

SBRI: UK National Active Debris Removal (ADR) Mission Technology Development - Phase 2

Commercial Reference: UKSAC24\_0046

Competition Guidance Notes

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**Short summary**

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| Eligible organisations can apply for a share of up to £4.7 million, inclusive of VAT, to develop and derisk Active Debris Removal preliminary design mission concepts.This funding is from the UK Space Agency. |

# **Summary (Description)**

This is a [Small Business Research Initiative](https://www.ukri.org/what-we-offer/browse-our-areas-of-investment-and-support/small-business-research-initiative-sbri/) (SBRI) competition funded by the UK Space Agency.

The Aim is to undertake research and technology development to derisk national ADR mission concepts. This competition invites applicants to submit mission designs which are compliant to UKSA Active Debris Removal mission requirements, identify the top risk areas in those designs, and deliver a package of risk reduction activity which will enhance and increase technology readiness levels of the submitted mission preliminary designs.

The following documents support this Competition Guidance and are available within the application form and at the competition website.

* SBRI Terms and Conditions (Annex A)
* UKSA SBRI Additional Guidance (Annex B)
* SBRI Finance Sheet (Annex C)
* Evaluation Criteria and Marking of Applications (Annex D)
* IP Declaration (Annex E)
* National UK ADR Mission Requirements (Annex F)
* Preliminary Design Assessment Criteria (Annex G)
* Project Management Assessment Criteria (Annex H)
* Application Form (Annex I)

It is recommended that you review all the annexes before starting your application and familiarising yourselves with the terms and conditions of the competition.

## **1.1 Background**

Over the last decade, the space sector has transformed from “old space” to “new space”. Previously the domain of Governments pursuing military and security objectives, space is now being dominated by private operators providing missions to facilitate Earth observation, global communications and internet connectivity. The UK has grasped this opportunity by encouraging space sector growth, facilitating the development of spaceports to launch satellites from the UK and investing in OneWeb’s satellite broadband constellation.

However, at a time when we increasingly depend on data, imagery and communications delivered from space for everyday life, it is becoming less safe to operate satellites and orbital congestion and space debris has become one of the biggest global challenges facing the space sector and critical national infrastructure (CNI).

The UK is committed to the safe and sustainable use of space and recognise the growing hazard of space debris and increasing congestion in Low Earth Orbit (LEO).

Active Debris Removal (ADR) is likely to be a key tool in ensuring the long-term sustainability of the outer space environment.

To meet UK aspirations in leading and underpinning a future ADR market, a mission requirement to launch in 2026 has been set. This exacting timescale would require a Flight Readiness Review to take place in 2026 and it has been assessed that to meet the FRR and Launch date targets, UKSA believes a UK ADR mission concept must be at Preliminary Design (PD) stage at this time.

This competition aims to test the market for Preliminary Designs which are compliant to UKSA mission requirements (Annex F) and take forward a maximum of 2 ADR preliminary mission designs for further technology derisking. The technology in the identified derisk areas must have developed by at least 1 technology readiness level step (TRL) by the end of the funding period.

This competition invites applications to submit missions that satisfy the UK ADR mission requirements and have at a minimum met a level of maturity consistent with completing a Preliminary Design Review for a mission of this type a compliant preliminary design (Annex G) and work packages which identify the top risk areas in the design which can be suitably derisked (by at least 1 TRL) by Mar 25. The work will then be assessed by concept maturation review at the end of the project.

Your project must demonstrate compliant project management (Annex H), delivering derisked and costed Preliminary Design that solves the challenge set out in this brief.

We are particularly interested in proposals from organisations that can meet the Preliminary Design Assessment Criteria (Annex G) and provide a strong certainty they can deliver the required work packages outlined in the Scope within the time and funding constraints.

Your proposal must detail the intended customer groups, integrators and suppliers of satellite data and services who will be involved in your project.

## **1.2 SBRI Summary**

This is a single-phase competition. In applying to this competition, you are entering into a competitive process.

Any adoption and implementation of a solution from this competition would be subject to a separate, possibly competitive, procurement exercise. This competition does not cover the purchase of any solution by the UK Government.

This competition closes at **14:00 UK time on 14th of June 2024.**

# **Your Project**

## **2.1 Eligibility**

Projects must:

* Be ready to commence by the 5th of July 2024.
* Be completed by 31st March 2025.
* Conduct the majority of the research, development and testing within the UK.

## **2.2 Applicant**

To lead a project, you:

* Can be an organisation of any size
* Can work alone or with others from business, research organisations, research and technology organisations or the third sector as subcontractors
* Must have a valid UK bank account capable of accepting BACS payments
* Must be able to provide reporting against North Star Metric (see section 7.1)
* Must provide evidence and data as part of the monthly reporting cycle in support of M&E activities. These data points may include insights into revenue generation, job creation and cost savings
* Must be available for interview and survey by M&E delivery partners as required throughout the project and following its conclusion

This competition will not fund any procurement, commercial, business development or supply chain activity with any Russian or Belarusian entity as lead or subcontractor. This includes any goods or services originating from a Russian or Belarusian source.

Contracts will be awarded to a single legal entity only. However, if you can justify subcontracting components of the work, you can engage specialists or advisers. The project and delivery against the project milestones will still be the responsibility of the main contractor. For clarity your subcontractors may not meet all the eligibility criteria, however we maintain the right to review subcontractors on a case by case basis and to object where we see a need to.

**Please note, Contracts will be awarded to a single legal entity only. The majority of the project work and key deliverables must be completed by the applicant and be carried out in the UK. Subcontractors can be used, but only for specialist skills**

# **Funding**

A maximum total of up to **£4.7m inclusive of VAT**, is allocated to this competition.

We expect to fund a maximum of two projects. Each project should be delivered by 31st March 2025.

Each project can range in size up to total costs of £2.35m, inclusive of VAT.

The contract is completed at the completion of all milestones set out in the project plan, and the successful organisation is expected to pursue commercialisation of their solution.

**Value Added Tax (VAT)**

You must state whether you are VAT registered before entering your project costs.

VAT is the responsibility of the invoicing business. We will not provide any further advice and suggest you seek independent advice from HMRC.

**VAT registered**

If you are VAT registered, you must enter your project costs exclusive of VAT. As part of the application process VAT will be automatically calculated and added to your project cost total. Your total project costs inclusive of VAT must not exceed £2.35m

**Not VAT registered**

If you are not VAT registered, you must enter your project costs exclusive of VAT. You will not be able to increase total project costs to cover VAT later should you become VAT registered. Your total project costs must not exceed £2.35m

**Research and development (R&D)**

Your application must have at least 50% of the contract value attributed directly and exclusively to R&D services, including solution exploration and design. R&D can also include prototyping and field-testing the product or service. This lets you incorporate the results of your exploration and design and demonstrate that you can produce in quantity to acceptable quality standards.

R&D does not include:

* commercial development activities such as quantity production
* supply to establish commercial viability or to recover R&D costs

integration, customisation or incremental adaptations and improvements to existing products or processes.

# **Subsidy Control**

SBRI competitions involve procurement of R&D services at a fair market value and are not subject to subsidy control criteria that typically apply to grant funding.

# **Scope**

## **Your project**

The aim of this competition is to undertake further research and technology development to derisk national ADR mission concepts. This competition invites applicants to submit mission preliminary designs which are compliant to UKSA Active Debris Removal mission requirements (annex F) and acceptance criteria (annex G). Applicants must also identify the top risk areas in those designs and deliver a package of risk reduction activity which will enhance and increase technology readiness levels of the submitted mission preliminary designs.

The Applicant shall perform a number of key tasks during the contract, as outlined below. In the Applicant’s Response to this call for proposals, they should elaborate and critique these tasks, identifying any additional suitable activities (with justification), presenting Work Package Descriptions (WPDs) and a Work Breakdown Structure (WBS) demonstrating a comprehensive and organised management approach.

You must demonstrate a credible and practical route to market, so your application must show how you will engage with potential end customers, integrators and suppliers, including a plan to commercialise your results.

Contracts will be given to a maximum of two successful applicants. Contracts will be given for a single stage only.

In addition to submitting a preliminary design as part of the application, suppliers must deliver the following tasks over the duration of the contract:

### **Task 1: Preliminary Design Derisk**

The aim of the task is to enable UKSA to better understand key technology and programmatic risk areas of the preliminary designs submitted as part of the application, allow better estimation of overall mission schedule and cost with respect to potential contingencies needed, and to mature the designs as far as possible within the span of this procurement.

The output of this work will give confidence to UKSA that a national mission could be delivered under a known cost envelope under an acceptable risk threshold should UKSA /HMG wish to procure the national ADR. This task will also furnish key information needed for the next phase of this project.

Outputs:

Applicants will consider the top technology and programme risk elements in their submitted preliminary designs and submit work packages, work breakdown structures and associated deliverables, to develop and derisk key technologies to a measurable state (at least 1 TRL step advance) which can be verified and validated by concept design review at the end of the contract. Applicants will consider that not all mission risks can be progressed under this tender and should propose a workplan which targets top risks where meaningful and measurable progress can be made, rather than trying to derisk all design elements. However, a full mission risk table (as submitted in the preliminary design) is required as part of this task although, as stated above, not all risks will be able to be progressed. It must be clearly identified which risks from the suite of mission risks, are being treated under this work package.

Applicants should reference their submitted system and mission technology readiness level table, explain how the work packages will advance this table and by how much, and propose metrics which allow measurement of risk reduction activity with respect to technology readiness level change.

### **Task 2: Preliminary design cost refinement**

To put together a robust case for the next phase of the National ADR project (post Mar 25) a deep understanding of mission risk and cost is required. Further work needs to be done on the preliminary design ROM cost to gain that information and this work package is designed to further refine the PD ROM costs.

It is recognised by the authority that this tender is time bound, and scope bound, which may affect a full estimation of costs. Nevertheless, applicants are requested to propose work packages which cover the requirements below as far as possible under this submission.

For this task, applicants are invited to submit work packages which provide detailed output and deliverables which cover the below.

### **Task 2.1: Cost Estimate**

Refine the ROM cost provided in the preliminary design to a more accurate estimate, considering the technical requirements and scope of work outlined in the tender document.

* + Specify the required itemised breakdown of costs, including materials, labour, overheads, and contingencies.
	+ As part of Task 1, further refine technical specifications and performance requirements (within the bounds of the tender envelope) to ensure that cost estimates accurately reflect the overall mission aims and objectives. Show clear linkage to how this refinement has led to better cost estimation.

### **Task 2.2: Contingency**

For any large-scale UK government project, it is essential that project risks are identified and managed. The applicant is to submit a quantifiable risk assessment which maps and scores risks in the context of project and is added to the project cost or time estimate as a contingency value, enabling the authority to understand the contingency plan for each aspect of the mission.

* The Applicant will provide a contingency plan outlining how contingencies for known risks and uncertainties will be identified, quantified, and managed throughout the project lifecycle.
* The Applicant will specify the criteria for determining the size and allocation of contingencies, considering factors such as project complexity, technology readiness, and market conditions.
* The Applicant will specify the likely cost of these identified contingencies, allowing an overall contingency cost for the project to be identified, which is broken down by risk areas and allowing the authority to understand contingency cost per risk area.
* For initial contingency estimate the applicant is required to provide historical verification, by providing examples of previous project cost performance including identifying over runs where applicable and associated corrective action.

### **Task 2.3: Other factors**

In addition to the above, the applicant is requested to include in the Task 2 deliverables, a bespoke deliverable which lists information on:

1. **Assumptions and Constraints**
	* Document all key assumptions and constraints underpinning the cost estimates and financial analysis, including technical, regulatory, market, and operational factors.
	* Clearly communicate any uncertainties or limitations associated with the cost estimates to provide transparency and inform decision-making.
2. **Value for Money Assessment:**
	* Include an assessment of value for money (VFM) considerations, demonstrating how the proposed mission delivers optimal outcomes in relation to costs, risks, and benefits.
	* Describe the methodology used to evaluate VFM, including criteria for assessing alternative options and determining the preferred approach.
3. **Sustainability and Whole-Life Costs:**
	* Address sustainability considerations and whole-life costs in the cost estimation process, accounting for environmental, social, and economic impacts over the project's lifespan.
	* Include lifecycle costing analysis to capture all relevant costs incurred from project initiation to decommissioning and disposal.

### **Task 3: Reducing Risk Costs**

Applicants will use the risk analysis in task 1 and risk cost analysis in task 2 to review and refine their cost estimations (Task 2) through probabilistic analysis in order to understand the impacts on project costs if risks were to occur. The applicants should work to reduce the scale of the identified costs over the course of the project.

The risk table, as far as possible, should have the associated cost for each risk attached to it. This will enable the authority to perform an assessment at the concept maturation review, examine risk cost estimates at start and end of the project, and understand how the technology derisking activity undertaken in Task 1 contributes towards lowering overall mission cost. The information will also show how other risks, untreated by this work package, may affect the overall mission cost.

### **Task 4: Monitoring & Evaluation**:

Applicants will be required to complete a Monitoring and Evaluation template provided by the UKSA that will capture key societal and financial information throughout the life of the project, breaking down the expenditure of the funding, roles and FTE to deliver the project and the benefits achieved from the funding including investment, TRL development and job creation.

*Outputs:*

* Template shall be provided by the UKSA to successful applicants.

## **Project Management**

### **5.2.1 Access**

To allow acceptance of deliverables associated with technical development, the Authority will require access to any document, data, procedure, specification or equivalent process/ document relied upon to demonstrate completion of the task. Documents will need to be provided to the Authority to allow for assurance to be undertaken and successful acceptance of deliverables. Failure to provide the Authority with access to any document, data etc. relied upon to demonstrate successful completion of a milestone, may result in the deliverable being rejected.

### **Meetings and Reports**

Aside from specific outputs from tasks 1-5 (such as costed risk tables etc), UKSA requires the following deliverables to be built into any project management plan. The deliverables below will be held with or delivered to the Authority.

|  |  |
| --- | --- |
| **Item** | **Requirement** |
| Kick-off meeting | A kick-off meeting shall be held.The supplier shall outline their plans for the project, recapping their proposal, highlighting any concerns/discussion points and stating any assumptions they have made. * Present Project Management Plan to manage the Project
 |
| Monthly progress report | Every month, Monthly progress reports, with reports sent on the last Tuesday of every month and prepared following the ‘monthly written report template’ outlined by UKSA.A progress report shall be provided by the supplier and shall give, * A description of the progress made during the reporting period on each of the tasks (actual vs. schedule, Milestones and events accomplished).
* Key technical achievements within the reporting period.
* A status report on critical delivery items.
* Reasons for delays and/ or problem areas, and corrective actions planned and/ or taken, with revised completion date per activity (if any).
* Risk register status.
* Key events anticipated during the next reporting period.
 |
| Milestone Review Meetings | Milestone review meetings will be held when milestones are complete, documentation has been submitted and the appropriate time to review the documentation has passed.The authority will agree milestone acceptance criteria with successful applicants at contract award stage.  |
| Mid Term Review (MTR) | The Mid-Term Review will allow for a review on the progress of the contract highlighting progress against the required milestones and examining any project risks or issues. |
| Final Review (FR) | Concept maturation review (to be agreed with the authority at contract KO); take minutes, record actions etc.The acceptance criteria will be agreed with suppliers at contact award stage and will be linked to what proposals outlined. |
| Ad-hoc Meetings | Ad-hoc meetings shall be held as required between the supplier and the UKSA. |

**Table 1: Meetings and meeting requirements**

### **Workflow and Timeline**

The project must be completed by 31st March 2025. The project will be punctuated by a series of project milestone meetings, checkpoints, and monthly updates, outlined in section 5.2.3. Ahead of these meetings, the teams will be required to provide the relevant outputs and deliverables to the UKSA panel for review.

UKSA requires 15 working days to review deliverables ahead of milestone review meetings. The only exceptions to this are the summary presentations for the KO, MTR, and FR – Applicants should provide them at least 24 hours ahead of the corresponding review meeting.

### **Review Item Discrepancies (RIDs)**

The authority will be using the RID process toprovide guidance and instruction to the supplier. The authority reserves the right to raise RIDS (which may occur as part of the tender assessment process) on the submitted preliminary designs as well as on formal deliverables, ad hoc reviews and scheduled reviews.

#### **Timeframe Guidance**

The supplier shall submit documentation and deliverables required for the Mid-Term Review and Final Review three weeks prior to the agreed meeting date. UKSA will have two weeks to raise any RIDs and the supplier will have one week to respond.

####  **RIDs Categories**

RIDs can be classified into one of two categories, Major or Minor. It is vitally important to understand the difference to ensure that the review is held efficiently. Table 2 defines each RID category.

|  |  |
| --- | --- |
| **RID Category**  | **Definition** |
| Major | If the issue impacts any of the Review Objectives i.e. it puts at serious risk the fulfilment of the one or more of the Review Objectives defined in Work Packages above. |
| Minor  | Any RID that relates to an issue, that, whilst not significant enough to be considered for a Major RID, can also not be considered “normal work” and as such requires discussion at the review colocation, and possibly an AI to ensure it is addressed.  |

Table 2: RID Categories and their definition.

## **5.3 Research categories**

Prototype development and evaluation.

This can include prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real-life operating conditions. The primary objective is to make further technical improvements on products, processes or services that are not substantially set.

## **5.4 Projects we will not fund**

We will not fund projects that:

* are not original or in scope
* duplicate someone else’s work
* do not demonstrate significant support and engagement from potential customers
* do not evidence the potential for their proposed innovation to generate positive economic, environmental or societal impact
* do not address how any potentially negative outcomes would be managed
* are being funded elsewhere in the UK Space Agency or UK Government
* would directly duplicate other UK Government or EU funded initiative you have already been funded to deliver
* are covered by existing commercial agreements to deliver the proposed solutions
* cannot provide reporting against the UK Space Agency’s North Star Metric
* projects that do not deliver a major milestones before 31/03/2025.

# **Dates & Competition Deadline**

|  |  |
| --- | --- |
| Open date  | 10th May 2024 |
| Close date  | 14.00pm 14th June 2024 |
| Applicants notified and feedback provided  | 28th June 2024 |
| Contracts awarded  | 05 July 2024 |

# **How to apply**

## **7.1 Before you Start**

By submitting an application, you agree to the terms of the draft contract which is attached to the Contract Notice in Annex A. The terms of the contract are non-negotiable and are included in the draft contract. We reserve the right to change the terms and conditions if necessary prior to contract signature.

The final contract will include any milestones you have agreed with the funding authority and will be sent to you if your application is successful. The contract is binding once it is returned by you and signed by both parties.

Annex D sets out the standard assessment process you are required to fill in the application form with your response and you must stick to the page limits set out in the evaluation criteria if you are attaching appendix to your submission they must be a readable format PDF or other. DO NOT submit your application as a zip folder.

As the applicant you are responsible for:

• collecting the information for your application

• representing your organisation in leading the project if your application is successful

The UK Space Agency’s North Star Metric: In addition to ongoing reporting, successful applicants will be expected to provide the UK Space Agency with 6-monthly updates on North Star Metrics during the course of project delivery, and information on the impact of funding support up to 10 years after project completion. Details of this can be found in the additional guidance document.

## **7.2 What Happens Next**

A selected panel of assessors will review and score your application. You will be notified of the outcome and feedback will be provided. Contracts for this competition will then be issued to all successful applicants. Further details can be found in the additional guidance document.

## **7.3 What we will ask you**

The application is split into 4 sections:

1. Project details
2. Application questions
3. Finances
4. Background IP

Before submitting, it is the lead applicant’s responsibility to make sure:

* that all the information provided in the application is correct
* your proposal meets the eligibility and scope criteria
* all sections of the application are marked as complete

You can resubmit your application once submitted, up until the competition deadline.

**Accessibility and inclusion**

We welcome and encourage applications from people of all backgrounds and are committed to making our application process accessible to everyone. This includes providing support, in the form of reasonable adjustments, for people who have a disability or a long-term condition and face barriers applying to us.

You must contact us as early as possible in the application process. We recommend contacting us at least 5 working days before the competition closing date to ensure we can provide you with the most suitable support possible.

You can contact us by emailing Commercial@ukspaceagency.gov.uk

### **Project Detail**

This section provides background for your application and is not scored.

**Application details**

Give your project’s title, start date and duration.

**What is your organisation’s primary area focus?**

state your organisation’s primary focus area.

**Project and scope summary**

Please provide a short summary of your project.

* Describe your project briefly. Be clear about what makes it innovative and how it relates to the scope of the competition. How does it tackle different aspects of the challenge and how will it provide an integrated solution?
* Give details of the lead organisation. Before you submit, we expect you to have discussed your application within your organisation.

Your answer for this section can be up to 1000 words long.

This section is not scored, but we will use it to decide whether the project fits the scope of the competition. If it does not, it may be rejected.

**Public description**

Please provide a brief description of your project. If your application is successful, we will publish this description. This could happen before you start your project. This question is mandatory, but we will not assess this content as part of your application.

Describe your project in a way that you are happy to see published. Do not include any commercially sensitive information. We have the right to amend the description before publication if necessary but will consult you about any changes.

Your answer can be up to 400 words long.

**Applicant location**

You must state the name of your organisation along with your full registered address and Companies House number

You must also state the name and full registered address of any potential or confirmed subcontractors. You must demonstrate the active support and commitment of potential end customers. You can submit a letter of support with your application to highlight this commitment.

We are collecting this information to understand the geographical location of all participants of a project.

Your answer can be up to 400 words long.

### **Application questions**

The assessors will score all of your questions except questions 1 which is not score and 2 which is pass/fail. You will receive feedback for each scored question. The Scoring Criteria can be found in Annex D. Please provide your responses in Annex I. A high-level summary is provided below:

|  |  |  |
| --- | --- | --- |
| #  | Title  | Weighting %  |
| 1 | Permits | Not Scored |
| 2  | Preliminary Design | Pass/Fail |
| 3  | Technology Development and Derisking | 35 |
| 4 | Preliminary Design Cost Refinement & Risk Cost Assessment | 25 |
| 5  | Project plan, management, and assurance | 15 |
| 6 | Value for Money  | 15 |
| 7 | Commercial Potential | 5 |
| 8 | Benefit to the UK | 5 |

Your answer to each question is limited to the page count specified in the marking criteria. The preliminary design datapack, along with the supporting required documentation, should be supplied as a nested annex and is unlimited in terms of page count.

### **Finances**

Enter your project costs, organisation details and funding details within the template at Annex C.

You must state whether you are VAT registered before entering your project costs. We advise you answer the VAT registered question first before entering your costs. Your total project costs must not exceed £2.35m inc. VAT.

If you are VAT registered, you must enter your project costs inclusive of VAT.

If you are not VAT registered, you must enter your project costs exclusive of VAT and no VAT will be added. You will not be able to increase total project costs to cover VAT later should you become VAT registered.

VAT is the responsibility of the invoicing business. We will not provide any further advice and advise you to seek independent advice from HMRC.

For full information on what costs you can claim, see our supporting documents.

### **Intellectual Property**

You are required to identify any and all background intellectual property (IP) that you are bringing to the project using the template set out in Annex E. The arrangements for intellectual property rights and exploitation of IPR are set out in the contract terms and conditions for this competition in section 14 and 15.

# **Supporting information**

## **Background and further information**

**About Small Business Research Initiative competitions**

[SBRI](https://www.ukri.org/what-we-offer/browse-our-areas-of-investment-and-support/small-business-research-initiative-sbri/) provides innovative solutions to challenges faced by the public sector. This can lead to better public services and improved efficiency and effectiveness.

The SBRI programme:

* supports economic growth and enables the development of innovative products and services through the public procurement of R&D
* generates new business opportunities for companies
* provides a route to market for their ideas
* bridges the seed funding gap experienced by many early-stage companies

SBRI competitions are open to all eligible organisations that can demonstrate a route to market for their solution. Under current regulations, SBRI contracts are open to applications from organisations registered in the UK, European Union (EU) and the European Economic Area (EEA).

The SBRI scheme is particularly suited to small and medium-sized businesses, as the contracts are of relatively small value and operate on short timescales. Developments are 100% funded and focused on specific identified needs, increasing the chance of exploitation.

SBRI is a procurement of R&D services. If successful, you will receive a contract to deliver the proposed activity. Costs quoted must reflect actual costs at a ‘fair market value’ and not include profit.

You must submit an invoice for the work undertaken. All payments are made in arrears on submission of an invoice. Invoices must be submitted within 30 days of the end of each monitoring period for all completed milestones.

If you are VAT registered, your total costs are expected to include VAT that you would charge as a service provider. VAT is the responsibility of the invoicing business, and applications are expected to list total costs inclusive of VAT.

Suppliers, integrators and customers for each project will be selected by an open competition process and retain the intellectual property generated from the project, with certain rights of use retained by the contracting authority. This is an excellent opportunity to establish an early customer for a new technology and to fund its development.

## **8.2 Next steps**

After the assessment stage, all applicants will receive a short summary of key feedback regarding their applications irrespective of whether they are successful or not. UKSA aims to provide all feedback to applicants once all applications have been reviewed and assessed. Feedback will be given at the same time as the successful/unsuccessful letters are sent to the applicants.

**If you are successful with this application,** you will need to provide:

* the name and contact details of your project manager and project finance lead
* a redacted copy of your bank details

You must complete this within 7 days of receiving notification that you have been successful.

In order to process your claims, we need to make sure that the bank details you give to us relate to a UK high street bank that is regulated by the Prudential Regulation Authority (PRA). The account must have a BACS clearing facility and be in the same company name as your application.

In order to process your payments, you must provide details of a valid UK bank account that account must have a BACS clearing facility and be in the same company name as your application.

## **Finance checks**

We will carry out checks to make sure you are an established company with access to the funds necessary to complete the project and other relevant due diligence (financial standing assessment, governance, conflicts of interest, technical expertise).

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**Your Contract**

Once we have completed our due diligence, we will issue the contract.

Your contract will show the start date for your project, do not start your project before this date. Any costs incurred before your start date cannot be claimed as part of your contract.

**If you are unsuccessful with this application**

If you are unsuccessful with your application this time, you can view feedback from the assessors. This will be provided directly to the lead applicant by UKSA.

Sometimes your application will have scored well, and you will receive positive comments from the assessors. You may be unsuccessful as your average score was not above the funding threshold or your project has not been selected under the portfolio approach if this is applied for this competition.

## **Further help and guidance**

If you have any questions about the scope requirements of this competition, or if you need more information about how to apply, email:Commercial@ukspaceagency.gov.uk:

>>END OF BRIEF<<