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# UCL’s Secondments funding guidance

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

#### Partner co-funding

Projects where the partner organisation(s) match the EPSRC IAA funding will be prioritised.

In line with funders’ requirements, we expect at least 25% of funding to be supplied by the partner organisation(s) for all applications. That is, the partner(s) contribute 25% of funding for the project, with 75% coming from the EPSRC IAA.

Applications carrying some cash co-funding will be prioritised but in-kind contributions are also eligible.

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.

#### Start date

You should allow additional time (after the advertised start date) to develop a collaboration agreement with your partner organisation.This must be arranged via your Department’s Research Contracts Manager.

PIs are responsible for ensuring that appropriate collaboration agreements are in place.

#### 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
* Research activity
* Public engagement activities that don’t 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)
* Costs associated with the protection of intellectual property
* The purchase, or contribution towards the purchase, of a single item of equipment valued at more than £10,000

### 2. What documents you need to provide

As part of your application, you’ll need to provide:

* A **standalone** Worktribe costing (see [section A.6](#_6._Worktribe_costing)).
* Costing spreadsheet. 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.
* A letter of support from your partner organisation, 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 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.
* An up-to-date CV for the secondee

### 3. Secondee

The secondee can be at any stage of their career, from doctoral students to academic staff.

The secondee would ideally spend a minimum of 50% of the project based at the partner organisations’ offices.

#### Doctoral students

If the secondee is a doctoral student, the project cannot be longer than 6 months.

The proposed project must be outside and additional to the student’s PhD.

Students must be contracted to work on an appropriate grade on [UCL Pay scales](https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales).

International PhD students will need to refer to their visa restrictions to ensure that they do not exceed the maximum hours that they are allowed to work per week. This includes unpaid work, such as volunteering.

### 4. 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.

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

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.

The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work in the 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 number of weekly hours restriction 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.

### 6. 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 can also 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 your budget plus the lines showing the budget ‘Broken down by Academic Year’.

### 7. Useful links

1. [UKRI Gateway to Research](https://gtr.ukri.org/) (https://gtr.ukri.org/)
2. [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)
3. [UCL Salary scales](https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales) ([www.ucl.ac.uk/human-resources/pay-benefits/salary-scales](http://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales))
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. [UCL guidance on immigration and right to work](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration-1st-january-2021) (https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration)
6. [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/contact-us/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. [Worktribe support (UCL password required)](https://www.ucl.ac.uk/research-innovation-services/research-services/training-and-support/worktribe-support) (https://www.ucl.ac.uk/research-innovation-services/research-services/training-and-support/worktribe-support)
3. [Companies House](http://www.gov.uk/government/organisations/companies-house) (www.gov.uk/government/organisations/companies-house)
4. [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)

## B. Filling in the application form

This section provides guidance on completing the different fields of the application form.

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.

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**.

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 7 pages.

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

##### Stream

This field will be automatically completed.

##### Sub-stream

If you’re applying for a policy secondment and have engaged with UCL Public Policy, please choose ‘Policy’. For all other projects, choose ‘Enterprise’.

##### Call

Please select the latest call. These are in the format KEI[Year]-number so KEI2021-02 will be later than both KEI2021-01 and KEI2020-06. If you select the wrong call your application may be missed as it is filtered out into a previous call.

#### PI / academic lead at UCL and co-investigators

##### UPI

You will find UPIs through the [UCL Directory](https://www.ucl.ac.uk/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 shown on staff ID cards and are in the form AAAAAXX (A = letter, X = number) e.g. SHACK22. They are not the UCL user ID associated with your email Microsoft account (e.g. ucypsha).

##### PI 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.4 (Conflicts of interest)](#_4._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 choose from the list to indicate whether your project requires ethical approval.

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’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 the funders for reporting purposes. We will inform all recipients that information is confidential unless advised otherwise.

[2,000 characters max.]

### 2. Secondee information

#### Secondee details

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

**FTE:** This should be a decimal value (1.0 is maximum)

**Salary spine point:** See [UCL Salary Scales](https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales)

#### Secondee’s Academic Supervisor Details

See PI section for guidance on UPI numbers

### 3. Partner organisation(s)

#### Organisation type

Select from 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 list provided. Staff numbers:

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

#### UK Address

If you don’t have the full address, enter a UK region at a minimum.

#### Sectors

Select up to 2 from the list provided.

#### 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.]

### 4. 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 increase the impact of the underpinning research.

#### 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. 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.

For highly technical projects, you may wish to explain in more detail.

Use text only and do not include Gantt charts or images in this section. These can be attached separately at the end of the web form.

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).

[20,000 characters max.]

#### Describe the role of the partner organisation(s)

Describe how the partner organisation is linked to the work described in this project (i.e. how it’s placed for the secondment and to achieve the project aims) and how it will contribute to the development of the project.

[3,000 characters max.]

#### List the key stages of work to be undertaken

Provide a comprehensive breakdown of the work to be undertaken by the secondee by stage. (e.g., Month 1: Activity X; Month 2: Activity Y etc.).

[3,000 characters max.]

### 5. Impact

#### How does this project fit in with the UCL Innovation & Enterprise Interim Strategy 2021-23?

The specific aim of this funding is to support projects aligned with the objectives of the UCL Innovation & Enterprise Interim Strategy 2021-23. Please explain how your project supports these objectives.

[3,000 characters max.]

#### Outline the benefits to the secondee resulting from participating in this activity

Consider how your research interests fit with the expertise and activities of the collaborating organisation. Also consider how the secondee will benefit from the particular environment in which they will be working. What indicators will you use to measure the benefit? These can be qualitative, quantitative, or both.

[3,000 characters max.]

#### Describe the expected benefits to the partner organisation resulting from the activity

What indicators will you use to measure the benefit? These can be qualitative, quantitative, or both.

[3,000 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. Give consideration to potential post-project developments. These may include developing further collaborative proposals, which look to exploit emerging impact, engage with additional users, or any other means of furthering the outcomes of the project.

[3,000 characters max.]

#### Describe the expected benefits to UCL resulting from the activity (including the impact on UCL’s research and/or teaching)

Consider how the collaboration will benefit:

1. your own research and impact activities, and its contributory role in departmental planning of impact case studies for research impact exercises etc.
2. your research group and/or department, faculty, and wider university communities. What indicators will you use in order to measure the benefit? These can be qualitative, quantitative, or both.

[5,000 characters max.]

### 6. Track record

#### Summary of underpinning work and link to grant portfolio

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 this project is connected to the research. There must be a link to [EPSRC's portfolio](https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/). Please contact the Knowledge Exchange team if you have any questions on eligibility.

[2,000 characters max.]

#### Project numbers

Corresponding EPSRC research grant numbers required (previous KE awards are not eligible here but may be outlined below). These are the original grant numbers given by the EPSRC, not the MyFinance project codes assigned by UCL.

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

#### 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.]

### 7. Resources and financial details

#### Proposed start/end dates

Your project should not start before the ‘earliest start date’ listed for the call. It cannot end later than 31 March 2025.

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.

#### 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 below. 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.

[2,000 characters max.]

Please enter total figures only in each box (description and breakdown should be provided above).

#### UCL funding requested (£, direct costs only)

##### Staffing and recruitment requirements

Only the secondee and a small percentage (ie no more than 10% FTE) of the PI’s time can be included

Please indicate how much time they will be spending at the partner organisation and a brief justification.

[2,000 characters max.]

##### Justification of resources requested

Provide an outline of how other requested funds will be used for the project.

**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 of the form match those in the accompanying Worktribe budget.

If a partner contribution has been included in your Worktribe budget, please highlight or otherwise distinguish these clearly from the UCL funding requested.

[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’s important that this section is filled in as accurately as possible. 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 £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.]

##### Financial Year 1

Not relevant for IAA projects. Please select any year.

##### Financial Year 1 Value (£)

Not relevant for IAA projects. Please insert total requested (must exactly match figure given above under UCL funding requested).

#### Funded staff details

Not applicable to this scheme as only secondee salary is covered.

#### 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.

Please be particularly careful that you enter the email address correctly as this is how the system links the project to the DM/DA for approval. A space or error in the email address will cause glitches.

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

#### Worktribe ID

For EPSRC 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 organisation unit (XAA where X = letter and A = number).

### 8. Confirm documents attached

#### Confirm documents attached

Refer to [section A.2](#_2._What_documents) and scheme webpage to see what is required.

In summary, this should include:

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 of support)

#### Head of Department

See [PI section for guidance on UPI numbers](#_UPI). The 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

1. Your proposal will be assessed by a member of the team to assess its eligibility and make sure it matches the funding criteria.
2. If it does, at least two members of innovation-engaged UCL staff will review it. Your application will be assessed on its suitability for the scheme, feasibility, and potential for impact.
3. The Knowledge Exchange team will take the decision and make a recommendation to the Executive Director, UCL Innovation & Enterprise on whether to award or decline. They’ll make the final decision.

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).