**University of Cambridge**

**EPSRC IAA Postdoctoral Placement Scheme**

**Application Form and Guidance Notes**

This funding will allow EPSRC-funded postdocs to take up short term placements in a partner organisation in industry, the public sector or third sector (not at other Universities). This will enable the postdoc to apply their research-based knowledge and expertise in a different context, helping the partner organisation innovate and the postdoc to gain valuable work experience.

Guidance notes are provided at the end of this form.

**1. INTRODUCTION**

|  |
| --- |
| **1.1 TITLE OF PROPOSAL:** |
|  |

|  |  |  |
| --- | --- | --- |
| **1.2 CONTACT DETAILS:** | | |
|  | Postdoctoral researcher | Principal Investigator |
| Name |  |  |
| Department |  |  |
| Telephone |  |  |
| E-mail Address |  |  |

|  |
| --- |
| **1.3 BRIEF OVERVIEW OF THE PLACEMENT**  A summary of the aim of the placement, the activities to be carried out and what a successful outcome will be. The outcome should reflect the effective transfer of knowledge between the University and the partner organisation (max 100 words) |
|  |

|  |
| --- |
| **1.4 PREVIOUS EPSRC FUNDING**  (a) What EPSRC research grant , fellowship or studentship is this application following on from? Provide RG number, PI or student name, title and start and end dates. |
|  |

**2. PROJECT PARTNER**

|  |
| --- |
| 2.1 OVERVIEW OF COMPANY BUSINESSBrief background details of the company’s area of business and experience of relevance to the placement, explaining the reason for their interest in the placement. (max 100 words) |
|  |

**3. PROJECT PLAN**

|  |
| --- |
| **3.1 BACKGROUND INFORMATION:**  Brief details of scientific background referencing EPSRC funding. Full CVs are not required but please highlight relevant experience of the postdoc. Details of any previous collaboration with the company. (max 100 words) |
|  |

|  |
| --- |
| **3.2 PROJECT AIMS AND WORKPLAN**  What are the main objectives of the proposed placement? Describe the work that the funding will support. Include a list of tasks with expected durations. What is the working pattern for the postdoc? If not full-time at the company site, be specific. It should be clear how the placement will transfer knowledge between the postdoc and company.  (max 400 words) |
|  |

|  |
| --- |
| * 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 100 words) |
|  |

**4. OUTCOMES AND SUSTAINABILITY**

|  |
| --- |
| What are the expected outcomes and impacts of the placement on the partner organisation?  This should be referenced in the letter of support (max 100 words) |
|  |
| What are the expected outcomes and impacts of the placement for the postdoc eg new skills, experience? (max 100 words) |
|  |

|  |
| --- |
| Are there any opportunities for further collaboration following the end of the placement?  This should be referenced in the letter of support (max 100 words) |
|  |

**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*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **START DATE** | |  | **END DATE** |  | |
| **X5 REFERENCE** | |  | | | |
| **BUDGET:** | | | | | |
| **Type** | **Description** | | | **FEC (£)** | **Funder**  **Contribution(£)** |
| Directly Incurred Costs | | | | |  |
| Staff Costs |  | | | £ | £ |
| Travel |  | | | £ | £ |
| Directly Allocated Costs | | | | | |
| Staff Costs | | | | £ |  |
| Estates | | | | £ |  |
| Indirects | | | | £ |  |
| **TOTAL** | | | | **£** | **£** |

|  |  |  |
| --- | --- | --- |
| **SIGNATURES:** | |  |
| **POSTDOC** I declare that the information given on this form is complete and correct. | | |
| Name (print) | Signature | Date |
| **PRINCIPAL INVESTIGATOR** I confirm that I have read and support the application. | | |
| 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 or other organisations to understand the different needs and culture, gaining work experience and making useful links and contacts for the future. This scheme enables postdocs to undertake a flexible (full or part time) placement for up to three months.

**Who can apply**

**Applicants should be postdocs currently employed within a University department, currently or previously funded by EPSRC. Partner organisations can be in industry, the public sector or third sector but not another University and must be based in the UK.**

**Eligible Costs**

**Up to three month’s salary costs (full or part-time) plus travel and subsistence costs if required.**

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. Placements 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 for submitting an application. 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.

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).