

Offshore Wind R&I Programme Scope and Guidance

This document explains the rules, conditions and eligibility governing access to participating in EMEC's Offshore Wind Research and Innovation (R&I) Programme. Please refer to this alongside the innovation call packs for specific sponsor and call requirements.

1 Introduction

The Offshore Wind R&I Programme is operated by the European Marine Energy Centre (EMEC). The programme is sponsored by West of Orkney Windfarm.

The R&I Programme aims to explore ways to overcome technical challenges of offshore wind, embed economic benefits in Scotland and deliver offshore wind faster, cheaper and at lower risk.

The following sections cover the general rules and conditions of the innovation calls; applicants are requested to read these rules and conditions before applying.

1.1 Eligibility

To be eligible to apply for innovation calls under the R&I Programme, the candidate must satisfy the following requirements:

- Be a company, research institution and/or consortium with demonstrable track record in a relevant sector.
- Be able to demonstrate a viable project proposal and have the expertise to complete the project within the timeframe and budget requested.
- Be of good financial standing, have sufficient cashflow liquidity, be financially autonomous, and be solvent; candidates may be subject to due diligence processes, more information about which is available on request.
- Be willing to engage in a contract with EMEC if the application is successful, accepting the terms and conditions of the project funding.
- Not be engaged in any other financial arrangement which may present a conflict of interest with contractual obligations between EMEC and the candidate. All potential conflicts must be declared and will be approved by EMEC on a case-by-case basis.
- Be able to publicise involvement in the programme, as required by EMEC and programme/call sponsor(s), subject to business confidentiality on commercially sensitive information or data.

In addition, proposed projects must:

- Offer a clear innovation (i.e. the programme will not fund services that can already be procured from the market).
- Provide a clear and justifiable benefit to the programme/call sponsor(s) but may also have wider benefits across the offshore wind sector in Scotland and beyond.

Proposals from the Highlands and Islands region are particularly welcome to ensure economic benefits local to the call sponsors.

1.2 Funding and support

Innovation calls will be launched inviting applications from candidates with innovative solutions to key challenge areas.

Candidates must detail the budget required for project completion and source of external funds that have already been secured. Funding intensity from the R&I Programme towards each project will be based upon the maturity of the project, the quality of the application and its relevance to the programme/call sponsor(s). Funding intensity will range from 10% to 100% and is at the discretion of the Programme Governance Board.

An indicative funding amount will be communicated alongside each innovation call however additional funding may be made available to those with the potential to have the biggest impact on the wind farm. Funding may be allocated to one specific project or split across multiple projects.

The R&I Programme does not fund the candidates' prior research such as model design, construction, alterations, or other activities not specifically related to the innovation call. In addition, the programme will not fund services that the wind farm can already procure from the market (i.e. there must be a clear innovation within the proposal). Candidates proposing their existing services will not pass preliminary assessment.

1.3 Additional information

From experience, EMEC expects submissions to the programme to be at varying levels of maturity and credibility. Some of the submissions might be well-developed project proposals, whilst other submissions might be less developed, or require further evidence to support the proposal. As such, there may be a requirement to provide some funding to support the development of a more comprehensive plan for promising ideas.

2 Project application process

This section details the application process for potential innovation call candidates. The process is split into three stages: application, detailed project proposal, and the pitch to the R&I Steering Group.

2.1 Stage one - Application

Application deadlines for innovation calls are published online:

<https://www.offshoreinnovation.scot/innovation-calls>.

The candidate applies for innovation calls by completing an [online application form](#) through the R&I Programme website before the deadline for each call. This is the only method of submission for applications. [Downloadable application form guidance](#) is available to work on offline and lists all required information.

Candidates can submit more than one application with projects that are significantly different in nature and/or address different challenge areas.

All applications will be assessed fairly. Outcomes and feedback will be directed to the main candidate and will be received within twenty-five working days of the application closure deadline.

2.2 Stage two – Detailed project proposal

Successful applications will progress to stage two.

The candidate will be invited to submit a detailed project proposal to demonstrate the viability of the proposed project. A proposal template will be provided.

Feedback will be provided from assessors of the stage one application to incorporate into the detailed proposal and support from EMEC will be available if required to complete the proposal.

The proposal will include the following information:

- Detailed information relating to the project proposal.
- Background experience of the candidate demonstrating the ability to achieve project success.
- Proposed timeline for the project and any constraints known at the time of submission.
- Funding value requested.
- Details of any information required to complete the project.
- Overview of identified risks and proposed mitigations.
- CVs of personnel who will undertake the work.

Project proposals are to be submitted via email to emec@offshoreinnovation.scot by the deadline stated for the innovation call. Proposals will be reviewed by EMEC and the sponsors of the innovation call.

Outcomes and feedback will be directed to the main candidate and will be received within twenty-five working days of the application closure deadline.

2.3 Stage three – Pitches

Successful project proposals will be invited to pitch, in person, to the R&I Steering Group. The Steering Group is comprised of EMEC and relevant programme/call sponsor(s). The panel of assessors will have reviewed stage one and stage two submissions prior to the pitch.

Up to three members of the project team can attend the pitch.

Candidates will be required to present a 15-minute pitch, followed by a 30-minute Q&A session. Candidates should provide a brief overview of the proposed project, providing new information and/or additional context as necessary, and addressing any feedback given on the detailed project proposal. This session will promote discussion and allow the candidate to demonstrate the benefits of their proposal to the programme/call sponsor(s).

Location and date(s) will be stated in the innovation call details however an alternative date can be considered to accommodate reasonable requests. In exceptional circumstances (e.g. illness and weather-related travel disruption), candidates can join the pitch virtually via Microsoft Teams.

Presentation slides will be requested to be sent ahead of the pitch.

The Steering Group shall base its decision on the following criteria:

- Relevance to challenge area
- Genuinely innovative
- Technical feasibility
- Project deliverability
- Impact on the programme/call sponsor(s) project schedule and whether the innovation would be achievable within the programme/call sponsor(s) project timeline
- Funding request and value for money
- Clear potential benefit to Sponsor, including impact on development/construction timescales, costs, operations, and project deliverability
- Benefit to wider offshore wind sector
- Scottish and UK benefit, including impact on supply chain capacity
- Risk assessment, mitigations and potential impacts on Sponsor safety, reputation and assets

A final weighted score will be determined and used to rank applications and to make final selections for each innovation call. Subject to this approval, provisional offers will be made to successful candidates to allow the legal and contractual arrangements to begin.

Project approval will be at the discretion of the programme Governance Board and their decision shall be final. The candidate will be informed of the decision and provided feedback within eight weeks.

2.4 Stage four – Contract award and project commencement

Following award offer, projects will progress to contracting. Once contracts are in place, projects commence. The following section covers the obligations of Sponsored Projects in more detail.

3 Obligations of each party

As a Sponsored Project you will:

- Manage the project in accordance with the contractual terms of the application as awarded by EMEC and the supplier contract.
- Not sub-contract any of your work on the project (unless previously agreed with EMEC).
- Inform EMEC promptly, through the programme manager:
 - of any issue or material change that could affect the progress, delivery, or exploitation of the project, and of any changes to your constitution, legal form, membership structure (if applicable) or ownership;
 - if you, your staff, officers, or volunteers are subject to any complaint or investigation into dishonesty, fraudulent activities, or business misconduct, carried out by any regulatory body or the police;
 - and of any allegations, whether proven or not, of fraud, criminal convictions, bankruptcy arrangements, or disqualifications.
- Fully cooperate with EMEC, responding to any requests for information promptly and comprehensively and allowing reasonable (audit) access to your sites and staff upon request.
- Comply with all applicable laws and regulations in carrying out your activities under this agreement.
- Have and maintain adequate procedures to manage and monitor any actual or perceived bias or conflicts of interest in any personal, business, or professional activities by you or your representatives which conflict or could conflict with any of your obligations under this agreement.

3.1 Financial monitoring

All payments will be made in quarterly intervals following the submission of a quarterly invoice which outlines the project progress, and financial claim.

EMEC will only pay your grant into your business account at a UK clearing bank or one of its subsidiary banks within the UK. You must provide evidence for each grant claim as defined within the individual contractual agreement. Individual project specific finance requirements will be discussed directly with the project prior to contractual agreement once the project is better understood.

EMEC will normally pay the grant within 30 days unless further information is needed to support the claim. All claims must be submitted or completed as draft within 30 days of the period end. EMEC does not have to pay any claim received more than 30 days after the end of the period to which it relates.

Where you use subcontractors, EMEC reserve the right to request further information and conduct further checks. Any relationship between the funded project partner and subcontractor must be declared. The project partner must be able to demonstrate that value for money is obtained in the procurement of goods, services or works funded by the grant. The procurement process must reflect that which a participant would typically use concerning its own money, with equal, or greater, vigilance. An inferior process will not be accepted.

EMEC will not make payment for project costs that you are already in receipt of, whether from EMEC (in a separate project award) or any other funding organisation. In the event that separate funding has been awarded for costs associated with the same project deliverables it is your responsibility to notify EMEC and any other funding organisation. This will allow the awarding organisations to agree who should fund the relevant costs. If you are found to be claiming duplicate project costs whilst in receipt of separate funding ('double dipping') EMEC will consider terminating the project, recovering all project costs and where there is evidence of dishonesty (Fraud Act 2006), referring the matter to the Police.

3.2 Project monitoring

Throughout the term of your project, your progress will be monitored by EMEC's programme manager. Quarterly reviews will be held between EMEC and the project manager to discuss progress and review reporting/claim. The meeting will be held within ten working days of the submission of the claim. A written quarterly report should be submitted to EMEC for review no later than seven days before this scheduled monitoring meeting. Failure to deliver the quarterly report will result in temporary suspension of any grant claims until such time as suitable report has been received and discussed with the PM.

Maximum project duration is two years.

3.3 GDPR

Data will be stored and managed in line with EMEC's privacy policy, related procedures and for the specified purpose of the project. The collected data will include, but is not limited to:

- Basic company information.
- Project proposals.
- Financial records.
- Project information, which may include IP.

The data will be shared with the programme partners including EMEC and relevant programme/call sponsor(s). Data is collected for the purpose of awarding or rejecting decisions related to the project.

EMEC will not collect data inappropriately, store data for longer than is required for the purpose of the project and thereafter or share data with third parties who are not related to the project.

EMEC's Privacy Policy is available on the EMEC and Offshore Wind R&I Programme websites.

3.4 Confidentiality

EMEC has the right to request access to any additional information it feels necessary in connection with this funding. Sponsored Projects must provide or allow access to such information within ten working days of our request. EMEC will treat your confidential and personal information in accordance with our policies and data protection legislation.

Sponsored Projects will acknowledge and accept fully the terms of confidentiality as defined within the individual project contract.

3.5 Access rights to information

As a general rule, the project information is the property of the Sponsored Project carrying out the work. However, in some cases EMEC will negotiate and make explicit in the contract any other terms and conditions of the project information; these will override the general rule. EMEC and the Sponsored Project must give each other, on a royalty-free and non-exclusive basis, access rights to the background information needed to implement their own work under the project.

3.6 Intellectual property

The ultimate goal of the programme is to facilitate innovation. EMEC regularly engages with novel technology developers and understands the need to protect intellectual property (IP). Non-disclosure agreements (NDAs) can be put in place on a case-by-case basis using EMEC's standard NDA.

It is not the intention of EMEC or the R&I Programme to own any existing IP from the ideas submitted or the projects supported. However, call sponsor(s) may require specific arrangements (e.g. preferential commercial terms, or ownership of specific documents created) to be made with the Sponsored Projects to ensure there is mutual benefit following the sponsorship. Please refer to the relevant call terms and conditions for more information.

3.7 Publicity

EMEC and the programme/call sponsor(s) reserve the right to publicise the outcomes of calls, including names of companies and outcomes of activities undertaken in the programme. Any information due to be disseminated publicly will be agreed with the Sponsored Project in advance of publicity and shall be compatible with the protection of IP rights, confidentiality obligations, and the legitimate interests of the owner(s) of the project information.

EMEC encourages Sponsored Projects to seek publicity in respect of the programme. Should Sponsored Projects plan publicity about their involvement in the programme, review and approval should be sought from EMEC prior to dissemination.

3.8 Insurance

Each project may have specific requirements on amounts of minimum coverage for third party liabilities and employer's insurance; these will be stated in the contract. Any insurance policy should cover the full period of the project, from contract award to completion and be agreed by EMEC.

Document History

Revision	Date	Description
1	Dec 2023	Version one
2	Feb 2025	Version two
3	March 2025	Version three

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