

EPSRC IAA Academic Secondment Scheme Guidance Notes for Applicants

Purpose of the Academic Secondment Scheme

Flexible support for secondments between The University of Manchester and businesses and other organisations

The IAA provides flexible support for secondments between The University of Manchester and external businesses and organisations, focusing on the commercial development of specific EPSRC research outputs. Academic secondments will allow the secondment-out of academic staff, for up to 6 months, to focus on the further development of research outputs emerging from EPSRC-funded research. It is expected that Academic secondments will be full-time, though each case will be considered on its merits.

The aims of the scheme are:

- To encourage the transfer to external organisations of knowledge gained through University EPSRC-funded research
- To accelerate the impact of an academic's EPSRC funded research outputs
- To enhance the external links of the academic, research group or school
- To provide the secondee with experience of working in an industrial environment

Eligibility

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

Prior to submitting an application, Academics must seek permission to apply for the Secondment scheme from their Head of School and application submissions must be accompanied by a letter of support from their Head of School.

Eligible user organisations are UK-based businesses (or UK sites of international businesses), UK charities, and UK public sector organisations such as the NHS; Borough or City Councils; Schools or Local Education Authorities. If you have any queries regarding user organisation eligibility, please contact the KE team.

Funding Arrangements

Funding is intended for those projects where a company will contribute actively to the project through provision of resources (including finance, facilities, equipment, consumables and technical expertise).

The IAA Knowledge Exchange Schemes Panel expects University staff to negotiate with the partner organisation a deal that minimises the support necessary from the IAA. The value to the partner and the University (in generating research publications, ongoing

collaborations, IP etc.) must be taken into account.

Spend Completion Date

The EPSRC IAA award to the University ends on 31st March 2017 and no extensions will be permitted. Therefore all IAA project spend must be completed by this date.

Costing and eligible costs

Academic secondments 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)

Directly Allocated: maximum PI time 10% (including indirect costs and estates)

A direct (invoiceable) company contribution is not mandatory, although the University's IAA Knowledge Exchange Schemes Panel will require justification for no direct contribution where the company partner directly benefits from the project. The maximum IAA grant contribution will be £50k.

Where the secondment is a secondment-out of a member of University staff, eligible costs for the IAA funds will include secondee staff costs (including between 50% - 100% indirect costs and 10% - 100% estates), travel and subsistence (up to £1k) and small budgets for equipment and consumables (up to £1.5k).

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 will take into account:

- The benefits to the partner, the University, and the staff involved
- The likelihood that the project plans will deliver the expected outputs and benefits
- The contribution the University is expected to make relative to the partner (gearing)

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, a pFACT costing report, and letters of support from the Head of School and company partner should be submitted with the application form. .

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