General

- The Discovery to Use (D2U) funding is intended to progress UCL research discoveries in Engineering and the Physical Sciences at the pre-commercialisation stage towards “real-world” use and benefit.
- Projects should have a clear knowledge exchange focus.
- Project partners must have a UK-based research presence
- D2U projects should have a demonstrable link to EPSRC’s portfolio (please refer to https://www.epsrc.ac.uk/research/ourportfolio/).
- Funds available: from £10k to £100k for 3 to 18 months’ duration
- Funds are managed by UCL Innovation and Enterprise.
- Projects will be prioritised where a matching funding contribution is provided by the partner organisations, with a target level expected of at least 1/3 of the requested EPSRC funding as a contribution. Projects with reduced contributions may be given priority where the partner is a governmental, charity or other not-for-profit body or an SME, and the project is deemed to be highly impactful.

Partners

- Projects will be prioritised where a matching funding contribution is provided by the partner organisations, either cash or in kind, with a target level expected of at least 1/3 of the requested EPSRC funding as a contribution. A cash contribution is encouraged, but not essential. Projects with fully in kind and/or reduced contributions may be given priority where the partner is a governmental, charity or other not-for-profit body or an SME, and the project is deemed to be highly impactful. Where a contribution is included, a written undertaking of the contribution is required for application.
- Organisation type: Please specify if the partner is a Public or Private Limited Company, Registered Charity or Other.
- Size of Company: If partner employs between 1-10 staff: Micro business, 10-250 SME and 250+ Large Company
- Select the sector in which your partner organisation operates by double clicking on the relevant box, then changing the Default Value from ‘not checked’ to ‘checked’. Please provide details if you select ‘Other’
- If the application is successful, the research partner must sign a UCL Research Services-approved contract.

Costing

- IAA funding covers Direct Costs only – estates and indirect costs cannot be funded. As projects are funded at less than full economic cost (fEC), applications should be accompanied by written approval from the main applicant’s Head of Department.
- PI time can be funded.
- Applicants should produce a Worktribe costing to accompany their submission. Unlike research applications, costings for these funds are not submitted for internal approval by Research Services. Therefore, for these purposes, Worktribe should be used in ‘stand alone mode’. Select ‘Staff Forecast – INTERNAL USE ONLY’ as the Funder¹. Note that the costing needs to be endorsed by the Head of Department and the administrator with budgetary responsibility in the department.
- In-kind funding can usually be entered for application costing purposes as if it were cash.

¹ Note, that this advice is currently being reviewed by Research Services (July 2017). Applicants interested in submitting an application for the September 2017 deadline should follow this guidance. Should Research Services make a recommendation to update the Worktribe costing procedure, we will publish an updated version of this document for future deadlines.
However, please ensure no salaries are entered for non-UCL-personnel as “in kind” as this will inappropriately attract estates and indirect costs. For complex in-kind contributions please liaise with Research Finance.

- The third-party contribution is calculated and recorded in the cost-distribution tool (costing tool), an Excel sheet provided with the application.
- To allow overall fund management, a best-estimate of the proposed spend profile should be included on the application. This profile can of course be adjusted, as long as reasons for changes are logged with the Knowledge Exchange Team of UCL Innovation and Enterprise.
- The requested funds should be expressed in milestones of 3-6 months, depending on the total duration of the project. These milestones constitute a go/no go point where further funding may be withheld if the milestone is not achieved.
- All projects will be issued with an award letter from the Vice-Provost (Enterprise and London), which will provide details of the sum awarded, any specific conditions associated with the project (usually set by reviewers or Innovation and Enterprise Funding Committee), and the project’s unique reference number. Projects will then be assigned a dedicated departmental MyFinance project code.

Approval process

- Applications will only be considered if they include the following documents: EPSRC D2U application, Costing Tool, correct Worktribe costing and undertaking from the research partner. Please submit your application files to Mariana Trejo, Knowledge Exchange Manager (knowledge.exchange@ucl.ac.uk)
- Applications without a record of agreement by the third party that the contribution will be provided cannot be accepted. However, at the application stage this can be a signed letter or an email providing details of the proposed contribution.
- The application packs will be reviewed in confidence by at least three members of the UCL academic community who will make a recommendation to award, suggest resubmission or decline to the Innovation and Enterprise Funding Committee.
- The applicant(s) will be notified within three working days following the committee meeting of the decision and any further steps to be taken.
- After award of the grant a contract approved by the UCL Research Contracts team will be required in order for the funds to be released.

Financial Management of the Award

- The IAA will be administered through the research ledger in MyFinance. In order to allow auditing and monitoring according to EPSRC requirements, costs should be charged directly to the dedicated project, rather than by transferring funds between projects.
- As the Vice-Provost (Enterprise and London) is the Principal Investigator of UCL’s IAAs, any changes (e.g. budget variations, extension requests etc) to funded projects must be authorised by UCL Innovation and Enterprise. Note that approved changes will only be progressed by a member of the Research Services’ team.
- Funds provided on D2U grants cannot be used for purchase of items of equipment with an individual value of £10k or more.
- All projects will have a fixed start and end date. No commitments can be made after the end date; after this departments will have 3 months to process invoices etc., then the account will be closed.
- Unspent funds will be reclaimed and reallocated; any overspend will be the responsibility of the Department.

Monitoring and Reporting

- Awardees will be required to regularly fill in a monitoring form that captures information as requested by EPSRC and UCL Innovation and Enterprise’s Knowledge Exchange Team.
- Awardees are required to engage with UCL Business and the Research Contracts Office to protect and maximise the value of UCL’s IP.
- Awardees will be required to acknowledge EPSRC’s support in any published outcomes associated with the award.
- Where relevant, awardees will be required to support the UCL’s Knowledge Exchange Team with the development of case studies and specific reporting outcomes associated with the project.