

EPSRC IAA Knowledge Exchange Fellows Scheme Guidance Notes for Applicants

Purpose of the Knowledge Exchange Fellows Scheme

Strategic and flexible support for large EPSRC research portfolios where there is demand and opportunity for significant industrial engagement and collaboration

EPSRC-funded research can often find application in immediate, short term, ‘problem-focused’ industrial projects, and research groups within universities often are approached for such short-term applied projects. However, research groups typically find it difficult to respond to such demand, owing to the lack of time/flexibility inherent in the academic timetable. Such projects often founder in an attempt to ‘force-fit’ the work into a more lengthy research project to enable the employment of a dedicated Research Assistant

The aims of the scheme are:

- To underwrite the employment of full time ‘KE Fellows’ to respond to demand for multiple short term ‘applied’ projects from a range of companies
- To enhance the external links of the research group or school
- To enable the KE Fellow to support the identification of Intellectual Property within their host EPSRC-funded research community (in collaboration with UMIP)
- To develop the KE Fellow’s academic and commercial skills, enhancing their career prospects and contributing towards the development of a cadre of staff highly competent in knowledge exchange

Eligibility

Applications are only permitted for projects focused on the exploitation / application of knowledge or technology generated through EPSRC-funded research.

Funding Arrangements

Funding is intended for those projects where there is the opportunity to generate commercial income during or by the end of the pump-prime period. Income generated is expected to be from short-term KE projects and also from the commercialisation of IP identified (where appropriate).

Spend Completion Date

The EPSRC IAA award to the University ends on 30 September 2015 and no extensions will be permitted. Therefore all IAA project spend must be completed by this date.

Costing and eligible costs

Knowledge Exchange Fellows are expected to be costed on a full Economic Costing basis. The EPSRC IAA will provide funding at up to 80% of the total project costs.

Eligible costs include:

- Directly Incurred:** staff costs (including indirect costs and estates), equipment and consumables (maximum £1.5k), travel and subsistence (maximum £1k), training and development (maximum £1k) and in some cases (for example where market research is to be commissioned), the fees of an external supplier
- Directly Allocated:** maximum PI time 10% (including indirect costs and estates)

The maximum IAA grant contribution will be £80k per annum, with standard KE Fellowship project expected to run for 2 years.

- pFACT costing report:** EPSRC should be selected as the 'funder' with 100% fECd income template. This will ensure that inflation costs are included. To produce a "submission report" please use 'submission reports' 'project proposal details' and select 'income template rules'.
- Total Project Costs:** These are those costs directly associated with the project, in the eligible cost headings outlined above. These should include all staff costs, estates, indirect costs, travel and subsistence and consumables.
- Company Contributions:** These are the direct (invoiceable) company contributions to the total project.
- In-kind Costs:** These may include staff time, access to equipment, provision of consumables.

Assessment of applications

Applications will be assessed by the University's IAA Knowledge Exchange Schemes Panel. Applicants should remember to write their proposals for a non-specialist audience.

Assessment of the various bids will be competitive and will take into account (inter alia):

- The scale of the EPSRC-funded research base to be exploited and/ or its potential scale/scope for impact
- The quality of the business case, including evidence of demand from companies; clear definition of services to be offered; plans for marketing and communications;
- The support of the research group and school, evidenced by additional resources contributed

Application Submission

Please note that applications will be evaluated by the IAA team for content and eligibility before being sent to the IAA KE Schemes Panel for consideration. **You are strongly advised to contact a member of the KE team (0161 306 6815), for advice and guidance at least one month prior to submitting your application:**

KE Team

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All projects should be costed (fEC) and input onto the Research Management System (RMS) by your School Research Support Manager, prior to completion of the IAA application. The RMS number should be detailed on the IAA application form.

Completed applications should be submitted to:

EPSRC IAA
Knowledge Exchange Team
University of Manchester
B13 Sackville Building
Sackville Street
Manchester M13 9PL
Email: ke@manchester.ac.uk

Electronic submissions are acceptable for application deadline purposes but a signed paper application should follow (signed and dated by all partners) no later than two days after the deadline date. A Research Proposal Approval form (together with a copy of the pFACT costing report), signed and authorised by your School, should be submitted with the application to confirm that the proposal is supported by your School and is in line with School policy for the costing of collaborative research projects.

Further information regarding the EPSRC Impact Acceleration Account can be found at www.manchester.ac.uk/business/ke/