

The University of Manchester
EPSRC Impact Acceleration Account
Grant Application Process

A Step-by-Step Guide

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Calls for IAA Grant applications:

Deadline		KE Schemes Panel Meeting
12 December 2012	Call 1	16 January 2013
27 March 2013	Call 2	17 April 2013
10 July 2013	Call 3	31 July 2013

Applicants will be notified of the outcome of their proposal approximately five weeks after the deadline. Dates for Academic Year 2013/14 will be released Summer 2013.

KTP Deadlines:

22 November 2012
13 February 2013
24 April 2013
19 June 2013
21 August 2013
02 October 2013
20 November 2013

Applications will fall under 4 mechanisms:

1. Relationship Incubator Scheme
2. Concept Development and Feasibility Studies
3. Exploitation Secondment Scheme
4. Knowledge Exchange Fellows Scheme

Application forms and guidance notes are available for University staff on the KE website:

www.manchester.ac.uk/business/ke/

Summary of IAA Proposal Timelines

The aim is to allow the KE Team and Panel sufficient time to conduct rigorous and robust evaluations and to provide applicants with feedback within five weeks of deadlines:

Activity	Timeline	Total weeks
Proposal Deadline	0 week	0 weeks
KE Team Evaluation	1 week	1 week
KE IAA Schemes Panel Evaluations	2 weeks	3 weeks
KE Team and Chair review of Panel Evaluations	1 week	4 weeks
Feedback to application following KE Schemes Panel Meeting	1 week	5 weeks

Receipt of IAA proposals

Process

- Allocate a sequential Project Number
- Complete Project Set-Up Checklist
- Check for completeness, basic eligibility, costing, signatures
- Ensure that a Research Proposal Approval form (RPAF) and pFACT costing report have been submitted with the proposal
- Ensure proposal has been entered on RMS under the correct project by School Research Support Officer – see appendices 1, 2 and 3.
- Acknowledge receipt of proposal to PI, request any required documents not submitted and advise when applicant will be notified of outcome of proposal
- Set up a project folder in Livelink under project number and PI:
[*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/IAA Project Applications Submitted*](#)



PI Surname

and sub folders;



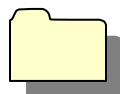
Application Information



Correspondence



Monitoring and Reports



Contracts and Finance

- Set up paper files (for full and conditional approvals only) – these should include a signed application (electronic application submission is acceptable for deadline purposes but a signed hardcopy should follow within two days), signed acceptance form, copy of RPAF with pFACT costing report.
- Enter application details on the IAA Projects database.
- Rejected and proposals offered opportunity to resubmit will be held in a 'Reject and Resubmits' box files, in numerical 'project number' order

Proposal Evaluation

KE Team Evaluations

Proposals should be circulated to KE Managers the day following deadline to allow them to evaluate proposals for content and eligibility and assess which are deemed suitable for consideration by the KE Schemes Panel. An evaluation form for each proposal will be completed by a member of the KE team. One week should be allowed for this process.

KE Schemes Panel Evaluation

Proposals should be circulated one week after deadline to panel members and the Panel Chair

Panel/Committee Responsibilities:

Application Mechanism	Panel/Committee
Relationship Incubator Scheme	KE Schemes Panel
Concept Development and Feasibility Studies	KE Schemes Panel
Exploitation Secondment Scheme	KE Schemes Panel
Knowledge Transfer Fellows Scheme	KE Schemes Panel

Panels/Committee Membership:

KE Schemes Panel:

Prof Barry Lennox (Chair)	Professor of Applied Control EPSRC Chair of Nuclear Engineering Decommissioning / Research Director for Nuclear Engineering Decommissioning
Prof Hugh McCann	EPS Associate Dean for Research
Caroline Stanton	KE Manager
Mark Godber	KE Manager
Three EPSRC funded academics	

Panel membership and record of attendance at meetings is located on Livelink at:
[*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/KE Schemes Panel*](#)

Proposal Consideration Process:

- Send Panel members proposals and evaluation forms one week after deadline. Complete evaluation forms with PI information for each mechanism before sending to Panel members. Evaluation forms are located in Livelink: [*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/Evaluation Forms*](#)
- Review 'Terms of Reference' for Panel meeting with the KE Managers and send this to Panel members also. Draft Terms of Reference can be found in folder detailed above.
- Request any conflicts of interests are indicated and evaluation forms are returned highlighting any major issues for discussion at least one week prior to Panel meeting.

Evaluator decisions:	Red	reject
	Amber	borderline
	Green	approve

- Complete 'traffic light grid' and name document 'Pre Panel Evaluations'
- Meet with KE Managers and Panel Chair to review Panel evaluations prior to Panel meeting

KE Schemes Panel Meeting

- Order refreshments
- Take copies of 'traffic light grid' for Panel members to meeting
- Take voice recorder and take notes at meeting
- Following Panel meeting, update 'traffic light grid' with notes and name document 'Post Panel Evaluations'.
- Send to KE Managers for any amendments before sending to Panel Chair for approval.
- Decisions and feedback should be sent to applicants within one week of Panel meeting;

Full approval	Grant offer letter sent by email and hard copy by post
Conditional approval	Feedback sent by email
Resubmission	Feedback sent by email (if resubmitting via same mechanism)
Reject	Feedback sent by email (if resubmitting via another mechanism)

- Update project set up checklist with Panel meeting details and decisions
- Update IAA Projects Access database with Panel meeting details and decisions

Approved Projects

Due Diligence

- Ensure a signed paper proposal is received and RPAF (signed by Head of School), together with pFACT costing report.
- Ensure project is entered onto RMS under the appropriate project type (see appendix 1)
- All applications should be checked to ensure only eligible costs are detailed and that the IAA contribution is maximum 80% of Total Project costs.

Additional Information/Conditional Approval:

- Panel decisions and details of conditions or additional information required sent to applicant via email (cc KE Manager).
- Requested information should be provided within an agreed time, dependant on project timelines.
- Update Project Set up Checklist and IAA Projects database with details of additional information/conditions
- Applicant provides information requested by Panel and this is sent to KE Manager and Panel Chair
- Approval of additional information/conditions received from KE Manager and Panel Chair
- Grant offer letter sent to applicant (see below)

Fully Approved Projects

- Produce Grant Offer letter using template located in Livelink:
[*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/IAA Application Documents/Grant Application Outcome Letter Templates*](#)
- **For KE Fellows only**, ensure that a job description is requested and reference to Sales Order rather than Contracts office (see template IAA Grant Offer letter). Send copy of Sales Order and Standard Supply of Services Terms located in Livelink:
[*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/KE Fellows/KEF Sales Order*](#)
- If there is a named secondee/fellow, ensure this is detailed on the Grant Offer letter.
- Convert Grant Offer letter to PDF and send to applicant (cc KE Manager, Contracts and School Research Support Officer) by email together with Project Interim and Final Report forms which are located in Livelink:

Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/Review and Report forms

- Copy of grant offer letter, pFACT costing report and RPAF should be sent to RBESS contracts contact (see page 12) and School Research Support Officer.
- Schedule dates when interim and final reports are due (through tasks in Outlook)
- Update Project Set up Checklist and IAA Projects Access database

Project Offer Acceptance form

- This should be signed by the academic, Head of School and collaborating company(s) (if applicable) and returned within 30 days of the Grant Offer letter being sent.
- Once received, send copies to Research Contracts contact and School Research Support Officer
- Update Project Set up Checklist and IAA Projects database

University RBESS Contracts Office and Faculty Finance Office

- The University RBESS contracts office and the School Research Support Officer should be sent a copy of the application form, RPAF, pFACT and Grant Offer letter when these are issued.
- A copy of the signed Project Offer Acceptance form should be sent to RBESS contracts, and School Research Support Officer.

Contracts Office - Responsibilities:

Lisa Murphy - Head of Contracts - Ext. 57131 lisa.murphy@manchester.ac.uk

- Strategic Agreements
- Contracts with AstraZeneca
- Paterson Institute
- Responsible for EPS Schools: Maths and Computer Science
- PSS Agreements
- Whitworth Art Gallery
- Manchester Museum

Naomi Conway - Contracts Officer (Engineering & Physical Sciences) - Ext 52108
naomi.conway@manchester.ac.uk

- Faculty contact for EPS:
- Responsible for the following Schools in EPS:
Chemistry/ Physics and Astronomy/ Dalton
Institute/EAES/EEE/MACE

Jane Wells - Contracts Officer (Humanities) - Ext. 57283 jane.wells@manchester.ac.uk

- Faculty contact for Humanities
Responsible for the following Schools in EPS:
CEAS and Materials

Sam Bibby - Contracts Officer (Life Sciences) - Ext. 52167 sam.bibby@manchester.ac.uk

- Faculty contact for Life Sciences
- Responsible for the following Schools in MHS:
Manchester Medical School/Pharmacy &
Pharmaceutical Sciences/Psychological
Sciences/Dentistry / Nursing, Midwifery &
Social Work plus Regenerative Medicine and
Biostatics

Jennifer Kilner - Contracts Officer (Medical and Human Sciences) - Ext. 58202
jennifer.kilner@manchester.ac.uk

- Faculty contact for MHS
- Responsible for all Institutes within MHS

Seamus Byers - Contracts Assistant (Humanities & MHS) - Ext. 58797
seamus.byers@manchester.ac.uk

Luke Kiernan - Contracts Assistant (FLS & EPS) - Ext. 58261
luke.kiernan@manchester.ac.uk

- If a contract is required, the RSS will issue an R code (Concept & Feasibility, Exploitation Secondment and KE Fellows) and enter on RMS and advise Faculty finance office.
For Relation Incubator projects, Faculty finance office allocate a P code and advise RSS so they can enter the P code onto RMS.
- **RSS will advise the academic of the finance code**, normally once the contract is in place. However, the finance code may be released prior to a contract being in place for recruitment purposes. Template contracts are available on Livelink:
[*Enterprise Workspace/University of Manchester/Administrative Directorates/Office of Business Relations/BRT Folders/Knowledge Transfer Team/IAA OPERATIONS/Template Contracts*](#)
- Some Concept and Feasibility projects are of the nature where the position should be that the University owns the IP. Contracts Office position will be that University owns the IP and negotiations will take place from there. Once contracts are in negotiation, if the company wishes to amend the IP provisions, Contracts office will contact KE team, the academic (and UMIP where necessary) to ensure an agreeable IP position is negotiated.

Research and Finance Office process:

This will depend on the IAA mechanism:

Relationship Incubator P - code	➤ All approval docs sent to RBESS and RSS Team. ➤ As there will be no industrial funding under this award, RSS enters onto RMS and Oracle and creates P code. P code sent to RBESS. ➤ RBESS provide template NDA to KE office for completion. Seconded takes this to Company for signing and then to RBESS for UoM signature (Andrew Walsh). NDA returned to seconded and KE office for their records. RBESS log NDA on RMS under P code.
Concept and Feasibility R - code	➤ All approval docs sent to RBESS and RSS Team. ➤ RSS enters onto RMS and Oracle and creates R code. RSS send R code to RBESS who negotiates contract ➤ Industrial aspect of funding added to RMS by RBESS and R code advised to PI.
Exploitation secondment R - code	➤ All approval docs sent to RBESS and RSS Team. ➤ RSS enter onto RMS and Oracle and create R code ➤ Industrial aspect of funding added to RMS by RBESS and R code advised to PI
KE Fellow R - code	➤ All approval docs sent to RBESS and RSS Team. As there is no industrial funding under this award RSS enters onto RMS and Oracle and creates R code. R code sent to RBESS for information purposes only – no further action or information need by RBESS. ➤ Template Sales Order provided to KE office for completion, send to RBESS for signing. RBESS faxes back for forwarding to company. Sales order is then sent to FO and KE for records. RBESS log onto RMS as a new task.

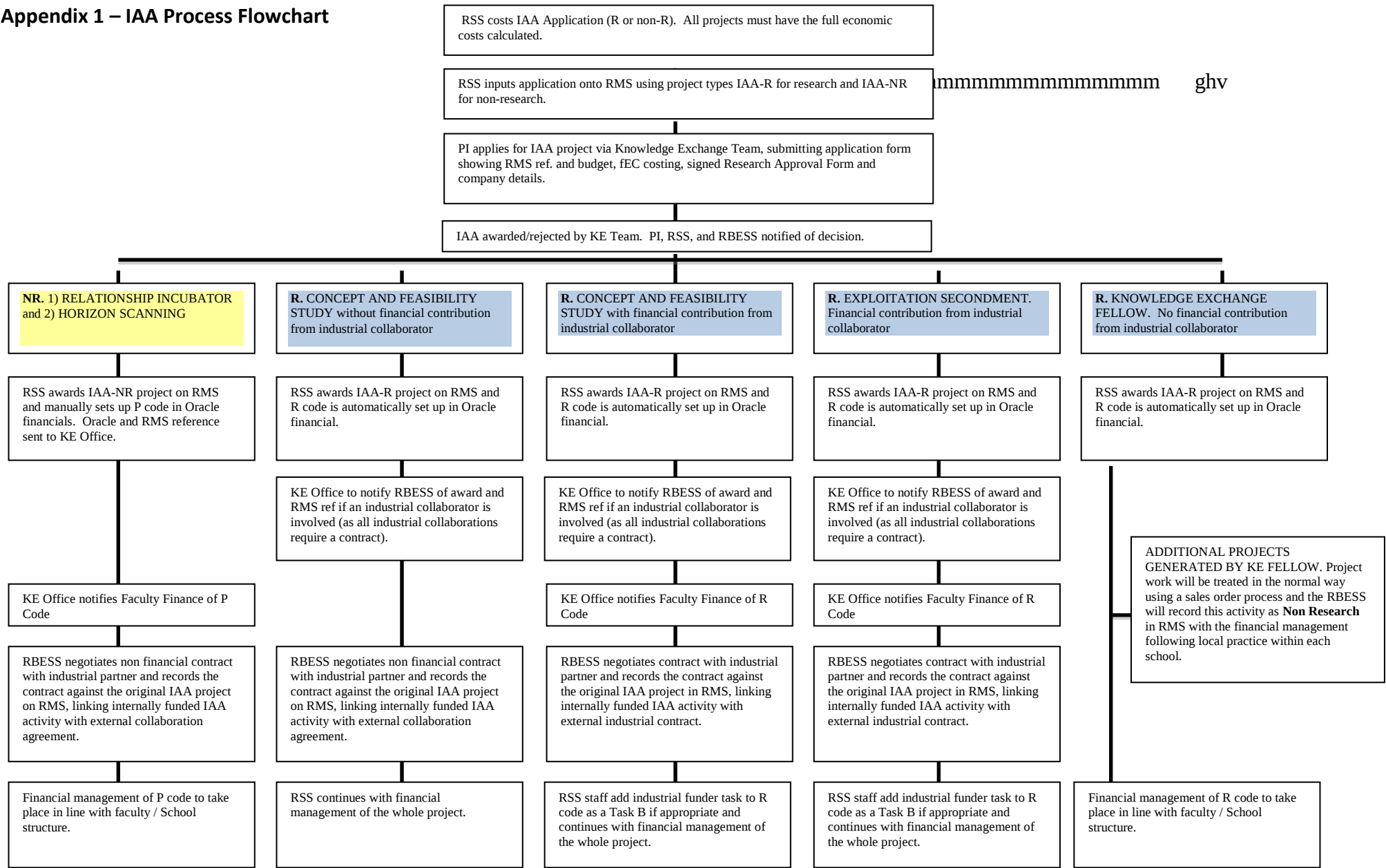
IAA Project and Spend Reporting

IAA project reporting requirements vary according to mechanism. As a guide:

Mechanism	Typical Duration	Reporting requirement
Relationship Incubator	12 months (part time)	One interim six month report, one final report
Concept and Feasibility	6 months	One final report (interim report if duration 8 months or more)
Exploitation Secondment	12 months	One interim six month report, one final report
KE Fellows	24 months	Six monthly reports

- Send PI a reminder that the report is due in the month it is due (attaching the relevant partially completed report) cc RSS team.
- Request this be returned within two weeks with corresponding spend report
- Once IAA and spend reports are received, check spend report for eligibility and note any under/over or ineligible spend, once satisfied send email to Michael Hoare requesting journal transfer from IAA to project.
- Send IAA report to KE team for review and request any issues which may need to be raised with PI.
- Interim reports do not require PI signature.
- Final reports require PI and collaborating company/s signature.

Appendix 1 – IAA Process Flowchart



EPSRC Impact Acceleration Account

NR	Non Research – P Code
R	Research – R Code
RBESS	Research and Business Engagement Support Services, Contracts Team
RSS	Research Support Services

Appendix 2 – IAA RMS Grid

Internal Grants

Internal Recording

IAA Scheme	Additional Information	Research or Non-Research	Type on RMS	RMS Input	fEC Recording in RMS	Interface from RMS to OFs
Relationship Incubator	No financial contribution from industrial collaborator(s)	Non-Research	IAA NR	Mandatory	Mandatory	No
Concept and Feasibility	With / without financial contribution from industrial collaborator(s)	Research	IAA R	Mandatory	Mandatory	Yes
Exploitation Secondment	With / without financial contribution from industrial collaborator(s)	Research	IAA R	Mandatory	Mandatory	Yes
KE Fellow	No financial contribution from industrial collaborator(s)	Research	IAA R	Mandatory	Mandatory	Yes

N.B. This grid should be read in conjunction with the IAA process flow chart (Appendix 1.)

Appendix 3 – EPS RSS Contact List

School	Research Support Manager	Contact Information	Research Support Officer	Contact Information	Research Finance Officer	Contact Information
CEAS / Materials	David Blundell	david.blundell@manchester.ac.uk 0161 3063068	Connie Funke-Dooley	constanze.funke-dooley@manchester.ac.uk 0161 3064343	Joanna Jozefiak	joanna.jozefiak@manchester.ac.uk 0161 2758372
	Stephen Owen	stephen.owen@manchester.ac.uk	Soleil Phoeuk	soleil.phoeuk@manchester.ac.uk 0161 3064353	Faida Austin	faida.austin@manchester.ac.uk 0161 3062226
Chemistry / Physics / SEAES	Darien Jane Rozentals	darien.rozentals@manchester.ac.uk 0161 2750318	Helen Weedon	helen.weedon@manchester.ac.uk 0161 2753950	Mark Glass (Senior RFO)	mark.glass@manchester.ac.uk
	Anne Durie	ann.durie@manchester.ac.uk 0161 2751459	Tom Wise	thomas.wise@manchester.ac.uk 0161 3066670	Patrick Kirwan	patrick.kirwan@manchester.ac.uk 0161 2750775
					Elias Mungwala	elias.mungwala@manchester.ac.uk 0161 2754106
					Lucy Valentine	lucy.valentine@manchester.ac.uk 0161 2754710
Computer Science / Maths	Vinod Verghese	vionod.verghese@manchester.ac.uk 0161 3063274	Anna Chan	anna.chan@manchester.ac.uk 0161 3063570	Helen Taylor (Senior RFO)	helen.m.taylor@manchester.ac.uk 0161 3063530
			Charlotte Hooson Skyes	charlotte.hooson-skyes@manchester.ac.uk 0161 3063751	Dennis Cortez	dennis.cortez@manchester.ac.uk 0161 3066416
					Jan Seesod	jan.seesod@manchester.ac.uk 0161 3063531
EEE / MACE	Katya Tarasova	e.tarasova@manchester.ac.uk	Paula Robins	paula.robins@manchester.ac.uk	Najat Hussain	najat.hussain@manchester.ac.uk 0161 3064666
	Janine Flanagan	janine.flanagan@manchester.ac.uk 0161 3064545	Barbara Smith	barbara.smith@manchester.ac.uk 0161 3065700	Karina Moulinec-Rojas	karina.rojas@manchester.ac.uk 0161 3063840