Frequently Asked Questions
SBRI Competition: Amazing Spaces, Smart Places

1. How does an SBRI Competition work?

SBRI provides innovative solutions to challenges faced by the public sector, leading to better public services and improved efficiency and effectiveness. It supports economic growth and enables the development of innovative products and services through the public procurement of Research & Development. It generates new business opportunities for companies, provides businesses with a route to market for their ideas and bridges the seed funding gap experienced by many early stage companies. SBRI is a simple structured process.

Typically, competitions are structured in two phases. Phase 1 proposals concentrate on research and development which will significantly contribute to proving the scientific, technical and commercial feasibility of the proposed project. The results of Phase 1 determine whether the solution should go further to Phase 2; not all projects will progress to Phase 2. The principal research and development effort takes place in Phase 2, which aims to produce a well-defined prototype. At the end of Phase 2 it is intended that what has been developed will be manufactured and marketed as a way of fulfilling requirements.

2. Is my business eligible to submit an application to an SBRI competition?

Any organisation based in the European Union (EU) that can demonstrate a credible and practical route to market can submit an application.

3. Can I work in collaboration with other companies?

Contracts will be awarded only to individual organisations. However, applicants may identify components of the work which they wish to sub-contract and may also employ specialist consultants or advisers if they believe this will increase the chances of the project being successful. Any work may be sub-contracted but this is the responsibility of the main contractor.

4. I am a Pre-Startup Company May I apply?

Yes, but contracts must be awarded to legal entities.

5. I am based at a University, May I apply?

Universities and other non-commercial organisations may apply, however they must demonstrate a credible and practical route to market, i.e., the application must include a plan to commercialise the results.

6. As a University should I use Full Economic Cost (FEC)?

Full Economic Cost calculations are not relevant in this context. SBRI is a competitive procurement mechanism and tenders will be submitted by a variety of organisations. Whatever calculation you use to arrive at your tender price your application will be assessed against bids from other organisations. You should calculate your tender price bearing this in mind and that your proposal will be assessed as to whether it reflects a fair market value. You are entitled to include overheads but remember that this is a competitive tender.

7. Should Project Costs include VAT?

It is required that applications will list total costs inclusive of recoverable VAT.

8. Can overheads be included in Project Costs?

An element of overheads may be included in project costs, however such an element must be realistic. Assessors will consider financial costs in terms of 'value for money' at the assessment stage. Projects showing costs that are considered unreasonable will be rejected on these grounds.

9. My company is a Registered Charity, can I apply?

Registered Charities may apply via their trading company, just as for other non-commercial organisations they must demonstrate a credible and practical route to market, i.e., the application must include a plan to commercialise the results.

10. Is my idea for a solution in scope?

Applicants should address questions on scope to the Public Sector Body funding the competition. Questions should be sent to the e-mail address provided on the competition registration webpage.

11. How do I submit my application?

This application process is being carried out electronically via the eSourcing portal www.e-sourcingni.bravosolution.co.uk. eSourcingNI is hosted by BravoSolution, the managed service provider for Belfast City Council's eTendering system. Should you have any queries, or if you are having any problems registering on the portal, (https://e-sourcingni.bravosolution.co.uk/), please contact the BravoSolution dedicated supplier helpdesk by telephoning 0800 368 4850 or e=mailing help@bravosolution.co.uk

Documents are provided by Belfast City Council in MSWord format, submission may include restrictions on editing as an aid to participants so that they do not inadvertently exceed stated character or word limits in their responses.

The Council recognises that some participants may wish to use word processing applications other than MSWord in the preparation of their responses; however, some applications may disable the editing restrictions during the file import/conversion. It is therefore, in such instances, the participant's responsibility to monitor the content of their responses with regard to any stated character or word limits and to note the number of characters or words (as appropriate) at the end of each response. Any text in excess of the character or word limits will be disregarded in the evaluation of responses.

The application must be completed as directed and returned via the eSourcing NI eTendering system. **Posted, telephoned, faxed or e-mailed applications will not be accepted.**

The application may be uploaded at any time until the closing date and time specified within this document. Applications may also be retracted and re-submitted at any time before the closing date and time. Belfast City Council will not have access to application responses until the closing deadline has passed.

If you experience difficulties with the system, please contact BravoSolution. Please **do not wait** until near the closing time on the day that your application is to be submitted.

The application must be submitted ("Published") on the Council's eSourcingNI system no later than **12 noon on 14 November 2018.** It will not be possible to submit a response after this deadline.

When uploading your application, please be aware of the speed of your internet connection, your system configuration and the volume of general web traffic that may impact on the time required to complete the transaction. Uploading of applications must be completed by the final submission date and time.

When submitting your application please ensure that:

- The information in each attachment is headed with the section number, section title and question number to which it relates. Only information relevant to that particular question should be uploaded

- You save each attachment once uploaded (a pop-up reminder will appear)

- You save your attachments as a .zip file. To do this, select all of the files you want to add, right-click the files, select "Send To" and "Compressed (zipped) Folder". This will create a .zip file in the same directory. If you experience any difficulty with this, please contact the BravoSolution helpdesk

- You have checked that your whole submission has been uploaded correctly, including attachments

- You have published your submission (click 'publish' then 'confirm'). Once your submission is published the response status will change to 'response submitted to the buyer'

- Any single file attachment you are uploading is not larger than 50Mb

- Where multiple file attachments are to be uploaded, you upload them in batches totalling less than 50Mb at a time

Details of the challenge and expected outcome of the projects can be found in the Competition Documents. You are strongly advised to read all published competition documents before completing the application form.

12. Can I submit multiple applications for a single competition?

Yes you can, however each application that you wish to submit will require a separate registration.

13. What is the deadline for applications?

Applicants must submit their applications by 12:00 noon on 14 November 2018.

14. How will the successful applications be chosen?

Proposals will be selected by an expert group of selected assessors.

15. When will I find out if my application has been successful?

All applicants will be informed shortly after the assessments have been concluded.

16. Who owns the Intellectual Property generated by the Project?

Intellectual property rights are retained by the applicant, however, certain rights of usage may be applied by the funding authority including non-exclusive licence rights. Ownership of and rights to intellectual property are covered by clauses in the contract.

17. Do SBRI contracts constitute State Aid?

No. Where Public Authorities buy R&D from organisations at a fair market price, not for their exclusive use and where the competition is advertised in an open market, there is no advantage and consequently no element of State Aid.

18. Who should I contact if I have any further questions?

Questions on the overall SBRI programme should be addressed to SBRI@innovateuk.gov.uk

Questions on the specifics of this competition should be sent via the ePortal messaging facility.