**University of Cambridge**

**EPSRC IAA Partnership Development Awards**

**Application Form and Guidance Notes**

The IAA aims to establish closer working partnerships between researchers and business. Partnership Development Awards will pump-prime collaborations with industry partners. The fund is open to research projects within EPSRC remit, and linked to previous EPSRC funded research,which will kick-start collaborations with companies who have significant potential to become new business partners for the University.

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 | Alternative contact (if applicable) |
| 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 enhance the prospect of further collaboration with 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 BUSINESS Provide brief background details of the company’s area of business of relevance to the project, explaining the company’s reasons for interest in the project. (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. (max 500 words) |
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| **3.2 PROJECT AIMS AND OBJECTIVES – ADDED VALUE**  What are the main objectives of the proposed work? What are the barriers to establishing a collaboration? How will this proposal help to overcome them and enhance the prospect of future collaboration with the industry partner? The objectives should be linked to the company’s reasons for interest in 2.1 above. (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. A Gantt chart may be included or appended. How will the project be managed and monitored to ensure that it remains focused on the objectives? (max 750 words) |
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| * 1. **COMPANY CONTRIBUTION**   What role is thecompany taking in the project? 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 NEXT STEPS**

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| What are the expected outcomes of the project for the company ?  This should be referenced in the letter of support (max 200 words) |
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| What are the expected outcomes of the project for the University? (max 200 words) |
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| What plans will be put in place to continue the collaboration after the end of IAA funding? Is the company in a position to fund further collaboration or apply for a grant?  This should be referenced in the letter of support (max 250 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**

Typically, an IAA Partnership Development Award will fund an initial project of interest to a new industrial partner, which will create the basis for a larger and longer-term collaboration which could attract funding either from the company or other external sources (for example Innovate UK). Evidence of real involvement from the industry partner in the project should be provided in the proposal and support letter including estimates of cash or in-kind contributions. Projects aligned with the Strategic Research Initiatives and Strategic Research Networks are particularly welcomed. A full list of Strategic Research Initiatives and Networks can be found at [www.cam.ac.uk/research/research-at-cambridge/strategic-research-initiatives-networks](http://www.cam.ac.uk/research/research-at-cambridge/strategic-research-initiatives-networks)

**Eligible costs**

Projects with existing company partners, such as spin-outs or companies which have previously sponsored research within the same research group, will not be supported.

Projects will be short-term (3-6 months) and of up to £50 000 in value. Any costs over £50 000, or to enable the project to continue beyond six months are expected to be contributed by the industry partner.

Please consult with your departmental finance team to obtain an X5 costing for your proposal. 100% of directly incurred or directly allocated staff costs plus the cost of travel, consumables and other costs can all be supported by these funds. Funds cannot be used for patent costs, estate costs, indirect costs or capital items of equipment. PI time and student fees are also ineligible. The total request should be no more than £50 000; individual items of equipment must cost less than £10 000.

Spending on these awards should be completed within 12 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 KTF, 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 details of their contribution to the project.

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

**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;
* Contribution and commitment 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).