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# UCL’s Knowledge exchange and innovation funding guidance

This guidance applies to these funding schemes:

* Discovery-to-use
* Proof of concept/ Early stage commercialisation
* General knowledge exchange and innovation.

Guidance for other schemes (Secondments, and Innovation networks) are available on the relevant webpages.

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

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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. Make sure you allow yourself enough time on top of this to complete the project.

Common examples are:

* Arranging collaboration agreements (e.g. for Discovery-to-use partnerships).
* 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 do not involve a two-way exchange of knowledge (e.g. one-way dissemination or broadcast)
* Conference attendance (unless the project has developed a strategic, targeted intervention to take place during the event aimed at establishing or strengthening a non-academic relationship)
* Projects associated with student start ups.

#### Eligibility of Impact Acceleration Account projects

When applying for IAA funding, you’ll need to show your project aligns with the portfolio of the relevant research council to be eligible for funding. [Check section 8 Useful links](#_8._Useful_links) for relevant links to their published portfolios.

#### Start-up companies

Start-up companies are not eligible for this type of innovation funding (irrespective of whether the member of staff was formerly a student or not) .

### 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](#_7._Worktribe_costing))
* 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.
	+ A statement confirming that they will liaise with the PI to put a collaboration agreement in place.
* Costing spreadsheet (only if applying to the EPSRC IAA Discovery-to-use scheme). This calculates the percentage the partner and EPSRC IAA contributes for your project. You can download the costing spreadsheet on the scheme webpage. Guidance on using it is provided in the ‘Instructions’ tab.
* All expenditure on goods and/or services must comply with [UCL’s Financial Regulations and General Terms and Conditions involving Procurement](https://www.ucl.ac.uk/procurement/policies-procedures). You’ll be asked to confirm compliance before funding can be awarded.

### 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 this criterion and have approval from their line manager and Head of Department.

As Principal Investigator you are 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. They may have a restriction on the number of hours a week they can work as part of their student status.

For more information, please check the UCL HR website and/or contact your local HR team or HR Business Partner for assistance.

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 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 that 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 writing 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.

While former students who have become academic members of staff may be eligible for funding (as Principal Investigators or Co-Investigators), the application will need to provide information on whether the project proposed relates to intellectual property generated during their studies.

### 5. Partner organisations and external suppliers

For the purposes of these schemes, partner organisations are external, non-academic organisations. They willparticipate in knowledge exchangewith the UCL project participants andwill benefit from the potential outcomes of the project (i.e. this should not be a business-as-usual project for the organisation).

There’s an expectation that the partner organisation will actively contribute to the project and directly provide resources at no cost to UCL, in line with their potential to benefit. This could include a financial contribution (cash funding), or access to facilities, equipment, and technical expertise among others (in-kind funding).

It’s possible to pay an external organisation 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. This means that they will not be considered a partner organisation, nor will their contribution be eligible for calculating the level of co-funding for the ESPRC IAA Discovery to Use scheme.

When paying a supplier, 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.

### 6. UCL Business (UCLB) engagement

Engagement with UCLB is only mandatory for submissions to the Early stage commercialisation /Proof of Concept scheme. Please contact your UCLB Business Manager as early as possible as they will need plenty of notice and late applications will not be accepted.

We will obtain a review from UCLB Business Managers as part of the review process for the Early stage commercialisation / Proof of concept scheme. Successful applicants will be required to engage with UCLB throughout the project when needed.

For all applications, to any scheme, the Innovation & Enterprise Funding Committee may require UCLB engagement or input before recommending the application for funding. Therefore, in some other cases it’s advisable to do this before submitting as it could strengthen your application.

In particular, if you’re applying for another scheme (e.g. EPSRC IAA’s Discovery-to-use) and your project is directed towards commercialisation, or you have concerns over intellectual property, you’re strongly advised to consult UCLB before applying. UCLB will be asked to review any Discovery-to-use projects within the sub-stream that does not require a partner organisation (see webpage for details). They are asked to score your level of prior engagement with them as part of the review.

### 7. Worktribe costing

Questions on preparing your Worktribe budget should be directed to your department’s finance team. 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](https://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. [UCL guidance on working while studying](https://www.ucl.ac.uk/students/immigration-and-visas/working-uk/working-uk-during-your-studies) (https://www.ucl.ac.uk/students/immigration-and-visas/working-uk/working-uk-during-your-studies)
5. [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/people-hr/hr-business-partnering-contact-details)

1. [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)
2. [UCLB Business Manager](http://www.uclb.com/for-researchers/find-your-business-manager/) (www.uclb.com/contact-us/find-your-business-manager)

1. [UCL Contract Services team](http://www.ucl.ac.uk/research-innovation-services/contract-services) (www.ucl.ac.uk/research-innovation-services/contract-services)
2. [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)

1. [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/)
2. [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/)
3. [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/)
4. [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/)

## B. Filling in the application form

This section provides guidance on completing the different fields of the application form where additional guidance might be needed.

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.

The **project 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 10 pages for the EPSRC IAA Discovery-to-Use scheme and 7 pages for all other schemes.

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 scheme to which you are applying.

All fields are mandatory unless indicated otherwise.

### 1. General project information

#### Project title

This should concisely capture the essence of your project 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.]

#### Call

##### Sub-stream

If you are applying for the General Knowledge Exchange scheme, select the corresponding IAA scheme, and HEIF otherwise.

##### Call

Please select the latest call. This is in the format KEI[Year]-number

#### PIs / 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 start your search with ‘Bartlett’ rather than ‘\*Bartlett’.

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

#### 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 to outlining any potential conflicts where applicable).

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?

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 any UKRI IAA projects, Research and Innovation 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’ll 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. You can provide more detail if needed. If yes, please provide more detail about which parts of the application are confidential, such as partners, research topics, 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)

At least one partner organisation is required for Stage 2 Knowledge Exchange projects and all Discovery-to-use projects, unless you are applying under the exception (see section 6 Partner 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 the list provided. Staff numbers:

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

#### Address

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

#### Sectors

Select up to 2 from the list provided. Note that the web form includes more sectors – if possible please try to select one from the form.

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

Please 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 (KE projects only. Select as many as applicable)

For knowledge exchange projects, select as many categories from the list as apply to your project.

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 short description in the box.

#### Summary of aims and objectives of the project

Describe the general aims of your project. This section should give the reviewers an overview so that they understand where the project is going. Further details can be provided in the next section.

[1,500 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 all IAA submissions. For HEIF, a research link is not mandatory, but you should outline any impact on your research or other work at UCL.

For highly technical projects, you may wish to explain in more detail but see key recommendations below.

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.

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

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. This will help the reviewers understand the partner contribution and the staffing and resources requested. (You’ll be asked to outline the partner role below and to justify the costs in more detail in the resources section so you don’t need to go into those details here.)

We would strongly encourage you to include 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)

Describe how any partner organisation is linked to this project (how it’s placed to help achieve the project aims) and how it will contribute to the development of the project.

If you’re applying for Discovery-to-use funding under the exception where a partner organisation is not required (see [section 6 Partner Contribution](#_Partner_contribution), please use this section to outline your justification for this.

[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 this project will benefit the wider community, e.g. for economic or societal impact. 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 to measure the success of your project? These can be qualitative, quantitative, or both.

[5,000 characters max.]

#### Plan for ongoing activity and securing further funding if project is successful

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

This funding is intended to act as a step in between your funded research and more substantial innovation grants that would help you further translation of the underpinning work.

You’ll need to show how the activity will be sustained beyond the end-point of the funding. Take this opportunity to expand on your ambitions for the project, what you see as the next step and where you are likely to go for funding.

[3,000 characters max.]

#### Risk assessment and competitor analysis

You must answer both the questions below. Indicate if any are not applicable (e.g., if you’re not working on a commercialisation project you may not need to identify competitors).

Outline:

* the financial and reputational risks and opportunities of this project and how they will be managed (this should not be a risk assessment);
* what competitors exist and how this project is differentiated in the market.

[3,000 characters max.]

#### Commercialisation possibilities, including UCLB engagement

For commercialisation projects, you must outline the commercial relevance of the idea and how you see the project outputs being commercialised (i.e., route to market). This information plays an important role in the decision-making process for proposals related to commercialisation.

[5,000 characters max.]

#### UCLB Business Manager

Provide the full name of the UCLB Business Manager (BM) with whom you have discussed your project. If you have not discussed the project with UCLB, please leave this blank. If your UCLB BM isn’t on this list on the web form please let us know and we’ll arrange for them to be added.

### 5. Track record

#### Summary

Provide a brief outline of how your underpinning research outputs or work are related to the project. Extensive technical details are not necessary, the focus should be on how your IAA project is connected to your research and how it aligns with the relevant UKRI research council portfolio.

#### Project numbers

Please list all research grants to which this work is linked. This is to provide context for reviewers of the research underpinning the proposed project. Please provide titles and reference numbers where available.

Corresponding UKRI Research Councils research grant numbers are no longer mandatory for UKRI IAA schemes.

#### 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 KE/Enterprise funding, please state that this is the case.

[2,000 characters max.]

### 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 and IAAs are often different. We will normally only give the latest of these dates on the web form.

IAA projects cannot end later than 31 March 2025. A later end date of 31 March 2028 is possible for ESRC IAA projects only.

Costs cannot be incurred outside the start and end dates.

#### Partner contribution

Give details of how your project partner(s) will contribute to costs related to the project activities described previously. If cash and in-kind contributions are involved, they can be described here, but there is space for specific values in the next question. For in-kind support, please detail how the total value has been calculated.

If there’s an ongoing relationship with the partner that brings in co-funding, the contribution entered here and in the letter of support must be specific to this project.

For Discovery-to-use projects, projects with reduced contributions may be considered 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. As your partnership develops, the Funding Committee will expect this contribution to increase for any subsequent applications, in line with the increasing value of the partnership to your partner.

In exceptional cases, we'll consider Discovery-to-use projects that are not yet at the stage where they can engage a partner organisation, or the intention of the project is exclusively to explore pathways to commercialise your research. You'll have to develop a strong case to justify the absence of partner support and include this in your application form. The maximum available for these projects will be £50,000.

If the partner organisation has declined to provide a cash contribution, please briefly outline their reasons here

[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 any other staff to be employed specifically for the project.

If you’re engaging a doctoral student, please confirm that you are in compliance with the specific requirements on the employment of doctoral 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 [section A.5](#_5._Partner_organisations) for information.

Please enter total figures only in each box. 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.

[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 withdrawn if necessary so it’s 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). 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 project.

FTE should be a decimal value up to 1.0.

Refer to [PI section at the beginning of the form](#_UPI) for guidance on UPI numbers.

#### 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 submission 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 relevant named person for approval. A space or error in the email address will cause glitches.

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

#### Worktribe ID

For 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. Costing spreadsheet (for Discovery-to-Use, and Secondments only)
3. Evidence of partner organisation support (i.e., letter of support), where applicable

#### Head of Department

See [PI section for guidance on UPI numbers](#_UPI). The submission 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 will be reviewed by at least two members of the UCL community for applications under £20,000, and three for all others.

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 up to £5,000 will be assessed using a simplified criteria. Any other 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. business start-ups and/or new collaborations with clear potential for intellectual property development and/or development of longer-term partnerships).