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**Industrial Biotechnology Innovation Catalyst (IBIC)**

**Impact Acceleration Account**

**Commercial Development Fund**

**Application Form**

***You must contact your Technology Transfer Office prior***

***to submitting this application.***

***Please contact the*** [***IBIC Team***](mailto:ibic@manchester.ac.uk) ***for support and guidance***

***on preparing your application.***

***Applications are anonymised for assessment. Therefore, please only include the names of academic leads/co-leads in Section 1 and signature page only and do not include any references (including hyperlinks) where you may be identified****.*

***Please refer to*** [***IBIC Handbook***](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73009) ***when completing this form.***

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| **IBIC Reference:** |  | *To be filled in by the IBIC Team* |

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| **Section 1: Academic Partner/s** | | | | |
| **Academic Project Lead (or PI):** *(The PI should hold an academic position or an independent fellowship)* | | | | |
| **Name:** | |  | | |
| **Position:** | |  | | |
| **Dept/School/Institute:** | |  | | |
| **University (include name, address and postcode):** | |  | | |
| **Email:** | |  | | |
| **Contact Number:** | |  | | |
| **Project Co-Lead (or Co-I):** *(If applicable, add more rows if more than 3)* | | | | |
| **Name:** |  | |  |  |
| **Email:** |  | |  |  |
| **Position:** |  | |  |  |
| **University/Dept:** |  | |  |  |
| **Research & Innovation Associate(s):** *(If applicable, add more rows if more than 3)* | | | | |
| **Name:** |  | |  |  |
| **Email:** |  | |  |  |
| **Position:** |  | |  |  |
| **University/Dept:** |  | |  |  |
| **Additional Collaborating Organisations** *(if applicable someone offering consulting advice or interested in licencing)* | | | | |
| **Name:** |  | |  |  |
| **Email:** |  | |  |  |
| **Organisation/Position:** |  | |  |  |
| **Reason for involvement:** |  | |  |  |

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| Does the Project Lead, Co-Lead(s), or any other parties involved any potential, real, or perceived conflict of interest? | | | | Yes / No | |
| If Yes, please provide details. | |  | | | |
| Has the partnership applied for funding from another source, which is relevant to this proposal? | | | | Yes / No | |
| If yes, please provide details. | |  | | | |
| **Section 2: Commercial Development Strategy** | | | | | |
| **Project Title** (information will be used in the public domain) | | | | | |
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| **Projected Project Start Date**: |  | | **Project Duration:** | |  |

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| **Lay Summary of Project (100 words max)** |
| * *Provide a brief summary of the project understandable by a non-subject specialist* |
| **Technical Summary of Project (150 words max)** |
| * *Provide a summary of the invention or technology that this application relates to* * *Describe what problem this technology is solving* |
| **Briefly describe any of the Project Lead/Co-Lead’s underpinning research relating to this proposal** |
| * *Please include any grant reference numbers, funding body name and a basic summary, if applicable* |

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| **What stage of development is the invention or technology at? (150 words max)** |
| * *What development has been undertaken to date* * *Technology Readiness Level (TRL)* * *Research undertaken to demonstrate the novelty* |
| **What is the gap that needs to be addressed to demonstrate value/take this to the next stage? (150 words max)** |
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| **Status of Intellectual Property discussions (150 words max)** |
| * *Note intellectual property and how it has been / will be considered in a shared relationship between yourself and your host university.* * *What discussions have taken place eg with your university TTO etc* * *What risks/issues have been identified that might affect (or facilitate) commercialisation?* |

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| **Technology Transfer Officer(s) contact details:** *(If applicable, add more rows if more than 3)* | | | |
| **Name:** |  |  |  |
| **Email:** |  |  |  |
| **Position:** |  |  |  |
| **University/Dept:** |  |  |  |

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| **Section 3: Potential for Impact** |
| **What is the potential for impact from the invention or technology? (500 words max)**  *What are the anticipated impacts, for example commercial, societal, environmental, policy?  Please include quantification and rationale behind any identified impact.* |
| * *State the applicant’s current position in their markets or sectors, and how the project will impact themselves and their position* * *Please provide quantified short and long term impact objectives for all parties  (Examples include, but are not limited to: progression towards next milestone, demonstration of IP, demonstration of market opportunity, building of investment pitch, potential turnover / net profit (£), number of jobs created and/or safeguarded, new products / processes, development of new IP and REF impact case studies)* * *What will the impact be on the NW industrial biotech sector?* * *What are the barriers/risks to realisation and how will they be mitigated?* |

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| **Section 4: Delivery** |
| **Who will carry out the work and what qualifies them for the task? (150 words max)** |
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| **Project Work Plan (Max. 1 Page)**   * *Typically, a project will have between 3 and 5 stages, but use as required*. * *Please include disclosure of where the activity will take place* * *Use non-technical terms and provide* *enough detail to show you’ve planned appropriately* * *Please indicate technical and commercial deliverables.* | | | |
| **Task Number** | **Task Description**  Overview of activity, and identification of who will be responsible/the team involved in the activity | **Effort (months)**  Total to equal project duration | **Outputs and Key Decision Points (KDPs)** |
| Project Stage 1  *Add a descriptive title for each stage* | | | |
| 1.1 | *Explain each task, its purpose in relation to project objectives and outputs, and how it will be done*  *Please include planning stages/meetings, and any induction activity or kick-off meetings.* | *Effort to deliver task, in months* | *List associated outputs and method of evidence capture*  *Define any KDPs* |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
| Project Stage 2 *Add a descriptive title for each stage* | | | |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
| Project Stage 3 *Add a descriptive title for each stage* | | | |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |

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| **Project Gantt Chart** (complete as required) | | | | | | | | | | | | |
| **Task Number** | **Month / Week** (amend as required) | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **Summary of project outputs and outcomes**  *List the outputs arising from the work plan and outline the associated anticipated outcomes and impacts. Add additional rows as necessary.* ***See*** [***IBIC IAA Handbook***](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=73009) ***for examples of outputs/outcomes and impacts.*** | | | |
| Output | Outcome/Measure of success | Impact | Timeframe |
| *Please indicate which task number/where in the workplan this will occur* | *What does this outcome produce and how will success be measured (quantitative/qualitative)* | *What is the arising impact from this output/outcome?* | *When will the impact be realised?* |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
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|  |  |  | Choose an item. |

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| **Section 5: Follow-on** |
| **Future Plans/Route to Impact (400 words max)**  *What are the anticipated follow-on plans to realise impact?* |
| * *What are the next steps to deliver impact?* * *What routes / mechanisms will you employ to achieve further impact?* * *What indicators will confirm impact delivery?* * *How will this be delivered in the north west IB sector?* * *How will future plans be supported / funded?* |

**Section 6: Finance**

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| **Project Budget**  This must match the BlackDackel (or equivalent) costing submitted with this application. **You must not name any staff members in the section below, please refer to them as per their project role.** | | | |
|  | **Fund Heading** | **Description** | **Cost (£)** |
| **Directly Incurred**  ***Provide breakdown and indicate where in the work plan the costs are incurred*** | **Staff costs** | Research & Innovation Associate  Grade XX FTE XX% |  |
| **Travel and subsistence**  ***(max. £5k)*** |  |  |
| **(Non-research) equipment or consumables**  ***(max. £5k)*** |  |  |
| **R&I Associate - Training & Development  *(max. £2k)*** |  |  |
| **Other *(please specify)*** |  |  |
| **Directly Allocated** | **Investigators *(max. 40% FTE)*** | Project Lead XX%  Project Co-Lead XX% |  |
| **Technician *(max. 10% FTE)*** | XX% |  |
| *Department Sustainability* | *Estates* |  |  |
| *Technician IS* |  |  |
| *Indirects* |  |  |
|  | **Total Project Costs at 100% fEC** | |  |
|  | **Total IBIC Grant Requested** *(Must not exceed £50k threshold)* | |  |
|  | *Department Sustainability Contribution* | |  |

**Section 7: Submission**

A signed version of the application and submission documents should be submitted in digital format by end-of-day on the deadline date to:

The Industrial Biotechnology Innovation Catalyst Team

Email: [ibic@manchester.ac.uk](mailto:ibic@manchester.ac.uk)

**Equality, Diversity and Inclusion**

Equality, Diversity and Inclusion: IBIC aims to have an inclusive environment by identifying and removing barriers in our practices. As part of UKRI’s Equality, Diversity & Inclusion initiative, completing the monitoring form will help us to achieve this, and also help us to meet our obligations under the Equality Act 2010. While it is voluntary to disclose this information, doing so will enable us to better understand the composition of our connections and examine our practices fully. The ED&I survey is anonymous and can be accessed on the following link: <https://www.qualtrics.manchester.ac.uk/jfe/form/SV_78y1ax3V5r6LZtA>

Your answers will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 1998. All data is handled in accordance with The University of Manchester Policy and more details can be seen here: <https://www.manchester.ac.uk/discover/privacy-information/data-protection/>

**Checklist: Submission Documents:**

Signed Application Form, signed by the Project Lead

Confirmation of discussions with your TTO, signed by your TTO representative

Evidence of Application Approval authorised by your institution (eg Snapshot of PURE record)

Costing report (eg BlackDackel or equivalent)

***We strongly encourage you to complete:***

Equality, Diversity and Inclusion Survey

<https://www.qualtrics.manchester.ac.uk/jfe/form/SV_78y1ax3V5r6LZtA>

**Section 8: Agreement**

In submitting this application form, the academic acknowledges the spirit of the IBIC Place-Based Impact Acceleration Account (PBIAA IAA) funding via EPSRC and is aware that all projects must come to an agreement on IP ownership on fair and reasonable terms prior to any project commencing, and within 5 months of the date of a grant offer letter.

As part of the grant offer conditions, the academic is required to complete an online survey to report on progress at six month intervals and upon completion of the project, detailing achievements, outputs and impacts. A link to the survey will be automatically sent to the academic at the appropriate stage of the project.

By signing this application form, the project lead and their team confirm their acceptance and agreement to participate in the project described herein. Additionally, the applicants agree to provide project outcome reports upon request by the IBIC team.

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| This proposal is submitted by Project Lead: | | |
| (Print name) | (Project Lead sign here) | (Date) |
|  | | |
| This proposal has been discussed with the host university TTO: | | |
| (Print TTO name) | (TTO sign here) | (Date) |

Once completed, all sections of this application form, except project title and lay summary, will be treated as Commercial in Confidence.