******

**Industrial Biotechnology Innovation Centre**

**Call for Projects**

**Innovation Fund September 2022**

**IBioIC Innovation Fund**

**Closing date: 5pm 1st September 2022**

**Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Call name** | **Funding details** | **Other contributions** | **Eligibility** | **Expected duration** |
| Innovation Fund | £100,000 from IBioIC at 80% fEC | 50% of funding must be provided by Industrial Partner. Contributions are in-kind with a cash contribution required from large companies. Academic institution provides 20% fEC. | Industrial-Academic collaboration with innovative idea and clear route to market that benefits Scotland. Lead academic institution is Scottish and eligible to receive funding from the Scottish Funding Council. | 8-12 months |

**Introduction**

The Industrial Biotechnology Innovation Centre (IBioIC) Innovation Fund Call invites applications for industry-led, collaborative research projects with academia from businesses with either a foothold in Scotland or a plan to deliver inward investment to stimulate Scotland’s economy. Successful projects will demonstrate a clear route to market for a product, process or service that will deliver jobs and/or additional turnover to Scotland.

Projects must demonstrate collaborative knowledge exchange and research between Industrial Partners and at least one of Scotland’s talented Higher Education Institutes’ (HEI) research teams. This is a unique opportunity for Industry to tap into the world class skills of Scotland’s HEIs in areas directly relevant to exploitation in the Industrial Biotechnology (IB) field.

To date, with an application success rate of over 60%, IBioIC has supported over 120 collaborative research­­ projects with a leveraged project value of more than £20 million.

This paper sets out the processes and guidelines on how this funding call will be operated. **(See Appendix 1 for the Glossary of Terms used throughout this document.)**

**Scope**

IBioIC welcomes projects in all areas of IB, including but not limited to:

* Bio-refining
* Food and drink
* Biotech in textiles and materials
* Bio-manufacturing
* Waste management
* Enzymes and catalysts
* Downstream processing
* Agritech
* Biopharmaceuticals

Projects should be aligned to achieving [Scotland’s National Plan for Industrial Biotechnology](https://www.lifesciencesscotland.com/wp-content/uploads/2019/01/National-Plan-for-IB-2019-PDF.pdf) and provide innovative solutions to an IB sector issue.

If you are unsure about the eligibility of your project, please get in touch with IBioIC’s Projects Team at [projects@ibioic.com](mailto:projects@ibioic.com).

**Criteria for Innovation Projects**

To be considered for funding by IBioIC under this call, the following minimum criteria must be met:

* The project must demonstrate a clear market need / commercial opportunity through the innovative application of biotechnology.
* The project must demonstrate an economic, societal and/or reputational benefit to Scotland.
* The project must be championed and led by an Industrial Partner and should include at least one HEI Partner eligible for funding from the Scottish Funding Council (SFC). The project may consist of any number of Industrial and HEI Partners provided the Industrial Partner has a presence in Scotland and the Lead HEI Partner is eligible for SFC funding.
* At least 50% of the total project costs must be matched by a combination of in-kind AND cash contributions. (In-kind alone is acceptable only from micro / SME).
* Where an application for funding is successful, (all) Industrial Partners must become members of IBioIC prior to the Project start date and must remain members for the duration of the Project. (See page 20 for current membership fees and others benefits.)
* Projects must be **complete by July 2024.**

**Funding guidelines**

IBioIC will contribute up to £100K towards the HEI Partner’s costs to carry out the Project. HEI Partner costs should be calculated on the basis of 100% Full Economic Costing (fEC) and include only costs to be paid by the HEI Partner. IBioIC funding is awarded and paid in arrears to HEI Partners and will constitute a maximum of **80% of calculated fEC,** with the remaining portion provided by the HEI Partner as an academic contribution. **At least 50% of the total project cost must be matched by in-kind contributions from the Industrial Partner, with in-kind AND cash from larger companies and the cash portion paid directly to the HEI Partner.**

**Example 1. Micro / SME:**

* Industrial Partner - £125,000 in-kind
* IBioIC at 80% fEC - £100,000 cash
* HEI Partner at 20% fEC - £25,000 cash
  + - Total cash budget for HEI to spend = £125,000
* Total Project cost = £250,000

**Example 2. Large company:**

* Industrial Partner - £100,000 in-kind
* Industrial Partner - £25,000 cash to HEI
* IBioIC at 80% fEC - £100,000 cash
* HEI at 20% fEC - £25,000 cash
  + - Total cash budget for HEI to spend = £150,000
* Total Project cost = £250,000

The parties to this application **must** ensure that the HEI Partner budget has been calculated and approved in accordance with the HEI Partner’s internal rules and procedures. The application form will require to be countersigned by an authorised signatory of the HEI Partner’s Grant Awards Department or equivalent.

Aid granted by the SFC to the Innovation Centres must comply with all Subsidy Control (previously State Aid) regulation. Industrial Partners are responsible for compliance with subsidy control.

If a project is approved for funding, and the Industrial Partner’s resource allocations then change, this may have an impact on the IBioIC funding that can be made available to the HEI Partner (considering permitted aid intensities).

A maximum of 20% of IBioIC funding awarded can be used towards subcontract costs at a non-Partner HEI.

**How to enter:**

1. Start the conversation. Contact the IBioIC Projects Team and let them know that you are planning to submit.
2. The Lead Industrial Partner should complete the Innovation Fund Application Form and Project Financial Plan with input from the HEI Partner.
3. An optional draft checking service is available until Thursday, 18th August 2022. The turnaround time for this service is approximately one week, so please allow plenty of time for the checked draft to be returned to you prior to the submission deadline.
4. Ensure all required documents are completed and signed. **(Complete the checklist in Appendix 2).**
5. Submit the Application Form and Project Financial Plan to: [projects@ibioic.com](mailto:projects@ibioic.com).
6. The deadline for submissions is **5pm on Thursday, 1st September 2022**.

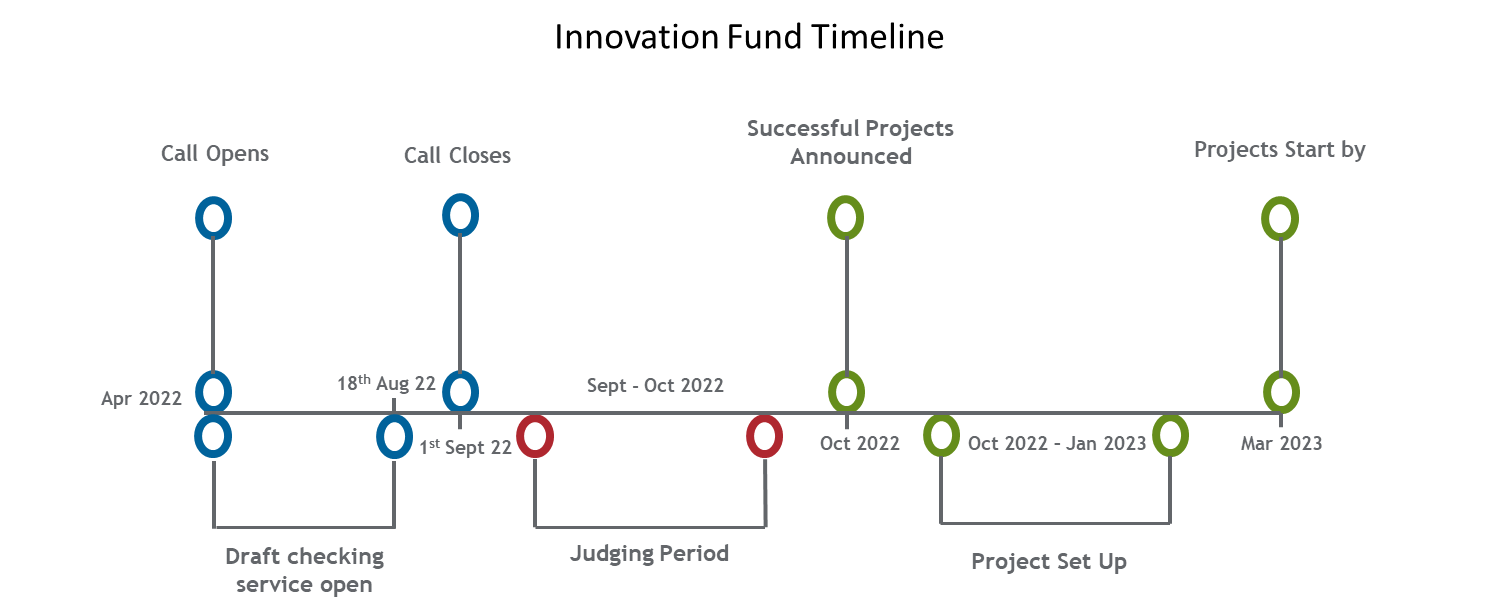
Whilst the intent is to keep entry requirements to a minimum, IBioIC reserves the right to request additional information throughout the review process.

**Projected Timelines**

Once submitted, applications undergo a three-stage assessment:

* Internal check by IBioIC’s Projects Team for funding eligibility.
* Technical merit assessment by two members of the technical reviewing pool and one member of the IBioIC Scientific Advisory Board (SAB).
* Commercial merit assessment by two members of the commercial reviewing pool and one member of the IBioIC Commercial Advisory Board (CAB).

It is anticipated that successful applications will be announced in October 2022 with award letters issued shortly afterwards. The project set up period includes time to finalise acceptance of funding terms, sign collaboration agreements and recruit staff. It is expected that all Project paperwork will be completed within three months of award notification, and Projects should start within five months of award notification. IBioIC funding will not be released until all project documentation is fully executed and the Industrial Partner(s) have become IBioIC members (if they were not already).



**Project Selection Criteria**

Projects will be selected on their technical and commercial merits by IBioIC’s SAB and CAB reviewer pools. IBioIC’s staff, boards and reviewers are bound by confidentiality agreements. Feedback from the reviewing process can be made available upon request – the processes followed and decisions taken by the SAB and CAB are minuted and made available to any applicant requesting them. The criteria by which all projects will be judged are set out below:

**Technical Merits** will include (maximum score 100):

* **Technical Ambition and Viability** – Projects should be ambitious but feasible.
* **Scientific Approach** - The scientific approach must be appropriate, risks must be identified and mitigated, and Project Partners must be suitable for the proposed work. (25 points)
* **Non-commercial scientific benefits of the project** - Projects should show additional reputational / societal / economic / environmental benefits and must deliver impact to IB within Scotland. The plan for adoption and dissemination of results is also considered here. (25 points)
* **How innovative is the project** - Projects should demonstrate that there is a strong possibility of patentable intellectual property (IP) being generated. Freedom to operate should also be demonstrated. (25 points)
* **Project Timelines and Resources** - Projects should be industry-led, but in close collaboration with academia with clear evidence that knowledge exchange between the partners is needed to deliver the Project. Industrial Partners must demonstrate that they are invested in the Project. Timelines must be realistic with appropriate milestones and deliverables. Consideration will be given to whether other routes to funding the Project may exist (e.g. from internal company resources). (25 points)

**Commercial Merits** will include (maximum score 100):

* **Business opportunity** - Projects should address an identifiable market need and demonstrate a base of customers for their product / service. What is the potential market share and competition. (10 points)
* **Path to Market** – Project Partners should demonstrate how the end-product will reach customers; competing products should be considered. (10 points)
* **Benefit versus cost** – Projects should demonstrate a commercial benefit in addition to the project funding. (10 points)
* **Time to market and market appraisal** - what is the route to market, likely timelines and potential outstanding funding needs. How will the company fund future product/service development towards the market. (10 points)
* **Economic impact on project partners** - Project Partners should demonstrate that they are not able to fund the project themselves, or have already put monies of their own into realising the Project. (15 points)
* **Benefit to Scotland** - Project Partners should demonstrate that the Project has an economic, societal and/or reputational benefit to Scotland. (15 points)
* **Governance, Management Processes and Risk appraisal** - Project Partners should demonstrate an industry-led approach and consideration and mitigation of potential risks. (10 points)
* **Project Financial Plan** - The financing required should be adequate and realistic for the proposed Project. (10 points)
* **Track record of success** - Project Partners should highlight Project-specific expertise and previous successes. (10 points)

**Guide to completing the application form**

Word limits: Suggested maximum word limits have been stated throughout the application form. Due to the volume of applications received, reviewers appreciate concise answers to each question. Supporting material can be submitted in a separate document but should be clearly marked with the relevant section number(s). Please note that any additional information provided is considered at the reviewer’s discretion.

**Example of Completed Application Form**

|  |  |
| --- | --- |
| Project Title | Should be descriptive but brief, for example: ‘Optimising the pre-processing of biomass input streams for bio-char production’ |
| Lead Industrial Partner | Name of company leading the Project |
| Lead HEI Partner | Name of Lead HEI (University or Research Institute) collaborating on the Project |
| Other Project Collaborator(s) | Details of additional Industrial Partners and HEI Partners collaborating on the Project |
| Lead Industrial Partner Contact | Name of staff member leading the Project |
| Lead HEI Partner Contact | Name of staff member leading collaborative work on the Project |
| Proposed Start Date | Proposed start date. This should take into account recruitment time and contractual negotiations. Projects are expected to start by March 2023 |
| Duration in Months | The total time expected for the Project to reach completion. For example: 12 months |
| IBioIC Funding sought |  |
| Total Project cost |  |

**Details of Lead Industrial Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Address |  | | |
|  |  | Postcode |  |
| Contact |  | 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 Lead HEI Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| HEI Name |  | | |
| Address |  | | |
|  |  | | |
|  |  | Postcode |  |
| Principal Investigator |  | E-mail |  |
| Phone |  | Mobile |  |
| Website URL |  | | |
| Social media handles | Twitter:  LinkedIn: | | |

**Other Collaborator(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Address |  | | |
|  |  | Postcode |  |
| Contact |  | 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: | | |

**IB Area and Relevant Theme**

|  |  |
| --- | --- |
| IB Area | Marine  Agriculture  Health  Industrial |
| Relevant IBioIC theme | Sustainable feed-stocks (including unconventional gases)  Enzymes and Bio-catalysis / Biotransformation  Cell Factory Construction and Process Physiology  Downstream processing  Integrated Bioprocessing  Other: Please add detail if ‘Other’ |
| Most relevant sector | Life Science  Chemicals  Energy  Food and drink  Textiles  Forestry  Other : Please add detail if other |
| Project Technology Readiness Level at project start and end | Technology Readiness Level (TRL) at Start:  Technology Readiness Level (TRL) at End:  Please use this section to state the TRL level at the start of the project and expected TRL at the end of the project. IBioIC requires the Project demonstrate progression through TRLs.  TRL 1 – Basic principles observed  TRL 2 – Technology concept formulated  TRL 3 – Experimental proof of concept  TRL 4 – Technology validated in lab  TRL 5 – Technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)  TRL 6 – Technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)  TRL 7 – System prototype demonstration in operational environment  TRL 8 – System complete and qualified  TRL 9 – Actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies) |

**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | 1 | This project will work with Scottish biomass suppliers. |
| 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 business in Scotland | |  |  |
| 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 | | 5 | Jobs in seaweed processing plant |
|  | 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. | 5 | New processing plant with five staff all earning over the RLW |
| 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. | 4 | Four staff will hold skilled jobs |
| 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. | 2 | Two staff will be senior staff, overseeing the processing |

**Non-Confidential Lay Project Abstract (<150 words)**

Upon award of IBioIC funding, the following abstract should be publishable without any further agreement.

|  |
| --- |
| This information will appear on the IBioIC website upon award of the project. It should be aimed at the reader of a science section in a newspaper. |

**Project Objectives**

Include both **technical** and **commercial** objectives. Please add additional rows if necessary.

|  |  |
| --- | --- |
| Objective 1 | A few brief statements of the scientific and commercial objectives of the project. |
| Objective 2 |  |
| Objective 3 |  |
| Objective 4 |  |

**Project Details Overview (<300 words)**

|  |
| --- |
| Include in response:   * What is the compelling market problem being addressed? (Is this a new market / new product / new service?) * A description and justification of product TRL before and after the project. * Successful project outputs, both technical and commercial. |

**Scientific Overview (<500 words)**

|  |
| --- |
| Detail concisely the science that will be applied within this Project at a level appropriate to first year science undergraduates. Diagrams can be used to complement text. |

**List up to five relevant publications in this research area**

|  |
| --- |
| Where possible, please provide links to published journals relevant to the Project. |
|  |
|  |
|  |
|  |

**Project Impact**

When responding to the questions in this section, please include figures to complement information provided.

**Commercial Challenge (<250 words, diagrams can be used to complement text)**

|  |
| --- |
| What are the current barriers to exploitation / commercialisation of the technology (if any) and how will the Project Partners address these barriers? |

**Intellectual Property (<250 words)**

|  |
| --- |
| Include in response:   * Does the Project require access to background IP to proceed? If so, what does the background IP consist of? Who owns the background IP? Have the rights to use the background IP been secured? * Outline the potential for generation of IP and how IP ownership will be managed / distributed across Project Partners. What are the proposed rights to exploit the new IP? |

**What is the serviceable addressable market (i.e. the portion of the total market) that this product can impact? (<100 words)**

|  |
| --- |
| Include a detailed source of market information, and any assumptions you have made. Use specific figures where possible.  Include numbers for potential market share in one and five years’ time to reflect the previous questions on market growth. |

**What is the potential market growth in One year / Five years (<50 words)**

|  |
| --- |
|  |

**What is your route to exploitation after successful project completion? (<100 words)**

|  |
| --- |
| Include any potential sources of further funding / investment. |

**Are you going to make / sell your developed product yourself? If licencing, who is the third party licensee? (<50 words)**

|  |
| --- |
|  |

**What is the potential economic impact for each Project Partner, and what is the potential economic impact to Scotland? (<100 words)**

|  |
| --- |
|  |

**If successful in receiving IBioIC funding, is there any potential additional impact from the Project, i.e. reputational, environmental, or societal? (<50 words)**

|  |
| --- |
|  |

**What steps have been/will be taken towards NetZero for your product/process/service? (<50 words)**

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

|  |
| --- |
|  |

**Collaborative Working (<300 words)**

IBioIC-funded projects should be industry-led and collaborative. Please provide an overview of how the Industrial Partners will work with HEI Partner researchers in an industry-focused manner.

|  |
| --- |
| * Detail all Project Partners’ areas of expertise and their professional contributions to the project, (management, roles and responsibilities). * Provide evidence that the existing strengths within the collaboration or proposed collaboration will deliver outcomes. * Include any knowledge transfer, opportunities for academic placement within the industrial workplace, plans to utilise PhD or MSc students, and the benefits thereof to the Project. * Detail the communication plan, including frequency / type of project meetings. |

**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 2023?

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 2023.

|  |
| --- |
|  |

**Project Management**

Please show the split of work packages and duration across collaborators. A Detailed Work Plan will be requested for awarded projects.

| **Work package** | **Work package description** | **Time (month)** | **Owner** |
| --- | --- | --- | --- |
| *e.g. WP1* | *Screening* | *0-3* | *Company X* |
| *WP2* | *Sequencing* | *3-6* | *University Y* |
| *WP3* | *Transfer* | *6-9* | *Company X* |
| *WP4* | *Analysis* | *9-12* | *All* |

**Description of the work programme (<250 words)**

|  |
| --- |
| Provide an overview of the project design, including processes, techniques, and equipment used. |

**Risk Register**

Using the table below:

* Describe the risks that may jeopardise project progress: risk category Technical (T) or Commercial (C)) and related work package.
* Identify the likelihood of 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 risk.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category**  **T / C** | **Description** | **Related WP** | **Likelihood**  **(L/M/H)** | **Impact**  **(L/M/H)** | **Owner** | **Mitigation Activity** |
| T | Equipment availability issues | 1 | M | H | IND | Identify back up equipment. |
| T | Researcher leaving job role | 1 | L | H | HEI | Pause project to recruit, or another lab member take over the role. |
| C | Freedom to operate reduced | NA | L | M | IND | Scan for patent applications and publications before and during project. Submit filing as early as possible to protect IP. |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**Project Costs**

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

Using the PFP Template provided, please input the proposed project costs. Complete **blue-shaded sections ONLY** and replace *italics* with Project details.

1. On the HEI Partners Tab, the HEI Partner(s) must input costs at 100% fEC. This is considered the full cost to the HEI Partner(s) of conducting the project, excluding any cash contributions to be made by the Industrial Partner. IBioIC will fund 80% of this fEC and the 80% calculation is the amount of IBioIC funding sought. The remaining 20% is the HEI Partner’s academic contribution.
2. On the Industrial Partners Tab, the Industrial Partner(s) must complete its costing to the value of at least 50% of the Total Project Costs. SMEs may contribute in-kind only; larger companies must contribute in-kind AND cash\* to be paid to the HEI Partner(s). \*Cash paid to the HEI Partner(s) should be detailed in the rows specifically provided on the HEI Partners tab.

Referring to figures automatically tallied on the PFP Template Summary tab, please input to the Application Form the Total Project Costs = Industrial Partner contribution + HEI Partner contribution + IBioIC funding sought.

If the Project is awarded IBioIC funding, any Additional Funding Sources will be required to be detailed separately.

**Breakdown of Costs**

Referring to the HEI Partners and Industrial Partners Tabs of the PFP Template, please provide details of costs in each of the categories below. (Add extra rows if required.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Category** | **Cost (£) to Biotech company**  **(in kind)** | **Cost (£) to Biotech company (cash to HEI)** | **Cost (£) to University of Scotland** | **Cost (£) to IBioIC** |
| Staff / Labour | £96,150 | £2,049.96 | £11,317.80 | £45,271.20 |
| Overheads |  | £3,523.96 | £704.79 | £2,819.17 |
| Consumables | £1,200.04 | £21,526.04 | £7,967.81 | £31,871.23 |
| Travel and Subsistence | £250 | £250 | £0 | £0 |
| Other (please specify)  *For example: Subcontract* | £0 | £0 | £4,999.60 | £19,998.40 |
| **Total** | £97,850.04 | £27,099.96 | £24,990 | £99,960 |

**Justification of Costs**

In the table below, please provide a short justification of resources sought from IBioIC, with particular care taken for any sub-contract and ‘Other’ justifications.

Sub-contracts should be limited to 20% of the IBioIC funding sought and can only be used for work at UK HEIs.

|  |  |  |
| --- | --- | --- |
| **Category** | **Amount GBP** | **Description and justification** |
| **Staff: Directly incurred** | £56,589 | Hiring of one PDRA on Grade 7 at 0.9 FTE for 12 months |
| **Staff: Directly allocated** | £0 |  |
| **Overheads (Indirects and Estates)** | £3,523.96 |  |
| **Consumables** | £39,839.04 | Sequencing, lab reagents, specialist columns, use of equipment |
| **Travel** | £0 |  |
| **Equipment** | £0 |  |
| **Other (specify)** | £24,998 | Subcontract to University of England for specialised processing |

**Other Sources of Funding**

Have you applied to other funding bodies for support of this project? If yes, provide details below. Please detail any third-party funding sources contributing to this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source/Agency** | **Scheme** | **Value (£)** | **Awarded** |
| BBSRC | IAA | £20,000 | Yes |
|  |  |  |  |
|  |  |  |  |

**Please indicate whether you are happy for us to 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

Occasionally we feel that another innovation centre or funding body would be suited to supporting the project. If you are happy for us to share your application with other funding bodies then please indicate your agreement.

**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](mailto:projects@ibioic.com) should you wish to see a copy of a standard IBioIC award letter.

# 

**Project Signatory Details**

This information will be used when IBioIC award letters are issued. Please provide the names and email addresses of the authorised signatories who will sign the IBioIC Award Letter on behalf of the Industrial Partner and the HEI Partner.

|  |  |  |
| --- | --- | --- |
| **Signatories** | **Full name** | **Email Address** |
| Industrial Signatory |  |  |
| HEI Signatory |  |  |

**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.

Benefits of IBioIC membership include event networking, marketing for your business, technical expertise, scale up support, access to CPD training and a pool of talented graduates. To learn more about the benefits of IBioIC membership, please visit our website: <https://www.ibioic.com/membership>

To access IBioIC funding, the mandatory fees for IBioIC Membership are:

|  |  |
| --- | --- |
| **Category of company** | **Full membership:**  **Includes access to all project funding and/or PhD studentships** |
| **Micro \*** | £1,000 |
| **SME \*\*** | £2,000 |
| **Large** | £6,000 |

***Member organisation definitions:***

*\* A micro-entity must meet at least two of the following conditions:  annual turnover must be not more than £632,000; the balance sheet total must be not more than £316,000; the average number of employees must be not more than 10.*

*\*\* A small or medium-sized company must meet at least two of the following conditions:  annual turnover must be no more than £36 million; the balance sheet total must be no more than £18 million; the average number of employees must be no more than 250.*

For membership enquiries, please contact IBioIC’s Membership Team at [membership@ibioic.com](mailto:membership@ibioic.com)

**Please tick that you, the Industrial Partner, understand membership requirements.**

**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. Amongst other provisions, IBioIC will provide a template agreement which may be used by the Project Partners. IBioIC must receive a signed Collaboration Agreement before authorising any payment of IBioIC funding to the HEI Partner. Please use the boxes below to indicate, to the best of your knowledge, the intended arrangements for the collaboration agreement and IP rights.

**Collaboration:**

Does an existing collaboration agreement exist between the project collaborators? Yes  No

**IP Rights:** Please confirm the status of the IP rights relating to or arising from the Project.

Background IP rights retained  Background IP rights shared

Shared access to IP outputs  Industrial Partner retains access to IP outputs

**Conflict 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.

|  |  |
| --- | --- |
| Do you wish to declare a conflict of interest? | Yes  No |
| If yes, please provide detail | The academic on this project is a member of the board of the partner company. |

**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.**

…………………………………………… ……………………………………………………

*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*

**APPENDIX 1 - Glossary of Terms**

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| --- | --- |
| CAB | IBioIC Commercial Advisory Board |
| Collaboration Agreement | The collaboration agreement entered into by the relevant HEI Partner(s) and Industrial Partner(s) on the project. |
| Funding | Any funding to be awarded by IBioIC under the referenced Funding Call and subject to its Funding Terms. |
| Funding Terms | The terms and conditions of funding. |
| HEI | Higher Education Institute |
| HEI Partner | HEI that has signed the IBioIC HEI Membership Agreement before being awarded funding |
| IB | Industrial Biotechnology |
| IBioIC | Industrial Biotechnology Innovation Centre |
| Industrial Partner | A company that is a member of IBioIC, having signed a Membership Agreement with the University of Strathclyde on behalf of IBioIC. |
| IP | Intellectual Property |
| Lead Partner | An Industrial Partner that submits the application for funding and leads the project team |
| NDA | Non-Disclosure Agreement |
| Project | The project that for which the applicant wishes to receive IBioIC funding. |
| Project Team | A combination of at least one Industrial Partner and one HEI Partner that has formed a collaborative team to submit an application for funding. |
| SAB | IBioIC Scientific Advisory Board |

**APPENDIX 2 - Application Checklist**

|  |  |
| --- | --- |
| **Done?** | **Item** |
|  | Requested funding from IBioIC is less than £100K and is calculated at 100% fEC, with breakdown of 20% HEI vs 80% IBioIC detailed. |
|  | Industrial contributions are at least 50% of total Project costs. |
|  | Any sub-contracts are no more than 20% of IBioIC funding requested. |
|  | Project is in scope and demonstrates economic benefits to Scotland. |
|  | HEI partner is eligible for SFC funding. |
|  | Application is complete and signed by authorised HEI signatories. |
|  | Project Financial Plan is complete for contributions by all Project Partners. |
|  | Finances match between Application and Project Financial Plan. |
|  | Industrial Partner is fully aware and accepting of IBioIC membership fees that must be paid prior to Project start, if the Project is awarded. |