UCL’S EPSRC IAA Secondment application

## General

|  |  |  |
| --- | --- | --- |
| Project title |  | |
| Call | Stream: SEC  Sub-stream:  Enterprise /  Policy  Call: 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

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| --- |
| 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* | |