

EPSRC IAA Consultancy Scheme – Open Call to 30th June 2021

Guidance Notes for Applicants

Purpose of the Consultancy Scheme

The provision of expert advice, analysis and interpretation, over a short and defined period, by academic staff to an external party in order to address specific problems

EPSRC research outputs can often have significant impact on the outcome of short, challenge-led, industrial consultancy. The overall aim of the scheme is to support the development of The University of Manchester (UoM) groups, centres and facilities to enable continued growth and expansion of projects with industry partners and to grow capacity within the group, centre or facility.

Funding for the Consultancy Scheme is available via the EPSRC Impact Acceleration Account (IAA).

Eligibility

Applications for EPSRC IAA funding are only permitted for projects focused on the exploitation / application of knowledge or technology generated through UoM-held EPSRC funded research. EPSRC IAA projects must also link to one or more of the [EPSRC Themes](#).

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 a company will contribute actively to the project through the in-kind provision of resources (including facilities, equipment, consumables and technical expertise).

Spend Completion Date

The EPSRC IAA Consultancy Fund must be spent by **30th June 2021** and no extensions will be permitted.

Completing the application form

The Knowledge Exchange Team provide active support for the development of submissions. Prior to submitting an application, academics are strongly advised to contact a member of the KE Team for support.

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

The Consultancy Scheme will fully fund eligible costs up to the value of £25k and expenditure must be complete by 30th June 2021.

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

Directly Incurred:	Academic or PDRA Costs Equipment and Consumables (maximum £5k, with justification) Travel and Subsistence (maximum £1k, with justification) Other costs as required (subject to approval from KE team, with justification)
Directly Allocated:	Investigator time (maximum 20%, if DI Staff cost is PDRA) Technician time (maximum 30%)

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

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’
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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.
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In-Kind Costs:	These may include staff time, access to equipment, provision of consumables.
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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 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 likelihood that the project will deliver further impactful collaboration

Application Submission

Please note that applications will be evaluated by the KE 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 (ke@manchester.ac.uk), for advice and guidance 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: EPSRC IAA Consultancy Scheme
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](#).