

SCOTTISH EXECUTIVE
EXPERTISE, KNOWLEDGE & INNOVATION TRANSFER PROGRAMME

(SEEKIT)



1. BACKGROUND

1.1 The SEEKIT programme is designed to support projects that will promote co-operation in R&D and knowledge transfer between the public sector science base (such as Scottish universities, research institutes, technology transfer organisations, NHS Trusts etc), and small and medium sized enterprises (SMEs).

1.2 The scheme is not prescriptive and it will support a wide range of knowledge transfer/outreach activities. However, all project proposals must show that the project will improve the science base partner's ability to work effectively with Scottish based SMEs and will ultimately result in positive **competitive benefits** to local businesses. Projects that cannot demonstrate that **productive** knowledge transfer will take place will not be supported. This programme is using the EC definition of an SME, details of which can be had from the Programme Executive upon request.

1.3 The key objectives of the new programme are:

- to help effect wealth creation from the science base;
- to increase the competitiveness of SMEs through their engagement with the science base; and
- to encourage productive knowledge transfer links between business and the science base.

1.4 It is expected that most projects funded under the SEEKIT programme will be able to attract co-finance from the European Structural Funds and other sources of funding where practicable. SEEKIT support will be limited to providing the balance of funding required to allow the project to proceed.

2. ACTIONS FOR SUPPORT

2.1 The actions which can be supported under the scheme are broad and some typical examples are provided below:

- Actions which develop knowledge transfer links between Higher Education Institutes (HEIs), Research Institutes etc and SMEs;
- Actions which encourage the dissemination and application of new and existing knowledge, processes and technologies;
- Actions which encourage the effective commercialisation of R&D activities and the outputs of HEIs and Research Institutes;
- Actions which encourage collaborative research and innovation through increased commercialisation of R&D related activity.

2.2 The scheme is not prescriptive in nature and innovative proposals that will deliver productive knowledge transfer outcomes will be welcome.

3. ELIGIBILITY

3.1 Applications must come from an eligible public body. Eligible bodies include HEIs, government departments, Scottish Enterprise, Highlands & Islands Enterprise, local authorities, local enterprise companies, Further Education colleges and other public sector bodies. In cases of doubt, the SEEKIT scheme will use the European Structural Funds definition of what an eligible organisation is.

3.2 Organisations from the private sector are not eligible to apply for grant support.

4. GRANTS

4.1 The SEEKIT programme aims to complement actions which can be funded under the European Structural Funds ERDF programmes. It is expected that most project applicants will be able to seek co-finance support from this source. The amount of grant payable on each project will be determined by the amount of co-finance required to enable the project to proceed. In exceptional circumstances and/or if other forms of support are not available, the SEEKIT programme may fund up to 100% of eligible project costs. Contact information for the four ERDF European Structural Funds programmes is given at Annex D of the Grant Application Guidance Notes.

5. PAYMENT

5.1 All project sponsors are required to submit progress reports and, if appropriate, payment claims quarterly in arrears in accordance with the grant conditions and the separate guidance which is issued to successful applicants along with the Grant Payment Claim Form.

6. APPLICATION PROCEDURE

6.1 Please use the application form provided and ensure that each section is answered as clearly and comprehensively as possible. Reports, studies, brochures, CVs and other supporting documentation can be appended as annexes.

6.2 No sections should be left blank. Forms which are not completed correctly will be returned to the applicant. Electronic versions of the application form can be found on the Scottish Executive website at www.scotland.gov.uk/innovationgrants

6.3 The application form should be signed by an authorised signatory of the applicant organisation. This requirement is designed to ensure that the final beneficiary is aware of its responsibilities for the effective management and accountability of the project. It is also designed to ensure that the organisation is aware of its liability to repay grant if the grant conditions are not observed.

6.4 Application forms can be submitted at any time. Fully completed forms should be sent to the SEEKIT Programme Executive:

The Scottish Executive Enterprise, Transport
& Lifelong Learning Department
Business Growth & Innovation Division
Second Floor
Meridian Court
5 Cadogan Street
Glasgow G2 6AT

Tel: 0141 242 5559

6.5 We are committed to improving our standard of service. If you have a complaint about the standard of service we have given you, please contact the SEEKIT Programme Executive either in writing or by telephone in the first instance.

7. APPRAISAL AND SELECTION PROCESS

7.1 The appraisal and selection process will start when the Programme Executive receives a properly completed application form. Only project proposals of merit and which pass the scheme selection criteria will be funded. Detailed information on the project selection criteria is contained in the Grant Application Guidance Notes. To avoid duplication of effort by applicants, the SEEKIT selection criteria for the most part reflect those used by the European Structural Funds programmes.

7.2 The appraisal process is streamlined and applications will be assessed by the Scottish Executive Enterprise, Transport & Lifelong Learning Department (SEETLLD) against the scheme criteria. For most project proposals a decision will be taken within 20 working days of receipt of a properly completed application.

List of abbreviations

Word	Abbreviation
European Commission	EC
Equal Opportunities	EO
European Regional Development Fund	ERDF
East of Scotland European Partnership	ESEP
European Union	EU
Higher Education Institute	HEI
Intellectual Property Rights	IPR
Knowledge Transfer Grant	KTG
Programme Executive	PE
Research and Development	R&D
Research and Technological Development	RTD
Scottish Executive Enterprise, Transport and Lifelong Learning Department	SEETLLD
Scottish Environmental Protection Agency	SEPA
Scottish Further and Higher Education Funding Council	SFHEFC
Small and Medium Sized Enterprises	SMEs
Scottish National Heritage	SNH
Value for Money	VFM