**University of Cambridge**

**EPSRC IAA Knowledge Transfer Fellowship**

**Application Form and Guidance Notes**

Knowledge Transfer Fellowships will aim to transfer knowledge and expertise developed from EPSRC research between the University and a partner company. The Fellowship will fund a researcher or member of academic staff to undertake a 3-12 month secondment to a business or other partner organisation. Fellowships are also open to company employees to spend time working in a University department to facilitate knowledge transfer.

Guidance notes are provided at the end of this form.

**1. INTRODUCTION**

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| **1.1 TITLE OF PROPOSAL:** |
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| **1.2 CONTACT DETAILS:** | | |
|  | Principal Investigator | Knowledge Transfer Fellow |
| Name |  |  |
| Department |  |  |
| Telephone |  |  |
| E-mail Address |  |  |

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| **1.3 BRIEF OVERVIEW OF THE PROJECT**  A summary of the aim of the project, the activities it will support and what a successful outcome will be. The outcome should reflect the effective transfer of knowledge between the University and the industry partner (max 200 words) |
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| **1.4 PREVIOUS EPSRC FUNDING**  (a) What EPSRC research grant , fellowship or studentship is this application following on from? Provide RG number (for grants), PI or student name, title and start and end dates.  (b) Have you previously received EPSRC IAA funding? If so, what was the outcome? |
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**2. PROJECT PARTNER**

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| 2.1 OVERVIEW OF COMPANY BUSINESSBrief background details of the company’s area of business and experience of relevance to the project, explaining the reason for their interest in the project. (max 200 words) |
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**3. PROJECT PLAN**

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| **3.1 BACKGROUND INFORMATION:**  Brief details of scientific background highlighting the link to EPSRC funding. What is the relevant track record of the PI and research staff? Full CVs are not required but please highlight relevant experience. Details of any previous collaboration between the PI and the company. (max 500 words) |
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| **3.2 PROJECT AIMS AND OBJECTIVES – ADDED VALUE**  What are the main objectives of the proposed work? It should be clear how these will transfer knowledge between the University and company. (max 200 words) |
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| * 1. **PROJECT WORKPLAN:**   Describe the work that the funding will support, refer to guidance as necessary. Include a list of tasks with expected durations. What is the working pattern for the Fellow? If not full-time at the company site, be specific. How will the project be managed and monitored to ensure that it remains focused on the objectives? A Gantt chart may be included or appended. (max 750 words) |
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| * 1. **COMPANY CONTRIBUTION**   What resources is the company committing either cash and/or in-kind? (this should be referenced in the Letter of Support) (max 250 words) |
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**4. OUTCOMES AND SUSTAINABILITY**

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| What are the expected outcomes and impacts of the project on the company’s business?  This should be referenced in the letter of support (max 200 words) |
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| What are the expected outcomes and impacts of the project for the KT Fellow and the PI/research group? (max 200 words) |
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| Are there any opportunities for collaboration following the end of the project??  This should be referenced in the letter of support (max 200 words) |
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**5 Budget and Signature Page**

**Details of support requested:**

* *This grant application requires a Full Economic Costing (FEC). Please contact your DA/Research Finance Officer for help to complete an X5 costing.*
* ***The award will cover Directly Incurred costs only*** *(not overheads/indirect costs) and the costs should include indexation.*
* *PI costs, student fees, patenting costs and estate costs are ineligible*

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| --- | --- | --- | --- | --- | --- |
| **START DATE** | |  | **END DATE** |  | |
| **X5 REFERENCE** | |  | | | |
| **BUDGET:** | | | | | |
| **Type** | **Description** | | | **FEC (£)** | **Funder**  **Contribution(£)** |
| Directly Incurred Costs | | | | |  |
| Staff Costs |  | | | £ | £ |
| Equipment <£10k |  | | | £ | £ |
| Consumables |  | | | £ | £ |
| Travel |  | | | £ | £ |
| Other  (please specify) |  | | |  |  |
| Directly Allocated Costs | | | | | |
| Staff Costs | | | | £ |  |
| Estates | | | | £ |  |
| Indirects | | | | £ |  |
| **TOTAL** | | | | **£** | **£** |

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| **SIGNATURES:** | |  |
| **PRINCIPAL INVESTIGATOR** I declare that the information given on this form is complete and correct. | | |
| Name (print) | Signature | Date |
| **HEAD OF DEPARTMENT**  I confirm that I have read and support the application. I agree to the research being carried out in my department, and will provide the necessary accommodation and facilities. | | |
| Name (print) | Signature | Date |

**Guidance notes**

The exchange of people between industry and academia creates a two-way flow of knowledge and expertise, allowing both partners to benefit from new perspectives and insights. Researchers can gain great career benefit from spending time in industry to understand the different needs and culture of commercial organisations, making useful links and contacts for the future. Potential applicants are advised to consult the [Secondments – Lessons from Practice](https://www.research-strategy.admin.cam.ac.uk/epsrc-impact-acceleration-account/best-practice-secondment) guide.

**Who can apply**

**Outward** **Fellowships:** Academic staff, postdoctoral research staff and completing PhD students can be considered for a Fellowship. Fellowship applications are particularly welcomed from completing PhD students and post-doctoral researchers to transfer the results of their research into a partner company or other organisation.  PhD students/PDRAs are recommended to consult their supervisor as the first step in applying for a Fellowship. PhD students must have submitted their thesis before commencing the Fellowship.

**Inward Fellowships:** Applications are invited from academic staff to host a named industry contact in their Department for a 3-12 month Fellowship.

Applicants need not personally have been previously funded by an EPSRC grant or studentship. However the field of work must fall within EPSRC remit and the proposal must demonstrate how knowledge and expertise linked to EPSRC research will be transferred between the University and the partner company.

**Eligible Costs**

**Outward Fellowships:** Staff costs (full- or part-time) for the Fellow plus travel and subsistence can be included up to a maximum of £60 000.

**Inward Fellowships:** Travel and subsistence, consumables, and other direct costs can be supported up to a maximum of £60 000.  NB IAA funds cannot be used for employment costs of the incoming Fellow as they will continue to be employed by their existing employer.

In all cases funds cannot be used for patent costs, estates costs, indirect costs or capital items of equipment. Full Economic Costing (FEC) must be used when completing the form. Please consult with your departmental finance team to obtain an X5 costing for your proposal. Projects should be completed within 18 months of the award date.

**Application process**

Potential applicants are encouraged to contact their departmental [Knowledge Transfer Facilitator (KTF)](https://www.research-strategy.admin.cam.ac.uk/epsrc-impact-acceleration-account/knowledge-transfer-facilitators) for advice. If your department does not have a Knowledge Transfer Facilitator, please contact [researchstrategy@admin.cam.ac.uk](mailto:researchstrategy@admin.cam.ac.uk) with any queries.

**Applicants must ensure they are aware of any internal Departmental deadlines for approval by Head of Department before submission.**

Proposals must be submitted on this form together with a letter of support from the company partner, confirming agreed details of the secondment of staff on a full- or part-time basis as appropriate.

Proposals should be emailed to [researchstrategy@admin.cam.ac.uk](mailto:researchstrategy@admin.cam.ac.uk)  by midnight on the closing date.

Expressions of interest a **Guidance notes**

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Expressions of interest are not required.

**Assessment process**

Funding will be awarded on a competitive basis. Applications will be considered by a cross-disciplinary panel of academics with experience in industrial collaboration.

Applications will be considered against the following over-arching criteria

* Quality of project plan;
* Track record/relevance of partners;
* Commitment and contribution of company partner;
* Potential benefits to all partners

**Post-award guidance**

An appropriate collaboration agreement covering IP terms between the University and company must be signed. Please contact the Research Operations Office for advice.

As a matter of good practice, any changes to project timescales or scope should be by prior agreement with the company partner.

As a condition of the grant, progress review meetings must be held at the start of the project and then at least every 3 months with your Departmental Knowledge Transfer Facilitator, or equivalent, to monitor project progress and identify any additional support needs.

A written final report will be required within 2 months of the end of the project.

Any questions regarding the scheme arrangements should be directed to [researchstrategy@admin.cam.ac.uk](mailto:researchstrategy@admin.cam.ac.uk).

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