**Scottish Institute for Remanufacture**

**Application form for Support**

**Part A – Application Form**

**Section A.1 – Details & Declarations**

The Scottish Institute for Remanufacture (SIR) is a pan-Scotland innovation hub designed to stimulate innovation and collaboration in remanufacturing. SIR will co-fund collaborative projects between universities and businesses to increase the amount of remanufacturing conducted, or to improve the current remanufacturing operations.

In order to stimulate academic and industrial engagement, financial support of £5,000 to £50,000 per project is available. This is a Matched Funding program, where SIR will pay for the cost of a researcher’s time on the project, companies will match the SIR contribution through staff time, equipment or equivalent, and the partner university will contribute the indirect and estates costs (FTE costs) for staff.

**De Minimis**

Any SIR funding constitutes State Aid as defined under Articles 87 and 88 of the Treaty of Rome and would be granted as ‘de minimis’ aid under Commission Regulation 1407/2013 (the "De Minimis Aid Regulation”). European Commission rules prohibit any undertaking from receiving more than €200,000 ‘de minimis’ aid over any period of three fiscal years. Any ‘de minimis’ aid granted over the €200,000 limit may be subject to repayment with interest.

You acknowledge and hereby agree that submission of this application constitutes your organisation’s awareness of and adherence to the De Minimis Aid Regulation. Please complete the De Minimis Declaration that can be found in section A.3 this should set out the provider, when the aid was granted and the amounts in £ and € with the exchange rate taken from the European Commission exchange calculator at the time of the offer.

<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

If you believe that the award of funding to your organisation will not constitute State Aid (as defined above) you must notify SIR as soon as possible and in any event prior to submission of your application because additional documentation may be required.

**Conditions of Grant**

Any SIR funding shall be subject to SIR’s Standard Conditions of Grant, a copy of which is available [here.](http://www.scot-reman.ac.uk/studies-and-reports/sir-reference-documents-for-funding-applications/) As part of an awarded research project, there is a requirement to capture relevant data that represents the economic and environmental benefits of the project. We anticipate that this will be data that you are already collecting as part of the research and analysis of the project. This data will also serve a purpose in the preparation for the Case Study created at the end. We are suggesting that the university take the lead with the customer to capture this data during the project. At the start of a project SIR will meet with the lead academic to discuss relevant data, how to collect it and how to report on this once the project has completed.

**Section A.2 – Company & Academic Details**

**Company Partner Details**

Please note this scheme is intended for registered organisations. Your registration number, if unknown, can be obtained from Companies House ([www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)). If the company is not registered in Scotland or is not a limited company then additional information will need to be supplied to confirm eligibility prior to submission of an application.

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| **Company Details** |
| Company Name | Click here to enter text. |
| Company Address | Click here to enter text. |
| Company Registration No. | Click here to enter text. |
| No. of Employees (FT & PT) | Click here to enter text. |
| Turnover in last financial year £ | Click here to enter text. |
| Company Profile | Background and principal activities, please restrict to under 200 words |
| Sector  | Click here to enter text. |
| Is the company working with Scottish Enterprise or Business Gateway? | Yes [ ]  Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No [ ]  |
| **Company Contact Details** |
| Name | Click here to enter text. |
| Job Title | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Email | Click here to enter text. |

**Academic Partner Details**

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| **Lead Academic Partner Details** |
| Institution Name | Click here to enter text. |
| Institution Address | Click here to enter text. |
| Name of Lead academic | Click here to enter text. |
| Email Address | Click here to enter text. |
| Department | Click here to enter text. |
| Commercialisation Office Contact | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Email | Click here to enter text. |

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| **Previous Collaborations** |
| **Between academic institution & company** | **Yes** [ ]  **No** [ ]  |
| **Between company & research team** | **Yes** [ ]  **No** [ ]  |
| **If the company has previously collaborated with this research team, outline how this is a new partnership.** Click here to enter text. |

**Please continue to section A.3**

**Section A.3 – Applicant Declarations**

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| **I confirm that:** |
| The company is solvent and no distress or execution has been levied against it | Yes/No |
| Has the company or associated companies previously been in receipt of SIR funding? | Yes/No |
| The company confirms that the amount of funding from SIR will not result in a breach of the De Minimis Aid regulations. Please enter all De Minimis funding the company has received as below and where none, please enter £0 | Yes/No |
| De Minimis Aid 1407/2013 |  |
|  | **Current Fiscal Year** | **Last Fiscal Year** | **Preceding Fiscal Year** | **Total** |
| Enter funding provider | £  | £  | £  | £  |
| € | € | € | € |
| Enter funding provider | £  | £  | £  | £  |
| € | € | € | € |
| Enter funding provider | £  | £  | £  | £  |
| € | € | € | € |
| Enter funding provider | £  | £  | £  | £  |
| € | € | € | € |
| **Grand Total over current & previous 2 financial years** | £  |
| € |
| **I have read and accept on behalf of the applicant SIR’s Standard Terms of Grant** | Yes/No |
| **Company Statement:** |
| I certify that the information given on this form regarding my company is accurate to the best of my knowledge. I understand that if it is later established that my company does not qualify for this programme then the company will be required to pay for the services received. | Yes/No |
| **Name of Authorised Officer** | Click here to enter text. |
| **Signature:** |  | **Date** Click here to enter a date. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Academic Statement:** |
| I certify that the information given on this form regarding my academic institution and costs funding is accurate to the best of my knowledge | Yes/No |
| **Name of Authorised Officer** | Click here to enter text. |
| **Signature** |  | **Date** Click here to enter a date. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |

**Please continue to section A.4**

**Section A.4 – Project Details**

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| **Project Summary** |
| **Project Title** | Click here to enter text. |
| **Value of grant requested** | **£** Enter amount |
| **Company Contribution** | **In Kind: £** Enter amount | **Cash: £** Enter amount |
| **Project Duration** | **Start Select Date** | **End** Select Date |

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| **Project Details** |
| **Project Summary** *Summarise the project context,objectives and scope highlighting how this will lead to a new or improved product, service or process (up to 300 words)*Click here to enter text. |
| **Innovation** *Summarise what is innovative about this project, what is being explored and how it is new or different about this. Include what change will be effected as a result of the project. (up to 200 words)*Click here to enter text. |
| **Project Outcomes** *What are the outcomes expected as a result of the project? What are the deliverables? (up to 200 words)*Click here to enter text. |
| **Benefits** *Provide information on the prospective benefits to the company, the academic institution and the Scottish Economy (up to 200 words)* |
| **Company** Click here to enter text. |
| **Academic Institution** Click here to enter text. |
| **Scottish Economy** Click here to enter text. |
| **Economic Impact** *What is the estimated economic impact of the project? For example the estimation of in terms of improved profitability, competitiveness, increased sales or increased employment (up to 200 words)*Click here to enter text.  |
| **Environmental Impact** *What is the expected environmental impact of the project? For example reduced material entering waste streams, conserved energy, reuse of materials. (up to 200 words)*Click here to enter text.  |
| **Route to market** *Indicate the commercialisation process for any new product, process or service based on the outcome of the project (up to 200 words)*Click here to enter text. |
| **Previous Funding** *Outline any previous funding that the HEI has been awarded for background research e.g. from Research Councils, Research pools etc. (up to 150 words)*Click here to enter text.  |

**Please continue to section A.5**

**Section A.5 – Project Details**

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| **Intellectual Property** |
| *The intellectual property clause within the Legal Agreement Template is a non-negotiable condition of the Scottish Institute for Remanufacture Award.  More information on intellectual property can be found* [*here.*](https://www.gov.uk/intellectual-property-an-overview)*Any pre-existing intellectual property that you contribute to the project will remain your property.  Any intellectual property that is newly created as part of the project will be owned by the academic partner but you have an option that will allow you to access and use that newly created intellectual property if you want to, subject to agreement of fair and reasonable terms.**A sample of the Legal Agreement Template can be found* [*here.*](http://www.scot-reman.ac.uk/what-we-do/funding/reference-documents-for-sir-applications/) |

**Please continue to Section A.6**

**Section A.6– Project Costs**

**Please list the key activities and milestones (in detail) requested to deliver the study. The grant allocated to each task should be clearly outlined. Total £ should match the amount requested in section A.4
A costing form should also be submitted with the application to demonstrate the costing breakdown. A blank costing form can be found** [**here**](http://www.scot-reman.ac.uk/what-we-do/funding/reference-documents-for-sir-applications/)

**SIR will pay eligible academic costs. There are 3 types of eligible costs:**

1. **Direct Staff Costs** SIR will reimburse the direct costs (salary + NI + pension) of any staff employed by the academic partner who work on the project. This includes Research Assistants and PhD Students.
2. **Travel** – receipts must be presented
3. **Consumables:** must be consumables expended only on the project. ICT equipment (PCs, laptops and iPads) are not eligible. However, software licences may be eligible in certain circumstances.

**Please note SIR will only reimburse costs on receipt of the End of Project Report (Part B of the application form) and supporting paperwork.**

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| **Description of activity/milestone** | **Person responsible** | **Completion Date** | **Time (Days)** | **Cost to company In Kind/Cash contribution****£** | **Grant Contribution****£** |
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| **Totals** | £Total company contribution | £Total Grant requested |

**Please continue to Section A.7**

**A.7 Data Protection and Information Sharing**

Any personal data that you submit in this application will be handled in accordance with UK data protection regulations, and will be used to provide you with information and services associated with remanufacturing. It will be stored and processed appropriately by the University of Strathclyde and other organisations that make up SIR, and will be used for the purposes for which it was supplied. Supplied data will be normally be retained for 3 years, unless the user requests their data removed earlier. Any complaints regarding the handling of your data can be raised with the Information Commissioner’s Office.

Our funders, the Scottish Funding Council and Zero Waste Scotland may share information about projects with the Scottish Government, Scottish Enterprise and any other appropriate organisation in the interests of developing and promoting the SIR Funding Scheme.

The Scottish Funding Council and Zero Waste Scotland are subject to the Freedom of Information (Scotland) Act 2002 and as such may be requested to disclose information regarding the SIR Funding Scheme. Scheme members will be consulted before any decision to disclose information is taken. However, any refusal to disclose may be appealed to the Scottish Information Commissioner.

The full privacy statement can be found at <http://www.scot-reman.ac.uk/privacy-statement/>

**You have now completed part A of the application form.**

**Part B of the application form should be completed once the project is complete as part of the mechanism to release the funding.**

**To submit your application for funding, submit part A (complete) & part B (blank) to**

[**sir-enquiries@strath.ac.uk**](file:///C%3A%5CUsers%5Cisb16119%5CDocuments%5Csir-enquiries%40strath.ac.uk)

**Scottish Institute for Remanufacture**

**Application form for Support**

**Part B – Project Report**

**Please complete all parts of this project report after completion of the project. It is a requirement of the grant that this Final Report proforma is submitted within 4 weeks of the agreed end date of the project.**

**B.1 Project Summary & Outcomes**

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| **Project Summary** |
| **Project Title** | Click here to enter text. |
| **Company Name** | Click here to enter text. |
| **Academic Institution** | Click here to enter text. |
| **Project Completion Date** | Select Date |

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| **Project Outcomes** |
| **Were the original objectives stated in the project application (section A.6) achieved?** | Choose an item. |
| **Activity/Milestone - *refer to section A.6*** | **Activity/Milestone Output**  |
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**Please continue to section B.2**

**Section B.2 – Company & Academic Details**

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| **Case Study Questions** |
| **Describe the research conducted and the solutions and/or recommendations that resulted from it.**Click here to enter text. |
| **Describe the benefits gained from the project****Economic** *eg cost savings, new/ increased revenue, job creation*Click here to enter text. |
| **Environmental** *eg reduced energy usage, less waste to landfill etc*Click here to enter text. |
| **Other Business Benefit** *eg increased productivity/efficiency*Click here to enter text. |
| **What has changed going forward in the business?** *Please outline next steps including plans for future collaborations* Click here to enter text. |
| **Please provide some statistics or quotes we could use to promote the benefits of SIR funding**Click here to enter text.   |
| **Please include any high res pictures of your facilities/processes or products***These may be attached to email when submitting report* |

**Please proceed to section B.3**

**B.3 Project Metrics**

If project funding is approved, a member of the SIR team will work with the lead academic partner to agree metrics for the project, these will be added to this section by the SIR team and the outcomes should be completed by the company/academic after project conclusion.

| **ZWS metrics** | **Guidance for the SIR programme** | **Project Title** |
| --- | --- | --- |
| 1. Reduced waste (t)
 | Counts either:1. materials lost to our economy– preventing the disposal of material in Scotland, which includes materials that are ultimately reprocessed and reused overseas.
2. materials moved “up” the waste hierarchy - previously recycled material that is now prevented from occurring in the first place. For example, a material or component is reconditioned and resupplied to the user, rather than being broken up for recycling and disposal.

*Capture details of the “material” (e.g motors, hard drives, plastic, aluminium) and what happens to those materials currently (e.g recycled, incinerated, landfilled), and what will happen if change was implemented (e.g reconditioned/reused). This information defines the transformation that will take place, which also determines carbon benefit* | **Agreed Metric****Outcome** |
| 1. Reduced raw material consumption (t)
 | Can be measured as either:1. a hypothetical “factory in-gate” (i.e. where the resources enter the process the intervention targets). This means a process efficiency that saves 1 tonne of aluminium contributes 1 tonne to this measure.
2. where increased recycling, repair, or reuse displaces virgin raw materials

*Capture details as 1 above.*  | **Agreed Metric****Outcome** |
| 1. Reduced energy consumption (MW)
 | It’s not clear if reduced energy consumption will be a significant element of SIR projects. May come from electricity savings or reduced use of other fuels (e.g. gas and oil for space heating). We count savings at point of use only. *Key point: If companies do identify reduced energy consumption as a potential project benefit, try to capture details of the quantity and type (i.e 5 kilo/mega/watts of electricity/gas, per month/per annum). If the company does implement change, actual consumption data would ideally be used to calculate a cost saving and carbon benefit.*  | **Agreed Metric****Outcome** |
| 1. Carbon savings from materials (tCO2eq)
 | This is calculated using the information from 1 and 2 above. *Key point: ZWS will manage this, but it relies on the capture of the information described in rows 1 and 2* | **Agreed Metric****Outcome** |
| 1. Carbon savings from energy (tCO2eq)
 | As 4 above | **Agreed Metric****Outcome** |
| 1. Cost savings (£)
 | Where we contribute to business and organisational savings, we count savings in running costs. Ideally we factor in increases as well as decreases, and thus give a net figure, though in practice, data from beneficiaries is often insufficiently detailed to give great confidence at this level of detail. We assume that, in the main, these investments will only be made where net savings are available. This measure is not a full cost benefit analysis (i.e net economic benefit).  | **Agreed Metric****Outcome** |
| 1. Sales turnover (£)
 | The additional turnover that may result from the proposed project.  | **Agreed Metric****Outcome** |
| 1. Jobs created or safeguarded
 | Created is additional jobs created as a result of the project. Safeguarded is a rather more subjective measure of whether the beneficiary thinks that jobs have been safeguarded as a result of the project.  | **Agreed Metric****Outcome** |
| 1. Match funding (£)
 | Investment by the company to the project |  |

**Please proceed to section B.4**

**Section B.4 – Project Report & Metrics Declaration**

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| **Company Statement:** |
| I certify that the information given in this report regarding my company is accurate to the best of my knowledge. I understand that if it is later established that my company does not qualify for this programme then the company will be required to pay for the services received. | Yes/No |
| **Name of Authorised Officer** | Click here to enter text. |
| **Signature:** |  | **Date** Click here to enter a date. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Academic Statement:** |
| I certify that the information given in this report regarding my academic institution and research is accurate to the best of my knowledge | Yes/No |
| **Name of Authorised Officer** | Click here to enter text. |
| **Signature** |  | **Date** Click here to enter a date. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |

**END OF PART B**

**Please submit completed form (Part A and Part B) to** **sir-enquiries@strath.ac.uk** **on completion of the project**