Project which has been included in the invoiced amount. Invoices will be paid within forty-five (45) days following the date of receipt by IBioIC.

Contributions-in-kind

The industrial partner(s) will keep full and accurate records relating to its financial and in-kind contributions to the Project. IBioIC require a Project Industrial Contributions Form to be completed and submitted to IBioIC within forty-five (45) following the date of request from IBioIC. Guidance on what can be counted as in-kind contributions can be provided.

1. **Can we share your application with our partners?**

We will share selected applications with other innovation centres or funding bodies where we think there is an opportunity for joint funding of a project. Are you happy for us to do this?

Yes [ ]  No [ ]

1. **IBioIC Funding Conditions**

Before commencement of awarded Projects, IBioIC requires Project Partners to sign an **Award Letter**. By applying for IBioIC funding, Project Partners accept the terms of the IBioIC Award Letter. Please contact projects@ibioic.com should you wish to see a copy in advance.

1. **Project Signatory Details**

This information will be used when IBioIC award letters are issued.

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| --- | --- | --- |
| **Signatories**  | **Full name** | **Email Address** |
| Industrial Signatory |  |  |
| HEI Signatory (usually the research funding/contracts team) |  |  |

1. **IBioIC Membership**

Where an application for IBioIC funding is successful, **ALL Industrial Partners on the Project must become Members of IBioIC** prior to the Project start date and remain members for the duration of the Project. Membership is free of charge. If you are not already a member, please contact membership@ibioic.com.

1. **Collaboration Agreement**

Where an application for IBioIC funding is successful, IBioIC requires the Industrial Partner(s) and the HEI Partner(s) to enter into a **Collaboration Agreement** detailing rights to background and foreground IP relating to the Project. IBioIC can supply a template agreement on request, but this is not mandatory.

**IBioIC must receive a fully executed Collaboration Agreement before authorising any payment of IBioIC funding to the HEI Partner.** If this Collaboration Agreement is not completed within 6 months of the Award Letter, IBioIC reserves the right to withdraw the offer of funding.

A maximum of 20% of IBioIC funding awarded can be paid to cover work subcontracted to a non-partner HEI (e.g. a university based in England). For subcontractors, there must be an agreed and signed contract between the partners before the project commences. For the avoidance of doubt, the HEI cannot subcontract work to a private company.

1. **Conflicts of interest**

If there is a conflict of interest between the Project Partners or with IBioIC, IBioIC may wish to involve other parties to protect the interests of all Project Partners.

If there are reviewers that you would prefer us not to use (either academic or industrial) then please let us know.

Conflicts of interest may include the academic having a role at the Industrial Partner or vice versa.

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| --- | --- |
| Do you wish to declare a conflict of interest? | Yes [ ]  No [ ]  |
| If yes, please provide detail |  |

1. **Curriculum Vitae of partners**

**CV of Academic Lead -** *Please paste a one-page CV here.*

**CV of Industrial lead -** *Please paste a one-page CV here.*

1. **HEI Approval of Submission**

As part of your application, this form must be signed by the HEI Partner’s Principal Investigator and an authorised signatory of the HEI Partner’s Grant Awards Department or equivalent. **HEI Partners must comply with the approval process specific to their institution regarding proposal submissions before providing this statement of support.**

**We, the undersigned, confirm that the information in this application is correct to the best of our knowledge.**

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*Signature of PI of HEI Partner Signature of authorised signatory of HEI Partner’s Grant Awards Department or equivalent acknowledging compliance with HEI Partner’s approval procedures*

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*Signature of lead Industrial Partner Signature of authorised signatory of Industrial Partner acknowledging compliance with internal approval procedures*