Industry Collaboration Fund: Secondment Scheme

Guidance Notes for Applicants

Purpose of the Secondment Scheme

Flexible support for secondments between The University of Manchester and External Organisations

The Industry Collaboration Fund (ICF) provides flexible support of secondments between The University of Manchester and external organisations to focus on the commercialisation and translational development of university research. The scheme supports the secondment-out of researchers or academic staff to focus on the further development of research outputs emerging from previous EPSRC research, with additional support available where activities also link to underpinning BBSRC research and/or MRC science areas and themes. It is expected that Secondments will be full-time and typically 12 months, though each case will be considered on its merits. The aims of the scheme are:

- To encourage the transfer of knowledge, skills and expertise between academia and external businesses/organisations
- To enhance the external links of the academic, researcher, research group or department and build long lasting relationships with external stakeholders
- To provide the secondee with experience and knowledge of working within an industrial/ non-academic environment

Principle funding for Secondment projects is available via the EPSRC Impact Acceleration Account (IAA) with the option for academics to apply for co-funding from the BBSRC IAA and/or the MRC Proximity to Discovery (P2D) accounts. Co-funding is available to support multidisciplinary projects, for example building on knowledge gained from both EPSRC and BBSRC funding, or when EPSRC research is being exploited in the MRC domain.

Eligibility

Applications are only permitted for projects focused on the exploitation / application of knowledge or technology generated through EPSRC funded research. If BBSRC co-funding is requested, projects must also demonstrate exploitation / application of knowledge or technology generated through EPSRC funded research. If MRC co-funding is requested, projects must demonstrate that they meet and address at least one of the [MRC science areas and cost cutting themes](#). EPSRC and BBSRC IAA projects must also link to one or more of the [EPSRC Themes](#) or [BBSRC Responsive Mode Priorities](#), respectively.

PDRAs are expected to spend a minimum of 50% of the overall project length seconded to the project partner. Where this is not possible, for example due to COVID-19, projects must demonstrate sufficient engagement to support commercialisation and translational development whilst also providing an external learning opportunity for the PDRA.

Eligible user organisations are UK-based businesses (or UK sites of international businesses), UK charities, and UK public sector organisations such as the NHS. Non-UK based businesses may be eligible where there is demonstrable evidence of the intention for inward investment during or

beyond the lifetime of the project (e.g. establishing a UK site, job creation). If you have any queries regarding user organisation eligibility, please contact the Knowledge Exchange Team.

Funding Arrangements

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

The ICF Knowledge Exchange Schemes Panel expects University staff to negotiate with the partner organisation a deal which minimises the support necessary from the ICF. The value to the partner and the University (in generating research publications, ongoing collaborations, IP etc.) must be considered

Spend Completion Date

The EPSRC IAA, BBSRC IAA and MRC P2D award to the University ends on 31st March 2022 and no extensions will be permitted. Therefore, all ICF project spend must be completed by this date.

Completing the application form

The Knowledge Exchange Team provide active support for the development of ICF submissions. Prior to submitting an application, academics are strongly advised to contact a member of the KE Team for support, and at least 1 month before the call closing date.

Section word limits are strict, and should not be exceeded. If section word limits are surpassed by more than 10%, the application will be automatically rejected.

Costing and eligible costs

Secondment projects are expected to be costed on a full Economic Costing basis. ICF funding can be used to cover the following:

Directly Incurred:	PDRA Costs
	Equipment and Consumables (maximum £10k, with justification)
	Travel and Subsistence (maximum £5k, with justification)
	PDRA training and development (maximum £2k, with justification)
	Other costs as required (subject to approval from KE team, with justification)
Directly Allocated:	Investigator time (maximum 20%)
	Technician time (maximum 30%)

All Estates, Technician IS and Indirect costs are ineligible, and must be allocated as Department Sustainability.

A direct (invoiceable) company contribution is mandatory and is expected to be a minimum of 20% of the total IAA/P2D grant requested, although the University's ICF Knowledge Exchange Schemes Panel will consider cases where there is clear justification for reduced / no direct contribution. The maximum EPSRC IAA grant contribution will be **£65k** and for co-funded projects, the maximum contribution co-funded by the BBSRC IAA or MRC P2D is **£10k**.

pFACT costing report	EPSRC/BBSRC/MRC (depending on application) 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, technician IS, 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 ICF Knowledge Exchange Schemes Panel. Applicants should remember to write their proposals for a non-specialist audience.

Assessment will consider:

- 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 KE team for content and eligibility before being sent to the ICF KE Schemes Panel for consideration. **You are strongly advised to contact a member of the KE team (ke@manchester.ac.uk) , for advice and guidance at least one month prior to submitting your application:**

KE Team

Mark Godber	Knowledge Exchange Manager Email: Mark.Godber@manchester.ac.uk
Joanne Summers	Knowledge Exchange Manager Email: Joanne.Summers@manchester.ac.uk
Caroline Stanton (**on maternity leave**)	Knowledge Exchange Manager Email: Caroline.Stanton@manchester.ac.uk

All projects should be costed (fEC) and input onto PURE by your Department Research Support Hub, prior to completion of the ICF application.

Completed applications should be submitted via email to:	Industry Collaboration Fund Knowledge Exchange Team Email: ke@manchester.ac.uk

Signed electronic submissions are acceptable, in PDF format. The correct application form must be used, if you are unsure whether you are using the most recent application form, please contact the KE team. A copy of the full-FEC pFACT costing report (or project budget sheet for applications from fBMH) must be submitted with your application along with evidence of proposal application approval from the Head of Department (e.g. a screenshot of the approval on PURE or if applicable, a copy of the PanMan form), to confirm that the proposal is supported by your Department and is in line with Department 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 Industry Collaboration Funds can be found here.