

Please provide the information to complete this form by filling in the relevant boxes and/or circling an appropriate response from the selection given. Please note:

- (i) Sections shaded in grey should be completed by Corporate Services and all other sections by the technical evaluation team.
 (ii) Sections / questions in italics are discretionary.

STAGE 1: ADMINISTRATION – TO BE COMPLETED BY CORPORATE SERVICES

PROGRAMME NAME		Renewable Energy Research, Development and Demonstration Programme					
Call / Proposal Reference No.		RE/01/02 -			Programme category No¹:		
Topic area		Fuel cells	Biomass	Solar	Small hydro	Heat pumps	Geotherma
Ocean	Wind	Hybrid / Cross-sector RD&D		Community renewable energy schemes		Other	
Acknowledgement letter sent?							

1. PROJECT IDENTITY

1a	Project submitted to SEI by (org.)			
1b	Has this organisation previously submitted a proposal to SEI? (Y/N)			
1c	Project Title			
1d	Key energy features			
1e	Brief summary of project proposal			
1f	Address of project location			
	Address			
	County / Postcode		Country	
1g	Grid reference (Eastings, Northings)			
1h	Has this proposal been submitted to any other public body? (Y/N) <i>(If YES please complete Section X2b, if NO proceed to Section 3)</i>			
1i	Proposer's estimate of eligible costs (€)			
1j	Proposed funding source structure (excl. VAT)	Funding secured (Y/N)	(€)	%
	SEI			
	Other public bodies (identify)			
	EU Commission (state programme)			
	Own resources (identify)			
	Other (define)			
	Total			
1k	Level of support requested exclusive of VAT (€)			

¹ Cat 1: Shared cost demonstration, Cat 2: Shared cost R&D, Cat 3: Public good R&D, Cat 4: Public good activities

2. DETAILS OF PROJECT CO-ORDINATOR

2a	Details of organisation responsible for co-ordinating the project:									
	Name									
	Principal Activity									
	Address									
	County / Postcode				Country					
2b	Details of project co-ordinator									
	Title	Mr	Ms	Miss	Mrs	Dr	Prof			
	Forenames					Surname				
	Position / Department									
	Address (if different from 2a)									
	Tel					E-mail				
	Fax					Web				
2c	Project co-ordinator's academic/professional qualifications									
2d	Factual summary of project co-ordinator's relevant experience (Demonstration proposals only):									
2e	Is the project co-ordinator's CV attached? (R&D proposals only)									
2f	Details of principal project client (if different to project co-ordinator)									
	Name									
	Principal activity									
	Address									

X2. DETAILS OF EACH PARTICIPANT (Applicable to collaborative projects only. Repeat as required)

X2a	Details of other participating organisations:									
	Name									
	Principal activity									
	Address									
	County / Postcode				Country					

X2. DETAILS OF OTHER PUBLIC FUNDING AGENCIES (Applicable to co-funded projects only. Repeat as required)

X2b	Details of primary agency:									
	Name									
	Principal activity									
	Programme									
	Address									
	County / Postcode				Country					

3. ADMINISTRATION COMPLIANCE

3a	Are the proposal forms fully completed and signed by all relevant parties? (Y/ N, if No which sections are missing)									
3b	Project start date				3c	Project completion date				
3d	List any permissions, permits, licences or other authorisations necessary for the project to succeed. Identify those which have been attained and provide an estimated approval date for those which are still outstanding.									
3e	Have all other agency funding rules applicable to this proposal been submitted to SEI?									
3f	Have all other agencies involved in this project warranted that this project meets their rules?									

3g	Is the funding requested within the EU State Aid rules? - SME - Location (Region)			
3h	Spend profile (milestones & dates) for the proposal	Milestone 1		
		Milestone 2		
3i	Is there cash flow availability within the programme to support this project?			
3j	Does the proposal pass administrative compliance?			
General Comments:				

STAGE 2: TECHNICAL QUALIFICATION – TO BE COMPLETED BY PROGRAMME MANAGER
4. TECHNICAL QUALIFICATION: *Please see Appendix A for details.*

4a	Does the proposal fail any of the technical eligibility criteria? (Y/N, if Yes please select reason from eligibility criterion list in Appendix A)	
4b	Does the proposal fail any of the technical qualification criteria? (Y/N, if Yes please select reason from technical qualification criterion list and the score given to this criterion in Appendix A)	

*In the case where the proposal fails either on technical eligibility or technical qualification, please proceed to **Section 12: RECOMMENDATION.***

8. OUTPUTS OF VALUE TO SUSTAINABLE ENERGY GOALS

8a	List of outputs / tools for dissemination: <i>e.g. Physical installations; Reports; Computer programs; Use manuals; Recommended practices</i>	
8b	Quality of the applicants plans for exploitation and/or dissemination of results (including clear definition of target groups) <i>(note: Category 3 projects do not necessarily have to make all results publicly available; this is dependent on the nature of the product and balance between public interest and public financial support)</i>	Excellent V. Good Good Average Poor
8c	The extent to which the proposal promotes the delivery of solutions which enable effective policies and standards to be applied, and technical and other barriers to market to be over come.	Excellent V. Good Good Average Poor
Conclusion/comments:		Overall rating Excellent V. Good Good Average Poor

9. NATIONAL CAPACITY

The extent to which the proposal establishes or strengthens national capacity to access, develop and apply international class R&D in a way, which can best meet specific Irish needs on a continuing basis.

10. OTHER BENEFITS

Additional national benefit / economy wide measures / contribution to sustainability

11. LEVERAGING THE IMPACT OF THE PROJECT

Actions which could be taken by or on behalf of the Authority to maximise the value of the project: *e.g.: Further public good R&D; Demonstration; Dissemination actions; Linkage with collaborative project*

ADDITIONAL INFORMATION

Add any relevant information which has not been covered in the evaluation form

12. RECOMMENDATION

12a	Does the proposal satisfy the requirements of all the preceding relevant sections?	
12b	Approve application? (Y/N, if No please select reason from the reasons for rejection list in Appendix A)	
12c	Level of support recommended exclusive of VAT (€)	
12d	Recommended estimate of eligible costs exclusive of VAT(€)	
General comments:		
Name of Programme Manager		
Signature of Programme Manager		Date

13. HEAD OF DEPARTMENT REVIEW

Recommendation:	
Signature of Head of Department	Date

APPENDIX A: STRUCTURED REASONS FOR REJECTION

EVALUATION PROCESS STAGE 2 -- SELECTION

ELIGIBILITY:

Proposal is insufficiently defined.	
The scale and/or nature of the proposed demonstration do not satisfy the requirements of the programme, as defined in the relevant programme strategy document.	
The proposal does not comply with the specified requirements of the relevant programme category.	
DUPLICATION: The proposed research project is not eligible for support since a considerable proportion of the content contained in the study has already been included in a report or is included in a study currently being undertaken. The proposed demonstration project is not eligible for support since the content of the proposed project has already been adequately demonstrated elsewhere in Ireland.	
The proposal is outside the already defined terms of reference specified for: <ul style="list-style-type: none"> • Trade associations • Academic institutions • Communities 	
Public good research activities are generally subject to the normal procurement procedures. Therefore, Public Good proposals requesting 100% funding support will not usually be considered within the shared cost process and procedures. <i>[However, in exceptional cases the proposal may be considered where:</i> <ul style="list-style-type: none"> • <i>the proposal is deemed to be of significant importance and public good in nature;</i> <i>and</i> • <i>the proposers are regarded to possess unique expertise/experience relevant to the work proposed and therefore represent absolute value for money.]</i> 	
The proposal does not adequately contribute to capacity building at a national level and/or to Ireland's energy knowledge pool.	

TECHNICAL QUALIFICATION:

The proposal is not sufficiently relevant to and/or aligned with the appropriate SEI programme strategy.	
The general overview of the proposal composition and/or the proposal business plan is not considered to be of sufficient merit.	
There is inadequate compatibility between the capacity / credibility of the proposer (organisation) with the proposed project.	

EVALUATION PROCESS STAGE 2 -- PARALLEL REVIEW

TECHNICAL EVALUATION:

TECHNICAL EXCELLENCE: The proposal failed this criterion, since the level of technical excellence and innovation contained in the project was considered insufficient to justify support from the programme.	
MARKET IMPACT POTENTIAL: The proposal failed this criterion, since the commercial viability of the project and the extent to which the proposal assists the achievement of a least cost path for CO ₂ equivalent emissions reduction and sustainability, was considered insufficient to justify support from the programme.	
PROJECT MANAGEMENT: The proposal failed this criterion, since the combination of resources, partnership and management tools applied to the project, was considered insufficient to justify support from the programme.	

