



## UCL'S EPSRC IAA SECONDMENT FUNDING GUIDANCE

You should read sections A and B before filling in your application form. Any questions should be directed to Rachel Corcoran ([r.corcoran@ucl.ac.uk](mailto:r.corcoran@ucl.ac.uk); Enterprise Secondments) or Katherine Welch ([k.welch@ucl.ac.uk](mailto:k.welch@ucl.ac.uk); Policy Secondments) in the first instance.

### A. GUIDANCE ON ELIGIBILITY AND DOCUMENTATION

#### 1. Project eligibility requirements:

- **Previous funding:** The project must be linked to one or more underpinning EPSRC research grants – previous KE/Enterprise awards do not qualify. The EPSRC research grant does not have to be current, but the project must have the potential to demonstrably increase its impact.<sup>1</sup>
- **Partner organisation:** The partner must be a UK-based non-academic partner organisation – this can include businesses, charities, NGOs, public sector or governmental organisations. Secondments to other universities or educational establishments are not eligible
- **Project duration:** Minimum 1 month; maximum 6 months full-time. Longer secondments of up to 12 months can be considered if part-time. Secondees should spend a minimum of 50% of the overall project length seconded to the project partner.
- **Partner co-funding:**
  - Projects with match (50:50) funding are prioritised
  - A target level of 25% co-funding from the partner organisation(s) is expected for all applications (*i.e.*, partner contribution:EPSRC IAA = 25:75).
  - Applications carrying some cash co-funding will be prioritised but in-kind contributions are also eligible.
  - 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.
- **Funds available:** the maximum available per project from EPSRC IAA fund is **£30,000**

Cost	Maximum <sup>2</sup>
Seconded staff cost	£30k
Equipment and consumables	£10k
Travel and subsistence	£5k
Seconded training and development	£2k
Cost to cover workshops (joint or KE)	£2k

- **Intellectual property:** The PI and secondee must discuss IP with the organisational partner to ensure UCL's IP is protected and its value maximised where appropriate. PIs are encouraged to engage with Rachel Corcoran in the first instance if they have any questions. If successful, awardees will be required to put a collaboration agreement in place, in consultation with the [UCL Research Contracts office](#) and, where relevant, [UCL Business](#) (UCLB).
- **Ineligible costs/activities:**
  - Research activities (though limited research activity will be considered under the secondment scheme *if* it has a clear focus towards a translational outcome).
  - Public engagement activities (*e.g.*, one-way dissemination or broadcast)
  - Costs associated with the protection of intellectual property
  - PI time, indirect, estates and generic administrative costs.
  - The purchase, or contribution towards the purchase, of a single item of equipment valued at >£10k.
- **Conflicts of Interest:**

<sup>1</sup> If your project is not linked to an EPSRC research grant, please contact Rachel Corcoran ([r.corcoran@ucl.ac.uk](mailto:r.corcoran@ucl.ac.uk); Enterprise Secondments) or Helen Tsui ([h.tsui@ucl.ac.uk](mailto:h.tsui@ucl.ac.uk); Policy Secondments) for advice as we may be able to fund from an alternative source.

<sup>2</sup> These figures are indicative and additional budgets may be available.

All UCL staff are required to recognise and disclose activities that might give rise to actual, perceived or potential conflicts of interest and to ensure that such conflicts are properly managed or avoided.

Applicants must be able to confirm that they are in compliance with UCL's policy on Disclosure of Conflicts and Declaration of Interest and that disclosure of any potential conflicts of interest has been made on the relevant system.

Details of the current policy are available at <https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy>.

Failure to comply with the published policy will result in disqualification from the award process or withdrawal of any awarded funds.

## 2. Secondee:

- Secondments will be supported for all career stages, from doctoral students to academic staff (the latter integrating with UCL's existing sabbatical scheme).
- Secondees may be the PI if they meet the eligibility criteria listed in Section 3.
- If the Secondee is a PhD student (CRS period):
  - The maximum duration for the project will be 6 months.
  - An email from the main academic supervisor will be required to confirm (i) their support, (ii) that the student's studies will not be affected by undertaking the secondment and (iii) that no extension will be required in finishing their PhD.
  - The proposed project must also be outside and additional to the student's PhD; otherwise their involvement would be classed as research and therefore ineligible for this type of funding (see Ineligible Activities above)
  - Students must be contracted to work on an appropriate grade on [UCL Payscales](#)
  - International PhD students may only work a maximum of 20 hours per week on the project due to visa restrictions.

Note that an up-to-date CV for the Secondee will have to be provided with the application files.

## 3. Principal Investigator (PI) and Co-Investigator (Co-I):

The PI must:

- Be employed by UCL for the duration of the project.
- Have links to the underpinning EPSRC research grant e.g., listed as PI or Co-I on [Grants on the Web](#). If not, then a Co-I must be named who can demonstrate the necessary links.

Note that PDRAs may be the PI if they meet the above criteria and they receive approval from the PI of the underpinning research grant (who must be named as Co-I) and the Head of Department.

- The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work in this project (including students, postdoctoral research assistants, sponsored researchers, etc.) complies fully with the [UK legislation on right to work](#) throughout any time they are participating on the project. Questions should be directed to your [HR Business Partner](#).

If applicants name a Co-I, they must:

- Be employed by UCL.
- Be able to demonstrate documented links to the underpinning research if the PI cannot do so – e.g., listed as PI or Co-I on Grants on the Web.

## 4. Worktribe costing:

You will need to prepare a [Worktribe costing](#) for your application. Questions on preparing your Worktribe budget should be directed to your UCL Department's financial administrator. Please provide them with this guidance:

1. Start a new Standalone Budget
2. For Funder choose Staff Forecast – INTERNAL USE ONLY
3. The partner contribution (cash and in-kind) should be included in the Worktribe budget. If possible, please enter this as separate entries to the EPSRC IAA costs and label it clearly as the partner's contribution. Do not enter staff costs for non-UCL-personnel (if any) as 'Salaries' as this will inappropriately attract the estates and indirect costs that are associated with UCL staff. These may be entered as 'Other'. See the sample example in the costing tool template.
4. Export the budget to Excel (you will need to attach this when you submit your application).

5. Fill in the partner contribution and EPSRC IAA funding distributions in the corresponding boxes of the application form.
6. Send the Worktribe budget along with your application to your HoD and departmental administrator with budgetary responsibility for approval. These emails of approval should be provided with your application files on submission.

## 5. Costing tool:

The costing tool is provided with the application form and guidance on the funding scheme's webpage. You will need to fill in the costing tool in order to show the percentage partner contribution for your project. You will be filling in columns C and E and/or F of the 'Application cost summary' tab. Column D is calculated automatically.

### Column C (Worktribe costing):

This column should be equal to the total project costs (EPSRC IAA + Partner Organisation). This should match the separate Worktribe budget you created, if you included the partner contribution in the budget (see Section 4). If you did not include the partner contribution in the Worktribe budget, you do not need to re-do it but do add the partner contribution to the appropriate box(es) in the 'Worktribe Costing' (column C) of the costing tool.

### Columns E (partner cash co-funding) and F (partner in-kind contribution):

Enter the partner contribution under the appropriate budget heading and column. Do not fill in the grey cells (include partner salaries under 'Other').

### Column D (EPSRC funding):

This column is calculated automatically. There should be no negative values in column D; if there are, it is likely that you filled in column C incorrectly (*i.e.*, the partner contribution has been included under the wrong budget heading, or has not been included at all).

Once the Costing Tool is filled in correctly, the Funding Split will show the breakdown of the EPSRC IAA and partner contributions. The total third-party contribution (shown in the 'Partner' cell of the funding split, cell E4) should in principle come to at least 25% of the project costs.

## 6. Approval required:

1. Projects are not funded at full Economic Cost (indirect costs, estates and PI time are not funded); therefore, approval for the project and costings must be provided from the PI's:
  - Head of Department
  - Departmental administrator with budgetary responsibility (this varies but is often the Departmental Manager; advice should be sought from your Department's financial support team if you do not know who this is).Note that the approval can be in the form of a brief email confirming consent – *e.g.*, 'I approve' is sufficient.
2. For Secondtees who have not yet completed their PhD, an email from the main academic supervisor will be required to confirm (i) their support, (ii) that the student's studies will not be affected by undertaking the secondment and (iii) that no extension will be required in finishing their PhD.

## 7. Useful links:

1. EPSRC Portfolio: <https://epsrc.ukri.org/research/ourportfolio/>
2. EPSRC Grants on the Web: <http://gow.epsrc.ac.uk/>
3. UKRI Gateway to Research: <https://gtr.ukri.org/>
4. Conflicts of interest policy: <https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy>
5. UCL Payscale: <https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales>
6. HR Business Partnering (UCL password required): <https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details>
7. HR Immigration and right to work information: <https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration>

## UCL INNOVATION & ENTERPRISE

8. UCLB Business Manager: <http://www.uclb.com/for-researchers/find-your-business-manager/>
9. UCL Research Contracts office contacts: <http://www.ucl.ac.uk/finance/research/rs-contacts.php>
10. Worktribe (UCL password required): <https://www.ucl.ac.uk/research-services/worktribe-research-management>
11. Companies House: <https://www.gov.uk/government/organisations/companies-house>
12. UCL Innovation & Enterprise Strategy 2016-21: <https://www.ucl.ac.uk/enterprise/sites/enterprise/files/innovation-and-enterprise-strategy-2016-2021.pdf>
13. UCL2034: <https://www.ucl.ac.uk/2034/>

## B. FILLING IN THE APPLICATION FORM

These guidelines outline the information that we will need to assess the project's fit-to-scheme and impact – please read carefully. Note that the information emphasised here will be different to that emphasised in a standard research grant application as we cannot fund research projects.

If your proposed project is not linked to an underpinning EPSRC research grant, please contact Rachel Corcoran ([r.corcoran@ucl.ac.uk](mailto:r.corcoran@ucl.ac.uk); Enterprise Secondments) or Katherine Welch ([k.welch@ucl.ac.uk](mailto:k.welch@ucl.ac.uk); Policy Secondments) as we may be able to fund from an alternative source.

All fields are mandatory unless indicated otherwise.

### 1. General

<b>Call</b>	Choose one option. If are responding to a Policy Secondment advertised via Katherine Welch at UCL Public Policy, please choose Policy Secondment. For all other projects, choose Enterprise Secondment (even if your project relates to policy).	
<b>Project title</b>	Should concisely capture the essence of your project <b>and</b> its anticipated impact.	
<b>PI / academic lead at UCL</b>	<i>Name</i>	<i>UCL Email</i>
<b>PI Department</b>		
<b>Co-I at UCL</b> (if any)	<i>Name</i>	<i>UCL Email</i>
<b>Co-I Department</b>	Enter UCL Department or state if same as PI.	
<b>Secundee</b>	<i>Name</i>	<i>UCL Email</i>

### 2. Partner Organisation

<b>Name</b>		
<b>Organisation type</b>	If unknown, this information can be found online at Companies House using the registered company number.	
<b>Size of company</b>	(i.e. Micro, SME, Large, Large Multinational) Staff numbers: 1–10 Micro; 10–250 SME and 250+ Large	
<b>Lead contact</b>	<i>Name</i>	<i>Email</i>
<b>UK address</b>		
<b>Sector</b> (select up to 2 applicable boxes)		

### 3. Planned Activities

This section will allow the reviewers and Committee to assess the eligibility of the activities / project to the scheme, the feasibility of the project and how it will increase the impact of the underpinning research.

Although some of the reviewers will have knowledge of the specific subject-area, others will have expertise in different aspects of the application / scheme so the application should be accessible for a general audience.

Avoid over-use of technical language; keep in mind that the project should be focused on the knowledge exchange activities (two-way exchange of expertise/knowledge between UCL and non-academic organisations / communities) and what you are trying to achieve, rather than a detailed description of any technical activities taking place or the underlying science of the project.

<b>Summary of aims and objectives of the project</b> (max. 1500 characters) Describe the general aims of your project, placing what you hope to achieve in its wider research context. Be as succinct as possible in your description.
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**Describe fully the activities to be undertaken and how they will increase the impact of the underpinning research** (max 2 pages; add Gantt chart if required)  
 Outline the proposed activities; explain how they will help you achieve your aims **and** contribute to maximising impact of the underlying research. For highly technical projects, you may wish to explain in more detail, although this is optional.

**List the key stages of work to be undertaken**  
 Provide here a comprehensive breakdown of the work packages in which the work will be undertaken by the Secondee, by stage (e.g., Month 1: Activity X; Month 2: Activity Y etc.).

#### 4. Impact

**How does this project fit with the UCL Innovation & Enterprise Strategy 2016–21 and UCL2034?**  
 The specific aim of this funding is to support projects aligned with the objectives of the UCL Innovation & Enterprise Strategy 2016–21 and UCL2034.

**Describe the expected benefits to UCL resulting from the activity** (including the impact on UCL’s research and/or teaching):  
 Consider how the collaboration will benefit: (i) your own research and impact activities, and its contributory role in Departmental planning of Impact Case Studies for REF2021 / 2028, (ii) your research group and/or department / faculty / wider University communities. What indicators will you use in order to measure the benefit? These can be qualitative, quantitative, or both.

**Outline the benefits to the Secondee resulting from participating in this activity:**  
 Consider how your research interests fit with the expertise and activities of the collaborating organisation. Also consider how you will benefit from the particular environment in which you will be working. What indicators will you use in order to measure the benefit? These can be qualitative, quantitative, or both.

**Describe the expected benefits to the partner organisation resulting from the activity:**  
 What indicators will you use in order to measure the benefit? These can be qualitative, quantitative, or both.

**Plan for ongoing activity and securing further funding if project is successful:**  
 Give consideration to potential post-project developments. These may include developing further collaborative research proposals, which look to exploit emerging impact, engage with additional users, or any other means of furthering the outcomes of the project.

#### 5. Track Record

<b>Summary of underpinning research and link to grant portfolio</b>	Provide a brief outline of the underpinning research and how it relates to this project. Technical details of the research are not necessary as the purpose of this section is to establish links to one or more EPSRC research grants so that the project can be funded from this scheme. EPSRC research grant numbers must be provided.
<b>Engagement in KE/Enterprise to date</b>	Indicate if you have received any prior funding to help with this activity, whatever its source. Indicate how much and from whom. If you have not received previous KE/Enterprise funding, please state that this is the case.
<b>Previous engagement between UCL and partner</b>	<b>Is this the first time you have worked with this partner?</b>  <b>Details of previous engagement:</b> List any existing relationships you have developed with the potential partner organisation. If there are engagements with other parts of UCL that you are aware of, please include them here.

#### 6. Resources and Financial Details

<b>Proposed start/end</b>	Should not start before the ‘Earliest Start Date’ listed for the call. Duration of 1–6 months (full time); up to 12 months part time. Must end no later than Feb 2020. Costs cannot be incurred outside the start and end dates.		
<b>Partner contribution</b>	<i>Cash (£)</i>	<i>In kind (£)</i>	<i>Total (£)</i>
	Put amount here	Put amount here	

	<b>Details of contribution from partner organisation:</b> For in-kind support, please detail how the total value has been calculated. In-kind funding can usually be entered for application costing purposes as if it were cash.				
<b>EPSRC IAA funding requested</b> (£, direct costs only)	<i>Salaries</i>	<i>Consumables</i>	<i>Travel</i>	<i>Other</i>	<i>Total</i>
	The maximum value of the awards available allowed under this scheme is £30,000.				
	It is important that the total EPSRC IAA costs in the application form match those in the accompanying Worktribe budget (if a partner contribution is included in the Worktribe budget, please highlight or otherwise distinguish clearly the costs that are requested from the EPSRC IAA where possible).				
	<b>Justification of resources requested</b> (including staff time): Provide an outline of how the requested funds will be used for the project and the staff time required for the secondment.				
<b>Describe expected spend by month</b> Provide preliminary information about how and when you intend to spend funds during the course of your project (this may, of course, be subject to change as your project progresses). This breakdown will enable UCL Innovation & Enterprise to monitor your expenditure over time in order to ensure that the funding is being used as expected. This will constitute go/no go points and a shortfall at any stage will be followed-up in order to ensure the award will be used in full. This may result in the funds being clawed back if necessary so it is important that this section is filled in as accurately as possible and that any changes to the expected spend profile are discussed with UCL Innovation & Enterprise staff.  For example, for a 6 month project in which £15,000 is requested for staff, £5,000 for consumables and £2,000 for travel and subsistence where: <ul style="list-style-type: none"> <li>- the member of staff is employed for a regular number of hours for the full duration of the project (<math>\text{£}15,000 / 6 = \text{£}2,500</math> per month)</li> <li>- all consumables are purchased at the beginning of the project (£5,000)</li> <li>- travel to the partner organisation occurs in the final month of the project (£2,000)</li> </ul> Spend by month would be entered as: <ul style="list-style-type: none"> <li>- Month 1: £7,500 (staff + consumables)</li> <li>- Months 2–5: £2,500 per month (staff only)</li> <li>- Month 6: £4,500 (staff + travel)</li> </ul>					
<b>Seconded to be funded</b>	<i>Name</i>		<i>FTE</i>	<i>Salary Spine Point</i>	
	<i>UCL background</i> <input type="checkbox"/> Doctoral student <input type="checkbox"/> PDRA <input type="checkbox"/> Academic staff <input type="checkbox"/> Technical/support <input type="checkbox"/> Teaching <input type="checkbox"/> Other (please specify)				
<b>Financial administration</b>	<i>Departmental Administrator Name (and email)</i> This should be the person who will administer your funds on a day-to-day basis if awarded. It may not be the same person who approves the application.				
	<i>Worktribe ID</i> Please provide the ref. number for the Standalone Worktribe budget.			<i>MyFinance Organisational Unit</i> Please provide your org. unit number. Your DA will be able to provide you with this information.	

Submit your application including all necessary documentation, as listed at the end of the application form.

## C. POST-SUBMISSION PROCEDURES AND CONDITIONS

### ASSESSMENT OF APPLICATIONS

Awards will be assessed initially by UCL Innovation & Enterprise staff. Any applications exceeding a threshold of £15,000 will be reviewed by at least three members of the UCL community and the Innovation & Enterprise Funding Committee, who will make recommendations to the Vice-Provost (Enterprise). The decision to award, suggest resubmission, or to decline, will then rest with the Vice-Provost (Enterprise).

Applications for less than £15,000 funding may be considered between meetings.

Projects will be prioritised based on their impact or the building of longer-term research partnerships.

Impact will be monitored through identifiable and measurable outcomes such as new jobs, scientific dissemination and follow-on activity (e.g., business start-ups and/or new collaborations with clear potential for intellectual property (IP) development and/or development of longer-term research partnerships).

The prospective benefits to project stakeholders (Secundee, UCL, external partner) will all be considered, as well as the strength of the application and its fit with the UCL Innovation & Enterprise Strategic Plan 2016-21 and UCL 2034.

### TIMELINE OF APPROVAL

#### Applications below £15k:

These can be considered outside funding calls. However, if they are submitted during a funding call, they will be considered according to the same timeline as applications above £15k.

Please allow a minimum of 2 weeks for a decision. If approved, an award letter will be issued at this stage to confirm the award. Once the award letter is issued, allow a further 2 weeks at a minimum for the project to be set up on MyFinance.

#### Applications above £15k:

These will be considered as part of the next available funding call (listed on the website). Committee meetings will normally take place 4 to 5 weeks after the closing date. Applicants will be notified of the decision and any further steps to be taken within three working days following the committee meeting. Projects cannot start before the earliest start date listed for the relevant call.

*Additional time will be required to put in place contracts. Please contact Rachel Corcoran ([r.corcoran@ucl.ac.uk](mailto:r.corcoran@ucl.ac.uk)) for guidance.*

### GENERAL TERMS AND CONDITIONS OF AWARD

1. By using the funds, you agree to abide by the conditions laid out below and in the award letter. All projects should adhere to UCL's standard best practice and ethical guidance.
2. Funds may only be used for the costs described in the application for the project awarded. As the Vice-Provost (Enterprise) is the Principal Investigator of UCL's EPSRC IAA, any changes (e.g., budget variations, extension requests etc.) to funded projects must be authorised by UCL Innovation & Enterprise. Note that approved changes will only be progressed by a member of the Research Services team upon approval from UCL Innovation & Enterprise. Changes to the award may require a new award letter before they can be progressed.
3. Project participants will be required to take part in the monitoring and reporting processes associated with the scheme and the development of case studies. Impacts will be monitored through identifiable and measurable outcomes such as scientific dissemination and follow-on activity (e.g., business start-ups and/or new collaborations with clear potential for intellectual property (IP) development and/or development of longer-term research partnerships).
4. The PI is responsible for ensuring that an appropriate collaboration agreement is in place with any partners, where applicable. This must be arranged via your Department's Research Services Contracts Manager.
5. The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work on this project (including students, postdoctoral research assistants, sponsored researchers, etc.) complies fully with the UK legislation on right to work throughout any time they are participating on the project. For more information please check the UCL HR website and/or contact your HR Business Partner for assistance.
6. Funds are dispensed using the normal UCL financial regulations and systems. All successful applicants will be issued with an award letter from the Vice-Provost (Enterprise), which will provide details of the sum awarded, any specific conditions associated with the project (usually set by reviewers or the Innovation & Enterprise Funding Committee), and the project's unique reference number. Funds will be allocated to the PI's Department and projects will be assigned a dedicated Departmental MyFinance project code.
  - To allow auditing and monitoring according to EPSRC requirements, costs should be charged directly to the dedicated account, rather than by transferring money to other accounts. Where the

- project must start before the MyFinance project has been set up, costs must be transferred to the EPSRC IAA account as soon as possible once the funds are made available for use.
- All projects will have a start and end date. No commitments can be made after the end date; after the end date departments will have 3 months to process invoices etc., then the account will automatically close.
  - Funds must be spent within the terms and conditions of the IAA, meaning any unaccounted costs or underspends will be reclaimed for re-use within further calls.
  - The day-to-day management of the funds and any overspends in expenditure outside the funds awarded will be the responsibility of the PI's department. It should be noted that it is the responsibility of PIs to monitor the expenditure and budget; UCL Innovation & Enterprise are not responsible for the day-to-day management of the funds. It is advised to contact your Departmental Administrator or Research Services Post Award contact in the first instance if you have any queries or concerns about day-to-day management of your account.
7. Awardees will be required to acknowledge UCL EPSRC Impact Acceleration Account support in any published outcomes (including media communication) associated with the award.