



Modern Energy Cooking Services-  
Technology Research Innovation for  
International Development (MECS-  
TRIID)  
April 2019

## FAQs

(Frequently Asked Questions)



Loughborough  
University



## **Notes**

Please ensure you have read the MECS-TRIID Guidance Document and the MECS-TRIID Grant Specification documents carefully as well as these FAQs before completing the Grant Application Form, they will provide valuable information for applicants.

The text will be made available in full on Loughborough University's website. The text may be freely [downloaded](#) and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard, please contact Loughborough University at [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk).

## Answers to FAQs

### 1 How much funding is available?

The April 2019 MECS-TRIID competition will include four separate competitions. There will be: -

A targeted theme call for '**Energy storage for cooking**' (budget up to GBP30,000 per project for between 1-6 projects subject to quality of Applications);

- A targeted theme call for '**Grid and Infrastructure Adaptability**' (budget up to GBP30,000 per project for between 1-6 projects subject to quality of Applications);
- A targeted theme call for '**Alternative Fuels**' (budget up to GBP30,000 per project for between 1-6 projects subject to quality of Applications);
- A targeted theme call for '**Business models, Gender, Accessibility (vulnerable Groups such as people with disabilities) and inclusion in MECS**' (budget up to GBP 30,000 per project for between 1-6 projects subject to quality of Applications).

### 2 When does the competition open and close?

The competition is being launched on 16<sup>th</sup> April 2019 and closes at 23:59 hours BST on 4<sup>th</sup> June 2019.

### 3 When will payment be made?

There are two options available. There is an opportunity for the Grant Recipient to receive payment at first milestone of 25% of the Grant and the remaining 75% will be paid once the final report and finance documents have been approved by Loughborough University.

A Grant Recipient not choosing the above option will receive a single payment of the total Grant at the end of the project once the final report and finance documents have been approved by Loughborough University.

If the Grant Recipient fails to comply with any of the conditions of the Grant set out in the Grant Disbursement Agreement and Supporting Funding Agreement, Loughborough University may reduce, suspend, or withhold Grant payments.

### 4 When can you claim the first instalment of 25%?

Firstly, you need to demonstrate to Loughborough that in just over one month you have made significant progress on the project and you are looking to deliver on time. Secondly, Loughborough University may assign other milestones to ensure you are delivering the project to meet DFID standards and you will be informed of these milestones at the initiation meetings. The quality of your work will be judged by a theme lead allocated to you, who will provide you with the expertise and support

## Modern Energy Cooking Services-Technology Research Innovation for International Development (MECS-TRIID) FAQs

throughout your MECS-TRIID project life. Your theme lead will have to confirm they are satisfied with progress made and only then you will be allowed to invoice Loughborough University.

### 5 Can we add some profit margin?

No. The Grant is paid to research a concept or technology, not provide profit. These are early stage Grants to help to provide proof of concept. Therefore the only claim that can be made is for costs incurred in the research of this concept.

### 6 What can I include in the project finances?

Please use the following categories of costs in your Application:

| <b>Cost Items</b> (insert/ delete rows as required)<br>(Successful applicants will need to use these figures in the budget column of the Statement of Grant Usage Form)<br>*(excluding VAT) | <b>Budget £</b> |
|---|-----------------|
| Name of Employee 1 John Smith daily rate £ 250 X 10 days  | £2500           |
| Name of Employee 2 _____ daily rate £   |                 |
| Name of Employee 3 _____ daily rate £   |                 |
| Name of Employee 4 _____ daily rate £   |                 |
| Consultancy/Sub-contracting charges   |                 |
| Material cost   |                 |
| Equipment cost e.g. testing equipment   |                 |
| Laboratory/testing costs  |                 |
| Other Expenses (please specify)   |                 |
| <b>TOTAL COSTS</b>  |                 |

### 7 What are the rules on VAT?

Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding therefore, VAT should not be added to any invoices for Grant payments.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC or other national revenue authority, you must ensure that the cost of these VAT payments is included in question 6 of your Grant Application Form.

Any VAT payment during delivery of research that is not recoverable from HMRC or other national revenue authority and not identified in question 6 of the Grant Application Form will not be paid by Loughborough University.

**8 Should overheads be included in the salary rates or shown separately?**

Salary rates should already include some overhead costs and therefore there should be no need to add further overheads.

**9 What salary rates should we use?**

The salary rates must be justified and appropriate, and not higher than market values. Rates will be judged on the staff level of expertise, where they are located and compared to market rates. The panel will assess whether the number of staff days on offer will deliver the proposed solution and whether the number of total staff days offered signifies value for money.

**10 If I am successful as an applicant what financial documents do I submit to ensure payment of the Grant?**

You must deliver the project as per proposal. This must be supported by a satisfactory Statement of Grant Usage Form and supporting evidence of financial documents such as receipts and invoices. In addition we need to see how many days the staff worked. Please keep records of the exact hours staff have worked in case we need to request more documentation due to an extended audit.

**11 Do I need to keep receipts of my expenses?**

Yes, you will need to submit relevant receipts/ invoices for expenses as evidence of project costs.

As a Grant Recipient, you will be required to explain costs incurred including staff time and supply receipts as outlined above.

**12 Which documents do I need to enter the competition?**

To enter the competition, you must submit the following:

Grant Application Form in Word format. Do NOT add a password on the editable Word document. Also submit the DD form in Word format with the application form. If you cannot submit the application and DD in Word, please contact [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk) for alternate document format options.

**13 Do I need to send further documentation?**

Should your application succeed at the Triage stage, someone from Loughborough will contact you to ask for evidence of financial documentation for the due diligence that you have already confirmed such as see your Safeguarding policy etc.

**14 What are MECS's expectations on the deliverables?**

The final report produced upon completion of the project should be no more than 20 pages long, excluding references or data tabulation annexes. It will be in plain English, comprehensive and succinct. Payment of the Grant will be on condition of a high quality final report:

The final project report should include the following sections:

- Executive summary, including project outcome;
- Aim of the project;
- Objectives of the project;
- Outline of the concept (including scientific basis) on how the technology is going to help to solve a modern energy cooking problem;
- How the idea was generated (e.g. is it an Application from another industry?) and any intellectual property rights;
- Assumptions made;
- The work conducted (including technologies/approaches /equipment used)
- The project findings and how this advances the solution;
- Limitations of the innovation/approach/design/system
- Practical applications of the concept to the national cooking energy system (including costs);
- Next steps (e.g. beta or field testing and implementation; more development etc)
- Conclusions.

You should ensure that reports are written and presented to a professional standard and are suitable for non-specialists, with all acronyms and unavoidable technical language clearly explained. The report should be comprehensive covering all areas outlined in the Grant Application Form.

The final report will need approval from The MECS management team. This means that when you deliver the final draft version of the report, MECS programme team will let experts review this. The reviewer(s) may request you to make some adjustments to the report to make it more suitable for the audience.

**15 What is the position on IPR? How do I deliver a quality report to the MECS team for publishing and protect the IPR on my research?**

Please refer to the IPR in the Grant Disbursement Agreement (paragraphs 61-62).

## Modern Energy Cooking Services-Technology Research Innovation for International Development (MECS-TRIID) FAQs

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You can produce a confidential version of the report for circulation in the MECS team only but also a public version for general circulation.

### **16 Are there any pre-registration requirements for the scheme?**

No, however to ensure you receive all the relevant information about MECS-TRIID, it is recommended that you [REGISTER YOUR INTEREST](#) to the MECS online community to receive more information on MECS competitions. Applicants can download the competition documents from Loughborough University Worldwide’s website [here](#). Applicants are required to simply email a copy of their completed Grant Application Form in editable Word format and the DD form in Word format [to mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk) by 23.59 hours BST on 4<sup>th</sup> June 2019.

### **17 How can I find out more information about the competition?**

By attending one of the webinars hosted by the KTN. The following two webinars are planned:

- 18<sup>th</sup> April 08:30-09:00 hours (register [here](#) by clicking link)
- 30<sup>th</sup> April 14:00-15:00 hours (register [here](#) by clicking link)

In the webinars the experts and the project manager will explain the competition details. This will be a great opportunity to ask questions and get tips on how to deliver a quality Grant Application Form.

### **18 If we did not attend the webinars, does this put our Company at a disadvantage?**

No. Recordings of the webinars shall be available on the [Loughborough website](#) by 2<sup>nd</sup> May 2019. Any questions you may have can be sent to [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk).

## Modern Energy Cooking Services-Technology Research Innovation for International Development (MECS-TRIID) FAQs

### **19 Will unsuccessful applicants receive feedback?**

We are expecting to receive a high number of Applications on this competition. Therefore, we can only provide High-level feedback to Applicants who progress from the Triage stage of the evaluation to evaluation of the full Application (overall score and some suggestions).

### **20 When should the project start?**

The project will start from 29<sup>th</sup> July 2019. Project initiation meetings with Grant Recipients are expected to take place in the week commencing 24<sup>th</sup> to 26<sup>th</sup> July 2019.

### **21 When does the project work have to be completed by?**

The majority of the project work will need to be completed by 7<sup>th</sup> January 2020, with a final draft report of the work carried out/ key findings provided to MECS team by 31<sup>st</sup> January 2020. The amended Final Report is due in the following week once the MECS experts have reviewed the draft report and provided any comments for amendments.

### **22 Is this competition a one-off?**

No. This is the first competition under the MECS programme, more will be launched over the lifetime of the programme (from 2018-2023).

### **23 My company is based in Europe, Canada or the USA, can I enter?**

Yes. Loughborough University would be happy to consider an Application (Grant Application Form) from a company based anywhere in the world as long as the beneficiary country is a country supported by DFID.

### **24 Which are the DFID supported countries?**

Afghanistan\*\*, Angola, Azerbaijan, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Cameroon, Central African Republic, Chad, Comoros, Congo (Democratic Republic of the), Côte d'Ivoire, Djibouti, Egypt (Arab Republic of), Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Iraq, Kenya, Kyrgyz Republic, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Nigeria, Pakistan, Papua New Guinea, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia\*\*, South Sudan, Sudan, Swaziland, Tajikistan, Tanzania (United Republic of), The Occupied Palestinian Territories, Togo, Turkmenistan, Uganda, Uzbekistan, Venezuela (República Bolivariana de), Yemen, Zambia and Zimbabwe.

\*Syria is excluded from the list.

\*\* Not eligible for a Small Charities Challenge Fund grant

**25 Can I partner an organisation in a country that is supported by DFID?**

Yes, entries from partnerships are very welcomed and encouraged. Organisations working in partnerships should only submit a single application and a lead Applicant needs to be specified.

Loughborough University is keen to support collaborations between organisations from different parts of the world for knowledge sharing and skills building in a country supported by DFID.

**26 Can an organisation be in a partnership with a university?**

Yes, entries from partnerships of all types of organisations are welcome. This would be on a single Grant Application Form and the partners would have to decide which organisation would be the lead applicant.

**27 Can we get help in finding a partner organisation to work with?**

If you are looking for one or more partner organisations with specific areas of expertise the MECS team at Loughborough University can support your search. You must make a request for assistance by DATE (1 week before competition deadline). This process will be well managed to ensure that no conflict of interest arises during the assessment process.

**28 How big does a company have to be to apply?**

Companies of any size can apply. We welcome start-ups, small, medium enterprises (SMEs), research institutions, universities, not-for-profit organisations and consultancies; all types of organisations.

**29 Must a company applying for Grant support have a trading history, or would a start-up company be eligible?**

A start-up company is eligible to apply. The main conditions of this initiative are that the project must be innovative and focused on matters that are relevant to the four themes (see paragraph 1) and relevant to a country that is supported by DFID (see paragraph 24).

**30 What if my project falls into the categories of two of the themes, how do I choose?**

Decide which of the themes is most relevant and choose that one. It is the innovation, technology idea and your Application (that will determine your success and not which theme you choose). Use the Guidance Document to complete a quality Grant Application Form. Loughborough University reserves the right to change the theme category for a funded project if they feel it fits better in another category.

**31 Is my personal data protected under GDPR?**

Please see the Loughborough University [Data Privacy Policy](#) for further information.

**32 How do I deliver a quality Grant Application Form?**

You must have a disruptive innovative idea that is likely to deliver a significant impact in a country supported by DFID. Then, refer to the Guidance Document (especially the Criteria), the Specification Document and the FAQs and answer the questions in the Grant Application Form in simple English.

**33 Can I get some expert advice on my Grant Application Form?**

Yes, you can. If you would like your application to be reviewed prior to submission or wish to receive some neutral advice the KTN can be contacted as experts in processing grant applications. Again, this relationship will be managed fairly to ensure no conflict of interest arises during the assessment process. But you must send your application form for review to the KTN to [simon.yarwood@ktn-uk.com](mailto:simon.yarwood@ktn-uk.com) by 21<sup>st</sup> May 2019 to get feedback in time for your submission.