**Scottish Institute for Remanufacturing**

**Application form for Support**

**Part A – Application Form**

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

The Scottish Institute for Remanufacturing (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 on the website ([www.scot-reman.ac.uk](http://www.scot-reman.ac.uk)). 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 upon completion. We are suggesting that the university take the lead with the collaborating industry partner 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 Joined up government and freedom of information statement**

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.

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| **Publication of project**The Scottish Institute for Remanufacturing would like to publicise that this project has been funded, highlighting the company, the university and a high-level description of the project that would be approved by both company and university. If you wish to opt out of this please check the box | Opt out[ ]  |
| **Newsletter Sign up**The email address(es) provided in this application may be utilised to send newsletters, event invitations and other carefully considered communication from The Scottish Institute for Remanufacturing. If you wish to opt of this communication please check the box | Opt out[ ]  |

**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/Users/isb16119/Documents/sir-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 – Project results and impact**

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| **Outcomes and impact of the project** |
| **Briefly describe the planned aims and objectives of the project.** Click here to enter text. |
| **Describe the research conducted and the outcomes, solutions and/or recommendations that resulted from it.** *Include any deviation from the original project milestones and discussion as to the reason for the change.*Click here to enter text. |
| **Direct impact of the project on the company (please provide figures or statistics where possible).***How has this company benefited from the support provided by the academic? This could include things like increased knowledge, skills or confidence, proving a concept is not feasible and the company should not waste more time pursuing it or providing a kickstart to a new business venture, for example.*Click here to enter text. |
| **Likelihood for implementation** *How likely is it that the concept researched will be commercialised or implemented into the business practices/design of a product/manufacturing process? This should include consideration of the company’s drive and capability as well as the project feasibility.* Click here to enter text. |
| **Potential for scale and replication***How significant could the environmental impact of the concept be? This should include consideration of potential to scale up or be replicated, both in the current application, but also more widely.*Click here to enter text. |
| **Waste reduction** *If the concept were implemented, would it reduce waste? What type of waste? Can this be quantified at this stage (either per item or per year)? If not, can you give an indication of scale?*Click here to enter text. |
| **Raw material reduction***If the concept were implemented, would it reduce raw material use? What type of material? Can this be quantified at this stage (either per item or per year)? If not, can you give an indication of scale?*Click here to enter text. |
| **Energy reduction***If the concept were implemented, would it reduce energy use? Can this be quantified at this stage (either per item or per year)? If not, can you give an indication of scale?*Click here to enter text. |
| **Cost savings***If the concept were implemented, would the business save money? Can this be quantified at this stage (either per item or per year)? If not, can you give an indication of scale?*Click here to enter text. |
| **Potential revenue/sales turnover***If the concept were implemented, would create revenue for the business? Can this be quantified at this stage (either per item or per year)? If not, can you give an indication of scale?*Click here to enter text. |
| **Jobs creation***If the concept were implemented, would it create new jobs or safeguard existing ones? What type of jobs (e.g. labour, highly skilled, technical etc)? Can this be quantified at this stage? If not, can you give an indication of scale?*Click here to enter text. |
| **Please provide a statement from the collaborating industry partner describing the benefits of the project, that can be used as a direct quotation on our website and social media channels.** Click here to enter text.  |
| **Please include any high res pictures of your facilities/processes or products that you give permission to be used in a case study for print and online viewing.***These may be attached to email when submitting report* |

**Please proceed to section B.3**

**Section B.4 – Project Report & Impact 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**