

SEAI National Energy Research, Development & Demonstration (RD&D) Programme

2024 Application Form

# Call for Submission of Applications

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| --- | --- |
| Key Dates | |
| **Call Open Date** | 19th April 2024 |
| **Deadline for Application Submission** | 12 noon (Irish Standard Time) 13th June 2024 |
| **Application Submission via:** | <https://pepportal.seai.ie/> |

It is the responsibility of each applicant to SEAI’s National Energy Research Development and Demonstration (RD&D) Funding Programme Call to ensure that they have read and fully understand all Documentation associated with this Call before making a submission, including: this Call Document (pdf); [Privacy Notice](https://www.seai.ie/grants/research-funding/research-development-and-demonstration-fund/SEAI-RDD-Call-Privacy-Notice.pdf); Application Form Template (word doc); SEAI RD&D Budget Policy (pdf); and the SEAI RD&D Budget Template (xls).

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| --- |
| SECTION 1: PROJECT DETAILS |

Table 1.1 – Summary of Project Details

|  |  |
| --- | --- |
| **Project Title incl. acronym (max 30 words)** |  |
| **Topic Number** (if Applicable) |  |

|  |  |  |
| --- | --- | --- |
|  | **Surname (Only)** | **Organisation** |
| **Lead Applicant** |  |  |
| **Partner Applicant(s)** |  |  |
| **Collaborator(s)** |  |  |

|  |  |
| --- | --- |
| **Project Scale/Type**  *(Small, Medium, Large or Fellowship)* |  |
| **Justification for requested Project Scale/Type** |  |
| **Requested Duration (months)** |  |
| **Costs Requested from SEAI** | € |
| **Total Project Costs** | € |

|  |
| --- |
| **Abstract (max 250 words)** |
|  |
| **Non-Technical Summary (max 200 words)** |
|  |

|  |  |
| --- | --- |
| **Keywords (min 3, max 5)** |  |
| **Energy Research Classification** (select most applicable from dropdown list) | Choose an item. |
| **Specific Policies/Targets addressed** | E.g. Climate Action Plan (e.g. refer to Action(s) Number):  Programme for Government; Impact 2030; Other: |
| **\*End-users targeted** |  |
| **Current Readiness Level** | e.g. TRL, SRL, MRL |
| **Targeted Readiness Level** |  |

|  |
| --- |
| **SEAI and RD&D Funding Programme Remit (max 250 words)** |
|  |

***\*Please refer to the 2024 RD&D Call Document for further details.***

|  |  |
| --- | --- |
| SECTION 2: EXCELLENCE & INNOVATION (Max 8 Pages) |  |

* 1. **State-of the Art / Literature Review**
  2. **Innovation / Novelty – Beyond State-of-the-Art**
  3. **Project Objectives**

Table 2.1 – Summary of Project Objectives

|  |  |  |
| --- | --- | --- |
| **No:** | **Objective Description:** | **Delivery Timeline (in Months):** |
| **1.** | *Example: Literature review* | *Month 3* |
| **2.** |  |  |
| **3.** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Project Team & Collaborator Profile**

*Please refer to project members by surname only.*

* 1. **Previous Funding Summary (if applicable)**

1. SEAI Funding Summary
2. Other RD&D Funding Summary

|  |  |
| --- | --- |
| SECTION 3: RELEVANCE & IMPACT (Max 8 Pages) |  |

* 1. **Relevance to the needs of the Irish Energy Sector and to SEAI**
  2. **Impact – Expected Impact**
  3. **Impact – Communication and Dissemination Plans**
  4. **Impact – Data Management and Open Access Strategy**

*Please describe (500 words max):*

* *What new data will be collected or produced;*
* *What existing data will be re-used;*
* *How the data will be safely stored and managed both during and after the project.*

*Please describe your open access strategy (500 words max).*

*Please also complete the Data Management Plan Form (Annex 1) and submit along with your application.*

* 1. **Impact – Intellectual Property Management & Exploitation**
  2. **Engagement with End-Users and Key Stakeholders**
  3. **Gender Considerations**

*This information will be used to evaluate plans to foster the gender balance and any gender considerations within the research project. Please ensure you do not identify individual team members in completing this form.*

*Table 3.7 - Gender Balance and Gender Dimension*

|  |  |
| --- | --- |
| **Description of how gender balance will be fostered within the project team:** | |
| *Please describe how gender balance will be fostered within the proposed team.*    *Please list concrete actions demonstrating how gender balance will be fostered.* | |
| **Action title *(add as many lines as appropriate)*** | **Description** |
| **Action 1:** |  |
| **Action 2:** |  |
| **Action 3:** |  |
| **Description of any potential gender dimension of the proposed research activity:** | |
| *Please consider any potential gender dimension of the proposed research activity.* | |

* 1. **Sustainable research**

**Tick to confirm acknowledgement that, for collaborative projects, the project consortium will put a formal agreement in place (e.g. addressing project Intellectual Property Rights and other relevant issues), in advance of commencing the project, should the application be successful.**

|  |  |
| --- | --- |
| SECTION 4: WORK PLAN (Max 10 Pages) |  |

**4.1 Work Plan**

Table 4.1 – List of Work Packages

|  |  |
| --- | --- |
| **WP No.** | **Title** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Table 4.2 – Summary of Work Packages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP No. & Title** |  | | | |
| **Start Month No.** |  | **Finish** **Month No**. | |  |
| **WP Lead** |  | | | |
| **WP Contributors** |  | | | |
| **Objective(s)** | WP1-O1:  WP1-O2:  *(add as many lines as objectives)* | | | |
| **Description** |  | | | |
| **Milestones** (Specify the month the Milestone will be reached) | WP1-M1:  WP1-M2:  *(add as many lines as milestones)* | | Month XX  Month XX | |
| **Deliverables**  (Specify the month the Deliverable will be provided) | WP1-D1:  WP1-D2:  *(add as many lines as deliverables)* | | Month XX  Month XX | |
| **Data Required:** | WP1- Dataset 1:  WP1- Dataset 2:  (Add as many lines as datasets) | |  | |
| **Est. resource allocation per WP (est. cost and FTE)** |  | |  | |

**Project Management & Risk** (max 3 pages)

Table 4.3 – Primary Risks

If your research requires a license (e.g. foreshore license), permits or permissions, please consider this in your risk assessment.

High Level Gantt chart (or similar) provided

|  |  |  |
| --- | --- | --- |
| **Description of Risks** | **Likelihood** | **Proposed Risk Mitigation Measure(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| SECTION 5: BUDGET |  |

* 1. **Research Category Justification\***

|  |  |
| --- | --- |
| **Research Category – Lead Applicant** | **Justification** **(max 250 words)** |
| *Select* ***one*** *research category from the dropdown list below:*   * *Industrial Research* * *Experimental Development* * *Non-economic Public Good Research* |  |

|  |  |
| --- | --- |
| **Research Category – Partner Applicant (if applicable)** | **Justification (max 250 words)** |
| *Select* ***one*** *research category from the dropdown list below:*   * *Industrial Research* * *Experimental Development* * *Non-economic Public Good Research* |  |

* 1. **Grant Aid Intensifier Justification\***

|  |  |
| --- | --- |
| **Aid Intensifier – Lead Organisation (if applicable)** | **Justification (max 250 words)** |
| *Where relevant, select* ***one*** *of the below options:*   * *Effective Collaboration* * *Dissemination* |  |

|  |  |
| --- | --- |
| **Aid Intensifier – Partner Organisation (if applicable)** | **Justification (max 250 words)** |
| *Where relevant, select* ***one*** *of the below options:*   * *Effective Collaboration* * *Dissemination* |  |

***\*****Please refer to the SEAI RD&D Budget Policy document for eligibility details.*

* 1. **Budget Summary**

*Please note budget figures below should align with those included within the budget template (excel document).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Lead Applicant**  **Requested Costs** | **Partner Applicant**  **Requested Costs** | **Total**  **Project costs** |
| **Cost Category:** |  |  |  |
| Internal Staff Costs |  |  |  |
| Postgraduate Fees |  |  |  |
| Overheads |  |  |  |
| Equipment |  |  |  |
| Materials |  |  |  |
| Travel |  |  |  |
| External Consultants |  |  |  |
| **Total Project Costs (€)** |  |  |  |
| Requested Funding Rate % | **%** | **%** |  |
| **SEAI Costs Requested (€)** |  |  |  |
| **Cash contribution/own resources (€)** |  |  |  |

**Summary Table / In-kind Contributions**

|  |  |
| --- | --- |
|  | **Description** (*e.g. collaborator contribution of services/equipment/other*) |
| **In-kind contribution (e.g. in-kind contribution of a good or a service, if applicable including equivalent value)** |  |

* 1. **Budget Justification**

**Staff**

*(Copy & Paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Position title** |  |
| **Organisation name** |  |
| **Total cost of staff member** |  |
| **WP/task alignment** |  |
| **Justification for the level of this position** | |
|  | |
| **Justification for the need for this position** | |
|  | |

**Equipment**

*(Copy & Paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Equipment & quantity** |  |
| **Organisation name** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

**Materials**

*(Copy & Paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Materials & quantities** |  |
| **Organisation name** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

**Travel**

*(Copy & Paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Travel** |  |
| **Organisation name** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

**External Consultants** (max ½ page)

Note: Upload the completed budget excel spreadsheet and all requested financial documentation/declarations directly via the SEAI Project Evaluation Platform (PEP).

|  |  |
| --- | --- |
| SECTION 6: LETTERS OF SUPPORT |  |

**Letters of Support** **(max 1 page each)**

Letters of support should be appropriately titled and may either be uploaded individually or merged into one single PDF for uploading into PEP.

**Letters of Support Checklist (if applicable) - All Applications (add row(s) if required):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter of Support** | **Organisation name** | **Summary of support indicated** | **Confirm submitted with application (Y/N)** |
| Lead Applicant |  |  |  |
| Lead Applicant Organisation |  |  |  |
| Partner Applicant(s) Organisation(s) |  |  |  |
| Collaborator(s) |  |  |  |

**Academic Fellowship Applications - Letters of Support Checklist:**

|  |  |  |
| --- | --- | --- |
| **Letter of Support** | **Summary of support indicated** | **Confirm submitted with application (Y/N)** |
| Lead Applicant |  |  |
| Lead Applicant Organisation (*authorised member within the 3rd level educational body*) |  |  |
| Partner Applicant(s) *(Academic mentor/Supervisor)* |  |  |
| Letter of Motivation |  |  |

**Artificial Intelligence (AI)**

Applicants should disclose the use of any generative AI or AI assisted tools in their application.

Please tick to confirm that the use of generative AI or AI assisted tools in the production of this proposal has been appropriately disclosed and referenced.

|  |
| --- |
| **ANNEX 1**  **Data Management Plan** |

Effective research data management is an essential component of good research practice. SEAI expects data to be safely stored, curated and made available for reuse as widely and as soon as possible.

|  |  |
| --- | --- |
| **Project Title** |  |
| **Lead Applicant** |  |
| **Lead Organisation** |  |
| **Contact details for data manager**  **(if different to Lead Applicant)** |  |

1. **Please indicate all data provider(s) for data which will not be measured/collected by the project team as part of the project (add as many lines as necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type of data** | **Public data (Y/N)** | **If N, please confirm a letter of support from the Data Provider has been provided** | **If Y, please provide an open access link** |
| **Data provider 1** | *(e.g. building electricity consumption)* | *(e.g. N)* | *LoS provided* | *Eg. www.data.gov.ie/......* |

1. **Please outline the type of data that (a) will be collected during the project and (b) will be available at the end of the project (this should include type of data, format, size, etc)[[1]](#footnote-2)**

|  |  |  |
| --- | --- | --- |
|  | **Data collected during the project** | **Data available in a GDPR-compliant format for publication** |
| **Type of data** | *(e.g. building electricity consumption)* | *(e.g. building electricity consumption)* |
| **Data unit** | *(e.g. kWh)* | *(e.g. kWh)* |
| **Data format** | *(e.g. csv file)* | *(e.g. csv file)* |
| **Month at which data will be available** |  |  |

1. **If any collected data cannot be shared publicly at the end of the project, please fill out the below table**

|  |  |
| --- | --- |
|  | **Collected data that cannot be shared at project end** |
| **Type of data** |  |
| **Sharing list** | *(e.g. SEAI only, not shareable at all)* |
| **Reason for not making data open access** |  |

1. **Where will open access data be hosted? (please note, SEAI may not be able to host your project data)**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Lead Applicant on behalf of the project team):**

|  |
| --- |
| **ANNEX 2**  **Financial Declarations & Documentation** |

For each Lead/Partner Applicant organisation, please include the relevant completed Declarations along with the grant application. Template Declarations are included in the Application Form.

1. For applications from **companies**:
2. Declaration of Financial Resources available for the project
3. Declaration of Solvency
4. Copy of the most recent financial Statements (if applicable)
5. For Newly Incorporated Companies – Management Accounts or 1 year Cash Flow Projection prepared by Qualified Accountant (if applicable)

For increased grant intensity based on company size:

1. Declaration of SME status

For grant applications with atotal budget in excess of €50,000

1. Proof of funds (e.g. bank statement demonstrating available resources for the project)

For Lead/Partner Applicant(s) requesting VAT inclusive costs:

1. A letter from the Revenue Commissioners with the application which confirms the VAT status of the Lead/Partner Applicant organisation in the year of the grant application. (see the SEAI RD&D Budget Policy)
2. For applications from **3rd level education bodies**, requesting Non-Economic research funding (see SEAI RD&D Budget Policy):
3. Declaration of 3rd level Education Body NEPG
4. For applications from **Public Sector Bodies and Semi-State Bodies**:
5. Declaration of Financial Resources available for the project

For Lead/Partner Applicant(s) requesting VAT inclusive costs:

1. A letter from the Revenue Commissioners with the application which confirms the VAT status of the Lead/Partner Applicant organisation in the year of the grant application. (see SEAI RD&D Budget Policy)

For Lead/Partner Applicant(s) requesting non-economic public-good research funding

(see SEAI RD&D Budget Policy)

1. Declaration of Non-Economic Public Good

Note: All Declarations must be for the Total Project Costs. Total project costs are the project costs being requested by the Lead/Partner Applicants from SEAI plus those costs being contributed by Lead/Partner Applicant organisations.

**On Company Letterhead**

**DECLARATION OF FINANCIAL RESOURCES AVAILABILITY FOR THE PROJECT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as **Managing Director/Finance Director** **/ (or equivalent)** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Organisation”) confirm to the Sustainable Energy Authority of Ireland that the Organisation has access to an amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in place to meet the total costs of the project outlined in the Organisation’s grant application to the Sustainable Energy Authority of Ireland National Energy RD&D Programme 2024.

**Managing Director/Finance Director**

**(or equivalent) : (Print)**                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**                          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where a number of organisations submit a joint application, a declaration is required from each organisation.

**On Company Letterhead**

**DECLARATION OF SME STATUS**

**Applicant Enterprise Identification:**

|  |  |
| --- | --- |
| Name or business name |  |
| Address (of registered office) |  |
| Company registration number |  |
| VAT number |  |
| Names & titles of the principal director(s) |  |
| Name & position of the signatory authorised to represent the enterprise |  |

**Data used to determine the category of enterprise:**

|  |  |  |
| --- | --- | --- |
| Reference period (\*): | | |
| **Headcount \*\*** | **Annual Turnover (€)\*\*\*** | **Balance Sheet Total (€)\*\*\*** |
|  |  |  |

I declare the information provided above is a true and accurate reflection of the size of the enterprise.

I declare that in case of change affecting the SME status of the enterprise, I will immediately inform SEAI.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Data must be related to the last approved accounting period and calculated on an annual basis. In the case of a newly established enterprise whose accounts are not yet approved, the data should be derived from a reliable estimate made during the course of the year, and certified from a suitably qualified professional.

\*\* Headcount number of full-time equivalent employees.

\*\*\* Please submit a copy of your company’s most recent financial statements. For Newly Incorporated Companies - Management Accounts or 1 year Cash Flow Projection prepared by Qualified Accountant .

**EU recommendation 2003/361 Qualifying Conditions for an SME:**

|  |  |
| --- | --- |
| **Small company status must satisfy the following:** | **Medium company status must the following:** |
| * Average number of employees does NOT exceed 50 | * Average number of employees does NOT exceed 250 |
| * Company turnover does NOT exceed €10m, or Balance sheet total of the company does NOT exceed €10m | * Company turnover does NOT exceed €50m, or Balance sheet total of the company does NOT exceed €43m |

**On Company Letterhead**

**DECLARATION OF SOLVENCY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as **Managing Director/Finance Director/(or equivalent)**  of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Organisation”) wish to assure the Sustainable Energy Authority of Ireland that I am unaware at this time of any issue that could present a threat to the solvency of the Organisation.

I declare, based on my own judgement and on the information at my disposal, that the Organisation can meet its financial obligations and does not envisage any challenge to this situation in the immediate future. I believe the Organisation will continue to operate as a going concern.

Furthermore, I am not, at this time, aware of any undisclosed matter which could be damaging to the financial interests of the Organisation, including a pending litigation.

I commit to informing the Sustainable Energy Authority of Ireland immediately should such a situation arise.

In accordance with Commission Regulation (EU) No 651/2014 I declare that I am NOT:

* An undertaking subject to a recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market,
* a limited liability company where more than half of its subscribed share capital has disappeared as a result of accumulated losses,
* a company where at least some members have unlimited liability for the debt of the company, where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses,
* an undertaking which is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors,
* an undertaking which has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan,
* an undertaking that is not an SME, where for the past two years, its book debt to equity ratio has been greater than 7,5 and its EBITDA interest coverage ratio has been below 1,0.

I understand that any false, fictitious or fraudulent statements knowingly made by me to the Sustainable Energy Authority of Ireland may result in the Grant being revoked, demand for Grant repayment and current and future Grant applications being deemed ineligible by the Sustainable Energy Authority of Ireland.

**Managing Director/Finance Director**

**Co-coordinator: (Print)**                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**                          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEAI DATA PROTECTION STATEMENT**

|  |
| --- |
| **DATA PROTECTION STATEMENT** |
| *Sustainable Energy Authority of Ireland (SEAI) is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. Any personal data supplied on this Form is required for the purpose of reviewing applications submitted to the SEAI National Energy Research Development & Demonstration (RD&D) Call.*  *The personal data collected on this Form will be used to:*   * *review applications submitted to the SEAI RD&D Call, in particular, assessing the applications, from technical and financial perspectives, and administering the award of a Grant, including processing payment claims and developing case studies or sharing details of project outputs via the SEAI website;* * *provide customer service to you and contact you if required to respond to any communications you might send to us;* * *to enable the preparation and analysis of statistics for reporting and research purposes to plan and improve our services;* * *comply with our legal obligations;* * *protect or enforce our rights or the rights of any third party;* * *establish, exercise or defend legal claims;* * *respond to requests and providing information*   *and will be securely retained in line with SEAI’s Records Retention Schedule.*  *Further details on how we process your personal data can be found at* [*SEAI’s RD&D Privacy Notice*](https://www.seai.ie/grants/research-funding/research-development-and-demonstration-fund/SEAI-RDD-Call-Privacy-Notice.pdf) *and our Data Protection Policy, available at* [*www.seai.ie*](http://www.seai.ie/)*. If you have any concerns or require further information, please contact our Data Protection Officer at* [*dataprotection@seai.ie*](mailto:dataprotection@seai.ie) |

Declaration that research activity funded under 2024 SEAI Research, Development & Demonstration Funding Programme, conducted by public-sector organisations, is fully pursuing public good.

**State Aid**

SEAI’s Research, Development & Demonstration (RD&D) Funding Programmeis subject to the General Block Exemption Regulation (GBER), [EU Commission Regulation (EC) No. 651/2014](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02014R0651-20170710&qid=1513261597398&from=EN), under which Article 25 applies in respect of different categories of research, development and demonstration projects. Public funding of non-economic activities does not constitute state aid in the meaning of EU rules.

A privately owned entity can be deemed a Public Sector controlled organisation, if the following conditions apply,

* they have a public service mission.
* they provide adequate financial guarantees. Adequate financial guarantees are deemed to be in place if the entity proves that it is owned by a State body, who confirms their obligations will be honoured. In these circumstances the entity is eligible for funding thought the non-economic public good category.
* the project results will be widely disseminated on a non-exclusive and non-discriminatory basis, for example through teaching, open-access databases, open publications, or open software.
* the grantee will not be entitled to reclaim VAT on related expenditure, and therefore costs reimbursement will be on a VAT inclusive basis. See VAT section below.

**VAT**

It is SEAI’s expectation that where an organisation elects the research category ‘Non-economic Public Good Research’, the grantee will not be entitled to reclaim VAT on related expenditure, and therefore costs reimbursement will be on a VAT inclusive basis.

To support this, an accompanying letter from the Revenue Commissioners is required. The letter must state that the applicant is not entitled to reclaim VAT on costs related to the Applicant’s, <insert title>, activity. A statement confirming the applicant is not registered for VAT will not suffice.

In the case where there is a change in the VAT status of a project, SEAI funding of the entire project will revert to State Aid[[2]](#footnote-3) limits, as detailed in the RDD Budget Policy.

The onus is on the applicant organisation to select a research category which appropriately reflects the proposed project activities. Where eligible organisations are stating that their project activity is fully pursuing public good, comprising only non-economic activities and requesting up to 100% funding, this declaration must be submitted, authorised by an appropriate financial representative of the organisation.

*Organisation letterhead*

**Non-Economic Public Good Research Declaration**

|  |  |
| --- | --- |
| Organisation Name |  |
| Address |  |
| Project Title |  |
| Name & Title of Financial Signatory |  |

I declare that this project will conduct research activity, which pertains to public good and comprises only non-economic activities for VAT purposes.

I declare that in the case of any change in the VAT status of the project, I will immediately inform SEAI.

I declare that the results of this research activity will be made publicly available.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Economic Public Good Research Declaration**

Declaration that research activity funded under 2024 SEAI Research, Development & Demonstration Funding Programme, conducted by 3rd Level Education Bodies, is fully pursuing non-economic public good.

**State Aid**

SEAI’s Research, Development & Demonstration (RD&D) Funding Programmeis subject to the General Black Exemption Regulation (GBER), [EU Commission Regulation (EC) No. 651/2014](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02014R0651-20170710&qid=1513261597398&from=EN), under which Article 25 applies in respect of different categories of research, development and demonstration projects. The Commission regards state funding of a 3rd level education body core activities - teaching and non-commercial research - to be non-economic and therefore does not constitute State aid in the meaning of EU rules.

The onus is on the applicant organisation to select a research category that appropriately reflects the proposed project activities (please see budget policy for detail on research categories).

**VAT**

The supply of research services by educational bodies is subject to VAT only in certain circumstances.[[3]](#footnote-4) In line with Revenue guidelines, it is SEAI’s expectation that where an 3rd level educational body elects the research category ‘Non-economic Public Good Research’, the grantee will not be entitled to reclaim VAT on related expenditure, and therefore costs reimbursement will be VAT inclusive.

Responsibility to determine the VAT status of any particular case or activity lies with the Grant applicant/holder. SEAI encourages applicants to verify the VAT status of their activities.

In the case where there is a change in the VAT status of a project, SEAI funding of the entire project will revert to State Aid[[4]](#footnote-5) limits, as detailed in the RDD Budget Policy.

Where eligible organisations are stating that their project activity is fully pursuing public good, comprising only non-economic activities and is outside the scope of VAT, per guidelines issued by the Revenue Commissioners, this declaration must be submitted, authorised by an appropriate financial representative of the organisation.

**Letterhead**

**Third Level Educational Bodies**

**Non-Economic Public Good Research Declaration**

|  |  |
| --- | --- |
| Organisation Name |  |
| Address |  |
| Project Title |  |
| Name & Title of Financial Signatory |  |

I declare that this project will conduct research activity, which pertains to public good and comprises only non-economic activities for State Aid and VAT purposes.

I declare that in the case of any change in the State Aid or VAT status of the project, I will immediately inform SEAI.

I declare that the results of this research activity will be made publicly available.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **ANNEX 3**  **Application Checklists** |

**\*\*PLEASE NOTE ALL BELOW DOCUMENTATION IS MANDATORY AND FAILURE TO SUBMIT ANY DOCUMENTATION (IF APPLICABLE) WILL DEEM YOUR APPLICATION INELIGIBLE\*\***

**Companies**

|  |  |
| --- | --- |
| Application form |  |
| Budget template |  |
| Declaration of Financial Resources |  |
| Declaration of Solvency |  |
| Most recent annual financial statements (if applicable) |  |
| For Newly Incorporated Companies - Management Accounts or 1 year Cash Flow Projection prepared by Qualified Accountant (if applicable) |  |
| Declaration of SME Status (*if applicable*) |  |
| Proof of funds (*if applicable*) |  |
| A letter from the Revenue Commissioners (*if applicable*) |  |
| Letters of Support |  |
| Data Management Plan |  |

**3rd Level Educational Bodies**

|  |  |
| --- | --- |
| Application form |  |
| Budget template |  |
| Declaration of 3rd level educational body – Non-Economic Public Good (NEPG) (*if applicable)* |  |
| Letters of Support |  |
| Data Management Plan |  |

**Public or Semi State Bodies**

|  |  |
| --- | --- |
| Application form |  |
| Budget template |  |
| Declaration of Financial Resources |  |
| Declaration of Non-Economic Public Good (NEPG) *(if applicable)* |  |
| A letter from the Revenue Commissioners *(if applicable)* |  |
| Letters of Support |  |
| Data Management Plan |  |

**Academic Fellowships**

|  |  |
| --- | --- |
| Application form |  |
| Budget template |  |
| Declaration of 3rd level educational body – Non-Economic Public Good (NEPG) (*if applicable)* |  |
| Letters of Support |  |
| Letter of Motivation |  |
| Data Management Plan |  |

1. All data plans should follow the national policy developed by NORF see[national-framework-on-the-transition-to-an-open-research-environment.pdf (enterprise.gov.ie)](https://enterprise.gov.ie/en/publications/publication-files/national-framework-on-the-transition-to-an-open-research-environment.pdf) and <https://norf.ie/national-action-plan/> [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. <https://www.revenue.ie/en/tax-professionals/tdm/value-added-tax/part03-taxable-transactions-goods-ica-services/Services/services-third-level-educational-bodies-research.pdf> [↑](#footnote-ref-4)
4. COMMISSION REGULATION (EC) No 651/2014:

   Article 25: Aid for research and development and innovation: fundamental research, industrial research, experimental development and feasibility studies [↑](#footnote-ref-5)