

## Announcement of Opportunity

### CEOI Call for Mission and Technology Preparation Activities for ESA Earth Explorer 12

## 1 INTRODUCTION

On behalf of the UK Space Agency, the Centre for Earth Observation Instrumentation (CEOI) invites proposals for activities in support of the ESA Earth Explorer 12 (EE12) Call for Mission Proposals, which is open now, and for which proposals to ESA are required by 29<sup>th</sup> September of this year.

The CEOI has the objective to realise an excellent, internationally competitive national Earth observation instrument and technology research and development programme. It will achieve this by building UK academic and industrial capability in EO, and by funding the development of advanced EO instrumentation through a series of Themed and Open Calls.

The UK Space Agency funds the CEOI. The CEOI is a partnership of Airbus Defence and Space Ltd, QinetiQ UK plc, University of Leicester and STFC Rutherford Appleton Laboratory.

Brief details of previous CEOI funded projects may be found on the CEOI website ([www.ceoi.ac.uk](http://www.ceoi.ac.uk)).

### 1.1 Reference Documents

The following documents contain information that is relevant to this Call:

- [RD1] National Space Strategy:  
<https://www.gov.uk/government/publications/national-space-strategy>
- [RD2] Companies House accounts guidance  
<https://www.gov.uk/government/publications/life-of-a-company-annual-requirements>
- [RD3] BEIS Guidance - Complying with the UK's international obligations on subsidy control: guidance for public authorities  
<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>
- [RD4] UK EO Technology Strategy:  
<https://www.gov.uk/government/publications/uk-earth-observation-technology-strategy>
- [RD5] UKRI T&Cs and Guidance for Full Economic Costs (FEC) for academic Partners –  
<https://www.ukri.org/wp-content/uploads/2020/10/UKRI-291020-guidance-to-fEC-grant-terms-and-conditions.pdf>
- [RD6] NERC Research Grants and Fellowships Handbook, Edition Oct 2021 - 2.0  
<https://www.ukri.org/publications/nerc-research-grants-and-fellowships-handbook-guidance-for-applicants/>
- [RD7] ESA SP-1329 EO Science Strategy 1+2:

[http://www.esa.int/About\\_Us/ESA\\_Publications/ESA\\_Publications\\_Monographs/ESA\\_SP-1329\\_EO\\_Science\\_Strategy](http://www.esa.int/About_Us/ESA_Publications/ESA_Publications_Monographs/ESA_SP-1329_EO_Science_Strategy)

[RD8] ESA Earth Explorer 12 Call for Mission Ideas  
[https://eopro.esa.int/wp-content/uploads/2023/02/ESA\\_Earth\\_ExplorerEE12\\_Call-for-Mission-Ideas.pdf](https://eopro.esa.int/wp-content/uploads/2023/02/ESA_Earth_ExplorerEE12_Call-for-Mission-Ideas.pdf)

## 2 ESA EE12 Mission and Technology Preparation Call

The overarching goal of ESA's EO science strategy [RD7] is "to challenge ESA and the scientific community to strive for major advances in knowledge along with the technological capabilities that are needed to respond to the ever-increasing societal needs associated with risks and opportunities in our changing global environment".

It is expected that proposals to ESA for the Earth Explorer 12 mission (EE12) will be required to show that the proposed mission will make a significant contribution to the science and societal challenges identified in the ESA Science Strategy. The EE12 Call was released on 20<sup>th</sup> February 2023, with Letter of Intent (LOI) deadline of 28<sup>th</sup> April, and a final submission date of 29<sup>th</sup> September 2023.

This Call is aimed at helping UK organisations improve their response to the ESA EE12 Call.

Eligible support activities include funding to:

- Improve the mission and satellite design.
- Improve the Technology Readiness Level (TRL) of key enabling technologies.
- Improve the Science Readiness Level (SRL).
- Provision of a critical friend review of the near complete draft proposal.

The Call is looking for proposals that will consolidate the scientific and technology teaming, strengthen the arguments that the mission meets the ESA objectives and mature the under-pinning technology.

Proposals submitted to the CEOI call could include activities to:

- Develop a credible mission and satellite design concept, and a high level estimated cost breakdown, which can be supported by industrial verification.
- Demonstrate (e.g., by analysis of key mission technology needs and describing in detail a credible plan of technology development) that all mission critical technologies can achieve TRL-5 by the end of the ESA Phase B1.
- Undertake urgent technology development activities designed to de-risk and/or mature UK developed technologies considered critical to the proposed mission. However, proposals need to demonstrate any technology development work.
- Improve the science credibility of the concept, showing that an SRL of 4 can be achieved by the end of Phase 0 and a minimum of SRL 5 at the end of Phase A.

Given the demanding timescales for these support activities, proposals should make a convincing case that the proposed work can be realistically completed in the time available.

Proposals will be considered for both UK led (i.e., with a UK-based PI or Co-PI for the ESA EE12 mission) and non-UK led missions (i.e., where the prospective ESA PI/Co-PI is not in the UK).

All proposals into this CEOI Call must be led by organisations from the UK and will need to show an adequate understanding of the mission science objectives and how the proposed technology developments are justified in relation to these. Projects which incorporate Mission Preparation activities should either be in support of proposals planned for the ESA EE12 Mission Call by a UK PI or Co-PI, who must be fully engaged in the project team, or demonstrate that there is a high likelihood of involvement of one of the project partners as PI or Co-PI in the proposed mission.

The CEOI proposal should make provision for an EE-12 ‘proposal readiness review’ by an independent panel of UK experts to be appointed by CEOI/UKSA. The review objective will be to provide constructive feedback to a near-final draft of the EE-12 mission proposal, which should preferably take place in the week 11<sup>th</sup> - 15<sup>th</sup> September 2023.

To allow for prioritisation of exploiting the project outputs to improve the quality of the ESA EE12 proposal due in on 29<sup>th</sup> September 2023. It is acceptable to plan for the Final Review and generation of the final Report/Executive Summary to occur after the ESA deadline

Projects should aim to complete no later than the end of October 2023 and the maximum grant will be capped at £100k each.

This Call is released on 14<sup>th</sup> April 2023, with a closing date of **15<sup>th</sup> May 2023 at noon**. It is anticipated that proposal selection will be conducted soon after with grant awards being initiated in Late May to early June. Teams are required to register their intention to bid (see Section 3).

The total budget available for the EE12 Preparation Call is in the order of £500k. Additional PV funds will be required from industrial bidders as defined by national Subsidy Control regulations. Eligible activities include Industrial Research and Experimental Development with and without collaboration **[RD3]**.

This funding opportunity is open to industry, UK HEIs and other research organisations. Proposals for projects which are from collaborative teams are encouraged; Annex C Table 1 and Note 1 define eligible collaborations and the PV concessions for collaborative activities.

Proposals of the highest quality that demonstrate urgent need for funding in support of an important mission in relation to the ESA Earth Explorer criteria will take precedence over proposals addressing more speculative objectives.

The CEOI will only award grants to proposals which are judged to be of sufficient quality. It should be noted that value for money will be a major evaluation criterion.

We welcome enquiries from potential bidders for clarification of any aspect of the Call.

### 3 NOTIFICATION OF INTENTION TO BID

Applicants are required to notify CEOI of their intention to bid by email to [CEOIadmin@le.ac.uk](mailto:CEOIadmin@le.ac.uk) using the pro-forma at Annex A, by **28<sup>th</sup> April 2023 at noon**.

The purpose of this is to gauge the size of the response and to inform the selection of reviewers. The notification and information therein will be held in confidence as described in Section 9.

### 4 GUIDELINES FOR PREPARING AN APPLICATION

Applications should take the form of a proposal in single-spaced typescript (minimum font size 12-point Times New Roman, minimum 1.5 cm margins all round, including diagrams and tables).

All Sections defined in Table 4-1, unless defined as optional, must be supplied in the proposal.

Optional sections must be completed to align with one of proposal configurations specified in Table 2-1.

Section	Details in Section:	Page count (maximum allowed)
Cover letter	4.1	2 pages
Application Form	Annex B	1 page
Project Summary	4.2	1 page including picture or diagram
Mission Overview	4.3.1	4 pages
Mission Preparation Activities (For bids including this Activity)	4.3.2	6 pages
Technical Development Activities (For bids including this Activity)	4.3.3	6 pages
Management proposal	4.4	6 pages
Financial proposal	4.5	4 pages
Finance Table	4.6	Completed spreadsheet (One Sheet per Partner and one Summary Sheet)
Company and organisation background	4.7	2 pages per organisation
Eligibility information	8	1 page plus any appended information
CVs	-	1 page each
Work Package descriptions	-	1 page each

Table 4-1 Application Checklist

Proposals not including all the mandated Sections or not conforming to the page count limit may be rejected.

Bidders should note that the Agency, University of Leicester or CEOI will not refund any costs associated with preparing proposals.

#### 4.1 The Covering Letter

To ensure ease and speed of placing the contract following selection, the bids must include a covering letter<sup>1</sup> containing:

- A committing offer to University of Leicester, who will contractually administer the CEOI grants on behalf of the Agency and CEOI.
- A statement of acceptance of the standard CEOI contractual Terms and Conditions (T&Cs). A copy of these T&Cs is available on the CEOI website. Bidders should note that **these T&Cs will not be open to negotiation.**
- Nominated Referee: Details of at least one referee who may be approached for assessment of the tender. Please give name, address, Email, telephone number. The bids will be assessed by the Review Panel (see Section 6), but the CEOI reserves the right to seek the opinion of an external expert referee, which will be considered by the Panel.
- Reference (Industry only): The name of at least one customer contact in the UK who may be approached, with whom you have recently undertaken similar work. The bids will be assessed by the Review Panel (see Section 6), but the CEOI reserves the right to seek a customer reference, to be considered by the Panel.

#### 4.2 The Project Summary

The project summary should provide a brief overall description of the project (including but not limited to an outline of the proposed mission) in a form suitable for publication should the project be funded. The intention is that this summary would be included in a press release and published on the CEOI and the Agency websites when any award is made and updated during the project, to keep the websites current.

#### 4.3 The Technical Proposal

##### 4.3.1 Mission Overview

This should identify the science and societal benefits which will be offered by the mission, justifying the need for improved measurement, and showing the links to the ESA EO science strategy and how the mission will address the ESA strategic science goals and challenges.

It should outline the scientific objectives, the mission requirements in terms of the geophysical parameters to be retrieved, the target accuracy and the relevant spatial and temporal scales and the overall justification for the mission requirements.

It should also contain a description of the mission implementation concept; the candidate instrument concepts and outline the overall mission architecture (space segment, ground segment, mission operations and utilization, approach to data exploitation).

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<sup>1</sup> Applicants should note that the University of Leicester will be administering the grant funding and hence the letter with the committing offer should be addressed to the University.

It should be noted that the new science strategy for EO [RD7] stresses the dual importance of scientific innovation and societal impact.

#### **4.3.2 Mission Preparation Activities**

This section is required if the Mission Preparation element is included. It should contain:

- A clear explanation of the focus of the proposed study and identify the areas that the project needs to address as a priority. All aspects of the mission should be considered, even where not the focus of the proposed study, to explain the overall status of the mission proposal and allow assessment of its likely success.
- Detailed justification of the mission preparation activities proposed in this project and how they will impact the success of the mission proposal for EE12.
- Definition of the mission, including its unique science objectives and its societal benefits.
- Specification of required data products to meet the unique science objectives and any secondary data products, including Science Readiness Level (SRL) developments
- An outline of the mission payload, orbits, and sensor design
- Identification of key technologies, their current technology readiness, and the main development risks

#### **4.3.3 Technical Development Activities**

This section is required if the Technology Development element is included. It should contain:

- A description of the work, highlighting the urgency and innovative aspects of the project.
- Detailed justification of the technology activities proposed in this project and how they will impact the success of the mission proposal for EE12.
- A description of how the proposed work takes advantage of UK strengths, and further positions the UK for increased involvement in the target mission.
- A technology roadmap showing heritage, future evolution and the start and end Technology Readiness Level (TRL) of the proposed work.
- A summary of any subsequent stages of development and an outline of the work required to take the technology to ‘flight ready’ status. Teams may be invited to bid for additional work at a later stage if their project is successful and funding becomes available.
- Information on collaboration between partner organisations and exploitation of Intellectual Property Rights.
- If relevant (see Section 5.2), identification and justification of national subsidy control category under which the work will be done [RD3].

#### **4.4 Management Proposal**

The management section of the proposal should contain:

- A project plan, including a summary of the work, a project schedule, work break down structure, work package descriptions.
- Work package descriptions should be attached as an Annex.
- A clear identification of which institutions and individuals will be performing which functions and the respective resources requested.

- A list of the key individuals and their position in the project team.
- A justification of the resources requested against work-package and key activities.
- A clear description of any technology support to be procured from industry (who, what will they do and the cost) and how this will be managed. Note: an industry from whom technology support is procured should not be listed as a Partner to the project.
- An assessment of the major risks (scientific, technical, and managerial) in the project and the approach to tracking and mitigation of these risks.
- A list of deliverables and outputs, with clearly identified scope and delivery schedule.

#### **4.5 Financial Proposal**

The financial section of the proposal should contain:

- A financial summary table with the major items of expenditure by each partner (staff, travel, external contracts, procurements etc).
- Proposed payment milestone plan with dates and associated deliverables.
- A costed travel plan.
- An itemised list of major expenditure or procurements, with justification.
- A clear statement of any Private Venture (PV) investment offered, and its relationship to the national Subsidy Control regulations (see 5.2 below and Annex C).

#### **4.6 Finance Table**

The CEOI Finance Table must be completed, using one worksheet (P1-P8 in the Excel spreadsheet) for each Partner.

Any industrial support to be procured should be itemised in the 'Direct Costs' section of Sheet P1.

This table will not be sent to the proposal assessors, so please ensure that there is sufficient information in the Financial and Management Proposal.

The template is available on the CEOI website.

#### **4.7 Company and organisation background**

For each of the project partners include company/organisation background and relevant track record.

### **5 CONTRACTUAL INFORMATION**

Award(s) will take the form of a contract between University of Leicester and the project's lead organisation.

This CEOI activity has been assessed by HMRC as outside the scope of VAT, because no taxable supply to the UK Space Agency or to CEOI is taking place. The IPR will not in the normal course of events pass to the Agency or the CEOI.

All relevant costs, including taxes on procurements, must be included within the total amount of the grant application. Note that a direct procurement for services from another organisation implies that they are a sub-contractor and not a partner.

Bidders should note that grants cannot be given to companies in financial difficulties.

## **5.1 Payment plans**

Payment plans should be constructed so that no more than 20% is paid at kick-off, and the remainder of the grant being paid against the final project review..

## **5.2 'PV' (Private Venture) Contribution - Grants to Industry**

If an industrial organisation is applying for a Grant under this Call, either as project lead or as a Partner in a team led by another organisation, then that industrial organisation will be required to provide a PV contribution to eligible project costs to conform to the national Subsidy Control regulations [RD3].

Bidders must identify the category of work proposed, and this must be consistent with the work programme described in the technical case. Note that the type of activity and company size defines the maximum 'Intervention' rate (and hence the minimum required PV level) that is permitted for that activity (see Annex C), and that there are concessions for collaborative activities. Bidders will be expected to justify the category of work selected.

Bidders must ensure that they supply the correct information that allows CEOI to award grants within the scheme and it is the responsibility of the bidder to ensure compliance with the relevant Subsidy Control legislation [RD3].

If the project is selected for grant offer, the following conditions must be met before the CEOI will initiate preparation of the contract:

- The source of PV funding is fully defined.
- The financial viability of all members of the project consortium and funding sources are established through a due diligence process.
- The consortium is judged by the UK Space Agency to be eligible to receive a Grant from UK government under HM Treasury regulations and under Subsidy Control rules.
- The company size and intervention category under national Subsidy Control rules are correctly defined.
- Grants awarded on related projects are not eligible as a PV contribution, if these arise from public funds.

## **5.3 Academic contribution**

Academic partners will be funded in all cases at 80% of Full Economic Cost (FEC).



## **5.4 Type of Award**

The award will be made on a firm fixed price basis.

## **5.5 Intellectual Property**

It is expected that consortium members will declare any Background IP to be brought to the project as part of the establishment of the Contract with University of Leicester. The IP generated during the project will belong to the originators.

# **6 ASSESSMENT OF PROPOSALS**

The Review Panel will consist of independent Agency approved reviewers drawn from academia, industry, Government, or the Research Council Review Colleges. It will assess the proposals according to the criteria listed below, considering the commitment of the organisations, in particular the lead organisation, to the success of the project and the financial viability of all the project partners.

### **Assessment of Mission Activities**

The criteria will assess the strength of the mission concept in relation to the ESA mission selection criteria (see Section 4.3 and section 6 in [RD8]):

- Relevance to the ESA research objectives defined in [RD7].
- Scientific/societal need, usefulness and excellence; the significance of the mission for ESA and the European environmental science community.
- The Science Readiness Level (SRL) anticipated to be proposed in the ESA Proposal.
- Uniqueness and complementarity compared to existing and planned missions.
- Readiness and maturity of the technologies required for mission success.
- Degree of innovation and contribution to the advancement of UK EO technological, data and service capabilities.

### **Assessment of Technology Activities**

- Technological excellence of the work, degree of innovation and likelihood that a step-change in technological capability will be achieved.
- Need for this technology development in the context of the proposed mission and the benefits it offers over alternatives technologies.
- The Technological Readiness Level (TRL) anticipated to be proposed in the ESA Proposal
- Feasibility and level of maturity of the mission technology, the potential risk and cost factors.
- Timeliness of the proposed work in relation to external factors.

### **Quality of project planning and management arrangements**

- Quality, completeness, and realism of timescales of the project plan.

- Capability and track record of the team members - ability of the team to deliver the outcomes proposed.
- Quality of risk analysis and the mitigation proposed. “Risk” is defined as the probability that the project will meet its stated mission or technology objectives.

#### **Value for money of the proposed work including assessment of PV**

- Value for money of the work proposed relative to the Grant requested.
- Level and justification of PV commitment, and conformance with the Subsidy Control rules.

The weightings that will be applied to these criteria is determined by the form of the proposal submitted and is shown in Table 6-1.

<b>Assessment element</b>	<b>Mission Prep</b>	<b>Mission Prep + Tech Develop</b>	<b>Tech Develop</b>
Mission Assessment	60%	30%	30%
Technology Assessment	0%	30%	30%
Quality of management	15%	15%	15%
Value for money	25%	25%	25%

Table 6-1 Assessment Criteria Weighting

## 7 PROJECT MONITORING AND REPORTING

Following an award and completion of contractual formalities, the CEOI will assign to the project an experienced coordinator drawn from CEOI partner organisations. The coordinator will oversee the projects with the following methodology:

- The coordinator will initiate each project, by preference at a face-to-face meeting at the lead contractor's site. If a timely face-to-face meeting cannot be arranged, the kick off meeting can take place through a video conference.
- The lead contractor's project manager will report on progress to the coordinator using the CEOI report template at the end of every month by email. Any issues arising will normally be addressed by the coordinator by telephone or email.
- There will be one progress review, either face-to-face or by video, at the middle of the project. Where feasible, the review should be synchronised to a significant project event and/or delivery of some of the project objectives.
- At the end of the project, a Final Report and Executive Summary both suitable for publication will be produced. There will be a formal project final review and there may also be a CEOI project final presentation day in which each of the projects will present a summary of work and achievements.
- Priority should be given to exploiting the project outputs to improve the quality of the ESA EE12 proposal due in on 29<sup>th</sup> September 2023. It is acceptable to plan for the Final Review and generation of the final Report/Executive Summary to occur after the ESA deadline.

## 8 ELIGIBILITY

We welcome bids from a variety of organisations including academia, industry and government research institutes. The details of some organisations may not be known by the Agency or the CEOI-ST, especially for newer entrants. Such applicants should provide brief and relevant company background information, including areas of expertise and company contact information including registration and official address.

Only those organisations in the proposed team which have not previously received a grant from CEOI or the Agency need provide this information in their bid. Organisations that have previously received a grant should provide a title and date of a relevant previous award.

Following receipt of bids and before award of any contract, new entrants may be required to provide additional eligibility details:

- It would normally be expected that 3 years of audited accounts are available for all project partners. In the absence of 3 years of company accounts the bid response should provide details of the specific measures that will be taken to protect the UK Space Agency's grant investment.
- Evidence of company legitimacy and financial solvency, supported by e.g., company Annual Reports.
- Details of company quality processes and accreditation.
- Track record, supported by reputation or by statements from referees and customer testimonials.
- Micro SMEs and single-person (Sole Trader) companies will need to show robust risk mitigation against single point resource failure and the measures in place to protect the grant investment.

It is possible that some consortia bidding for projects may need to involve non-UK entities. This is allowable in principle subject to the following conditions:

- A UK-registered organisation must lead the consortium.
- The UK work must represent a majority proportion of the whole project.
- The consortium must demonstrate that the proposed non-UK capability is essential and not available in the UK.
- The rules can be relaxed if the non-UK entity is supplying PV or capability, and resources on a no-exchange-of-funds basis.

Full details of the non-UK participation must be provided in the bid, appended to the eligibility statement.

## **9 CONFIDENTIALITY**

The procedure for handling and assessing the bids and notifications will be as follows:

- All bids will be handled according to UK Space Agency/Civil Service Code of Conduct confidentiality practice. This is summarised in the Cabinet Office framework which covers commercial in confidence<sup>2</sup>.
- Bids and notifications will be submitted to the University of Leicester administrator who will act on behalf of the CEOI. The administrator will hold all bids in confidence and will not propagate the bids internally in the University or elsewhere.
- Copies of the notifications of intention to bid sheets will be provided to CEOI Director and to the CEOI Technology Programme Director, who will treat these as confidential information.
- When the bid period completes, electronic copies of the bid documents will be distributed to the independent assessment panel members, to the CEOI Director and to the CEOI Technology Programme Director. The UK Space Agency confidentiality rules will apply.
- Bids not recommended by the Panel will be destroyed. They will not be visible to the wider CEOI Leadership Team or to any others.
- Bids recommended by the Panel will be visible to the CEOI appointed project co-ordinator and to the CEOI Leadership Team.
- Bids selected for funding will remain confidential (i.e., will not be visible to staff of any of the CEOI Partners other than the project co-ordinator and the CEOI Leadership Team).

The CEOI Director, the CEOI Technology Director and the CEOI appointed project manager will monitor the funded project through regular project reports and reviews. A standard CEOI Non-Disclosure Agreement can be used to cover information exchange between the project participants and CEOI staff at any stage during the bid or contract. A copy is available on the CEOI website.

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<sup>2</sup> pp15-16:

<https://gcn.civilservice.gov.uk/wp-content/uploads/2011/02/propriety-guidance.pdf>

## 10 TEAMING AGREEMENT

Should an award be made, the contracted consortium will be required to establish a Teaming Agreement (TA) between its members, prior to the commencement of work. The TA should establish agreements regarding how the results of the work, including IPR and spinouts will be exploited by the consortium members. A model agreement is available from the CEOI website.

## 11 SUBMISSION AND CONTACT INFORMATION

Only the lead institution should submit an application. Bids should be submitted to the University of Leicester administrator through [CEOIadmin@le.ac.uk](mailto:CEOIadmin@le.ac.uk), who will act on behalf of the CEOI, as follows:

- Electronically in PDF or Microsoft Word format. **The bid should preferably be contained in single PDF file (apart from the separate Excel format Finance Table).**
- In submitting a proposal, bidders accept that all information supplied as part of the bid will be handled under the procedures defined in Section 9, irrespective of any confidentiality markings.

### **For further information and formal enquiries contact:**

Mr Chris Brownsword  
CEOI Director  
QinetiQ UK Ltd,  
A2 Building,  
Cody Technology Park,  
Ively Road, Farnborough  
GU14 0LX

Mob: 07825 762527 (mobile)

Email: [cbrownsword@QinetiQ.com](mailto:cbrownsword@QinetiQ.com)

## Annex A – Intention to Bid Pro-Forma

Title of the project	
Lead organisation	
Project partners	
Name and science objective for the target mission	
Short description of the project	
Estimated Grant request (ROM value)	

This form should be emailed to the CEOI Call Administrator at: [CEOIadmin@le.ac.uk](mailto:CEOIadmin@le.ac.uk).

## Annex B – Application Form

The completed Application Form should be included with the Cover Letter when the full bid is submitted.

<b>Title of Project</b>	
Lead Organisation	
Project partners	
Address of Lead Organisation	
Lead Contact - Commercial (Name and e-mail)	
Lead Contact – Technical (Name and e-mail)	
Subsidy Control Category (see Annex D)	
Grant Funding Requested (£)	
Academic Contribution (£ and % of Total Project Cost)	
PV Contribution (£ and % of Total Project Cost)	
Total Project Cost (£)	
Proposed start date and duration	

## Annex C - Risk Table Template

Please use this table in your proposal.

Risk No.	Risk Description	Type	Impact	Potential Schedule impact	Probability	Overall Rating	Month retired	(1) Avoidance Strategy	(2) Mitigation Strategy
	Short description of risk and potential consequences	Technical, Commercial or Managerial	<b>1-5</b>	<b>In months</b>	<b>1-5</b>	L/M/H	mm/yy	Actions to be taken to avoid occurrence and/or minimise impact	Actions to be taken during project if risk arises
R1									

Impact and Probability 1 = Low; 5= High

Overall rating      Impact x Probability  
 where 1<Low<6; 8<Medium<12; 15<High<25



## Annex D - Subsidy Control

### D-1 Introduction to Subsidy Control (and State aid where relevant)

UKSA supports UK based businesses to invest in research, development and innovation. The support we provide is consistent with the UK's international obligations and commitments to Subsidy Control. These include:

- [WTO rules](#)
- the EU-UK Trade and Cooperation Agreement (TCA), (see EU-UK TCA summary and [BEIS \(Dept. for Business, Energy & Industrial Strategy\) guidance](#))
- in certain circumstances (e.g. under the [Northern Ireland Protocol](#)) EU State aid regulations may also be applied
- other bilateral [UK FTAs](#) (Free Trade Agreements) where relevant

### D-2 What is a subsidy?

For the purposes of UK international commitments, a subsidy is a measure which:

1. Is given by a public authority. This can be at any level; central, devolved, regional or local government or a public body.
2. Makes a contribution (this could be a financial or an in-kind contribution) to an enterprise, conferring an economic advantage that is not available on market terms. Examples of a contribution are grants, loans at below market rate, or a loan guarantee at below market rate or allowing a company to use publicly owned office space rent-free. An enterprise is anyone who puts goods or services on a market. An enterprise could be a government department or a charity if they are acting commercially.
3. Affects international trade. This can be trade with any World Trade Organisation member or, more specifically, between the UK and a country with whom it has a [Free Trade Agreement](#). For example, if the subsidy is going towards a good which is traded between the UK and the EU this could affect trade between the EU and the UK. It is not necessary to consider whether the subsidy could harm trade, just whether there could be some sort of effect. Subsidies to very local companies or a small tourist attraction are unlikely to be a problem as this is unlikely to affect international trade.

The BEIS Subsidy Control regime (or where relevant EU State aid regulations) are designed to prevent unfair advantages and distortion of trade: [Complying with the UK's international obligations on subsidy control](#).

More information on the principles of awarding subsidies can be found in the [BEIS guidance](#).

### D-3 Subsidy Control Categories and Intervention Thresholds

Table 2 summarises the maximum intervention thresholds allowable level of support under this UKSA grant call for Financial Year 2021/2022.

Table 3 summarises the UK definition of what constitutes an SME, in line with the Companies Act 2006. To qualify for any category, the company must meet at least two of the conditions (staff headcount, Turnover or Balance sheet total) within both the current financial year and the year previous. Anything above the limits for a medium sized company is designated as a large company.

For more information on company sizes, please refer to the company accounts guidance. This is a change from the EU definition<sup>3</sup>.

Other sources of public funding are not eligible as a Private Venture (PV) / match funding contribution.

Academic partners will be funded in all cases at 80% of Full Economic Cost (FEC).

**Table 2. BEIS Subsidy Control categories and maximum allowable intervention rates**

Subsidy Category	Allowable Level of Support		
	SE	ME	LE
Feasibility study	70%	60%	50%
Industrial research	70%	60%	50%
Industrial research projects involving collaboration/ dissemination*	80%	75%	65%
Experimental development	45%	35 %	25%
Experimental development projects involving collaboration/dissemination*	60%	50%	40%

*\*NOTE: Collaborations between businesses and research organisations where the research organisation bears at least 10% of the costs and have the right to publish their own research. Procurement/supplier relationships do not qualify.*

**Table 3. Definition of company types [RD2]**

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium sized	< 250	≤ £36 m		≤ £18 m
Small	< 50	≤ £10.2 m		≤ £5.1 m
Micro	< 10	≤ £632,000		≤ £316,000

#### **D-4 Special Drawing Rights (SDRs) and EU de minimis awards**

*NOTE: The text below is generic. It is NOT possible to apply to the CEOI 15<sup>th</sup> Call under SAFA. This section is relevant if the Northern Ireland Protocol (NIP) is engaged. More information is available from [RD3].*

The [UK-EU Trade & Cooperation Agreement](#) (TCA) has provision relating to Small Amounts of Financial Assistance (SAFA).

For organisations applying under SAFA, the total subsidy which can be given to each organisation is up to a maximum of 325,000 SDR over a rolling 3 fiscal year period. This threshold is subject to change and grant recipients should consult the [subsidy control guidance](#) for regular updates.

When calculating eligibility for the application of the SAFA provision bidders must include cumulation of EU State aid de minimis grants under the EC's de minimis regulation for the same 3 fiscal year period. The maximum total under the EC regulation is €200,000. This is for all project types and for most purposes, including operating aid.

<sup>3</sup> If an application engages the Northern Ireland Protocol then the applicant should revert to the EU definition of SMEs.

This guidance is not a substitute for taking independent legal advice on your eligibility status, before applying for funding. Every applicant is responsible for securing their own independent legal advice to ensure they are lawfully eligible.

Please note the CEOI is unable to award organisations that are considered to be ailing and insolvent companies.