

IAA FAQs

Application FAQs

- **Are Post-Doc Researchers eligible to apply as the role of Principle Investigator?**

Projects must be led by an academic, with researchers generally appointed (costed in) to the project.
- **I am a newly appointed Fellow – what academic status is required to be investigator here?**

Principal investigators must have academic status. Your Fellow-status may allow you to be PI, but please check with your Research Services team.
- **Does the project have to link to previous UKRI research council funded project?**

This is no longer a requirement for IAAs. However, the project must fit within the remit and priorities of the research council(s) from which you are requesting IAA funding (with justification). Detail on this is available from the application guidance notes.
- **Can I include a named researcher in my proposal?**

Yes, as long as the researcher's salary has been included in the project costing and they have the capacity to work on the IAA project within the project timescales.
- **Can I work with a company that I have an interest in?**

Please contact [Knowledge Exchange Partnerships](#) team if there is any potential, real or perceived [conflict of interest](#). We will follow the advice from the relevant research council in each case.
- **Can IAA funded projects link back to previous IAAs?**

Yes, for example to demonstrate progression from Proof-of-Concept to Secondment, but they must also still fit with the remit of the appropriate research council.
- **Can I apply for funding from the IAA to financially support exhibitions, public engagement or outreach events?**

IAAs can be used for two-way public engagement that is relevant and informs research impact as a critical pathway to achieving economic and/or societal impact. For example, patient involvement and citizen science.

However, the IAA schemes are not suitable for other outreach-based activities as these schemes are intended to support knowledge exchange and impact generation with external partners, including businesses, public and third sector.
- **The organisation I want to work with is not based in the UK, would the IAA project still be eligible?**

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).

UK based sites of international businesses may be also be eligible, however, we do require you to work with the UK site, and the UK site must be appropriate (e.g. if the project is focused on Research and Development, the UK site must be conducting related R&D, and have staff to support the project).

In multi-national organisations, although benefit can often be seen across the entire organisation, we do need to demonstrate benefit to the UK site.
- **I have a project idea; will the KE Partnerships team be able to find a suitable external organisation to collaborate on the project?**

Please contact the KE Partnerships team if you have a potential project idea. Whilst we do not have a 'list' of external organisations ready and waiting to collaborate, we may be able to support introductions where applicable or make introductions to the Business Engagement Team. The Relationship Development scheme has been designed to support academics in identifying and nurturing relationships with external partners.

- **I am not sure which scheme is applicable for my proposed project.**

The KE Partnerships team are happy to support your application and will advise on the scheme they think is relevant for your project. Please email kepartnerships@manchester.ac.uk with any queries and we will arrange a meeting to discuss your options.

- **For the secondment scheme, can the secondee be an existing academic?**

Yes, as long as this is agreed with your department/division ahead of submitting your application. In most academic cases, the secondment is limited to 6 months.

- **Can the secondment scheme fund an inward secondment (an employee of the partner organisation seconded to the University of Manchester)?**

Yes, secondments can be inward and/or outward, providing the secondment supports the commercialisation and/or translational development and adoption of University of Manchester research. Secondees will maintain the terms and conditions (including annual leave) of their own organisation.

The external partner is expected to provide in-kind and direct financial contributions in both cases. For inward secondments, the external partner is expected to fund the secondee's salary. The IAA may be used to support reasonable University of Manchester support costs, e.g. academic or PDRA time, equipment access and consumables (purchased through the University).

Finance FAQs

- **Can overheads be covered by the partner contribution?**

No, all overhead is via a Dept or School sustainability contribution and must be approved by the appropriate HoD/HoS.

- **Can the partner contribution be limited to provision only? i.e., time/resources in-kind, not necessarily a cash contribution.**

Yes, but this will weaken the case at review for Proof of Concept and Secondment IAAs, unless there is good justification. For example, if the partner is the NHS or a charitable organisation. A direct, cash contribution is not expected for Relationship Incubator projects.

- **What is the minimum eligible FTE % for PI/Co-I?**

We advise against costing PI FTE at less than 5% as it is likely to be flagged at the funding panel and we would generally want to see 10% upwards costed on the project but it does depend on the project.

The PI/CO-I FTE % needs to be cohesive with the project plan, e.g. if the project plan includes a lot of travel for the PI, the FTE should be in line with the time the PI is spending traveling on the project. If the project needs a lot of input from the PI but the FTE is low, this will be queried by the panel.

- **If during the project I need to purchase more consumables than originally costed, can I use other budgets to cover this?**

Transfers of funds between fund headings are permitted only within and between Directly Incurred costs, excluding equipment. Directly Incurred funds must not be used to meet costs on any other Grant or activity. Funds can only be transferred and used to meet the cost of activity or activities that meet the agreed aims and objectives of the project. You should [contact the KE partnerships team](#) before viring between budget headings.

- **Can I use the IAA funds to cover travel and conference costs in advance for a conference scheduled after the project end date?**

Directly Incurred funds must not be used to meet the costs of an activity that will fall outside the grant period. There may be some flexibility with projects with direct financial contributions from a project partner therefore, you should seek guidance from the KE Partnerships team.

- **If I move to another research organisation, can I transfer this project there?**

This grant cannot be transferred to another Research Organisation. If the Grant Holder moves to another Research Organisation, resigns, or changes role, the Research Organisation must nominate an alternative Grant Holder for the approval of the relevant Research Council or Councils.

- **Can I use the IAA funds to cover student fees?**

Costs associated to Students must not be charged to the IAA budget however, students are able to undertake paid work as casual assistance, this should be evidenced with a clear audit trail and should not form part of the formal studentship training.

- **Are there any consumables costs that are ineligible on IAA projects?**

In most cases laboratory consumables such as gloves and blue roll, as well as office consumables such as photocopying, printing, postage, general transport costs, stationery, computer consumables and telephone costs, and also utilities costs, are not expected to be accounted for at the project level and should be found from indirect costs. You may be able use the partner contribution to cover these costs if necessary, the KE Partnerships team can advise.

- **Can the IAA funds cover the visa costs of the PDRA?**

UKRI currently allow visa fees to be charged to the grant for all DI staff directly employed on the grant for 100% of their time. All visa costs, including Certificates of Sponsorship, incurred must be a direct result of the person being employed on the grant for 100% of their contracted time and is not extended to family members. All costs must be met within the original grant cash limit.

- **Can the IAA funding be used to pay for external specialist expertise, such as consultants or freelance work?**

No – IAA funds are not permitted to finance external consultants or freelancers for the provision of service. Partnerships should look internally to assess if that resource expertise is available or if a casual staff appointment could be made. The full cost of external service providers could be met by the collaborating partner as part of their financial contribution to the project costs.

For further guidance, refer to [UKRI-050422-FullEconomicCostingGrantTermsConditions-Apr2022.pdf](#)

Post-Award FAQs

- **Do you fund project extensions?**

The IAA funding is limited; therefore, it is unlikely that we will be able to offer funded extensions.

- **Are non-funded project extensions eligible? If so, what is the process for extending my IAA project?**

Extensions are eligible depending on how long you want to extend the project (we are limited to UKRI spending deadlines). The extension must be agreed with the KE Partnerships team, and justification will be needed regarding why the project is being extended. The extension should also be agreed with the partner organisation and the Head of Department. If you are planning to extend your project, you must contact the KE Partnerships team first as you will need to fill in an Extension Request Form.

- **Now that my project has been awarded, do I need to contact the contracts team to arrange an agreement between UoM and the partner organisation?**

The Proof of Concept and Secondment application forms now contain a standard Terms and Conditions agreement. Any concerns or additional requirements can be indicated in the application and will be discussed during panel review.

- **When should I start the recruitment process for the researcher on my IAA project and can the KE Partnerships team help?**

Advertisement of research staff should be processed promptly once the project award letter has been signed and preferably after the agreement has been completed (although due to time constraints, there may be times when adverts are made live before the agreement has been signed).

The Research Services team are able to provide the relevant documentation (PCM forms) and support for the recruitment of researchers. Please contact your RS department and cc the KE Partnerships team for recruitment queries.

- **What will happen if there are delays with recruiting a researcher?**

Depending on the project, if a researcher cannot be recruited within the project timescales and IAA expenditure deadlines, the project may be withdrawn. If you are having problems with recruitment, you should contact the KE Partnerships team as soon as possible.

- **Can I delay the start of my IAA project?**

Delaying the project depends on project timescales and IAA expenditure deadlines. All cases for delaying projects will be different so you will need to contact the KE Partnerships team directly so that we can check whether your project is eligible and determine the latest we can extend the project start date.

The partner organisation will also need to agree to any changes in the start and end dates of the project. If delaying your project is approved, the research support and research finance teams will need to be notified so that PURE and Oracle Financials can be updated.

- **Do I need to submit a final project report to the Research Council?**

You are not required to submit a report directly to the Research Council supporting the IAA, however, the PI and the partner organisation are required to submit a progress report and final report to the KE Partnerships team, who will use the details of the project outputs, outcomes and impacts on the annual UKRI IAA monitoring report.

Links to surveys will be sent to the PI and partner organisation contact at the appropriate stage of the project. Follow-up reports will be requested from the PI and collaborating partner to understand impact generated from the project that may not have been realised at the time of reporting.

- **Do I need to submit the outputs of the IAA project on ResearchFish?**

We are currently awaiting UKRI guidance on this and will update this document accordingly.