



UCL's Knowledge Exchange & Innovation Funding Guidance

This guidance applies to the EPSRC IAA 2017-20 Discovery-to-Use, HEIF Early Stage Commercialisation and General Knowledge Exchange schemes. Please refer to the dedicated guidance if applying to the EPSRC IAA 2017-20 Industry expert-in-Residence and Secondments schemes (available on the relevant webpages).

You should read this guidance alongside any information on the scheme webpage before filling in and submitting your application. Relevant 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:

Please bear in mind that you should add 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 Services Contracts Manager.
- Employing new staff: this will be arranged via your Department's HR Business Advisor.

Costs / activities:

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.

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 cash and/or in-kind contribution
 - A statement confirming that they will liaise with the PI to put a collaboration agreement in place.
- Costing spreadsheet (for submissions to the EPSRC IAA 2017-20 Discovery-to-Use scheme). This shows the percentage partner and EPSRC IAA contributions for your project costs. 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. This person 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.

Other staffing:

Staff (either current or to be recruited) who do not meet the above criteria for PI and Co-I may still 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.

Principle 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.

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). Partner organisations are expected to contribute any relevant resources at no cost to UCL, in line with the potential benefit to them.

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

Applicants are asked to be mindful of the distinction between a **partner organisation** (as defined above) and a **supplier**.

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. This could include a financial contribution (cash match funding), or access to facilities, equipment, and technical expertise among others (in-kind match funding).

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 essential 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. However, 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
2. For Funder choose 'Staff Forecast – INTERNAL USE ONLY'
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. EPSRC Portfolio: <https://epsrc.ukri.org/research/ourportfolio/>
2. EPSRC Grants on the Web: <http://gow.epsrc.ac.uk/>
3. STFC Portfolio: <https://stfc.ukri.org/index.cfm>
4. UKRI Gateway to Research: <https://qtr.ukri.org/>
5. Current declaration of interest policy: <https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy>
6. UKRI guidance on PhD employment: <https://www.ukri.org/files/legacy/publications/rcuk-training-grant-guide-pdf/>
7. UCL Payscale: <https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales>
8. HR Immigration and right to work information: <https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration>
9. HR Business Partnering (UCL password required): <https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details>
10. Procurement policy: <https://www.ucl.ac.uk/procurement/policies-procedures>
11. UCLB Business Manager: <http://www.uclb.com/for-researchers/find-your-business-manager/>
12. UCL Research Contracts office contacts: <https://www.ucl.ac.uk/research-services/research-contracts>
13. Worktribe (UCL password required): <https://www.ucl.ac.uk/research-services/worktribe-research-management>
14. UCL Directory: <https://www.ucl.ac.uk/directory/>
15. Companies House: <https://www.gov.uk/government/organisations/companies-house>
16. UCL Innovation & Enterprise Strategy 2016-21: <https://www.ucl.ac.uk/enterprise/sites/enterprise/files/innovation-and-enterprise-strategy-2016-2021.pdf>
17. 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. <i>250 characters max.</i>	
Call	<i>Stream:</i> Pre-filled <i>Sub-stream:</i> Pre-filled for Discovery-to-Use and HEIF Early Stage Commercialisation. Select one option for the General Knowledge Exchange scheme. <i>Call:</i> There will only be one option available – please select it.	
PI / academic lead at UCL	<i>Given Name</i>	<i>Last Name</i>
	<i>UCL Email</i>	<i>UPI</i> UPI numbers are shown on staff ID cards and are in the form AAAAAXX (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.
	<i>Department</i> 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

Name	UCL Email	Department	UCL UPI
		See PI section for guidance	

Declaration of Interest

<p>Are you in compliance with UCL’s policy on Disclosure of Conflicts and Declaration of Interest?</p>	<p>Please provide details as needed e.g. details of interest, an explanation if your answer is ‘No’</p>
<p>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).</p> <p><i>2,000 characters max</i></p>	
<p>If relevant to this proposal, have you disclosed any actual, potential or perceived conflicts of interest to UCL?</p>	<p>Please provide any further information if applicable</p>
<p>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 if needed.</p> <p><i>2,000 characters max.</i></p>	

Ethical Approval

<p>Do you require ethical approval for this project?</p>
<p>Please select from the list to indicate whether your project requires ethical approval.</p> <p>For EPSRC IAA 2017-20 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.</p>

Confidentiality

<p><input type="checkbox"/> Yes, my application contains confidential information that should not be shared publicly</p>	<p><input type="checkbox"/> No, my application does not contain confidential information that should not be shared publicly</p>
<p><i>Please provide details:</i></p> <p>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.</p> <p>Please indicate here whether or not any information in your application is confidential. You can provide more detail if needed.</p> <p>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.</p> <p><i>2,000 characters max.</i></p>	

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).

Name		
Organisation type	Select from list provided. If unknown, this information can be found online at Companies House (companies with UK presence) using the registered company number.	
Size of company	Select from list provided. Staff numbers: 1–10 Micro; 11–250 SME and 250+ Large	
Lead contact	<i>Name</i>	<i>Email</i>
	<i>Job title</i> If known	<i>Business phone number</i> If known
Address	Please enter region (UK) or country (international) at a minimum.	
Sectors (select up to 2)	Select from the list provided.	
Is this the first time you have worked with this partner?	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.	
Details of previous engagement	Please provide relevant details. <i>2,000 characters max.</i>	

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 (HEIF KE projects ONLY; select as many as applicable):

For HEIF General 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.

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.

3,000 characters max.

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.

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 impact of the desired outcome and who will benefit? 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 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:

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 (this should not be a lab-type 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.

UCLB Business Manager:

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.

5. Track Record

Summary of underpinning work and link to grant portfolio	<i>Summary:</i> 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.		
	<i>Project numbers:</i>		
	Corresponding EPSRC/STFC research grant numbers required 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).		
Pathways to Impact Statement (Ptl) – not required for HEIF	We cannot fund activity that was included or could have been foreseen in the preparation of any previously awarded UKRI research bids.		
Outline of your previous engagement in knowledge exchange or innovation	<i>Summary:</i> 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. <i>2,000 characters max.</i>		
	<i>Project numbers & year received:</i>		
	<i>EPSRC/STFC</i>	<i>External</i>	<i>Other UCL</i>

6. Resources and Financial Details

Proposed start/end	<p>Should not start before the 'Earliest Start Date' listed for the call.</p> <p>EPSRC IAA 2017-20 projects and cannot end later than 31st March 2020.</p> <p>Costs cannot be incurred outside the start and end dates.</p> <p>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.</p>
	<i>Details of contribution from partner organisation:</i>

<p>Partner contribution</p>	<p>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.</p> <p>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.</p> <p>For Discovery-to-Use projects, if the partner organisation has declined to provide a cash contribution, please briefly outline their reasons here.</p> <p><i>2,000 characters max.</i></p>				
	<p><i>Cash (£)</i></p>		<p><i>In kind (£)</i></p>		<p><i>Total (£)</i></p>
	<p>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.</p>				
<p>UCL funding requested (£, direct costs only)</p>	<p><i>Staffing and recruitment requirements:</i> 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).</p>				
	<p><i>Justification of resources requested:</i> Provide an outline of how other requested funds will be used for the project.</p>				
	<p><i>Salaries</i></p>	<p><i>Consumables</i></p>	<p><i>Travel</i></p>	<p><i>Other</i></p>	<p><i>Total</i></p>
	<p>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’.</p> <p>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).</p> <p><i>2,000 characters max.</i></p>				
	<p><i>List expected spend by month:</i> 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</p>				

	<p>accurately as possible and that any changes to the expected spend profile or costs are discussed with the Knowledge Exchange team.</p> <p>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:</p> <ul style="list-style-type: none"> 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) <p>Spend by month would be entered as:</p> <ul style="list-style-type: none"> Month 1: £7,500 (staff + consumables) Months 2–5: £2,500 per month (staff only) Month 6: £4,500 (staff + travel) <p><i>2,000 characters max.</i></p>	
	<p><i>Funding request per financial year (1st Aug–31st July):</i></p> <p>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).</p> <p>The below guidance therefore applies to HEIF schemes only:</p> <p>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.</p>	
<p>Funded staff details (add more copies of this table if needed)</p>	<p>This section applies only to UCL staff or new staff to be employed by UCL expressly for this project.</p> <p>FTE should be a decimal value up to 1.0.</p> <p>Refer to PI section for guidance on UPI numbers.</p>	
<p>Departmental Manager or Departmental Administrator with budgetary responsibility</p>	<p>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 requesting approval of the project to this person when the completed application is submitted.</p> <p><i>UPI:</i> See PI section for guidance.</p>	
	<p><i>Worktribe ID</i></p>	<p><i>MyFinance Organisational Unit</i></p>

	Please provide the ref. number for the Standalone Worktribe budget.	Please enter your Department's organisational unit (XAA where X = letter and A = number).
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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.
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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 £15,000 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, scientific dissemination 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 research 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.