UCL’S EPSRC IAA Secondment application

## General

|  |  |
| --- | --- |
| Project title |  |
| Call | Stream: SECSub-stream: [ ]  Enterprise / [ ]  PolicyCall: KEI2023(-XX) |
| PI / academic lead at UCL | *Given Name* | *Last Name* |
| *UCL Email* | *UPI* |
| *PI Department* |

Co-Investigators at UCL

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **UCL Email** | **Department** | **UCL UPI** |
|  |  |  |  |

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’ |
| ☐ Yes ☐ No  |  |
| 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 |
| ☐ Yes ☐ No  |  |

Ethical Approval

|  |
| --- |
| Do you require ethical approval for this project? |
| ☐ Yes ☐ No  |

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:* |

## Secondee Information

|  |  |  |
| --- | --- | --- |
| Secondee Details | *Given Name* | *Last Name* |
| *UCL Email* | *UPI* |
| *Secondee Department* |
| FTE | Salary Spine Point |
| UCL background[ ]  Doctoral student [ ]  Postdoctoral staff [ ]  Teaching[ ]  Other academic staff [ ]  Technical/support [ ]  Other (please specify)  |
| Secondee’s Academic Supervisor Details | *Given Name* | *Last Name* |
| *UCL Email* | *UPI* |
| *Department* |

## Partner Organisation(s)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Name |  |
| Organisation type | ☐ Public – Central Government☐ Public – Local Government☐ Public – NGO☐ Private – Public Limited Company (PLC)☐ Private – Limited Company (Ltd)☐ Private – Limited Liability Partnership (LLP) | ☐ Private – Community Interest Company (CIC)☐ Charity or Trustee Managed☐ Social Enterprise☐ Higher Education Institution☐ Research Institute☐ Funding Body☐ Other (please specify) |
| Size of company | ☐ Micro ☐ SME ☐ Large ☐ Large multinational |
| Lead contact  | *Name* | *Email* |
| *Job title* | *Business phone number* |
| UK Address |   |
| Sectors (select up to 2) | **☐** Aerospace, Defence, Marine**☐** Agriculture, Food, Drink**☐** Chemicals**☐** Communities and Social Services/Policy**☐** Construction**☐** Creative Economy**☐** Culture, Heritage, Museums and Collections**☐** Digital/Comms/Info Tech**☐** Education**☐** Electronics**☐** Energy**☐** Environment | **☐** Financial Services & Management Consultancy**☐** Government, Democracy and Justice**☐** Healthcare**☐** Leisure, incl. sports, recreation & tourism**☐** Manufacturing, incl. Industrial Biotechnology**☐** Pharmaceuticals and Medical Biotechnology**☐** Retail**☐** Security, Diplomacy**☐** Transport**☐** Other (please specify) |
| Is this the first time you have worked with this partner? | ☐ Yes ☐ No ☐ Don’t know |
| Details of previous engagement |  |

 |

## Planned Activities

|  |
| --- |
| Summary of aims and objectives of the project: |
| **Describe fully the activities to be undertaken and how they will increase the impact of the underpinning research** |
| **Describe the role of the partner organisation(s)** |
| **List the key stages of work to be undertaken** |

## Impact

|  |
| --- |
| **How does this project fit in with the Innovation and Enterprise Interim Strategy for 2021-23?** |
| **Outline the benefits to the secondee resulting from participating in this activity:** |
| **Describe the expected benefits to the partner organisation resulting from the activity:**  |
| **Plan for ongoing activity and securing further funding if project is successful:** |
| **Describe the expected benefits to UCL resulting from the activity (including the impact on UCL’s research and/or teaching):** |

## Track Record

|  |  |
| --- | --- |
| Summary of underpinning work and link to grant portfolio | *Summary:* |
| *Project numbers:* |
| *EPSRC grant(s)* | *Other* |

|  |  |
| --- | --- |
| Outline of your previous engagement in knowledge exchange or innovation | *Summary:* |
| *Project numbers & year received:* |
| *EPSRC IAA* | *Other UCL* | *External* |

## Resources and Financial Details

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed start |  | Proposed end |  |
| Partner contribution | *Details of contribution from partner organisation:* |
| *Cash (£)* | *In kind (£)* | *Total (£)* |
|  |  |  |
| UCL funding requested(£, direct costs only)  | *Staffing and recruitment requirements:* |
| *Justification of resources requested:* |
| *Salaries* | *Consumables* | *Travel* | *Other* | *Total* |
|  |  |  |  |  |
| *List expected spend by month:* |
| *Financial Year 1* | *Financial Year 2* |
| *Financial Year 1 Value (£)* | *Financial Year 2 Value (£)* |
| Funded staff details (n/a for this scheme – do not fill) | *Name* | *UCL Background* |
| *FTE* |
| *Date from* | *Date to* |
| Departmental Manager or Departmental Administrator with budgetary responsibility | *Given Name:* *Last Name:* *Email:* *Department:* *UPI:*  |
| *Worktribe ID*  | *MyFinance Organisational Unit* |

## Completion & Documents

Confirm Documents attached

1. Standalone Worktribe costings (Excel)
2. Costing spreadsheet
3. An up-to-date CV for secondee
4. Evidence of Partner Organisation support (i.e., letter or email of support)

Head of Department

|  |  |  |
| --- | --- | --- |
| Head of Department | *Given Name* | *Last Name* |
| *UCL Email* | *UPI* |
| *Department* |