EPSRC IAA Outreach Fund
Guidance Notes for Applicants

Purpose of the Outreach Fund

Support for development and / or delivery of social impact linked to EPSRC research outputs

It is important for EPSRC research outputs to have societal, as well as the more traditional, economic impact. Therefore, funding is available to develop new outreach opportunities that specifically link to EPSRC research outputs. Activities supported include engagement through events, games, online material, publications etc. The IAA Outreach Fund should not be used to support long-term activities, and therefore sustainability beyond the project must be evidenced.

The aims of the scheme are:

- To support the development and / or delivery of social impact activities linked to EPSRC research outputs
- To raise public awareness of Engineering & Physical Sciences by providing information about outputs and applications of the subject and the many career opportunities it presents

Eligibility

Applications are only permitted for projects focused on the developing and / or delivery of social impact through EPSRC-funded research.

Eligible user-organisations are: UK-based businesses (or UK sites of international businesses); UK-based 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 partner 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, on-going 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

Outreach projects 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),
other costs (to be justified)

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

The maximum IAA grant contribution will be £30k, although special cases will be considered for projects that can demonstrate significant impact and reach.

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) partner 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 <u>prior to submitting your application:</u>**

KE Team

Caroline Stanton	Knowledge Exchange Manager
0161 306 6814	Caroline.Stanton@manchester.ac.uk
Mark Godber	Knowledge Exchange Manager
0161 306 6813	Mark.Godber@manchester.ac.uk

All projects should be costed (fEC) and input onto the Research Management System (RMS) by your School Research Support Manager, <u>prior</u> 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 seven days after the submission 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 projects.

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