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# UCL’s Innovation Network funding guidance

You should read this guidance alongside information on the innovation network scheme webpage before filling in and submitting your application.

Section A outlines the scheme eligibility and requirements. Web links in Section A.8 will help you find any additional information you need. Section B contains specific guidance on answering the questions in the application form.

To discuss your project or if you have any questions, please contact the Innovation Networks team (inetworks@ucl.ac.uk).

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## A. Eligibility and requirements

### 1. Project eligibility

#### Start date

The earliest start date listed on the website is the earliest the MyFinance project can be set up following review. This is normally around 2 weeks after you hear the outcome and will be longer if further follow-up is required by the Funding Committee prior to confirmation of funding.

You should allow additional time (after the advertised start date) for any UCL procedures you may need to follow before your project can effectively start.

Common examples are:

* Arranging collaboration agreements
* Employing new staff

#### Costs and activities that can be funded

Direct costs (directly allocated or directly incurred, of any type) can be covered. This includes salaries, consumables, travel and subsistence, etc.

The following costs and activities cannot be covered:

* Indirect, estates and generic administrative costs
* Costs associated with the protection of intellectual property
* For IAA projects: the purchase, or contribution towards the purchase, of a single item of equipment valued more than £10,000
* Research activity (e.g. any activity that could normally be funded through research grants)
* Public engagement activities that don’t involve a two-way exchange of knowledge (e.g. one-way dissemination or broadcast)
* Conference attendance (unless the project has developed and can demonstrate a strategic, targeted intervention to take place during the event aimed at establishing or strengthening a non-academic relationship). Note that this refers to attendance at conferences hosted by other parties where the main intention is to present your academic research. For many innovation networks, hosting a conference may be a key objective of the network and those costs may be covered by the awarded funding.

#### Eligibility of Impact Acceleration Account for networks

When applying for IAA funding, you’ll need to show that the aims of your innovation network align with the portfolio of the relevant research council to be eligible for funding. Check section A.8 ‘'Useful links’ for relevant links to their published portfolios.

### 2. What documents you need to provide

As part of your application, you’ll need to provide:

* A **standalone** Worktribe costing (see section A.7)
* Letters of support from any partner organisations, including:
	+ A statement of commitment to the project, including details on how they will contribute. This should align with the application form but should not be used in place of a detailed description in the application form.
	+ The nature and value of any cash and/or in-kind contribution. This should include a sufficient breakdown for the reviewers to be able to understand how the figure was reached.

### 3. Conflicts of interest

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

Applicants must be able to confirm that they are in compliance with [UCL’s Disclosure of Conflicts and Declaration of Interest Policy](https://www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy) and that disclosure of any potential conflicts of interest has been made on the relevant system.

If you do not comply with the published policy, your application will be disqualified and any awarded funds will be withdrawn.

### 4. Principal Investigator (PI), Co-Investigator (Co-I) and staffing

#### PI and Co-I(s)

PIs and Co-Is must have a UCL employment contract in place when you apply. These contracts should cover the full duration of the project. Postdoctoral researchers may be named as PI if they meet these criteria and have approval from their line manager and Head of Department.

The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work on this project complies fully with the UK legislation on right to work throughout any time they are participating on the project. This includes students, postdoctoral research fellows, sponsored researchers, etc. Questions should be directed to the relevant [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details).

The PI is also responsible for ensuring all standard UCL regulations are followed in the recruitment of staff for the project, e.g. temporary staff must be placed via the approved UCL routes.

#### Other staffing

Any current UCL staff can work on these projects where appropriate. New staff can also be recruited where needed. Details should be included in the Resources section of the application.

#### Doctoral students

The engagement of doctoral students in these projects is encouraged, as it could provide valuable experience complementary to their studies. The proposed project must be outside and additional to their doctoral studies.

PIs are responsible for ensuring that duties associated with the project do not compromise or overlap with students' core research.Any student involved in the proposal must be given adequate time to pursue their research. They must not be overburdened with additional responsibilities which would limit their capacity to complete their thesis in due time.

The amount of time they spend on the project is at the supervisor’s discretion but it’s recommended that this is no more than six hours in any week. For students at thesis write up stage this may be raised to 20 hours per week.

Students must be contracted to work on an appropriate grade on [UCL Payscales](https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales) and costed accordingly in the Standalone Worktribe budget**.** An amount matching their usual stipend rate would be normal.

### 5. Partner organisations and suppliers

For the innovation networks funding scheme, partner organisations, also referred to as ‘core members’, are external organisations.These organisations can come from industry, government or third sector. Higher education institutions can be included as innovation network partners, but cannot be the only external core members.

Partners will take an active role in setting up and running the innovation network. This could be by being part of an advisory board or steering group, or by providing venues for activities and events, or by making other in-kind or cash contributions.

Partners willparticipate in knowledge exchange with the UCL network participantsandwill benefit from the potential outcomes of the project (i.e. this should not be a business-as-usual project for the organisation).

Partner organisations are expected to contribute any relevant resources at no cost to UCL, in line with their potential to benefit. This could include a financial contribution (cash match funding), or access to facilities, equipment, and technical expertise among others (in-kind match funding).

Core members, or partner organisations, are distinguished from general members of the network. General members are member organisations from industry, government or third-sector that share an interest in the topic of the innovation network and attend events or take part in network activities, but do not take an active role in running the network nor provide resources to the network.

Both core members and general members may be international organisations. It is preferred that core members include at least one UK registered organisation.

 It’s possible to pay a fee to an external organisation that is a general member from the funds but if you’re planning to do so, either at a full or subsidised rate, the organisation will be classed as an external supplier and be subject to UCL’s procurement procedures. Fees are generally not payable to core members.

All expenditure on goods and/or services must comply with [UCL’s financial regulations, in relation to procurement](https://www.ucl.ac.uk/procurement/policies-procedures). You may be asked to demonstrate your compliance as part of the process of reviewing your application.

When paying a supplier with funding from the scheme, you must ensure that this complies with [UCL’s financial regulations, in relation to procurement](https://www.ucl.ac.uk/procurement/policies-procedures). This includes any pledges made by the supplier for concessionary fees or rates.

In the case where you want to remunerate participants in workshops or focus groups, these will be considered on a case-by-case basis. Please discuss this with Senior Innovation Networks Manager prior to including a cost in your application.

### 6. UCL Business (UCLB) or UCL Consultants (UCLC) engagement

Engagement with UCLB or UCLC is not mandatory for this scheme.

If your network is directed towards commercialisation or you have concerns over intellectual property, you’re advised to consult UCLB before applying. Please contact your UCLB Business Manager as early as possible.

If you anticipate consultancy to be an output of the network, it is recommended to engage with UCLC as early as possible.

Note that for any approved applications, the Innovation & Enterprise Funding Committee may require UCLB or UCLC engagement or input before recommending the application for funding.

### 7. Worktribe costing

Questions on preparing your Worktribe budget should be directed to your department’s financial administrator. Please provide them with this guidance.

Steps for preparing a Standalone Worktribe budget:

1. Start a new Standalone Budget (not a conventional Worktribe Project)
2. For Funder choose ‘**Staff Forecast – INTERNAL USE ONLY**’. This ensures that all eligible costs will be calculated at 100% (some funders cover only 80%).
3. Worktribe may automatically add figures for Estates costs, Infrastructure Technician costs, and Indirect costs. If this happens, please amend those lines to zero, as they are not covered by this funding.
4. Any partner contribution should be included in the Worktribe budget, usually under ‘Other’ costs (including their staff time). Please enter this as separate entries to the UCL costs and label it clearly as the partner’s contribution. This may not be possible if the partner is contributing cash towards UCL salaries, in this case, the differentiation should be made clear in the application form.
5. Export the **budget breakdown** to Excel (you will need to attach this spreadsheet when you submit your application). Please ensure that the spreadsheet shows every line of the budget plus the lines showing the budget ‘Broken down by Academic Year’.

### 8. Useful links

1. [UCL’s Disclosure of Conflict and Declaration of Interest Policy](http://www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy) (www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy)
2. [UCL Salary scales](http://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales) (www.ucl.ac.uk/human-resources/pay-benefits/salary-scales)
3. [UCL guidance on immigration and right to work](http://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration) (www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration)
4. [HR Business Partnering (UCL password required)](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/hr-business-partnering-contact-details) (www.ucl.ac.uk/human-resources/about-hr/contacting-hr/hr-business-partnering-contact-details)
5. [UCL’s Supply chain policy](https://www.ucl.ac.uk/commercial-procurement/ucls-supply-chain-policy) (www.ucl.ac.uk/commercial-procurement/ucls-supply-chain-policy)
6. [UCLB Business Manager](http://www.uclb.com/for-researchers/find-your-business-manager/) (www.uclb.com/contact-us/find-your-business-manager)
7. [UCL Contract Services team](http://www.ucl.ac.uk/research-innovation-services/contract-services) (www.ucl.ac.uk/research-innovation-services/contract-services)
8. [UCL Innovation and Enterprise Interim Strategy 2021 to 2023](https://www.ucl.ac.uk/enterprise/ucl-innovation-and-enterprise-interim-strategy-2021-2023) (https://www.ucl.ac.uk/enterprise/ucl-innovation-and-enterprise-interim-strategy-2021-2023)
9. [Arts and Humanities Research Council (AHRC) research portfolio](https://www.ukri.org/councils/ahrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/) (www.ukri.org/councils/ahrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/)
10. [Engineering and Physical Sciences Research Council (EPSRC) research portfolio](https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/) (www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/)
11. [Science and Technology Facilities Council (STFC) portfolio](https://www.ukri.org/councils/stfc/remit-portfolio-and-priorities/) (www.ukri.org/councils/stfc/remit-portfolio-and-priorities/)
12. [Biotechnology and Biological Sciences Research Council (BBSRC) research portfolio](https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/) (www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/)
13. [Economic and Social Research Council (ESRC) research portfolio](https://www.ukri.org/councils/esrc/remit-portfolio-and-priorities/) (https://www.ukri.org/councils/esrc/remit-portfolio-and-priorities/)

## B. Filling in the application form

This section provides guidance on completing the different fields of the application form.

You can access the form from the scheme webpage.

You can also download a Word template of the form which you can use to gather information before completing the form. This is to allow you to prepare the application collaboratively as the web form can only be accessed by one UCL user. You should then copy and paste the form into the web form.

### General notes

The information we need to assess your project’s fit-to-scheme and impact is different to that required for a standard research grant application. When writing, please keep in mind the following.

Keep in mind that the **network should be directed towards knowledge exchange** (two-way exchange of expertise/knowledge between UCL and non-academic organisations/communities), **translational** or **impact acceleration activities**.

Write for a general, non-expert audience and focus on what you’re doing now and its potential impact, rather than your background research. Avoid including too much technical detail about the activities and over-use of acronyms that aren’t widely used beyond your field.

Be concise. Write only as much as you need to outline your project and its feasibility and impact. Character limits are listed here and include spaces. If you’re using the Word template, aim for less than 7 pages.

Try to proof-read before submission to ensure you’ve completed all sentences and avoid copy and paste errors.

Consider each question in relation to the innovation network scheme.

All fields are mandatory unless indicated otherwise.

### 1. General project information

#### Project title

This should concisely capture the essence of your innovation network and its anticipated impact. As successful projects are widely advertised we suggest you do not include any confidential or commercially sensitive information in your title.

[250 characters max.]

#### Activity

There are two possible activities to apply for: scoping an innovation network and establishing an innovation network.

##### Scoping an innovation network

You can apply for up to £7,000 to do preliminary work to scope your innovation network.

The result of your scoping activity should be a strategic plan to build, establish and sustain your innovation network. Scoping your network in advance allows you to clearly identify and delineate:

* the problem your network is intending to solve
* network purpose, aims and objectives
* partners who will be active in running the network
* other target members
* governance structure
* plans for network operations
* metrics and KPIs to evaluate network success
* activities the network will perform
* ongoing funding plans

Activities may include polling the market to identify key issues for the network to address, testing engagement from potential members, forming an advisory board and producing reports and the strategic plan.

Tools you may want to consider include surveys, workshops and individual interviews.

##### Establishing an innovation network

If you have already developed plans for your innovation network or have completed a scoping phase, you can apply for up to £30,000 to establish and run your network.

Funds are typically used to cover costs of a network coordinator and PI engagement in the network, as well as delivering planned activities of the network, such as running workshops and focus groups, creating educational materials, hosting conferences.

#### Call

##### Stream

This information will be pre-filled.

##### Sub-stream

Select one option. This should be the corresponding IAA scheme if your project is linked to UKRI research, and HEIF otherwise). Refer to the links in Section A.8 above to determine if your network meets the research and knowledge exchange priorities for the relevant UKRI funding councils and is eligible for funding from the UKRI IAA schemes.

##### Call

Please select the latest call.

#### PI / academic lead at UCL and co-investigators

##### UPI

You’ll find UPIs through the UCL Directory or on staff ID cards. You must log into the directory using your UCL username and password in order to view UPI numbers.

UPI numbers are in the form AAAAAXX (A = letter, X = number) e.g. SHACK22. They are not the UCL user ID associated with your Microsoft account (e.g., ucypsha).

##### Department

You’ll need to select your department from the full list of departments. You’re advised to search using the wildcard (\*) before your search term, e.g. Bartlett departments are listed as ‘The Bartlett’ and will not come up if you simply start your search with ‘Bartlett’ rather than ‘\*Bartlett’.

If your department is not listed, please contact the Knowledge Exchange team and we will arrange for it to be added.

##### Co-Investigators (Co-Is)

You are not required to have Co-Investigators for your network, however, due to the interdisciplinary nature of many networks, frequently one or more Co-Investigators will be active in the network and are listed.

#### Declaration of interest

##### Are you in compliance with UCL’s policy on Disclosure of Conflicts and Declaration of Interest?

Select ‘Yes’ or ‘No’. Provide more details if your answer needs further explanation (e.g. if you mark ‘No’ to being in compliance with the policy, or if in accordance with the policy, you have declared a potential conflict of interest).

Please see [Section A.3 (Conflicts of interest)](#_3._Conflicts_of) for further information.

[2,000 characters max.]

##### If relevant to this proposal, have you disclosed any actual, potential or perceived conflicts of interest to UCL?

Please select ‘No’ **if there are no conflicts of interest** related to this proposal and state ‘not applicable’ in the details box. Otherwise, if there are possible conflicts of interest select ‘Yes’ *or* ‘No’ as appropriate and add details of how any conflicts are being managed.

[2,000 characters max.]

#### Ethical approval

Please select from the list to indicate whether your project requires ethical approval.

For all IAA projects, Research Services require confirmation of this, along with the approval document where applicable. If ethical approval is not required initially but may be required at a later stage of the project, please select ‘Yes’ and we will follow up for more detail on the expected timeline.

#### Confidentiality

We will occasionally publish information from successful proposals, e.g. in the form of case studies or success stories. You’ll always have an opportunity to review any material before publication.

Please indicate here whether or not any information in your application is confidential. If yes, please provide more detail about which parts of the application are confidential, such as partners, research topics, existence of the network, project title. Include details of terms around confidentiality, such as time limits or conditions upon which confidentiality will change.

Note that your application will be shared with reviewers and members of the UCL Innovation & Enterprise Funding Committee. Details may also be provided to our funders for reporting purposes. We will inform all recipients that information is confidential unless advised otherwise.

[2,000 characters max.]

### 2. Partner organisation(s)

Do not use this section to include a full list of network members.

Do include any core member organisations that will be contributing proactively in some way. For example, by being part of an advisory board or steering group, or by providing a venue for meetings or other in-kind or cash contribution.

When using the Word template, you can add more partner organisations by clicking the + sign on the right (click into a cell in the table to see the sign).

#### Organisation type

Select from the list provided. If unknown and the company has a UK presence, this information can be found online at [Companies House](https://www.gov.uk/get-information-about-a-company) using the registered company number.

#### Size of company

Select from list provided. Staff numbers:

* 1 to 10 - Micro
* 11 to 249 - SME
* 250 or more - Large

#### Address

Please enter region (UK) or country (international) at a minimum.

#### Sectors

Select up to 2 from the list provided.

#### Is this the first time you have worked with this partner?

Please select from the list to indicate if you have worked with the partner organisation before or if you are aware of other work within UCL with this partner.

If relevant, provide details of previous engagement.

[2,000 characters max.]

### 3. Planned activities

This section will allow the reviewers and committee to assess the eligibility of the activities and project, the project’s feasibility and how it will achieve impact.

#### Proposed activity category (Select as many as applicable)

Select as many categories from the list as apply to your innovation network.

It’s important that you tick at least one of these boxes:

* 1. for statistics/records/analyses of the types of projects we are supporting; and
	2. to help us identify any links with existing activities at UCL.

The publications category refers to any document designed to disseminate information about your KE initiatives to a wider audience. It does not refer to academic papers.

The category ‘Employment of specialist staff’ refers to people employed on a consultancy basis.

If none of the ten categories in this section applies to your project, please tick ‘Other’ and provide a description in the box.

Bear in mind that the activities you do when you are scoping your network may be different from the activities you anticipate doing after the network is established. Please be sure to select the correct activities based on whether you are applying to scope the network or establish the network.

#### Summary of aims and objectives of the innovation network

If you are applying to scope your innovation network, it is anticipated that designing your strategic plan for the innovation network is a key aim or objective of the scoping activity. However, the review panel will still also want to understand at a high level what are the key themes and challenges that the innovation network will be focused on when it becomes established, so if possible include at least a brief description of these as well.

If you are applying to establish your innovation network, this section should include:

1. Mission of strategic intent
2. Why the network is important and what its anticipated impact will be
3. Target audience of membership
4. Anticipated longevity of the network.
5. Long-term ambitions, if the network is expected to last longer than the funded period.

[1,750 characters max.]

#### Describe fully the activities to be undertaken and how they will increase the impact of the underpinning research

Outline the proposed activities and explain how they will help you achieve your aims and contribute to maximising impact of the underlying research. This is mandatory for IAA submissions. For HEIF, a research link is not mandatory but you should outline any impact of your research or other work at UCL.

For highly technical projects, you may wish to explain in more detail.

Use text only and do not insert Gantt charts or images in this section. These can be attached separately at the end of the web form.

If you are applying to scope your innovation network, you should include your:

1. Brief non-technical summary of the research and how it will help drive impact through the innovation network
2. Indicative governance structure and how you will verify this through the scoping activity
3. Indicative target membership of the network: types of members and the rationale for including them, and how scoping will refine target membership
4. Activities that you will perform to devise a strategic plan to build, establish and sustain your innovation network. Include expected outcomes from each activity you will do in the scoping exercise

If you are applying to establish your innovation network you should include your:

1. Brief non-technical summary of the research and how it will help drive impact through the innovation network
2. Governance structure: proposed structure, roles and duties of core members, terms of references.
3. Membership: who is the target membership, how it is defined, the strategy for engagement, and how the network will benefit from their inclusion
4. Type of activities and frequency: events, specifying the type (e.g. workshops, networking, showcases, roundtables, focus groups, etc.), business plan, communications strategy, etc. and how they will help you fulfil the aims of the innovation network
5. Any materials that you expect to produce, such as reports, training materials, videos, case studies, white papers, policy papers

Successful applicants will be asked for a list of members at the end of the project for reporting purposes. A template will be provided. GDPR restrictions will not be relevant for the type of information we request and it will be used for reporting purposes only (i.e. we will not be contacting any of the members or attendees.)

##### Recommendations on how to focus this section

Remember that this is a knowledge exchange application, not a research application. Explanation of your research is requested for context to understand how the research is related to the network, why a network is a good vehicle to progress impact from the research and how the network will benefit from the outputs of prior research.

The information provided in your application should be sufficient for the reviewers to assess the project. Avoid referring to other sources, particularly published research articles, where possible. Remember that these applications are different to applications for research funding and that the reviewers are unlikely to read any references listed (no appendices are permitted).

Be clear about which parties will be contributing to the activities and what benefit they will bring. This will help the reviewers understand the value of the partner contribution and the staffing and resources requested. (You’ll be asked to outline the partners’ roles below and to justify the costs in more detail in the resources section.)

Consider whether your project could benefit from milestones that would represent go/no-go decision points. These can map to your objectives and measures of success.

[20,000 characters max.]

#### Describe the role of the partner organisation(s)

You should not list all members of the network here, but do include any that are contributing proactively in some form/capacity (e.g. advisory board, steering group, provide venue for meetings or other in-kind or cash contributions).

If you are applying to scope your innovation network, please describe how the partner organisation(s) will support the development of the strategic plan for the innovation network and how it is anticipated that the partner organisation(s) will continue to contribute after the network is established. Include information on what expertise the partner(s) bring to the discussion.

If you are applying to establish your innovation network, please describe what expertise the partner organisation(s) will bring into the network to advance the network aims and why you have chosen the specific partner(s). Explain how you and the partner organisation(s) will mutually benefit from participating in the innovation network. What impact will the partner(s) realise from participation. How will the innovation network develop due to involvement from the partner(s).

Letters of support from the partner organisation(s) should be included as attachments to the application.

[3,000 characters max.]

### 4. Impact and risk assessment

#### How does this project fit in with the Innovation & Enterprise’s Strategy for 2021-23?

The specific aim of this funding is to support projects aligned with the objectives of the [UCL Innovation & Enterprise Strategy Interim Strategy 2021–23](https://www.ucl.ac.uk/enterprise/ucl-innovation-and-enterprise-interim-strategy-2021-2023) Please explain how your project supports these objectives.

[3,000 characters max.]

#### Provide an outline of why this project will make a difference outside the university sector

Briefly outline how your innovation network will benefit the wider community, e.g. for economic or societal impact. What problem is it intended to solve? This should not include academic benefit or benefit to UCL.

[3,000 characters max.]

#### Describe (i) anticipated outcomes, (ii) the potential impact and beneficiaries, (iii) measures of success

How will you know the project has achieved its aims? What is the potential impact of the desired outcome and who will benefit? Consider long-term impact as well as immediate. What indicators will you use in order to measure the success of your project? These can be qualitative, quantitative, or both.

Be realistic when designing anticipated outcomes. Don’t be overly ambitious.

Bear in mind that the outcomes of scoping a network will be different to the outcomes of establishing and running the network. If you are scoping your network you may not yet have a clear picture of the impact, beneficiaries and measures of success. However, please be clear about how you will address these as part of the scoping activity.

[5,000 characters max.]

#### Plan for ongoing activity and securing further funding if the innovation network plans to operate longer than the funded period

This question is important for reviewers to assess the sustainability and potential for ongoing impact beyond the current funded period.

This funding is intended to allow you to establish your innovation network and start to realise impact. If the network has aims and objectives that exceed the 12-month funded period, you will need to define a clear plan for becoming self-sufficient or obtaining further funding to keep the network running.

If you’re scoping your innovation network, you’ll need to show how you plan to address the question of long-term sustainability and further funding sources in your scoping activity.

If you are establishing your innovation network you’ll need to demonstrate your strategic plan to sustain the network and its activity beyond the end-point of the funding. Take this opportunity to expand on your ambitions for the project, your business model, what you see as the next step and where you are likely to go for funding.

[3,000 characters max.]

#### Risk assessment

You must outline the financial and reputational risks and opportunities of this project and how they will be managed (this should not be a lab-type risk assessment)

[3,000 characters max.]

#### Commercialisation possibilities, including UCLB/UCLC engagement (if relevant)

This is not required for innovation networks, however some innovation networks have commercial aims. If commercialisation or consultancy form part of your network objectives, and you have had engagement with UCLB or UCLC already, please provide information here. Please provide names of the UCLB or UCLC business manager you have spoken to, if relevant.

[5,000 characters max.]

### 5. Track record

#### Summary

In order to assess the application, it is important for reviewers to understand the progression of the background research and how the innovation network will build upon the research portfolio. Provide a brief outline of how your underpinning research outputs or work are related to the innovation network. Extensive technical details are not necessary.

If you have had prior funding from EPSRC or ESRC for your research, or if your research aligns with EPSRC or ESRC aims, please briefly describe the funding received or outline the research alignment here. Refer to the links in Section A.8 for info on the EPSRC or ESRC aims. Do not provide project numbers and titles here. These are provided in the next section.

#### Outline of your previous engagement in knowledge exchange or innovation

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 Knowledge Exchange or Enterprise funding, please state that this is the case.

[2,000 characters max.]

You’ll need to include project numbers and year received for any funding from EPSRC, ESRC, external sources or UCL.

### 6. Resources and financial details

#### Proposed start/end dates

Your project should not start before the ‘earliest start date’ listed for the call. Please refer to the scheme webpage for this as the dates for HEIF are slightly earlier than those for EPSRC or ESRC IAA. We can only list one date on the web form.

EPSRC IAA projects cannot end later than 31 March 2025.

Costs cannot be incurred outside the start and end dates.

You should allow some additional time before the project starts to employ new staff who are leading on the project and to coordinate appointments to advisory or leadership boards.

When planning start and end dates, take into consideration any anticipated absences by key members or partners. Please also consider the impact of other research projects or critical strategic projects for partner organisations to ensure that the full network team has the ability to deliver the outcomes.

#### Partner contribution

Give details of how your network partner(s) (those you have listed in section 2) will contribute to costs related to the innovation network activities described previously.

For in-kind contributions, consider costs such as of use of venues, use of materials, staff participation in advisory boards, staff attendance at meetings or workshops.

The sum total of cash and in-kind contributions is provided in the spaces below. Use this space to describe the breakdown of the cash and in-kind contributions. For in-kind support, please detail how the total value has been calculated.

Contributions should not be shared across projects. If there’s an ongoing relationship with the partner that has been funded, the contribution entered here and in the letter of support must be specific to this project.

[2,000 characters max.]

Please enter total figures only in each box (description and breakdown should be provided above). In-kind funding can usually be entered for application costing purposes as if it were cash.

#### UCL funding requested (£, direct costs only)

##### Staffing and recruitment requirements

Provide details of how the staff being employed will contribute to the project. This includes current UCL staff (e.g. PI and Co-I(s)) and any other staff to be employed specifically for the project, such as the network coordinator.

If you’re engaging a doctoral student, please confirm that you are in compliance with the specific requirements on the employment of PhD students. See [section A.4](#_4._Principal_Investigator) for information.

##### Justification of resources requested:

Provide an outline of how other requested funds will be used for the project.

Where applicable, please confirm that you are in compliance with UCL’s Financial Regulations regarding procurement processes. See [5](#_6._External_suppliers) for information.

Please enter total figures only in each box. Description and breakdown of totals should be provided in the two boxes above. If there is no box for any of your budget headings, please add the costs under ‘Other’.

It’s important that the costs in this section 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 relevant funding scheme where possible.

[2,000 characters max.]

##### List expected spend by month

Provide preliminary information about how and when you intend to spend funds during the course of your project. 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. Any changes to the expected spend profile or costs must be discussed with the Knowledge Exchange team.

For example, for a 6-month project in which £12,000 is requested for staff, £5,000 for consumables and £2,000 for travel and subsistence where:

* + - the member of staff is employed for a regular number of hours for the full duration of the project (£12,000 / 6 = £2,000 per month)
		- all consumables are purchased at the beginning of the project (£5,000)
		- travel to the partner organisation occurs in the final month of the project (£2,000)

Spend by month would be entered as:

* + - Month 1: £7,000 (staff and consumables)
		- Months 2 to 5: £2,000 per month (staff only)
		- Month 6: £4,000 (staff and travel)

[2,000 characters max.]

##### Funding request per financial year (1 August to 31 July)

Note that an accurate breakdown is only essential for HEIF projects. For IAA projects, you can simply select any year and add the total value you are requesting (must exactly match figure given above under UCL funding requested).

For HEIF schemes it’s essential for auditing purposes that you specify how much of the requested funding you will spend in each financial year (the financial year runs from 1 August to 31 July each year). The sum of the amount for the two financial years should match the total amount of funds being requested.

#### Funded staff details

This section applies only to UCL staff or new staff to be employed by UCL expressly for this network.

FTE should be a decimal value up to 1.0.

Refer to [PI section for guidance on UPI numbers](#_UPI).

#### Departmental Manager or Departmental Administrator with budgetary responsibility

This should be the person who has responsibility for the departmental budget and approves the finances (additionally to the Head of Department). The system will generate an email to this person requesting approval of the project when the completed application is passed for review.

Please be particularly careful that you enter the email address correctly as this is how the system links the project to the HoD for approval. A space or error in the email address will cause glitches.

UPI: [See PI section for guidance](#_UPI).

#### Worktribe ID

For EPSRC or ESRC IAA projects, please provide the reference number for the Standalone Worktribe budget. This is a 7-digit number that can be found at the top of the screen (next to your budget title) when you open the budget. If this information is not included, we will be unable to award funds and your project may be delayed.

#### MyFinance organisational unit

Please enter your department’s organisational unit (XAA where X = letter and A = number).

### 7. Completion and documents

#### Confirm documents attached

Refer to [section A.2](#_2._What_you) and scheme webpage to see what is required for each scheme.

In summary, this should include:

1. Standalone Worktribe costings (Excel)
2. Evidence of partner organisation support (i.e. letter of support)

#### Head of Department

See PI section for guidance on UPI numbers. The system will generate an email to the HoD requesting approval of the project when the completed application is passed for review. Please be particularly careful that you enter the email address correctly as this is how the system links the project to the HoD for approval. A space or error in the email address will cause glitches.

## C. Assessment and monitoring

Proposals will be assessed initially by UCL Innovation & Enterprise staff. All applications under £20,000 will be reviewed by at least two members of the UCL community, and at least three for all applications over £20,000.

Applications over £20,000 will also be assessed by the UCL Innovation & Enterprise Funding Committee, who will make recommendations to the Executive Director, UCL Innovation & Enterprise. The final decision to award, suggest resubmission, or to decline, will be made by the Executive Director, UCL Innovation & Enterprise.

Applications below £20,000 will be assessed according to the same criteria as those above £20,000.

Impact will be monitored through identifiable and measurable outcomes and follow-on activity (e.g. number of network events, number of network members, new collaborations with clear potential for intellectual property development and/or development of longer-term partnerships).