

ESA BIC Harwell Frequently Asked Questions

Below you will find questions and answers relating to the ESA BIC Harwell Open Call. If you cannot find the answer to your question please contact Dr Sue O'Hare (ESA BIC Operations Manager) by emailing sue.ohare@stfc.ac.uk and/or calling +44 (0) 1235 446075.

What kind of space connection is needed to be eligible for the ESA BIC Harwell?

Having a relevant space technology relationship or heritage is one of the most important aspects you will need in order to join the ESA BIC. The connection may comprise any of the following:

- the downstream application of space technologies in non-space fields (satellite navigation, satellite communication or earth observation)
- upstream development (commercial hardware development for space)
- technology transfer between the space and non-space sectors (in either direction, either ideas for spin-off from space to a non-space sector, or ideas for spin-in from a non-space sector into space).

Where can I find space technology for use?

You can review your technology requirements and discuss possible technologies for transfer by speaking with an ESA Technology Transfer Broker. For more information about Space Technology transfer for UK applicants, please contact Matthew Edwards (ESA Technology Transfer Broker for the UK) by emailing matthew.edwards@stfc.ac.uk or calling +44 (0) 7500 817034.

Alternatively, you may wish to review existing IP for exploitation via the ESA website http://www.esa.int/OurActivities/Technology/IPfor_commercialisation where you can find examples of ESA-developed space technology. For more information regarding patents and development licences please contact Aude de Clercq by emailing Aude.de.Clercq@esa.int or c +31 71 565 8662.

May the incentive money (£41,500) from ESA BIC Harwell be used to pay for staff wages, personal and/or travel expenses?

No. The incentive money can **only** be used for research and development (R&D), IP protection, third-party consultancy and (to a defined limit) market research.

May the incentive money (£41,500) from ESA BIC Harwell be used to pay for paying rent on office space?

No. The incentive money can **only** be used for R&D, IP protection and market studies. It can be used to purchase lab/workshop time as this forms part of your R&D.

What business support is available from the ESA BIC Harwell?

The ESA BIC Harwell contracts with a third-party supplier, Ashby House, to provide a programme of seminars, workshops and 1:1 support which is tailored to the needs of each incubatee company. The training covers elements of:

- Finance Skills
- Intellectual Property
- Legal Advice
- Marketing
- Presentation Skills
- Research and Development
- Sales Training

The training is structured in a pyramid which builds basic skills and leads into an investor readiness programme, with the specific aim of making your business investor-ready.

What technical support is available from the ESA BIC Harwell?

A key part of the ESA BIC Harwell package of support is the commitment to provide technical support through the expertise and facilities of the Science & Technology Facilities Council (STFC) and of relevant partners where appropriate.

The package includes:

- Up to 40 hours' access to world-class science facilities, technical expertise and business enablement skills

- Up to 40 hours *per year* of access to workshops, laboratory space and equipment.

Details are contained in the “Incubatee Technical Support & Equipment List” document which is available from the ESA BIC Operations Manager. The document describes technical consultancy opportunities from STFC experts and provides information about laboratory space and equipment.

Is it mandatory for personnel to be permanently located at ESA BIC Harwell during the project, or is it enough to travel to and from as needed (for meetings, technical support, etc.)?

In our experience an incubation centre is more than just a place to work. Being located in the ESA BIC permanently will give you visibility to potential customers, suppliers and potentially interested parties on Harwell Campus. It will give you advanced notification of events which could be of benefit to your personal and business development. Having a permanent base located within the Harwell Space Cluster also offers you the unique opportunity to collaborate for success with other local entrepreneurs, gain insight into emerging technologies and learn through sharing knowledge and experience.

Our project consists mainly in the development of an electronic device. The Open Call says that the incentive granted “as a general rule can only be spent in the UK,” however I am already in contact with a company in another country and a prototype is being currently designed. Can the funding from the ESA BIC Harwell Programme be used to finance the development in this case?

There are exceptional circumstances where you will be allowed to use a company outside the UK. Examples are where a product cannot be found in the UK, or when it is evident that the quality or price cannot be matched by another supplier in the UK. As a general rule, if you are looking to employ a contractor external to the UK or purchase a product from outside the UK, then it is advisable to contact the ESA BIC Operations Manager for further guidance.

What does “support entities” mean?

Support entities are companies, government or research institutes which are supporting you, with knowledge and/or money.

What happens after I apply to the ESA BIC Harwell?

After you have applied, your application will be assessed by a Tender Opening Board (TOB), typically within one week of the deadline for submissions. The TOB will review your proposal to assess whether it has met the necessary application criteria.

If the necessary requirements have been met, you will then be invited by the TOB to give a presentation to the Tender Evaluation Board (TEB), which will meet around three weeks after the submission deadline. The outcome of the TEB will be provided to you shortly after the meeting.

If you are selected you will receive an invitation to attend a negotiation meeting for the ESA BIC Harwell programme.

Who is on the Tender Evaluation Board (TEB)?

The TEB consists of representatives from ESA, the Science and Technology Facilities Council (STFC) and UK Space Agency. Other relevant experts are also involved in the TEB process but are not necessarily voting members.

What are the criteria that the Tender Evaluation Board (TEB) is looking for?

on the evaluation criteria are listed in Section II of the Permanent Open Call document.

Does the incentive money (£41,500) from ESA BIC constitute State Aid?

As set out in the Cover Letter section of the ESA BIC Harwell application documents, funding under an ESA incubation Contract constitutes State Aid. Companies are not required to report to the European Commission any State Aid received up to EURO 200.000 over a three-year rolling period (“de minimis” aid). For this reason, when you apply to the ESA BIC you are required to provide details of any State Aid

received in the previous three years, and to undertake that you will inform ESA of any financial support received during the execution of the incubation contract.

Please note that the ESA BIC Harwell cannot provide formal advice on State Aid. It is the responsibility of companies to take their own advice and ensure compliance.

When do we receive the incentive money (£41,500) from the ESA BIC Harwell?

The incentive money comes in 3 tranches. You receive an initial payment of £16,600 when you start the programme. At the mid-term review you need to provide evidence that you have spent this initial money on eligible items, as well as additional spend of a maximum of £16,600 which will then be reimbursed. The remaining £8,300 is provided at the end of the incubation period, again in response to evidence of eligible spend. Therefore the first tranche is in advance and the second and third tranches are given in arrears.

When I claim the expenses do I include the VAT?

If you are VAT registered then you should submit your expenditure at the mid-term and final review meetings NET of VAT as you can claim VAT back from HMRC.

Companies which are non-registered for VAT can submit gross amounts if they choose, but should note the total claimed will still be capped at £41,500.