UCL’s Knowledge Exchange & Innovation Funding Guidance

This guidance applies to the EPSRC IAA - Discovery-to-Use, HEIF Early Stage Commercialisation and General Knowledge Exchange schemes. Please refer to the dedicated guidance if applying to the EPSRC IAA - Industry expert-in-Residence, Secondments and Innovation Networks schemes (available on the relevant webpages).

Text in **bold** applies specifically to the current Rapid Response round for funding for projects taking place during June and July 2020. They will be preceded by RR.

You should read this guidance alongside any information on the scheme webpage before filling in and submitting your application. Web links have been provided in Section A.9 to help you find any additional information you need. Section A outlines the scheme eligibility and requirements, section B (page 5 onwards) contains specific guidance on answering the questions in the form.

A. Eligibility and requirements

1. Project

**General:**

**RR:** Only those projects providing evidence of viability during the months of June and July 2020 will be eligible for funding. Those projects with a Covid-19 focus may be prioritised if demand exceeds available funding.

Please bear in mind that the earliest start date listed is the earliest by which the MyFinance project can be set up in standard circumstances – this is where further follow-up is **not** required by the Funding Committee prior to confirmation of funding. You should allow additional time (on top of the advertised start dates) before your project starts for any UCL procedures that you may need to follow before your project can start. Common examples are:

- Arranging collaboration agreements (e.g., Discovery-to-Use partnerships): these will be arranged via your Department’s Research Contracts Manager or UCL Legal.
- Employing new staff: this will be arranged via your Department’s HR Business Advisor. **RR:** It is anticipated that the short nature of the project may be challenging for project leads to recruit new staff. The conditions of the funding should be discussed with the relevant HR contacts in your department during the process of project development.
Costs / activities:
RR: A maximum of £15k will be available per project.
Direct costs (directly allocated or directly incurred, of any type) can be covered.

The following costs / activities cannot be covered:

- Research activity
- Conference attendance (unless exceptionally the project has developed a strategic, targeted intervention to take place during the event aimed at establishing or strengthening a non-academic relationship).
- Public engagement activities that don’t involve a two-way exchange of knowledge (e.g., one-way dissemination or broadcast).
- 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 at >£10k.
- RR: It will be a key condition of the funding for all costs to be charged to the project and expenditure completed on or before 31 July 2020. It will not be possible to carry forward any funds to the next Financial Year (starting on 1 August 2020). There will be no room for extensions.

2. What you need to provide

- A Worktribe costing for applications over £10k. In addition, you must provide a Worktribe costing if your application is below £10k and UCL staff are to be funded (see section A.8).
- Letters of support from any partner organisations, with the following included:
  - A statement of commitment to the project
  - The nature and value of any cash and/or in-kind contribution
  - A statement confirming that they will liaise with the PI to put a collaboration agreement in place.
  - RR: A statement outlining how the project can take place during the current circumstances – considering limited (or no) access to some facilities, social distancing measures, risk of staff being quarantined, external contacts furloughed or unavailable, limited scope for some partners to collaborate during this period (for example schools). During the process of review, there will be specific emphasis on the Risk Assessment so applicants will need to ensure this section is carefully considered and developed.
  - RR: A Gantt Chart or clear project timetable.
- Costing spreadsheet (for submissions to the EPSRC IAA - Discovery-to-Use scheme). This calculates the percentage partner and EPSRC IAA contributions for your project. The costing spreadsheet is provided on the scheme webpage and guidance is provided in the ‘Instructions’ tab.

3. 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.

4. 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 full duration of the project. Note that postdoctoral researchers may be named as PI if they meet this criterion and have approval from their line manager and Head of Department.
- For EPSRC and STFC IAA projects, at least one of the PI or Co-I(s) must have links to the underpinning EPSRC/STFC research grant. You 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. If the research was part of a block grant (e.g. CDTs) and you are not named on the grant, please contact us for advice.

Other staffing:
Staff (either current or to be recruited) who do not meet the above criteria for PI and Co-I may work on the project – details should be included in the Resources section of the application.

The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work on this project (including students, postdoctoral research fellows, 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.

PhD students:
The engagement of PhD students in these projects is encouraged, as it could provide valuable experience complementary to their studies. In order for their involvement to be eligible, the proposed project must also be outside and additional to the student’s PhD.

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.

The amount of time is at the supervisor’s discretion but it is recommended that this is no more than six hours in any week, as per UKRI’s published guidance. For students with CRS status this may be raised to 20 hours per week.

Students must be contracted to work on an appropriate grade on UCL Payscales and costed accordingly in the Standalone Worktribe budget.

5. Partner Organisation
For the purposes of these schemes, 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 (i.e., this should not be a business-as-usual project for the organisation).

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 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).

It is possible to pay an external organisation from the funds but if you are doing so, either at a full or subsidised rate, the organisation will be classed as an external supplier. Please see Section A.6 for requirements around suppliers.

6. External suppliers

RR: Applicants should take into consideration the time needed to add a new provider to the list of approved suppliers to the Finance system. Applicants are asked to be mindful of the distinction between a partner organisation (as defined above in Section A.5) and a supplier.

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.

7. UCL Business (UCLB) engagement

UCLB engagement is mandatory only for submissions to the Early Stage Commercialisation strand of HEIF’s Knowledge Exchange and Innovation Fund. We will obtain a review from UCLB Business Managers as part of the review process for this scheme and successful applicants will be required to engage with UCLB throughout the project when needed.

If you are 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 are advised to consult UCLB before applying. Please contact your UCLB Business Manager as early as possible.

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

8. Worktribe costing

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 (not a 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% for example).
3. Any partner contribution should ideally be included in the Worktribe budget. If possible, please enter this as separate entries to the UCL costs and label it clearly as the partner’s contribution. Enter staff costs for any non-UCL-personnel as ‘Other’ to avoid attracting costs that are associated only with UCL staff.
4. Export the Budget Breakdown to Excel (you will need to attach this spreadsheet when you submit your application).

9. Useful links
1. Current declaration of interest policy: https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy
3. UCL Payscales: https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales
4. HR Immigration and right to work information: https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration
5. HR Business Partnering (UCL password required): https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details
6. Procurement policy: https://www.ucl.ac.uk/procurement/policies-procedures
7. UCLB Business Manager: http://www.uclb.com/for-researchers/find-your-business-manager/
8. UCL Research Contracts office contacts: https://www.ucl.ac.uk/research-services/research-contracts
10. UCL2034: https://www.ucl.ac.uk/2034/

B. Filling in the application
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 requested here will be different to that required for a standard research grant application, so consider each question in relation to the scheme to which you are applying.

All fields are mandatory unless indicated otherwise.

1. Project Info

| Project title | Should concisely capture the essence of your project and its anticipated impact. As successful projects are widely advertised we suggest that you do not include any confidential or commercially sensitive information in your title.
| 250 characters max. |

| Call |
| Stream: Pre-filled |
| Sub-stream: Pre-filled for Discovery-to-Use and HEIF Early Stage Commercialisation. Select one option for the General Knowledge Exchange scheme. |
| Call: There will only be one option available – please select it. |

| PI / academic lead at UCL |
| Given Name | Last Name |
UPI numbers are shown on staff ID cards and are in the form AAAAAAXX (A = letter, X = number) – e.g., SHACK22.

You may also find them through the UCL Directory – note that you must log in using your UCL username and password in order to view the UPI number.

Enter your Department. Note that you will need to select from the full list of Departments when filling in the web form (you are advised to search using the wildcard (*) before your search term).

### Co-Investigators at UCL

<table>
<thead>
<tr>
<th>Name</th>
<th>UCL Email</th>
<th>Department</th>
<th>UCL UPI</th>
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<tr>
<td></td>
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<td></td>
<td>See PI section for guidance</td>
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</tbody>
</table>

### Declaration of Interest

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

Please provide details as needed e.g. details of interest, an explanation if your answer is ‘No’

Please see Section A.3 above for further information and select ‘Yes’ or ‘No’. Provide more details in the available box 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).

Maximum 2,000 characters

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

Please provide any further information if applicable

Please select ‘Yes’ if there are no conflicts of interest related to this proposal (you may clarify in the details box if you wish). Otherwise select ‘Yes’ or ‘No’ as appropriate and add details of how any conflicts are being managed if needed.

Maximum 2,000 characters

### Ethical Approval

Do you require ethical approval for this project?

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

☐ Yes, my application contains confidential information that should not be shared publicly
☐ No, my application does not contain confidential information that should not be shared publicly

*Please provide details:*
We will occasionally publish information from successful proposals – e.g., in the form of case studies or success stories. PIs will always be given 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.

Note that your application will be shared with reviewers and members of the UCL Innovation & Enterprise Funding Committee in order to make a decision. 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 all Discovery-to-Use projects. If desired, you can add additional copies of this table by clicking the + sign on the right (click into a cell to see the sign).

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organisation type</strong></td>
</tr>
<tr>
<td><strong>Size of company</strong></td>
</tr>
<tr>
<td><strong>Lead contact</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Job title</td>
</tr>
</tbody>
</table>
If known | If known |
<p>| <strong>Address</strong> | Please enter region (UK) or country (international) at a minimum. |
| <strong>Sectors</strong> (select up to 2) | Select from the list provided. |</p>
<table>
<thead>
<tr>
<th><strong>Is this the first time you have worked with this partner?</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Details of previous engagement</strong></td>
<td>Please provide relevant details.</td>
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<td></td>
<td><em>2,000 characters max.</em></td>
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</tbody>
</table>

### 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 directed towards knowledge exchange (two-way exchange of expertise/knowledge between UCL and non-academic organisations/communities) **translational or impact acceleration activities.** Focus on 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):**

For Knowledge Exchange projects, select as many categories from the list as apply to your project.

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.

**Summary of aims and objectives of the project:**

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.

*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; explain how they will help you achieve your aims and contribute to maximising impact of the underlying research (this is mandatory for EPSRC and STFC IAA submissions; for HEIF a research link isn’t 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 – this is optional rather than a requirement.

Use text only and do not insert Gantt charts or images in this section – these must be attached separately if provided.

Some recommendations on how to focus this section are:

As noted above, the reviewers will not be experts in the research area and you will need to explain the project, its aims and objectives, and potential for impact in general terms that are accessible to any audience.

Though we do ask that the description is kept brief, do not assume that the reviewers will understand acronyms or the activities involved in more subject-specific activities.

It is expected that the information provided in your application will be sufficient for the reviewers to assess the project so avoid referring to other sources where possible – for example, instead of providing a reference to a research paper it would be more effective to give a brief outline of the aims/main findings in the context of the current project. This does not apply in all cases – e.g., websites etc.

Ensure that it is clear which parties will be contributing to the activities. This will help the reviewers understand the partner contribution and the staffing and resources requested, though note that you will be asked to outline the partner role 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)
Describe how any partner organisation is linked to this project (i.e., how it is placed to help achieve the project aims) and how it will contribute to the development of the project.

3,000 characters max.

4. Impact and risk assessment

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. Please explain how your project supports these objectives.
Provide an outline of why this project matters in ‘real world’ terms:
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 in order 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 bridge funding towards other sources of funding for the further translation of the underpinning work and you will 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:
RR: This section will be of key importance during the assessment of applications received during the Rapid Response call. Applicants will need to ensure contingency measures are built into their plans to mitigate specific risks including, for example, the restricted availability of professional services to support you with work during the crisis.

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

Outline (i) the financial and reputational risks and opportunities of this project and how they will be managed (this should not be a risk assessment) and (ii) 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.
UCLB engagement before and after award is essential for submission to the Early Stage Commercialisation stream of the HEIF Knowledge Exchange and Innovation Fund and for these applications we will obtain a formal review from UCLB. We may also obtain a formal review from UCLB for commercialisation projects submitted to other schemes.

Where you need to discuss commercialisation possibilities with UCLB, please engage with your UCLB Business Manager (BM) as early as possible.

5,000 characters max.

<table>
<thead>
<tr>
<th>UCLB Business Manager:</th>
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<tbody>
<tr>
<td>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.</td>
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</table>

5. Track Record

<table>
<thead>
<tr>
<th>Summary of underpinning work and link to grant portfolio</th>
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<tbody>
<tr>
<td><strong>Summary:</strong> Provide a brief outline of how your underpinning research outputs or work are related to the project. Extensive technical details are not necessary. For STFC and EPSRC IAA schemes, there must be a link to previous EPSRC- or STFC-funded research.</td>
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</table>

<table>
<thead>
<tr>
<th>Project numbers:</th>
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<tbody>
<tr>
<td>Please list all research grants to which this work is linked.</td>
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</table>

| Corresponding EPSRC/STFC research grant numbers are mandatory for EPSRC/STFC IAA schemes (previous KE awards are not eligible here but may be outlined below). |

| Please only enter the reference numbers in these boxes (titles etc. not required). |

<table>
<thead>
<tr>
<th>Pathways to Impact Statement (PtI) – not required for HEIF</th>
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<tbody>
<tr>
<td>We cannot fund activity that was included or could have been foreseen in the preparation of any previously awarded UKRI research bids.</td>
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<table>
<thead>
<tr>
<th>Outline of your previous engagement in knowledge exchange or innovation</th>
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</thead>
<tbody>
<tr>
<td><strong>Summary:</strong> 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.</td>
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<th>2,000 characters max.</th>
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<table>
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<tr>
<th>Project numbers &amp; year received:</th>
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<tbody>
<tr>
<td>EPSRC/STFC</td>
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6. Resources and Financial Details
Proposed start/end

Should not start before the ‘Earliest Start Date’ listed for the call.

**RR:** The latest end date for projects will be 31 July 2020. The project should be complete by that date.

EPSRC IAA - projects and cannot end later than 31 March 2021.

STFC IAA projects cannot end later than 30 September 2020.

Costs cannot be incurred outside the start and end dates.

Note that you should allow some additional time before the project starts to begin the process of putting in place a collaboration agreement with your partner organisation or for the employment of new staff.

Partner contribution

**Details of contribution from partner organisation:**

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 below. For in-kind support, please detail how the total value has been calculated.

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

For Discovery-to-Use projects, if the partner organisation has declined to provide a **cash** contribution, please briefly outline their reasons here.

*2,000 characters max.*

<table>
<thead>
<tr>
<th>Cash (£)</th>
<th>In kind (£)</th>
<th>Total (£)</th>
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<tbody>
<tr>
<td>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.</td>
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</tbody>
</table>

UCL funding requested

(£, direct costs only)

**Staffing and recruitment requirements:**

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 other requested funds will be used for the project.

<table>
<thead>
<tr>
<th>Salaries</th>
<th>Consumables</th>
<th>Travel</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
</table>
Please enter total figures only in each box (description should be provided above). If there is no box for any of your budget headings, please add the costs under ‘Other’.

**RR:** Please note that expenditure will need to be complete rather than ‘committed’ (ie POs raised but not received) by the project’s end date.

It is important that the costs in this section form match those in the accompanying Worktribe budget (if a partner contribution is included in the Worktribe budget, please highlight or otherwise distinguish clearly the costs that are requested from UCL I&E 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 and that any changes to the expected spend profile or costs are discussed with the Knowledge Exchange team.

For example, for a 6 month project in which £15k is requested for staff, £5k for consumables and £2k for travel and subsistence where:

- the member of staff is employed for a regular number of hours for the full duration of the project (£15k / 6 = £2k per month)
- all consumables are purchased at the beginning of the project (£5k)
- travel to the partner organisation occurs in the final month of the project (£2k)

Spend by month would be entered as:

- Month 1: £7k (staff + consumables)
- Months 2–5: £2k per month (staff only)
- Month 6: £4k (staff + travel)

2,000 characters max.

**Funding request per financial year (1st Aug–31st 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).

The below guidance therefore applies to HEIF schemes only:

**If applicable** (i.e., for all HEIF projects), it is 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 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.

### Funded staff details (add more copies of this table if needed)

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 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 system will generate an email to this person requesting approval of the project when the completed application is passed for review.

**UPI:** See PI section for guidance.

**Worktribe ID**

Please provide the ref. 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.

**MyFinance Organisational Unit**

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

### 7. Completion & Documents

**Confirm Documents attached**

1. Standalone Worktribe costings (Excel)
2. Costing spreadsheet
3. Evidence of Partner Organisation support (i.e., letter or email of support)

### Head of Department

| Head of Department | See PI section for guidance on UPI numbers. |

### C. Assessment

Proposals will be assessed initially by UCL Innovation & Enterprise staff. Applications will be reviewed by at least three members of the UCL community and those exceeding a threshold of £15k will also be assessed by the UCL 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).

Impact will be monitored through identifiable and measurable outcomes such as new jobs 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 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.