

COLLABORATE FAQ

1. What is meant by ‘Research Institution’ and which organisations will take part in the *Collaborate* scheme?

A Research Institution is an entity whose primary activity is Research & Development (R&D) - this includes England Public Sector Research Establishments (PSRE) or equivalents, Research and Development Organisations (RDO’s), Research and Technology Organisations (RTO’s), Higher Education (HEI’s) and Further Education Institutions (FEI’s).

To take part, Research Institutions must successfully apply to join the *Collaborate* framework. To join the framework, they must demonstrate to the GX project team that they have adequate expertise and resource to effectively support SMEs working in smart specialisation sectors. We are currently in the process of inviting Research Institutions to join the framework (<http://www.ngi.org.uk/tenders/delivery-of-innovation-support-services-in-collaborate-as-part-of-the-gx-project-invitation-to-tender-itt-for-a-multiple-provider-framework-agreement>)

2. How will SMEs be selected to take part?

SMEs must first complete an Expression of Interest (**deadline 15 February**). The GX project team will check eligibility and based on the information submitted, may ask for further information and clarification before selecting the SMEs. The GX project team will then work with shortlisted SMEs to further develop their proposal and co-produce a detailed requirements brief which will be used to broker them with one of our partner Research Institutions (see Q1 for more information).

3. If an SME is shortlisted, are they guaranteed a collaboration?

No, despite being shortlisted and being asked to produce a set of requirements, we cannot guarantee a collaboration with a Research Institution. This could be for a number of reasons, for example, if there are no Research Institutions on the *Collaborate* framework who are suitable or who are able to offer the appropriate level of resource. However we will be able to sign-post such SMEs to other projects and similar initiatives, through our wider network of partners, which may be able to help.

4. Can this scheme be used to support existing projects already in development?

No, *Collaborate* can only support the development of a new product / service / process. This does not necessarily mean that the overall project is a new concept, but the collaboration project must be for a new, distinct ‘phase’ or process which can be started and completed in the *Collaborate* timeframe.

5. Who will receive the funding (SME or Research Institution)?

The Research Institution will receive all the funding to support the collaboration, which will be paid to them directly by NewcastleGateshead Initiative (NGI), the lead delivery partner for the GX project. The SME will benefit by receiving fully funded support from the Research Institution i.e. time and resources that they would otherwise have to pay for themselves.

6. Can the SME work with a Research Institution they are already working with?

Yes, however the Research Institution must be part of the *GX Collaborate* framework. To become part of the framework, they must apply through our procurement process (see Q1). There is no guarantee that they will be selected to join the framework, this will be based on the strength of their tender response.

If you know which particular Research Institution you would like to collaborate with, please encourage them to apply to join the framework by the 21 February 2019 (<http://www.ngi.org.uk/tenders/delivery-of-innovation-support-services-in-collaborate-as-part-of-the-gx-project-invitation-to-tender-itt-for-a-multiple-provider-framework-agreement/>). Please note that we can only support collaborations on a new product / service / process, not ongoing collaborations on existing projects (see above).

7. How will a Research Institution be assigned the project, and can the SME decide?

The GX project team and the SME will shortlist Research Institutions from the *Collaborate* framework, based on information they submitted in their tender response (schedule 2). The project team and SME will then work together to produce a set of requirements, which shortlisted Research Institutions will respond to, before determining together which Research Institution should be assigned to the project. A set of consistent criteria will be used.

The SME will be fully involved in the process and will be able to determine which Research Institution is best placed to provide the research and development support.

8. What commitment is required from the SME?

SMEs will not be required to make any financial contribution towards the collaboration but must commit resource to the project (e.g. time) and work to agreed project timescales with the Research Institution.

The brokered SME and Research Institution will produce and sign a partnership agreement, overseen by the GX project team, which will set out:

- The work-plan objectives,
- The profiles of the people that will be working on the project
- The support services, resources and assets the SME will be able to access throughout the project
- The targeted outcomes of services and/or support

- Standard clauses as relevant to the partnership, including those related to IP
- Recommendation about future collaboration after the end of the project
- Any other information relevant to the project.

9. How involved will the GX project team be during the delivery of the project?

The GX project team will not play an active role in the delivery of the project. Once the collaboration has been brokered, it will be the joint responsibility of the Research Institution and SME to deliver the project in time and in accordance with GX project terms and conditions.

10. What are the timescales for the delivery of the project?

The project must be delivered within six months. Collaborations between SMEs and Research Institutions will be brokered by Friday 29 March, with projects to start early April and be fully delivered by Monday 30 September.

11. Who owns the Intellectual Property

The IP arrangements will be set out in the Partnership agreement between the Research Institution and the SME. Each collaboration will be different and therefore specific IP arrangements will have to be agreed. However, given the nature and duration of the collaboration, we expect most agreements to be in line with those in place for Knowledge Transfer Partnership arrangements where the SME owns the results and the Research Institution has the right to use the results owned by the business for academic and research purposes.