



UCL's GENERAL KNOWLEDGE EXCHANGE AND INNOVATION FUND GUIDANCE

You should read sections A and B before filling in your application form.

A. PRE-APPLICATION GUIDANCE ON ELIGIBILITY AND DOCUMENTATION

1. Project eligibility requirements:

Project activities: Projects must focus on knowledge exchange (KE) activities. To be classed as knowledge exchange, there must be **two-way** exchange of knowledge between UCL and external, **non-academic** organisations / communities (information on KE can be found on our [website](#)).

Previous funding:

- EPSRC IAA: 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 current impact.
- STFC IAA: STFC-funded academics are eligible to apply – the project does not necessarily have to be linked to the STFC grant.
- HEIF: no underpinning links are required but should be related to your work at UCL. Open to all staff.

Funds available:

- EPSRC IAA: £3–30k for up to 12 months, ending no later than 31st March 2020.
- STFC IAA: up to £10k for up to 6 months, ending no later than 31st July 2019.
- HEIF: up to £15k for up to 12 months.
- All direct costs can be covered.

Ineligible costs / activities:

- Research activities
- Costs associated with the protection of intellectual property
- Indirect, estates and generic administrative costs including infrastructure technician costs
- Public engagement activities that don't involve a two-way exchange of knowledge (e.g., one-way dissemination or broadcast)
- The purchase, or contribution towards the purchase, of a single item of equipment valued at >£10k.

Conflicts of Interest:

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

PI and Co-I(s):

- Must have a UCL employment contract in place at point of application that covers the duration of the project. Note that PDRAs may be named as PI if they meet this criterion.

- At least one of the PI or Co-I(s) must have links to the underpinning EPSRC research grant. This person must either be a named investigator on the Gateways to Research page or have approval from a named investigator to link the grant to the project.

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. Questions should be directed to the relevant HR Business Partner.

Other staffing:

Staff (either current or to be recruited) who do not meet the above criteria for PI and Co-I may still work on the project – details should be included in Section 6 of the form.

PhD students:

The engagement of PhD students in these projects is encouraged, as it could provide valuable experience complementary to their studies. 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).

Principal Investigators 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 and not be overburdened with additional responsibilities which would be likely to limit their capacity to complete a thesis in due time.

Students must be contracted to work on an appropriate grade on [UCL Payscale](#)s.

3. Partner Organisation

Partner organisations are **external, non-academic** organisations who will **participate in knowledge exchange** with the UCL project participants and **will benefit** from the potential outcomes of the project. Organisations acting as suppliers or consultants – *i.e.*, if they are being paid for their services and will gain only 'business-as-usual' benefit from the project – should not be listed here as there is an expectation for partner organisations to contribute to the project, in line with the potential benefit to them. Please see Section 4 for requirements around suppliers and consultants.

4. External suppliers

While not all projects will require the engagement of external collaborators, those that do are asked to be mindful of the distinction between a **partner organisation** (as defined above) and a **supplier**.

For any project requiring the engagement of an external project partner, there is an expectation that the organisation will contribute actively to the project through the direct provision of resources. This could include a financial contribution (cash match funding), or access to facilities, equipment, and technical expertise among others (in-kind match funding).

All expenditure on goods and/or services must comply with UCL's Financial Regulations and General Terms and Conditions involving Procurement. Applicants may be asked to demonstrate their compliance as part of the funding review process. If any funding being sought is required to pay a supplier, then this must separately go through a compliant procurement process. This includes any pledges made by the supplier for concessionary fees or rates. Further information is available at <https://www.ucl.ac.uk/procurement/policies-procedures>.

5. UCL Business (UCLB) recommendation:

A UCLB recommendation is not essential for this scheme but, if your project is directed towards commercialisation or you have concerns over Intellectual Property, you may wish to consult them before applying. Please contact your UCLB [Business Manager](#) as early as possible if you intend to obtain a UCLB recommendation.

If you do cite UCLB support, you must provide evidence of their recommendation (*e.g.*, email) with your application.

Note that, if the application is approved, the Funding Committee may request UCLB input before recommending the application for funding or as a condition of the award where appropriate.

6. Worktribe costing:

You will need to prepare a [Worktribe costing](#) for applications over £10k and any application where UCL staff are to be funded. Questions on preparing your Worktribe budget should be directed to your 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. Any partner contribution should be included in the Worktribe budget. If possible, please enter this as separate entries to the IAA costs and label it clearly as the partner's contribution. Do not enter staff costs for non-UCL-personnel 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 Breakdown to Excel (you will need to attach this when you submit your application).
5. Fill in the partner contribution (where applicable) and 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.

7. Costing tool (EPSRC IAA only):

The costing tool is provided with application and guidance on the scheme's webpage. This should be filled in if you are applying for EPSRC IAA 2017-20 funding and there is a partner cash or in-kind contribution in place. It is not otherwise required.

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 Worktribe budget you created, if you included the partner contribution in the budget (see Section 5). If you did not include the partner contribution in the Worktribe budget, you do not need to re-do it but please 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'). If multiple partners are contributing, please add their contributions together and enter the total into the relevant cell(s).

Column D (EPSRC funding):

This 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.

8. Approval required:

Projects are not funded at full Economic Cost (indirect and estates costs 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.

9. Useful links:

1. EPSRC Portfolio: <https://epsrc.ukri.org/research/ourportfolio/>
2. STFC Portfolio: <https://stfc.ukri.org/index.cfm>
3. EPSRC Grants on the Web: <http://gow.epsrc.ac.uk/>
4. UKRI Gateway to Research: <https://gtr.ukri.org/>
5. Conflicts of interest policy: <https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy>
6. UCL Payscale: <https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales>
7. HR Immigration and right to work information: <https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration>
8. HR Business Partnering (UCL password required): <https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details>
9. Procurement policy: <https://www.ucl.ac.uk/procurement/policies-procedures>
10. UCL Business Manager: <http://www.uclb.com/for-researchers/find-your-business-manager/>
11. UCL Research Contracts office contacts: <http://www.ucl.ac.uk/finance/research/rs-contacts.php>
12. Worktribe (UCL password required): <https://www.ucl.ac.uk/research-services/worktribe-research-management>
13. Companies House: <https://www.gov.uk/government/organisations/companies-house>
14. UCL Innovation & Enterprise Strategy 2016-21: <https://www.ucl.ac.uk/enterprise/sites/enterprise/files/innovation-and-enterprise-strategy-2016-2021.pdf>
15. 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.

1. General

Call	Select the relevant fund for your application. If you are eligible for STFC or EPSRC IAA funding and the project is within their required funding and duration limits, please select these rather than HEIF. Only select one value.	
Project title	Should concisely capture the essence of your project and its anticipated impact.	
PI / Academic Lead at UCL	<i>Name</i>	<i>UCL Email</i>
PI Department		
Co-I at UCL (if any)	<i>Name</i>	<i>UCL Email</i>
Co-I Department	Enter UCL Department or state if same as PI.	

2. Partner Organisation

If there is more than 1 partner in place, please fill in their details in the separate 'Additional templates.docx', p.1, using a separate box for each partner. Additional boxes can be added to this template if needed.

Name		
Organisation type	If unknown, this information can be found online at Companies House (companies with UK presence) using the registered company number.	
Size of company	Staff numbers: 1–10 Micro; 10–250 SME; and 250+ Large	
Lead contact	<i>Name</i>	<i>Email</i>
Address		
Sector (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.

Proposed Activity Category (KE projects ONLY; Select as many as applicable):

Please note that this only applies to Knowledge Exchange projects, not to Pre-commercialisation projects. For KE projects, it is important that you tick at least one of these boxes: (a) for statistics/records/analyses of the types of projects we are supporting; and (b) 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. For *Secondment and people exchange*, please contact Rachel Corcoran, KTP and Secondments Manager, at r.corcoran@ucl.ac.uk or on 020 3108 7005 (internal: 57005) in the first instance.

<p>Summary of aims and objectives of the project (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</p>
<p>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 – this is optional rather than a requirement.</p>
<p>Describe role of partner organisation (if any): Describe how the partner organisation is linked to this project (<i>i.e.</i>, how it is placed to help achieve the project aims) and how it will contribute to the development of the project and participate in knowledge exchange.</p>

4. Impact and risk assessment

<p>How does this project fit in 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.</p>
<p>Provide an outline of why this project matters in ‘real-world’ terms: Briefly outline how this project will further develop the benefit of the underlying research for the wider community; <i>e.g.</i>, for economic or societal impact.</p>
<p>Describe (i) anticipated outcomes, (ii) the potential impact and beneficiaries and (iii) measures of success: How will you know the project has achieved its aims? What is the impact of the desired outcome and who will benefit? What indicators will you use in order to measure the success of your project? These can be qualitative, quantitative, or both.</p>
<p>Plan for ongoing activity and securing further funding if project is successful: 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.</p>
<p>Risk assessment and competitor analysis: You must answer all of the questions below. Indicate if any are not applicable (<i>i.e.</i>, if you are not working on commercialisation you may not need to identify competitors). Outline (i) the financial and reputational risks <i>and</i> opportunities of this project and (ii) what competitors exist and how this project is differentiated in the market?</p>
<p>Commercialisation possibilities, including UCLB engagement (where applicable): Where applicable, please outline the commercial relevance of the idea and how you see the likely project outputs being commercialised (<i>i.e.</i>, Route to Market). This information plays an important role in the decision-making process for proposals related to commercialisation.</p> <p>After review, we may obtain a formal recommendation from UCLB if the funding committee finds that it is necessary. Where you intend to discuss commercialisation possibilities with UCLB, please engage with your UCLB Business Manager (BM) as early as possible.</p> <p>UCLB Business Manager (full name; attach evidence of UCLB support (<i>e.g.</i>, email) where applicable): Insert the full name of the UCLB BM(s) with whom you have discussed your project, if applicable. If you have not discussed the project with UCLB, please leave this blank. Note that it is not essential that you engage with UCLB for this scheme. However, if you cite UCLB engagement in this section, please provide any evidence (<i>e.g.</i>, emails) where it is available. UCLB comments should be provided in the space above for review.</p>

5. Track Record

<p>Underpinning research and link to grant portfolio</p>	<p>Brief summary: Provide a brief outline of the underpinning research/grant 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 grants so that the project can be funded</p>
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(MANDATORY for EPSRC / STFC IAA)	from this scheme. Grant numbers should be provided below (previous KE awards are not eligible).		
	Project numbers:		
	EPSRC/STFC research grant number(s) Reference numbers only here	Other Reference numbers only here	
Engagement in KE/Enterprise to date	Brief summary: 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.		
	Project numbers and date received (where applicable):		
	EPSRC/STFC IAA	Other UCL	External

6. Resources and Financial Details

Proposed start/end	Should not start before the 'Earliest Start Date' listed for the call. Duration of up to: <ul style="list-style-type: none"> – EPSRC IAA: 12 months (ending no later than March 2020) – STFC IAA: 6 months (ending no later than September 2019) – HEIF: 12 months Costs cannot be incurred outside the start and end dates.				
Partner contribution (if any)	Details of contribution from partner organisation: Give details of how your project partner(s) will contribute to this specific project. If cash and in-kind contributions are involved, they can be mentioned here, but there is space for specific values below. For in-kind support, please detail how the total value has been calculated.				
	Cash (£)	In kind (£)	Total (£)		
	If more than one partner is in place, the relevant values should be added together for each section. In-kind funding can usually be entered for application costing purposes as if it were cash.				
UCL KEIF funding requested (direct costs only)	Staffing and recruitment requirements (include all current/new staff who will work on project, if any): Provide details of how the staff being employed will contribute to the project (both current staff – e.g., PI – and any to be employed specifically for the project).				
	Justification of resources requested: Provide an outline of how the requested funds will be used for the project.				
	Salaries	Consumables	Travel	Other	Total
	The value of the awards available allowed under this scheme are: EPSRC IAA: £3–30,000 STFC IAA: Max. £10,000 HEIF: Max. £15,000				
	It is important that the total IAA costs in the application form match those in the accompanying Worktribe budget (where applicable; if a partner contribution is included in the Worktribe budget, please highlight or otherwise distinguish clearly the costs that are requested from the IAA where possible but DO NOT include it in this section).				
	List expected spend by month: 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). 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"> – the member of staff is employed for a regular number of hours for the full duration of the project ($£15,000 / 6 = £2,500$ 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:				

	<ul style="list-style-type: none"> - Month 1: £7,500 (staff + consumables) - Months 2–5: £2,500 per month (staff only) - Month 6: £4,500 (staff + travel) <p>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.</p>		
	<p>Funding request per financial year (1st Aug–31st July):</p> <p>As we are allowing funding to be spread across more than one financial year, it is essential for auditing purposes that you specify how much of the requested funding you will spend in each of the two years (the financial year runs from August 1st to July 31st each year). The sum of the amount for the two financial years should match the total amount of funds being requested in the section 'HEIF funding requested'.</p> <p>In line with UCL's financial regulations, we will release one tranche of funding in one year, and the remainder in the next. Please discuss this with your Departmental Administrator, as it is important that we have accurate figures for the split between two years. When the financial year ends, the remaining balance released for that financial year cannot be carried across to the next financial year and will therefore be lost – the PI is responsible for monitoring spend and must keep UCL Innovation & Enterprise informed if you foresee that you will be unable to spend your full allocation for each financial year as early as possible.</p>		
Staff to be funded	This applies only to UCL staff or new staff to be employed by UCL expressly for this project. If more than 3 members of staff will be funded, please provide the equivalent details in a separate document.		
Financial administration	<p><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.</p> <table border="1"> <tr> <td> <p><i>Worktribe ID</i> Please provide the ref. number for the Standalone Worktribe budget.</p> </td> <td> <p><i>MyFinance Organisational Unit</i> EPSRC IAA: Funds will be allocated to the relevant Departmental MyFinance Organisational Unit. STFC IAA/HEIF: Funds will remain under the UCL I&E MyFinance Organisational Unit and relevant personnel will be given access. UCL I&E are not involved in day-to-day management of funds but we will occasionally need this information for financial administration.</p> </td> </tr> </table>	<p><i>Worktribe ID</i> Please provide the ref. number for the Standalone Worktribe budget.</p>	<p><i>MyFinance Organisational Unit</i> EPSRC IAA: Funds will be allocated to the relevant Departmental MyFinance Organisational Unit. STFC IAA/HEIF: Funds will remain under the UCL I&E MyFinance Organisational Unit and relevant personnel will be given access. UCL I&E are not involved in day-to-day management of funds but we will occasionally need this information for financial administration.</p>
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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 (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.

EPSRC IAA 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 virements, 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. Extension requests will 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 then 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 be shut down.
 - 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.

STFC IAA 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 STFC IAA, any changes (*e.g.*, budget virements, extension requests *etc.*) to funded projects must be authorised by UCL Innovation & Enterprise. Note that approved changes will be progressed by the finance team at 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), the project's unique reference number and its dedicated MyFinance project code (which will be owned by UCL Innovation & Enterprise). The PI and other personnel approved by the PI will be given access to the project; the PI will be responsible for the day-to-day management of the funds.
 - 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 be shut down.
 - 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 STFC Impact Acceleration Account support in any published outcomes (including media communication) associated with the award.

HEIF 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 HEIF funding, any changes (*e.g.*, budget virements, extension requests *etc.*) to funded projects must be authorised by UCL Innovation & Enterprise. Note that approved changes will be progressed by the finance team at 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), the project's unique reference number and its dedicated MyFinance project code (which will be owned by UCL Innovation & Enterprise). The PI and other personnel approved by the PI will be given access to the project; the PI will be responsible for the day-to-day management of the funds.
 - To allow auditing and monitoring, costs should be charged directly to the dedicated account, rather than by transferring money to other accounts.
 - Completion of spend within the approved time frame is necessary, and failure to do so may affect future UCL KE funding to an individual applicant.
 - You must adhere to the agreed funding profile, in particular splits between different financial years. We will release one tranche of funding in one year, and the remainder in the next. When the financial year ends, the remaining balance allocated to that financial year cannot be carried across to the next financial year and therefore cannot be recovered for later use.
 - Where funds are not managed correctly, any unaccounted costs or underspends may be reclaimed for re-use within further calls and the project shut down.
 - 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.
7. Awardees will be required to acknowledge support from UCL's HEIF Knowledge Exchange and Innovation Fund in any published outcomes (including media communication) associated with the award.