

NERC IAA Exploitation Secondment Scheme Guidance Notes for Applicants

Purpose of the Exploitation 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 that focus on the commercial development of specific NERC research outputs. Exploitation secondments will allow the secondment-out of RAs or academic staff to focus on the further development of research outputs emerging from NERC-funded research. Secondments-in of user organisation staff is also possible, where this is most appropriate to enable developments. It is expected that exploitation secondments will be full-time, though each case will be considered on its merits. The maximum duration of an exploitation secondment will be up to 12 months.

The aims of the scheme are:

- To encourage the transfer to external organisations of knowledge gained through University NERC-funded research
- To enhance the external links of the researcher, research group or school
- To provide the secondee with experience of working in an industrial environment (or with experience of working in an academic environment, where this is a secondment-in).

Eligibility

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

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 which 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 NERC IAA award to the University ends on 31st March 2015 and no extensions will be permitted. Therefore all IAA project spend must be completed by this date.

Costing and eligible costs

Exploitation Secondments are expected to be costed on a full Economic Costing basis. The NERC 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)

A direct (invoiceable) company contribution is mandatory, although the University's IAA Knowledge Exchange Schemes Panel will consider cases where there is clear justification for no direct contribution. The maximum IAA grant contribution will be £50k.

Secondments in

Where the secondment is a secondment-in of a member of staff from a user organisation, the user organisation will be expected to cover the staff costs of their employee. Eligible costs for the IAA funds will be those such as provision of office and lab space for the secondee; staff time of University employees allocated to support the secondment.

Secondments out

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 estates), travel and subsistence (up to £1k) and small budgets for equipment and consumables (up to £1.5k).

pFACT costing report: NERC 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 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: NERC 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. A signed letter of support from the collaborating partner should also be submitted with the application documents to confirm the company contribution.

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