# **HENRY ROYCE INSTITUTE:**

# **ROYCE SME EQUIPMENT ACCESS SCHEME**

The Royce SME Equipment Access Scheme is open to UK-based SMEs, spin-outs and start-ups and offers subsidised access to its extensive portfolio of equipment. The scheme is available to businesses under the Small Amounts of Financial Assistance Allowance, part of UK Subsidy Control, and businesses must be eligible to receive this in order to apply. A [Subsidy Control declaration](https://www.royce.ac.uk/content/uploads/2021/06/Subsidy-control-002SM-030621_KM.docx) must be completed and uploaded as part of the application.

Please note, we may ask applicants about their experience for a case study to illustrate the impact of our schemes. Any publications arising from this work must reference Royce and specific acknowledgement for the wording will be included on the quotation for services.

# **APPLICATION FOR FUNDING – FOR SMEs**

**PART A** to be completed by the Royce Hub following applicant making the initial enquiry via the website.

**PART B** to be completed by the applicant following a conversation with the Royce Partner about the proposed work.

**PART C** to be completed by the Royce Partner.

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| **PART A: TO BE COMPLETED BY ROYCE HUB** |
| **Name** | *Free text* |
| **Email address** | *Free text* |
| **Phone Number** | *Free text* |
| **Company Name** | *Free text* |
| **Job Title** | *Free text* |
| **Company Website** | *Free text* |
| **Company Address** | *Free text* |
| **Companies House Registration** | *Free text*  *Confirmed on .gov website* [ ]  |
| **Type of Organisation? (SME/spin-out/microbusiness)** | Click or tap here to select |
| **Location(s) of Royce Facility/Facilities requested**  | Click or tap here to selectClick or tap here to selectClick or tap here to select |
| **Brief description of the investigations required (max. 200 words):** |
| **Royce equipment/techniques for which access is requested:** |
| **What material are your samples made from? (Label all constituents, e.g. if metallic name the metal/s and the same with polymers, ceramics and so on)**  | *Free text* |
| **What is the sample size (length x width x height) and what is the shape?** | *Free text* |
| **If appropriate what is the area of interest of the sample (whole sample/region of interest?)** | *Free text* |
| **If appropriate what is the required resolution or scale/size of features of your desired investigation?** | *Free text* |
| **How many samples are required to be investigated?** | *Free text* |
| **Is sample preparation requested as part of this work?** | *Yes* [ ]  *No* [ ]  |
| **Are the samples hazardous in any way?** If Yes, MSDS sheet/COSHH must accompany application | *Hazardous? Yes* [ ]  *No* [ ] *Form attached? Yes* [ ]  *n/a* [ ]  |
| **Confidentiality (are project details confidential?)** | *Yes* [ ]  *No* [ ]  |
| **What is the industry and/or application of sample?** | *Free text* |
| **What would the financial benefit be to the company if application to the Royce SME Access Scheme is successful? (e.g., increase turnover or employment)**  | *Free text* |
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| **Date of initial enquiry** | *Date:* Click or tap to enter a date. |
| **Subsidy Control Declaration attached?** **Declared SME status on form?** | *Yes* [ ]  *No* [ ] *Yes* [ ]  *No* [ ]  |
| **Eligibility confirmed by Hub**  | *Confirmed by:* Click or tap here to enter text.*Date:* Click or tap to enter a date. |
| **Hub allocated reference number** |  |
| **Allocated Royce Partner(s)** | Click or tap here to selectClick or tap here to selectClick or tap here to select |
| **Partner Facility Contact(s)** |  |
| **Business Development Manager (if appropriate)** |  |

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| **PART B: TO BE COMPLETED BY APPLICANT FOLLOWING CONSULTATION WITH ROYCE PARTNER** |
| **Project title** | *Free text* |
| **Indicate the association of the proposed project with Royce core research areas** | Click or tap here to selectClick or tap here to selectClick or tap here to select |
| **Does sustainability underpin your research?**  | *Yes* [ ]  *No* [ ]  |
| **Please describe the research question to be addressed using the Royce Facility/Facilities, and the proposed programme of work to be carried out, stating why the Royce Facility/Facilities requested is/are believed to be appropriate (up to 500 words approx.)** |
| *Free text* |
| **Applicant** – You acknowledge that UK and US export control legislation may be applicable to the work you are undertaking in the Henry Royce Institute at the Royce Partner organisation. You agree to comply with all UK and US export control legislation and regulations and apply for any necessary export licence. Further, you acknowledge that the Royce Partner organisation will not undertake any export control checks on your behalf nor be responsible for your compliance with UK or US export control legislation.  (*click box*) [ ]   |
| **I wish to apply for funding under the Royce SME Equipment Access Scheme and confirm that the information I have supplied is correct****SIGNED (Applicant):****DATE: Click or tap to enter a date.** |

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| **PART C: TO BE COMPLETED BY ROYCE PARTNER FACILITY**  |
| **Valid for the scheme**  (*click box*) [ ]  |
| **Royce Partner:** Click or tap here to select |
| **Name(s) of Facility contact:** *Free text* |
| **Approved** (*click box*) [ ]  **Rejected** (*click box*) [ ]  **Date**: Click or tap to enter a date. |
| **Reference number:**  *Free text – ref number as per tracker* |
| **Who will carry out the work (facilities staff or applicant)?***Free text* |
| **Will the applicant receive training? If so please give a brief description:***Free text* |
| **Partner to confirm**:* the proposed methodology is appropriate to the research question being asked, has been discussed with the applicant, and any caveats or limitations on the data to be outputted have been explained *(click box)* [ ]
* responsibility for sample preparation and disposal has been discussed and agreed *(click box)* [ ]
* responsibility for completing all necessary risk assessments and COSHH documentation has been discussed and agreed *(click box)* [ ]
* any issues of confidentiality associated with the work package and results/data expected to arise from carrying out the work have been discussed with the applicant and appropriate actions agreed *(click box)* [ ]
* quote has been issued and accepted by the company *(click box)* [ ]
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| **Work approved\* (e.g. number of samples to be analysed, instrument name/service provided and associated days/hrs):** ***\* Scheduled work may take less equipment time than scheduled due to the nature of the work being undertaken. The Royce Facility is not bound to fulfil scheduled days if the work package is completed in less time than anticipated.***  |