

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **UKRI-3988 (Lot 3)**

THE BUYER: **United Kingdom Research and Innovation**

BUYER ADDRESS: Polaris House, North Star Avenue, Swindon,
England, SN2 1FL

THE SUPPLIER: RSM UK Consulting LLP

SUPPLIER ADDRESS: 6th floor, 25 Farringdon Street, London, EC4A 4AB

REGISTRATION NUMBER: OC397475

DUNS NUMBER:

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 18th November 2024.

It's issued under the DPS Contract with the reference number **RM6126** for the provision of **EPSRC Evaluations – Lot 3 – Henry Royce Institute**

DPS FILTER CATEGORY(IES):
Not applicable

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **UKRI-3988**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security) - Part A only
 - Order Schedule 10 (Exit Management)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
7. Order Schedule 4 (Order Tender) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

Joint Schedules 3 ANNEX: REQUIRED INSURANCES (Insurance Requirements),

- Professional Indemnity Insurance = £2 Million
- Public Liability Insurance = £5 Million

ORDER START DATE: **18th November 2024**

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

ORDER EXPIRY DATE: **30th May 2026**

ORDER INITIAL PERIOD: **1 Year and 6 Months**

DELIVERABLES

Option B: See details in Order Schedule 20 (Order Specification)

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£134,005.00**

ORDER CHARGES

Option B: See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment, please contact our accounts payable section either by email to accounts@iuk.ukri.org or by telephone 01793-867004 between 09:00 and 17:00 Monday to Friday

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract

BUYER'S INVOICE ADDRESS:

UK Research and Innovation
Polaris House,
North Star Avenue,
Swindon,
SN2 1UH

BUYER'S AUTHORISED REPRESENTATIVE

FOIA Section 40 Personal Data

Procurement Manager

FOIA Section 40 Personal Data

UK Research and Innovation
Polaris House,
North Star Avenue,
Swindon,
SN2 1UH

BUYER'S ENVIRONMENTAL POLICY

<https://www.ukri.org/about-us/policies-standards-and-data/corporate-policies-and-standards/environmental-sustainability/>

BUYER'S SECURITY POLICY

In line with UKRI Data Security checks

SUPPLIER'S AUTHORISED REPRESENTATIVE

FOIA Section 40 Personal Data

Project Partner

FOIA Section 40 Personal Data

The Ewart, 4th Floor, 3 Bedford Square, Belfast, BT2 7EP

SUPPLIER'S CONTRACT MANAGER

FOIA Section 40 Personal Data

Project Manager

FOIA Section 40 Personal Data

25 Farringdon Street, London, EC4A 4AB

PROGRESS REPORT FREQUENCY

To be agreed between the parties

PROGRESS MEETING FREQUENCY

To be agreed between the parties

KEY STAFF

FOIA Section 40 Personal Data

Economic modelling, impact surveys, case studies

FOIA Section 40 Personal Data

Centenary House, 69 Wellington Street, Glasgow, G2 6HG

FOIA Section 40 Personal Data

4Es approach, CA-PT, Case studies

FOIA Section 40 Personal Data

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

1st Floor, Platinum Building, St John's Innovation Park, Cowley Road, Cambridge, CB4 0DS

KEY SUBCONTRACTOR(S)

FOIA Section 40 Personal Data

Director, Avalon Consultancy Services

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's rates/information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Details of Revised Insurances required in accordance with Joint Schedule 3 ANNEX: REQUIRED INSURANCES (Insurance Requirements) are as follows:

- Professional Indemnity Insurance = £2 Million
- Public Liability Insurance = £5 Million

GUARANTEE

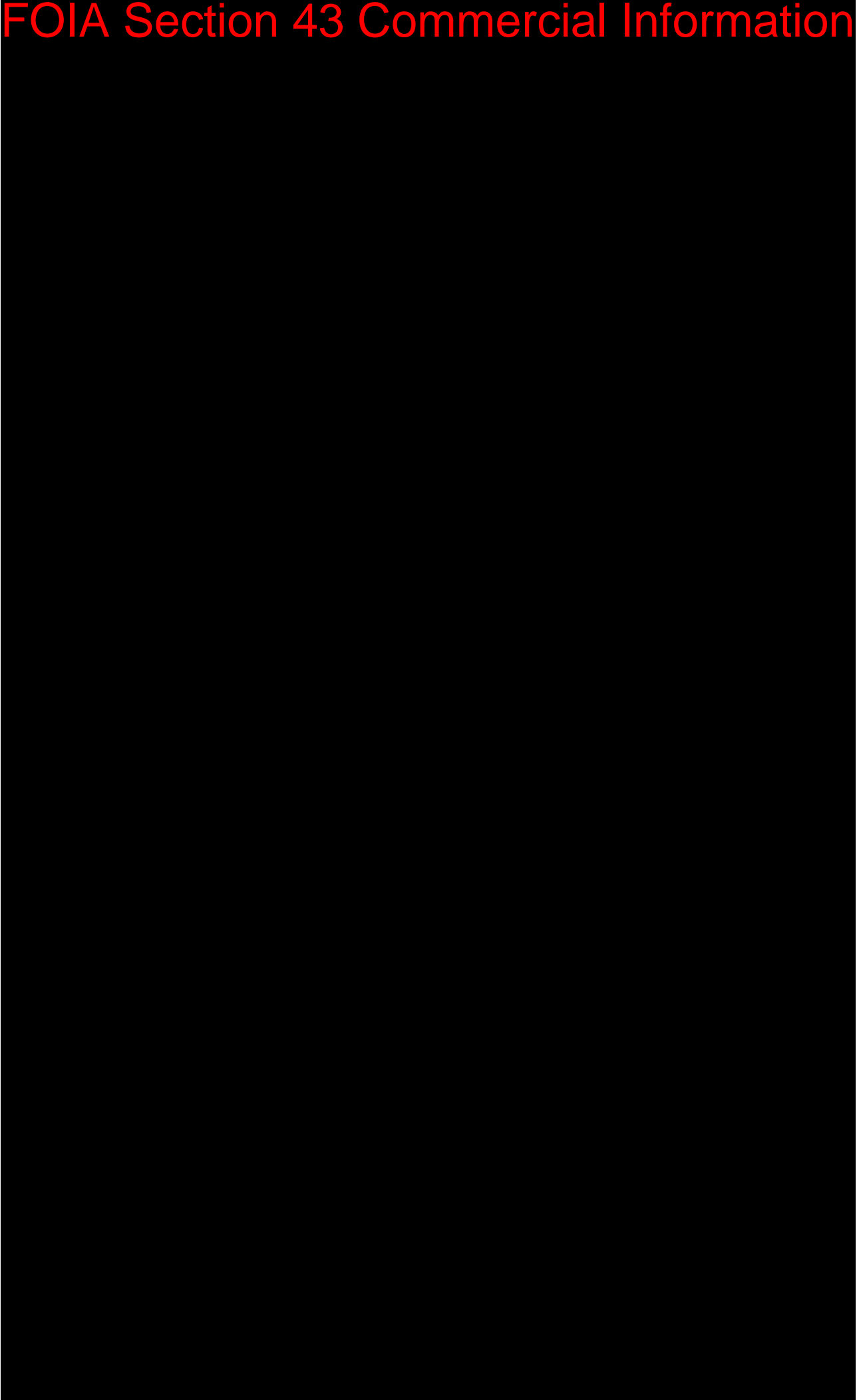
Not applicable

SOCIAL VALUE COMMITMENT

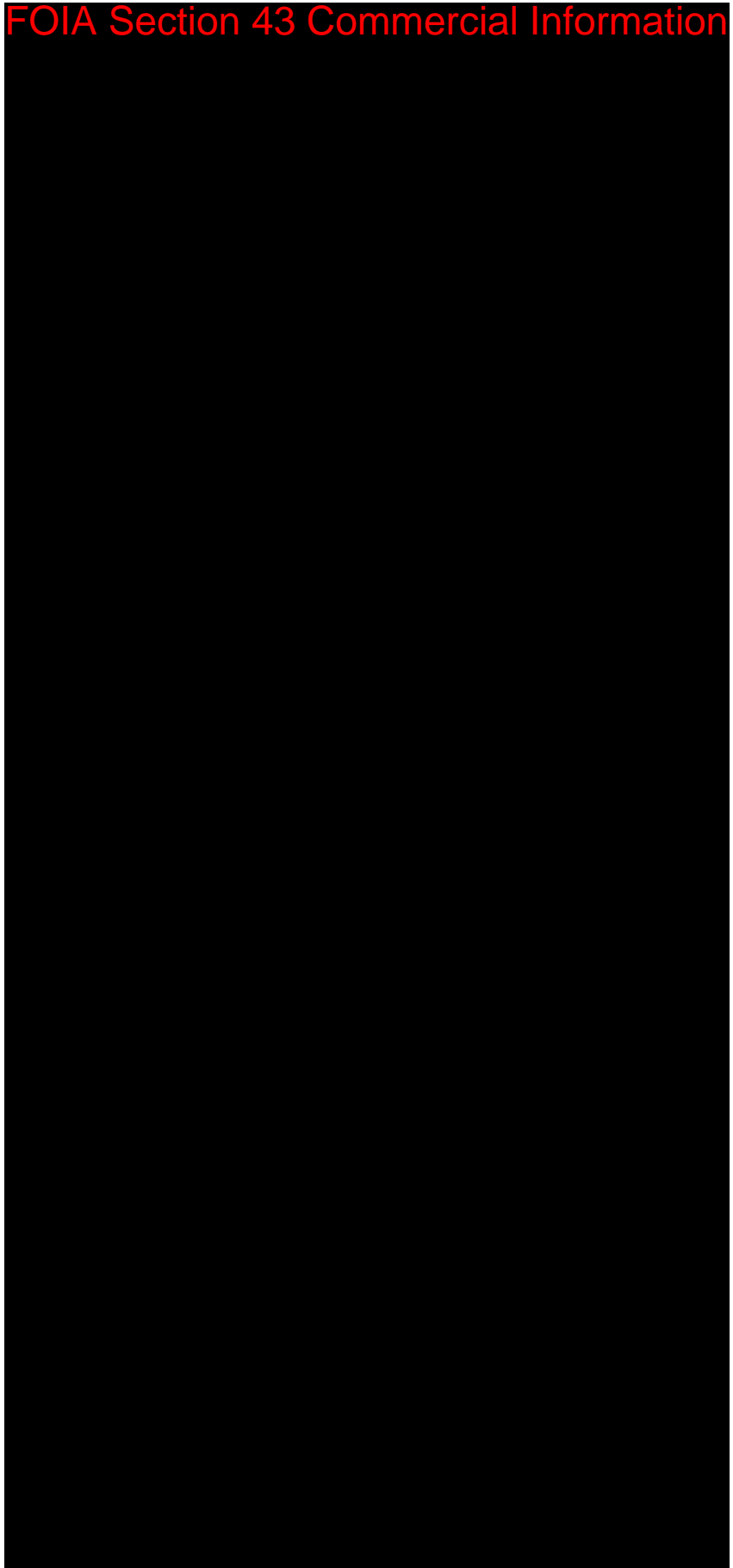
The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Tender)]

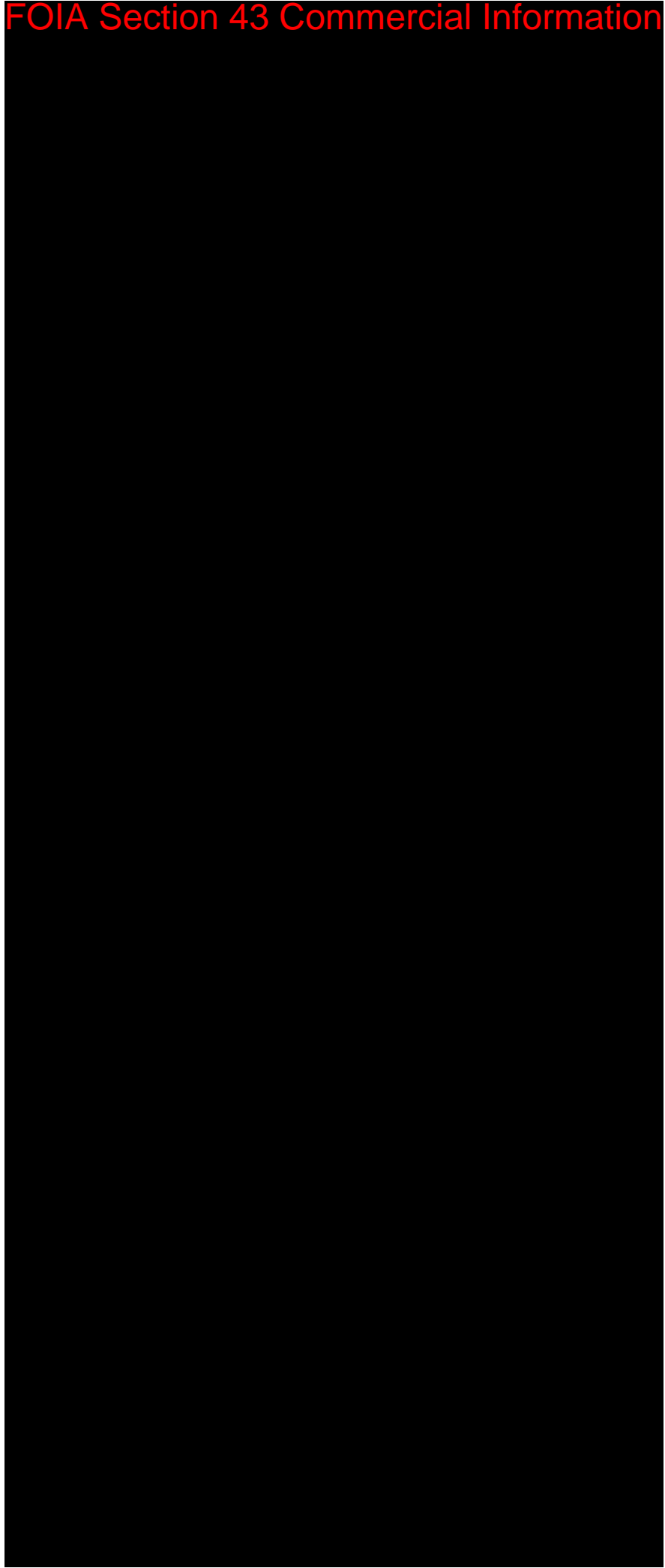
For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	FOIA Section 40 Personal Data	Signature:	FOIA Section 40 Personal Data
Name:		Name:	
Role:	PARTNER	Role:	Procurement Manager
Date:	12/12/24	Date:	12/12/24

FOIA Section 43 Commercial Information



FOIA Section 43 Commercial Information





Joint Schedule 11 (Processing Data)

Definitions

1. In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

“Processor Personnel” all directors, officers, employees, agents, consultants and suppliers of the Processor and/or of any Sub-processor engaged in the performance of its obligations under a Contract;

Status of the Controller

2. The Parties acknowledge that for the purposes of the Data Protection Legislation, the nature of the activity carried out by each of them in relation to their respective obligations under a Contract dictates the status of each party under the DPA 2018. A Party may act as:

- (a) “Controller” in respect of the other Party who is “Processor”;
- (b) “Processor” in respect of the other Party who is “Controller”;
- (c) “Joint Controller” with the other Party;
- (d) “Independent Controller” of the Personal Data where the other Party is also “Controller”,

in respect of certain Personal Data under a Contract and shall specify in Annex 1 (*Processing Personal Data*) which scenario they think shall apply in each situation.

Where one Party is Controller and the other Party its Processor

3. Where a Party is a Processor, the only Processing that it is authorised to do is listed in Annex 1 (*Processing Personal Data*) by the Controller.
4. The Processor shall notify the Controller immediately if it considers that any of the Controller’s instructions infringe the Data Protection Legislation.
5. The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of the Controller, include:
 - (a) a systematic description of the envisaged Processing and the purpose of the Processing;
 - (b) an assessment of the necessity and proportionality of the Processing in relation to the Deliverables;

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
 - (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
6. The Processor shall, in relation to any Personal Data Processed in connection with its obligations under the Contract:
- (a) Process that Personal Data only in accordance with Annex 1 (*Processing Personal Data*), unless the Processor is required to do otherwise by Law. If it is so required the Processor shall notify the Controller before Processing the Personal Data unless prohibited by Law;
 - (b) ensure that it has in place Protective Measures, including in the case of the Supplier the measures set out in Clause 14.3 of the Core Terms, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:
 - (i) nature of the data to be protected;
 - (ii) harm that might result from a Personal Data Breach;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
 - (c) ensure that:
 - (i) the Processor Personnel do not Process Personal Data except in accordance with the Contract (and in particular Annex 1 (*Processing Personal Data*));
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Processor's duties under this Joint Schedule 11, Clauses 14 (*Data protection*), 15 (*What you must keep confidential*) and 16 (*When you can share information*);
 - (B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
 - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Controller or as otherwise permitted by the Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;
 - (d) not transfer Personal Data outside of the UK or EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

- (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or LED Article 37) as determined by the Controller;
 - (ii) the Data Subject has enforceable rights and effective legal remedies;
 - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
 - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the Processing of the Personal Data; and
 - (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Contract unless the Processor is required by Law to retain the Personal Data.
7. Subject to paragraph 7 of this Joint Schedule 11, the Processor shall notify the Controller immediately if in relation to it Processing Personal Data under or in connection with the Contract it:
- (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
 - (b) receives a request to rectify, block or erase any Personal Data;
 - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under the Contract;
 - (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
 - (f) becomes aware of a Personal Data Breach.
8. The Processor's obligation to notify under paragraph 6 of this Joint Schedule 11 shall include the provision of further information to the Controller, as details become available.
9. Taking into account the nature of the Processing, the Processor shall provide the Controller with assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under paragraph 6 of this Joint Schedule 11 (and insofar as possible within the timescales reasonably required by the Controller) including by immediately providing:

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

- (a) the Controller with full details and copies of the complaint, communication or request;
 - (b) such assistance as is reasonably requested by the Controller to enable it to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
 - (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
 - (d) assistance as requested by the Controller following any Personal Data Breach; and/or
 - (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
10. The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Joint Schedule 11. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
- (a) the Controller determines that the Processing is not occasional;
 - (b) the Controller determines the Processing includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR; or
 - (c) the Controller determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.
11. The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
12. The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
13. Before allowing any Sub-processor to Process any Personal Data related to the Contract, the Processor must:
- (a) notify the Controller in writing of the intended Sub-processor and Processing;
 - (b) obtain the written consent of the Controller;
 - (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this Joint Schedule 11 such that they apply to the Sub-processor; and
 - (d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
14. The Processor shall remain fully liable for all acts or omissions of any of its Sub-processors.
15. The Relevant Authority may, at any time on not less than thirty (30) Working Days' notice, revise this Joint Schedule 11 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

applicable certification scheme (which shall apply when incorporated by attachment to the Contract).

16. The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Relevant Authority may on not less than thirty (30) Working Days' notice to the Supplier amend the Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

Where the Parties are Joint Controllers of Personal Data

17. In the event that the Parties are Joint Controllers in respect of Personal Data under the Contract, the Parties shall implement paragraphs that are necessary to comply with UK GDPR Article 26 based on the terms set out in Annex 2 to this Joint Schedule 11.

Independent Controllers of Personal Data

18. With respect to Personal Data provided by one Party to another Party for which each Party acts as Controller but which is not under the Joint Control of the Parties, each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller.
19. Each Party shall Process the Personal Data in compliance with its obligations under the Data Protection Legislation and not do anything to cause the other Party to be in breach of it.
20. Where a Party has provided Personal Data to the other Party in accordance with paragraph 8 of this Joint Schedule 11 above, the recipient of the Personal Data will provide all such relevant documents and information relating to its data protection policies and procedures as the other Party may reasonably require.
21. The Parties shall be responsible for their own compliance with Articles 13 and 14 UK GDPR in respect of the Processing of Personal Data for the purposes of the Contract.
22. The Parties shall only provide Personal Data to each other:
 - (a) to the extent necessary to perform their respective obligations under the Contract;
 - (b) in compliance with the Data Protection Legislation (including by ensuring all required data privacy information has been given to affected Data Subjects to meet the requirements of Articles 13 and 14 of the UK GDPR); and
 - (c) where it has recorded it in Annex 1 (*Processing Personal Data*).
23. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its Processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.

24. A Party Processing Personal Data for the purposes of the Contract shall maintain a record of its Processing activities in accordance with Article 30 UK GDPR and shall make the record available to the other Party upon reasonable request.
25. Where a Party receives a request by any Data Subject to exercise any of their rights under the Data Protection Legislation in relation to the Personal Data provided to it by the other Party pursuant to the Contract (**“Request Recipient”**):
 - (a) the other Party shall provide any information and/or assistance as reasonably requested by the Request Recipient to help it respond to the request or correspondence, at the cost of the Request Recipient; or
 - (b) where the request or correspondence is directed to the other Party and/or relates to that other Party's Processing of the Personal Data, the Request Recipient will:
 - (i) promptly, and in any event within five (5) Working Days of receipt of the request or correspondence, inform the other Party that it has received the same and shall forward such request or correspondence to the other Party; and
 - (ii) provide any information and/or assistance as reasonably requested by the other Party to help it respond to the request or correspondence in the timeframes specified by Data Protection Legislation.
26. Each Party shall promptly notify the other Party upon it becoming aware of any Personal Data Breach relating to Personal Data provided by the other Party pursuant to the Contract and shall:
 - (a) do all such things as reasonably necessary to assist the other Party in mitigating the effects of the Personal Data Breach;
 - (b) implement any measures necessary to restore the security of any compromised Personal Data;
 - (c) work with the other Party to make any required notifications to the Information Commissioner's Office and affected Data Subjects in accordance with the Data Protection Legislation (including the timeframes set out therein); and
 - (d) not do anything which may damage the reputation of the other Party or that Party's relationship with the relevant Data Subjects, save as required by Law.

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

27. Personal Data provided by one Party to the other Party may be used exclusively to exercise rights and obligations under the Contract as specified in Annex 1 (*Processing Personal Data*).
28. Personal Data shall not be retained or processed for longer than is necessary to perform each Party's respective obligations under the Contract which is specified in Annex 1 (*Processing Personal Data*).
29. Notwithstanding the general application of paragraphs 2 to 16 of this Joint Schedule 11 to Personal Data, where the Supplier is required to exercise its regulatory and/or legal obligations in respect of Personal Data, it shall act as an Independent Controller of Personal Data in accordance with paragraphs 18 to 27 of this Joint Schedule 11.

Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

- 1.1 The contact details of the Relevant Authority's Data Protection Officer are:
FOIA Section 40 Personal Data
- 1.2 The contact details of the Supplier's Data Protection Officer are: FOIA Section 40 Personal Data
- 1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.
- 1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • <i>The processing is needed in order to ensure that the Processor can effectively deliver the contract to conduct an interim review and impact assessment for the operational phase of the Henry Royce Institute. The supplier needs to process the data and engage with relevant people to deliver the study.</i>
Duration of the Processing	<i>The processing will occur over the duration of the study which is anticipated to commence in September 2024 and end in May 2026.</i>
Nature and purposes of the Processing	<p><i>The nature of the processing may include any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) in order to conduct an interim review and impact assessment for the operational phase of the Henry Royce Institute. Data/information shared will be for information and analysis purposes, original records will not be altered or deleted as part of this exercise. Storage, retrieval and transmission through secured site.</i></p> <p><i>This activity is required so UKRI can fulfil its public task as set out in the Higher Education Research Act to improve economy,</i></p>

Joint Schedule 11 (Processing Data)

Crown Copyright 2021

	<i>efficiency and effectiveness in carrying out activities in respect of which UKRI gives financial support.</i>
Type of Personal Data	<i>Data will be provided on the stakeholders/investigators involved in the Henry Royce Institutes and key contacts to include, name, work email address, work telephone number, research postal institution and any outcome reports submitted by PIs to include narrative impact and key findings.</i>
Categories of Data Subject	<i>Henry Royce institute stakeholders, principal investigator and co-investigators, collaborating businesses and University/Centre admin.</i>
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	<i>Any information or data shared will be used for this study purpose only and will be deleted from digital sites or destroyed (if in physical form; printouts etc.) at the end of the contract and the supplier will provide confirmation of this.</i>

Order Schedule 20 (Order Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Order Contract

Specification for Interim review and impact assessment for the operational phase of the Henry Royce Institute

1. Introduction

Background

The Henry Royce Institute is a key Engineering and Physical Sciences Research Council (EPSRC) investment, established to expedite the development and adoption of novel material systems that address global challenges. This initiative aligns with UK strategy, aiming to enhance our competitiveness not only in the realm of science but also in the broader marketplace.

Phase one investment in the Royce was designed to provide the physical infrastructure required to deliver a national institute whilst the phase two programme primary focusses on the coordination of the UK's excellent materials research base to address a key failure within the innovation landscape. Capitalising on phase one investment has established the Royce Institute as a major provider of key R&D infrastructure within the UK. The Royce aims to deliver simple and agile access to cutting-edge facilities across a diverse range of stakeholders and to enable accelerated development of novel materials from design concepts to utilisation. Through their activities, the investment intends to create a cohesive materials community to place the UK at the forefront of materials development and establish the UK as a partner of choice when it comes to materials innovation.

Brief description of requirements

As a flagship investment, EPSRC wishes to commission an impact evaluation study assessing the success of the Royce Institute's activities to date. Information gathered through this exercise will help EPSRC evaluate performance of investment made in the institute, and establish an evidence base to support future funding decisions or bids in this area. It will also highlight key successes from the investments made. To this end, EPSRC wishes to commission an Evaluation of the Royce Institute comprising of:

1. An Interim Impact Evaluation Report, produced by May 2025, covering the Institute's performance from its inception up to the official start of Phase II funding (Phase I covers the period March 2016 to March 2022). The report will act as a baseline for Royce activity.

- a. This will include an M&E framework and recommendations for ongoing analysis, that will assess institute performance from March 2022 up to December 2025 when funding for Phase II is approaching its final year.
2. An update to this report a year later, using any additional data or insight generated from implementation of the M&E framework (both by Royce and by the consultants). This will then be published on the UKRI website in May 2026.
 - a. This will draw from and add to the analysis in the Interim Impact Report, extending it to evaluate the Institutes performance for Phase I and the majority of Phase II funding (Phase II covers the period April 2022 – March 2027. The total timeline of March 2016-2027 for both Phases)

Deliverables

The analysis undertaken should provide an:

- **Updated M&E framework and Logic model;** Providing a full update of Royce's M&E framework and logic model, together with clear and pragmatic recommendations on indicators for Royce to guide future data collection.
- **Collate and gather evidence so far;** Gather and analyse all quantitative and qualitative data currently available for Royce as provided by UKRI.
- **Design and run a survey of Royce users;** Provide further insight on outcomes achieved and expected in the future through the design and delivery of a survey of Royce users - together with a small number (5) targeted interviews if applicable. This will involve the design of a follow-up survey to new users which covers the period 2022-2026 that will be used to produce the final Impact Evaluation report in May 2026.
- **Baseline socio-economic analysis;** Identify and quantify where possible the outputs, outcomes and economic and societal impact (including ROI if possible) of Royce activities so far based on evidence available, and what is predicted in terms of impact in the future (next 5-10 years). It should include clear recommendations for Royce to implement in terms of data collection, the early data from which will be included in the final Impact Evaluation report in May 2026.
- **Build a set of 10 in-depth case studies and 5 case studies vignettes;** use these to clearly showcase successful Royce endeavours (research or scheme focussed) so far achieved. Also provide a template and guidance that can be used for future case study recording by Royce and UKRI.
- **Royce process recommendations;** Use the insight gained from the above to overall highlight particularly successful programmes and approaches enabled by Royce so far and provide recommendations for any areas where they could improve in the future.

Completion dates:

The final evaluation report, published in May 2026, will be used to highlight the benefits derived from investment in the Royce Institute and will be published. It will also culminate in providing advice to EPSRC on the institute's future direction and performance. This advice will be structured to assist in making informed decisions regarding EPSRC/UKRI investments in the future.

Interim Impact Evaluation Report (Internal use); May 2025.

Final Impact Evaluation Report (Published Externally); May 2026

2. Aims & Objectives

Evaluation Deliverables

EPSRC seeks to commission an independent evaluation for the programme that will involve, as outlined in the previous section, an Interim Impact Evaluation (May 2025) and Final Evaluation report (May 2026). The composition of the deliverables laid out below, provide an outline of facets that should be addressed within the evaluation:

Phase 1: Preparatory stage (December 2024) – where confirmation of the precise scope of the project is sought with the Royce Evaluation Advisory Board, logistics are agreed as well as governance arrangements and data collection methodologies and case studies discussions take place. Expected risks and associated mitigations should be identified, as well as stakeholders to consult and a reiteration of the study framework.

Phase 2: Initial Analysis draft (February 2025) - where initial findings and deliverables are shared with the Royce Evaluation Advisory Board for review. This will include the updated M&E framework and logic model, together with the Survey design and analysis, as well as the initial overview of the outcome and impact data and its analysis from that which is available from UKRI and Royce and external sources.

Outputs at this stage will include:

- The agreed Survey designed and sent out, with the results initially analysed as part of the Early-stage Baseline Review
- Analysis of all data available – including that provided by UKRI and Royce, and that available from relevant external databases
- First drafts for review of 10 in-depth case studies topics and 5 case studies vignettes

Phase 3: Interim Evaluation Report (May 2025) – This is required for internal use at this stage providing an overview and evidencing the impacts of Royce activity across Phase I. This will establish outputs of the Royce Institute and its performance from its inception date, up to the official start of Phase II funding (the period April 2016 to March 2022). This report will provide a baseline for Royce activity and enable us to contextualise the final evaluation which also addresses the start of impact of the Royce Institute's operational phase (Phase II).

Outputs at this stage will include:

- At this point all analysis is complete with full conclusions drawn on all aspects of Phase I funding (the period April 2016 to March 2022).
- Aspects included within the report will be;
 - The full results from the Survey of Royce users
 - Full Analysis of all data available – including that provided by UKRI and Royce, and that available from relevant external databases
 - Final 10 in-depth case studies topics and 5 case studies vignettes
 - Finalised discussion and conclusions on the Evaluation Questions as listed below

This stage should involve the clear recommendations for Royce of what additional data is required from them over next year for the evaluation of Phase II funding that will be included in the Final Impact Evaluation report in May 2026.

Phase 4 – Final Impact Evaluation Report (May 2026): This deliverable includes the evaluation of the Royce Institute’s performance during the operational (Phase II) period (April 2022 – March 2027), and will produce a final report evidencing the impact of our investment in the Royce Institute from its inception (in 2016) until the end of the study in May 2026.

This stage should involve collection and review of additional data required to deliver full assessment of performance over the defined period. It is imperative to publish the report by May 2026 (before the full end of Phase II funding) so that evidence is available for Business case development.

Throughout the study the Supplier will liaise regularly (through meetings) with EPSRC to keep it appraised of progress and will present to the Independent Advisory Board at the completion of each stage for comment, sign-off and associated payment.

Lines of enquiry

Analysis undertaken for the interim and final report should:

- **Identify and quantify where possible the economic and societal impact of Royce activities:** this will involve the estimation of the economic impacts of Royce Institute activities including direct effects, as well as wider impacts where possible. As Royce activities are at an early stage and the ROI can take time to be realised for research – therefore it will also be useful to look at the prediction of the likely impact in the future.
- **Address less quantifiable impacts (including case studies):** quantitative analysis will be augmented by qualitative insights derived from secondary research and case study analysis to inform our understanding of the broader impacts of Royce endeavours (Research or scheme focussed).

- **Evidence of successful programmes:** identifying particularly successful approaches Royce have used and areas where they could improve their interventions in future.

Evaluation Questions

The evaluation is specifically important for determining the following, and the evaluation questions are likely to align with these areas.

The Supplier will advise of the best approaches to take in evaluating the following areas of benefit (working in concert with the Royce Institute) and subsequently agree approaches with EPSRC. The evaluation questions for both Deliverables 2 and 3 are likely to be the same. Some of the lines of enquiry (not limited to) are:

- 1) To what extent has the Royce Institute supported and strengthened the UK's world-class materials research base and how successful has the institute been building collaborations?
- 2) To what extent the Royce Institute acted as a national flagship and convened the community?
- 3) To what extent has the Royce Institute strengthened commercialisation, increasing productivity and enable exploitation of UK academic research?
- 4) To what extent has the Royce Institute enabled community access to world-class infrastructure?
- 5) How successful has the Royce Institute been at developing the next generation of materials leaders?
- 6) To what extent could Royce build on regional excellence and support national objectives?

Evaluation Use

The evaluation will be published on the UKRI evaluation website. We expect the study to create evidence that will be accessible for different audiences including treasury, government, business, academia and the public. The information gathered through this exercise will help EPSRC and UKRI build the evidence base to support bids for future funding in this area and to highlight successes from past investments.

3. Background to the Requirement

The Royce Institute, as a national institute, has been established with the aim of expediting the development and adoption of new materials systems to address global challenges and improve industrial productivity and competitiveness. The Institute is designed to accelerate the translation of materials discoveries into applications, providing strategic leadership, training and career development in areas of particular need, and provides a critical component in delivering on the Government's economic strategy.

With its hub at the University of Manchester, the Institute is a partnership of eleven leading institutions – the universities of Cambridge, Liverpool, Leeds, Oxford, Sheffield, Imperial College London, Cranfield and Strathclyde, the UK Atomic Energy Authority and National Nuclear Laboratory, and Associate Partners. The existing Hub and Spoke model has allowed the Royce to evolve into a flagship for materials communities across the UK, around which they can coalesce and become greater than the sum of their parts.

Since the Royce Institute was established, it has been actively engaged with the Advanced Materials community. The institute has prompted innovative developments through various platforms such as spinouts, research and industrial collaborations, and policy influences. A remarkable achievement includes creating molecularly woven fabric with a thread count of 40-6- million, acknowledged by Guinness World Records for its outstanding strength and flexibility.

Monitoring and Evaluation of the Royce Institute provides assurance that value is being achieved for the use of taxpayer funds and will inform recommendations and funding decisions for EPSRC as to future funding for the institute. Additionally, it enables the institute to demonstrate its value to the UK and its strength as a scientific institution and provides clarity to the Royce Institute on the expected benefits and timing of delivery. It also facilitates collation of data and case studies that highlight the remarkable outputs of the Royce Institute.

Objectives of Royce

Below are the Royce Institute's overarching priorities:

- Effectively convene the materials scientific community around key challenges, **enabling national materials research, collaboration, foresighting and strategy.**
- **Providing access to world-leading facilities and research expertise**, streamlining provision of infrastructure through a simple framework to enable accelerated materials design and discovery.
- **Catalysing industrial collaboration and accelerating translation.**
- **Fostering materials science skills development, innovation and outreach**, to enhance UK technical capability and engender greater diversity within our skills base.

If successful, the investment is expected to:

- Deliver a coordinated materials research base that enables cross sector innovation and collaboration.
- Ensure the UK is an international partner of choice for materials research and innovation.
- Maximise public good from investment in fundamental materials research by delivering against key societal challenges.
- Increase economic activity in materials research and innovation across the UK.
- Attract and retain a highly skilled materials research and innovation community.
- Support evolution of the institute towards a more viable and sustainable long-term funding model.

The evaluation should assess how well the institute is meeting its overarching priorities, to both highlight particularly successful programmes and note areas where future improvements could be made.

4. Scope

Data and other information provided by EPSRC to help the study:

Outcomes data submitted by grant holders in Researchfish will be made available by EPSRC; offering key findings and information provided on the following:

- Awards and Recognition
- Collaborations
- External Engagements
- Patents application published and granted.
- Policy influences and contribution to a national consultation/review.
- Spinouts
- Publications and Creative Exhibitions
- Improvements to research infrastructure

We anticipate the need for further collection of information especially those that will help capture the wider impacts. The successful bidder will also have access to information recorded by the Royce Institute against their own KPIs along with any extra information they collect to help support and inform this review.

4.2 Interaction with Supplier

We expect the Supplier to work closely with an EPSRCs internal Steering Group comprised of the following; an EPSRC project lead, a Senior Responsible Officer (SRO) and a member of the EPSRC Performance and Evaluation Team (PET).

Regular updates should be provided to the EPSRC project lead; these should include access to topic guides and other research material used to gather primary information. Updates should include, but not be limited to:

- Updates regarding interactions with relevant stakeholders,
- Datasets gathered in the course of the contracted work,
- Progress updates against key milestones and deliverables, (e.g. development of the report, case studies and other key outputs generated).

An external Advisory Board will also be formed that will include key researchers from Royce and any research partners, UKRI senior staff and Economists from DSIT or UKRI. The Supplier will be expected to present planned methodology to the Advisory Board at the project inception meeting as well as present key findings at set intervals to the steering group to ensure that the project delivers a robust evaluation. The Supplier would be expected to act on any advice provided by the Advisory Board that is within the scope of the evaluation. The Supplier is expected to raise any issues promptly with the EPSRC project lead.

5. Requirement

EPSRC wishes to understand the socio-economic impact of the Royce Institute from its inception in 2016, up to approaching the finish of its phase II funding where possible. The primary outputs expected from this evaluation are a thorough understanding of the impacts brought about through investment in the Royce institute. In particular, impact delivered through activities undertaken during their Phase II (Operational phase) funding covering 2022-27.

The study should determine a ROI for programmes and activities delivered by the Royce institute if possible and in particular, their impact on advancement and competitiveness of advanced materials research and innovation. Including an understanding of the value that the Royce delivers from its outcomes and impacts such as societal, environmental and health benefits.

Two clear outputs are detailed in earlier sections of this document, namely:

- i) An early-stage review covering institute performance from its inception up to the official start of Phase II funding (Phase I covers the period March 2016 to March 2022).
- ii) A Phase II evaluation that will assess institute performance up to December 2025, with the report scheduled for publication in May 2026.

Proposals should set out how the economic impact assessment and wider evaluations will be undertaken, analysed and presented. The same applies to any analysis presented within individual case studies identified.

The economic return should be calculated using a methodology that is compliant with Treasury Green Book and Magenta Book guidance (see more on methodology below), bearing in mind the challenges of quantifying benefits and impacts from fundamental research. In addition to the above, there is an expectation a range of case studies covering key benefits areas will be generated.

The case studies should take a holistic view of the benefits arising in the area of Advanced Materials but also aim to provide information on the mechanisms the Royce institute employed to enable those benefits. Proposals should indicate what methods (i.e., the sampling approach) and tools are going to be implemented. It is envisaged that each case study would develop their own impact narrative with clear range estimates for returns on investment / quantifiable benefits (where possible).

The Supplier will be provided Researchfish (Outcomes) data by EPSRC. In addition, the Royce Institute will provide information collected against a set of Key Performance Indicators (KPIs) and can provide existing case studies and success stories. EPSRC would expect the Researchfish and Royce Institute data to provide the basis for evaluation, with any gaps in the information filled through secondary research methodologies (desk research, literature reviews, surveys etc.) undertaken by the supplier, to gather additional quantitative and qualitative information from academic, industrial and wider stakeholders supported by the investment, to understand the impact in the research and innovation landscape.

It is envisaged that the Final Evaluation Report provide a comprehensive overview of any data collected and their methodologies. This information should be made available to Government analysts for a detailed understanding of the methodology. The study's outputs are expected to manifest in a report containing a wealth of qualitative and quantitative evidence highlighting the importance and successful features of the investment in the Royce Institute. The evidence should be robust, aiding any future business case for further funding in related activities.

Methodology

The Supplier is expected to propose methodologies and plans that will be used to gather and evaluate the information, which will inform the preparation of all deliverables defined in section 2.

It will not be possible to rely purely on the data provided by EPSRC through Researchfish and the Royce Institute to fully deliver, therefore external data sources will also be required. The successful Supplier is

expected to use a mixture of quantitative and qualitative methods, desk-based research, community, and business engagement activities where appropriate.

The bidder is expected to propose methodologies and plans of how they are going to progress and deliver this study addressing the challenges of impact assessment from investments in fundamental and low TRL applied research. The Return-on-Investment calculations in particular should be based on robust assumptions and sound economic principles. The overall evaluation should follow government guidance on evaluations as outlined in the [Magenta Book](#) which is a complementary guidance to the H.M.Treasury [Green Book](#).

The study should clearly outline any assumptions that are used on any estimation. EPSRC would like to see these considerations in the proposal. Given the nature of the study there will be an expectation of relying on estimates drawn from the wider literature, the expectation is that proposals would highlight why these are the best and represent robust estimates in order to help the study draw quantifiable conclusions. If the consultant proposes using any evidence of rates of return from wider literature, this would need to be as relevant or specific to the investment as possible. Additionally, the bidder should consider the challenges and limitations for the evaluation and propose measures to address these where it is feasible.

Bidders are encouraged to think innovatively in terms of how they propose to address the evaluation aims, although innovation should not be to the detriment of robustness of the evaluation. Proposals should also consider how to capture and present this for projects that have already commenced under this programme, i.e., collect data retrospectively, especially for those that have not put in place the appropriate data collection protocols.

The final evaluation report, and in particular case studies should be developed such that they can be used for a variety of audiences, for example policy makers, government departments (e.g. Treasury, DSIT and Ministers), the general public and others. The case studies should be developed through in-depth exploration and analysis of evidence and where possible should include quantifiable information.

6. Timetable

Phase	Deliverable	Expected Date
1	Preparatory work	December 2024
2	Initial Analysis draft	February 2025
3	Interim Evaluation Report	May 2025
4	Final Evaluation Report	May 2026

Total Budget: £150,000 ex vat

Milestones and deliverables will be discussed at the inception meeting and the outline plan revised accordingly within the first deliverable – the scoping report. It is envisaged the Supplier will work closely with EPSRC and the project advisory board to deliver and evolve the study as it progresses, subject to terms and conditions.

After the completion of each stage the EPSRC reserves the right to terminate the contract on grounds of performance and/or budget, subject to terms and conditions.

FOIA Section 43 Commercial Information

Order Schedule 20 (Order Specification)
Order Ref:

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.0

Order Schedule 20 (Order Specification)
Order Ref:
Crown Copyright 2021

FOIA Section 43 Commercial Information

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.0