**STFC Impact Acceleration Account: Secondment Scheme**

**Guidance Notes for Applicants**

**Purpose of the Secondment Scheme**

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

The STFC Impact Acceleration Account (IAA) provides flexible support of secondments between The University of Manchester and external organisations to focus on the translational development and commercialisation 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 STFC research. Secondments can be full time or part-time and typically with a 12-month duration, although 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

**Eligibility**

Applications are only permitted for projects focused on the exploitation / application of knowledge or technology generated through STFC-funded research. Projects must also meet and address at least one of the [STFC Strategic Themes](https://stfc.ukri.org/files/corporate-publications/strategic-context/).

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.

**Partner organisations must sign up to the STFC IAA Terms and Conditions attached to Appendix 1 of the application in advance of submission.**

**Funding Arrangements**

**The maximum contribution from the STFC IAA Secondment funds towards the project costs is £40k, however with justification; the contribution may be increased to £50k, subject to availability of funds.**

A direct (invoiceable) company contribution is not mandatory but where possible, the company is encouraged to directly contribute a **minimum of 10% of the STFC IAA grant requested**.

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

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

**Costing and Eligible Costs**

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

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| **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.**

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| **pFACT costing report** | STFC (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. |

**Completing the Application Form**

The Knowledge Exchange Team provide active support for the development of IAA 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.

Applications are anonymised, therefore, please only include the names of academic project partners on the first page and signature page. Use the terms “PI”, “Co-I” or “PDRA” throughout the text of the application.

**Assessment of Applications**

Applications will be assessed by the University’s STFC 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 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 STFC 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 at least one month prior to submitting your application:**

**KE Team**

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| Mark Godber  | Knowledge Exchange ManagerEmail: Mark.Godber@manchester.ac.uk |
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| Joanne Summers | Knowledge Exchange ManagerEmail: Joanne.Summers@manchester.ac.uk |
| Caroline Stanton | Knowledge Exchange ManagerEmail: 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 STFC IAA application.

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| **Completed applications should be submitted via email to**: | STFC Impact Acceleration AccountKnowledge 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 KE Schemes can be found [here](https://www.staffnet.manchester.ac.uk/rbe/beke/knowledge-exchange/).