UCL'S IMPACT ACCELERATION ACCOUNT (IAA) KNOWLEDGE EXCHANGE AND INNOVATION FUND GUIDANCE

Please refer to the guidance when preparing your application. Completed submissions to be emailed to: knowledge.exchange@ucl.ac.uk using the subject line given for the relevant call for proposals. We will only be able to consider applications submitted during the dates indicated for the call and will provide confirmation of receipt upon submission.

Please note
- The Knowledge Exchange and Innovation Fund will not fund academic research, public engagement activities or generic administrative support.
- A Worktribe report is required for any requests over £10,000.
- Costings must be approved by both Head of Department and departmental administrator with budgetary responsibility.
- Your application must be understood by a non-specialist reader.
- All boxes can be expanded, but a 6 page maximum page limit applies.
- No additional appendices are allowed.
- We will be unable to process your application if any of the required documents are missing. A checklist has been included at the end of the application form for reference.

<table>
<thead>
<tr>
<th>General</th>
<th>Research Council IAA (Tick only one box)</th>
<th>Select the relevant Impact Acceleration Account for your application. This will be either the STFC IAA 2018 or the EPSRC 2017–20 (if your research has been funded by both Research Councils then please check the call for proposals to select the most appropriate scheme for your project (as funding limits and maximum project duration vary between schemes. Only select one value).</th>
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</thead>
<tbody>
<tr>
<td>Project title</td>
<td>Enter the proposed title of your project, which should concisely capture the essence of your project and its anticipated impact.</td>
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<tr>
<td>PI / Academic Lead at UCL</td>
<td>The Principal Investigator (PI) must be a UCL staff member, or someone affiliated to UCL. It should be noted that the call for proposals is open to both Academic and Professional Services staff.</td>
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<tr>
<td>UCL Department</td>
<td>Enter the PI’s department here</td>
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<tr>
<td>Co-I at UCL (if any)</td>
<td>Enter the names of UCL Co-Investigator(s) (Co-I(s)) here if applicable</td>
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<tr>
<td>Partner Organisation (if any; if more than 1 partner, please use the separate ‘Additional Partner Organisations template’ to add their details)</td>
<td>Name</td>
<td>Enter the names of any external partners that will contribute to the development of this project. If there is more than 1 partner in place, please fill in their details in the separate ‘Additional Partner Organisation template’, using a separate box for each partner. Additional boxes can be added to this template if needed.</td>
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<td></td>
<td>Organisation type (i.e. Public, Private Limited Company, Registered Charity, etc.)</td>
<td>Specify if the partner is a Public or Private Limited Company, Registered Charity or Other. If unknown, this information can be found online at Companies House (companies with UK presence) using the registered company number.</td>
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<td></td>
<td>Size of company (i.e. Micro, SME, Large, Large Multinational)</td>
<td>Staff numbers: 1–10 Micro; 10–250 SME and 250+ Large</td>
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<tr>
<td></td>
<td>Lead contact</td>
<td>Enter full name and email of lead partner contact here.</td>
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<tr>
<td></td>
<td>Address</td>
<td>Enter full address of partner organisation here</td>
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<td></td>
<td>Sector (select up to 2 applicable boxes)</td>
<td>Select the primary sector(s) of the partner organisation. You may select up to 2 sectors per organisation. If none of the categories in this section applies to your project, please tick ‘Other’ and provide a description in the box.</td>
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<tr>
<td>Planned Activities</td>
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<tr>
<td><strong>Summary of aims and objectives of the project</strong> (max 1500 characters)</td>
<td>Describe the general aims of your project, placing what you hope to achieve in its wider research context. Please be as succinct and clear as possible in your description. Your summary must be understandable for a non-specialist reader – emphasise the project, its activities and what you are trying to achieve rather than the underlying science of the project.</td>
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<tr>
<td><strong>Describe fully the project’s purpose and activities to be undertaken</strong> (add additional pages and Gantt chart if required) and how it will increase the impact of the underpinning research (max 2 pages).</td>
<td>Outline the proposed activities, and explain how they will help you achieve your aims and contribute to maximising impact of the underlying research. Again, ensure that this section is written for a non-specialist audience. For highly technical projects, you may wish to explain in more detail. This is optional rather than a requirement.</td>
<td></td>
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<tr>
<td><strong>Describe role of partner organisation</strong> (if any)</td>
<td>Describe how the partner organisation is linked to this project (i.e., how it fits with the project’s aims) and how it will contribute to the development of the project.</td>
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<tr>
<th>Impact and risk assessment</th>
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<tr>
<td><strong>How does this project fit in with the UCL Innovation and Enterprise Strategy 2016–21 and UCL2034?</strong></td>
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<td><strong>Provide an outline of why this project matters in ‘real-world’ terms</strong></td>
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<tr>
<td><strong>Describe anticipated outcomes, the potential impact and beneficiaries and measures of success</strong></td>
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<tr>
<td>Plan for ongoing activity and securing further funding if project is successful</td>
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<td>---</td>
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<tr>
<td>Risk assessment and competitor analysis</td>
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</table>
| Commercialisation possibilities and UCLB engagement (where applicable) | This recommendation plays an important role in the decision-making process for pre-commercialisation proposals and we will require a formal recommendation from UCLB as part of the review process. Please engage with your UCLB Business Manager (BM) as early as possible. 

You can find your BM for your Department here: [http://www.uclb.com/who-we-are/our-people](http://www.uclb.com/who-we-are/our-people).

Projects with commercial prospects outside the remit of UCLB can be discussed with the Director for Commercial Strategy: [https://www.ucl.ac.uk/enterprise/about/meet-team/commercial-strategy](https://www.ucl.ac.uk/enterprise/about/meet-team/commercial-strategy).

UCLB Business Manager (full name): Insert the full name of the UCLB Business Manager(s) with whom you have discussed your project. |

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**Track Record**

**Summary of underpinning research and link to EPSRC/STFC grant portfolio**

Provide a brief outline of the underpinning research 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 EPSRC/STFC research grants so that the project can be funded from the scheme. It will also be required for reporting purposes.

**Project numbers:**

**ERC/STFC grant(s) (MANDATORY):**

Provide grant numbers for EPSRC/STFC funded research here.

**Other:**

Please provide grant numbers for all other underpinning research here.

**Engagement in KE/Enterprise to date (include details of external or internal funding received):**

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 (if applicable):**

**EPSRC/STFC IAA:**

Provide grant numbers for previous projects funded from UCL’s EPSRC/STFC IAA account.

**Other UCL:**

Provide grant numbers for previous projects funded from other UCL KE/Enterprise awards.

**External:**

Provide grant numbers for previous KE/Enterprise awards funded from sources outside UCL.

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**Resources and Financial Details**

**Proposed Start**

Provide the proposed start and finish dates of your project in the format given. You may use the dropdown calendar to enter the date if preferred.

**Proposed End**

Note that the allowed length of a project under the schemes will be: STFC: maximum 6 months

EPSRC: maximum 12 months

The start date should not be before the 'Earliest Start Date' listed for the round that you are applying for.

**Staffing and recruitment requirements (if any)**

Provide details of how the staff being employed will contribute to the project. Please note that the Principal Investigator is responsible for ensuring any person engaged, employed, or who may volunteer to work in 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. Note for example that doctoral students are restricted to working, which includes voluntary work, no more than 20 hours per week at any time during the calendar year.
For more information please check [https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration](https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration) and/or contact your HR Business Partner for assistance.

### Justification of resources requested

Provide an outline of how the requested funds will be used for the project. Please note that all direct costs, including the Principal Investigator’s time and other directly allocated costs can be covered; estates and indirect costs are not covered. Costs associated with the protection of intellectual property and the purchase of items of equipment with an individual value of more than £10,000 are not eligible for IAA funding.

### Details of contribution from Partner Organisation (if any)

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

### Partner Contribution (if any)

Provide a breakdown of the partner contribution in the appropriate boxes. 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. In-kind funding can usually be entered for application costing purposes as if it were cash. Please 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’ if no other category applies.

The percentage third-party contribution must be calculated and recorded in the cost-distribution tool (costing tool), an Excel sheet provided with the application.

### EPSRC/STFC funding requested (direct costs only)

Costings need to be approved by both the Head of Department and the Departmental Administrator with budgetary responsibility.

The value of the awards available allowed under the schemes are:
- STFC: maximum £10,000
- EPSRC: £3,000–£30,000

If part of the project will be covered from other funds, do not include these in this breakdown.

Provide a breakdown of the EPSRC/STFC IAA costs being requested in the appropriate boxes. IAA funding covers Direct Costs only – estates and indirect costs cannot be funded. PI time can be funded.

If the requested EPSRC IAA funding amounts to more than £10,000, you will need to provide a Worktribe report. Unlike research grant applications, costings for KE&I funds are not submitted for internal approval by Research Services. Therefore, Worktribe should be used in ‘stand alone mode’. Select ‘Staff Forecast – INTERNAL USE ONLY’ as the Funder. It is important that the costs in the application form match those in the accompanying Worktribe report.

**Note that as projects are funded at less than full economic cost (fEC), applications should be accompanied by written approval from the main applicant’s Head of Department.**

### Describe Expected Spend Profile (please refer to guidelines for details)

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). This breakdown will enable UCL Innovation and 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 and Enterprise staff.

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:
- 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 profile:**
- Month 1: £7,500 (staff + consumables)
- Months 2–5: £2,500 per month (staff only)
- Month 6: £4,500 (staff + travel)

**Staff to be funded 1, 2 and 3**
This applies only to UCL staff or new staff to be employed by UCL expressly for this project. Enter the full name, their UCL email address, select their status, for example Post Doctoral Research Assistant (PDRA), and enter the Full Time Equivalent (FTE) for which they will be employed.

If more than 3 members of staff will be funded, please provide the equivalent details in a separate document.

**Departmental Administrator**
Enter the name and email address of your department’s DA

**Worktribe ID**
Enter the Worktribe ID here – it is necessary that we have this information in order for Research Services to set up MyFinance account if funding is awarded.

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We will be unable to process your application if any of the required documents are missing.
Please ensure that the following are included with the application:

- Complete application form: all sections of the form should be complete, unless stated otherwise.
- Worktribe costings for applications over £10,000.
- Complete costing tool.
- Approval of the costings and project from the Head of Department and the administrator with budgetary responsibility.
- Evidence of UCLB support where applicable (e.g., email of support).

Where there is a partner contribution, the partner organisation must:

- Provide written agreement from the partner (email or scanned letter) that specifies the nature of the contribution and its value. At the application stage this can be a signed letter or an email providing details of the proposed contribution.
- Commit to sign a UCL Research Services approved contract if the project is awarded.