

UNIVERSITY OF BIRMINGHAM

THE KNOWLEDGE TRANSFER SECONDMENT (KTS) SCHEME APPLICANT GUIDANCE

This fund supports knowledge transfer secondments that demonstrate an impact on business and benefit to the University

1.0 Background

- 1.1 The KTS scheme provides funding to help ensure the exploitation of the University of Birmingham's research and expertise in the **engineering and physical sciences**. The scheme operates on the principle that the best way to transfer knowledge is through the movement of skilled people both into and out of the University.
- 1.2 The scheme will operate from 1 June 2017 until 31 March 2020. Applications deadlines are provided on the [RIS intranet pages](#).
- 1.3 These notes provide some general guidance. Further information can be found by directly contacting Anthony Khan in Research & Innovation Services (x Ext: 47093, a.khan.7@bham.ac.uk).

2.0 How does it work?

- 2.1 KTS funding is provided to meet the costs of seconding University staff to external organisations and the costs of seconding staff from external organisations into the University. The scheme aims to provide flexible resources to support a variety of people and projects.
- 2.2 The goal of the KTS scheme is to *transfer knowledge* and, as such, proposals for projects with the following rationales are welcome:
- Enabling the results of previous/current research to be taken further towards application by users
 - Addressing user organisation challenges through collaborative research
 - Providing user organisations with access to specialist equipment and/or to skilled technicians
- 2.3 Funding is not intended for general provision of user advice or industrial guidance on identifying and exploiting the results of research; 'bridging' of staff between posts; continuation of normal research grants.

3.0 Is our project eligible?

3.1 EPSRC investment

- 3.1.1 Funding for KTS projects come from the EPSRC. As such, projects must clearly build upon previous EPSRC projects.

3.2 User Organisations

- 3.2.1 A user organisation is one which can benefit from the application of our research or expertise. This definition is not limited to industry, and includes spin-outs, government departments, NHS, charities and other not-for-profit organisations.
- 3.2.2 Secondments to HEIs or other educational establishments (e.g. schools as part of public engagement work) are not allowed.
- 3.2.3 User organisations should normally be based in, and secondments should therefore be hosted in, the UK. Applicants wishing to establish secondments outside the UK should contact Anthony Khan (x Ext: 47093, a.khan.7@bham.ac.uk) in the first instance.

3.3 Duration & Intensity

- 3.3.1 Secondments can be for whatever duration is most appropriate to the requirements of a particular collaboration. Anything from 6 weeks to 2 years is allowable.
- 3.3.2 Secondments may be full- or part-time, but if the latter then only pro-rata funding may be awarded in support of them. A secondee must spend a minimum of one day per week at their host organisation.
- 3.3.3 Any number of secondees may be included in a KTS proposal; for some projects, the long term secondment of an individual may be the most appropriate vehicle for knowledge transfer, whilst for others, the short time secondment of an entire team/group may be more effective.

3.4 *Secondees*

- 3.4.1 Outward secondees may be postgraduate researchers, postdoctoral researchers, technical/experimental officers or permanent members of academic staff.
- 3.4.2 If the proposed secondee is a PhD student who will be working on their secondment more than 20 hours per week, they should have submitted their thesis before the secondment begins but do not necessarily have to have had their viva or been awarded their degree. If it is a PhD student who has not yet submitted their thesis then they should not work more than 20hrs a week as a secondee.
- 3.4.3 Inward secondees may be any relevant employee of a user organisation.
- 3.4.4 If a proposed secondee is not a UK national then visa considerations may apply. Applicants should contact HR before applying to establish any constraints on employment.

4.0 *Who pays for what?*

4.1 *'Outward Secondments'*

- 4.1.1 For outward secondments, the following costs may be claimed from the KTS grant:
- up to 50% of the outward secondees' salaries, superannuation and NI contributions
 - reasonable travel and subsistence costs as necessary to support the secondee(s)
 - up to 50% of the costs of consumables
- 4.1.2 For outward secondments, the *User Organisation* will be expected to fund/provide:
- 50% or more of the secondees' salaries, superannuation and NI contributions
 - appropriate infrastructure and equipment to enable the secondee's project work
 - 50% or more of the cost of consumables
- 4.1.3 KTS funds may not be used for Estates or Indirect costs associated with the secondee(s) or for equipment costs.
- 4.1.4 KTS funds are unable to support any costs involved in the management /supervision of seconded staff.

4.2 *'Inward Secondments'*

- 4.2.1 For inward secondment projects, the following costs may be claimed from the KTS grant:
- up to 50% of the inward secondees' salaries, exclusive of pension and NI contributions
 - reasonable travel and subsistence costs as necessary to support the secondee
 - reasonable research consumables
- 4.2.2 For inward secondments, the *User Organisation* will be expected to fund:
- 50% or more of the secondees' salaries and 100% of their pension and NI contributions
- 4.2.2 KTS funds may not be used for Estates or Indirect costs associated with the secondee(s) or for equipment costs.
- 4.2.3 KTS funds are unable to support any costs involved in the management /supervision of seconded staff.

5.0 How do we apply?

5.1 All documents referenced in this section are available on the RIS intranet pages at:

<https://intranet.birmingham.ac.uk/finance/ris/research-funding/Internal-Funding.aspx>

5.2 Before completing an application form with a user organisation, applicants must discuss arrangements for managing Intellectual Property and the working terms and conditions of the secondee(s). In some cases, a commercial agreement and a secondment agreement will need to be in place with the User Organisation before the secondment can commence. **Applicants must speak to Anthony Khan in Research & Innovation Services to discuss commercial arrangements before completing an application.**

5.3 It is strongly recommended to contact your local Research & Knowledge Transfer Office to discuss your proposal before submission to maximise your chances of submitting a competitive bid.

5.4 All KTS applications must be submitted via the online form available here: <https://bham.onlinesurveys.ac.uk/kts>

5.5 Deadlines for applications will occur quarterly, where the deadlines will be published on the webpage.

5.6 Recommendations for EPSRC IAA funding will be made by the Management Group chaired by Professor Jon Rowe. Recommendations will be approved by the Strategic Block Grants Panel which consists of Professor Tim Softley, Professor Lee Chapman, Professor David Hannah and Professor Paul Moss, which has an accountability and governance role.

5.7 The panel will review applications according to the following criteria:

- Quality and feasibility of the proposed project
- Contribution to funder and institutional research & knowledge transfer objectives and strategy
- Impact on business
- Benefit to the University

5.8 The decisions of the panel will be final.

6.0 How do we complete the application form?

The application includes the following key headings:

Project Summary (max. 4000 characters)

This section should include details on your project aims and objectives, how these will be met and why the project should be funded now.

Data/Research evidencing the need for the project

This section should provide details of the data/research which evidences the need for the project. Where relevant graphs/charts/illustrations can be submitted as a supporting attachment to: centralfunds@contacts.bham.ac.uk

Commercial and Translational Project Impacts and Benefits (max. 3000 characters)

This section should provide details on what impact the KTS will have on the business and the benefit(s) it will bring to the University.

Proposed Project Plan

This section should provide details of key milestones, outputs and outline costs for the proposed project. This should include impact on business/benefit to university milestones in table below. SMART (specific, measurable, achievable, realistic, and time-bound) objectives should be used.

Future Collaborations (max. 2000 characters)

This section should provide details on plans for future collaborations

Why funding is needed (max. 2000 characters)

This section should provide details on why the company won't fund the entire project, why the project cannot be funded via a different route i.e. RCUK, Innovate UK or other collaborative R&D funds.

Previous EPSRC funding (max. 1500 characters)

This section should provide details on existing or previous EPSRC investment that the project will build on.

Details of Proposed Seconded(s)

The details of the proposed secondees should be included within this section

Funding Request

Details of the funding required should be included in this section – please see above for details of what costs are eligible under this scheme.

Attachments

Unfortunately attachments cannot be submitted via this online system. Therefore, the following supporting attachments must be submitted via email to the following address: centralfunds@contacts.bham.ac.uk

The following attachments must be submitted as one combined pdf document which clearly states the 'receipt number' of your application (you will receive this once your application has been submitted). The email subject should state the call name and the 'receipt number'.

- Evidence of the user organisation's support for the secondment
- Supporting graphs, charts and illustrations, where relevant
- Authorisation of your proposal by Head of School

7.0 What reporting will we have to do?

Awardees will be expected to report impact annually and on a cumulative basis via a survey that we will be circulated.

8.0 Improving the quality of your application

8.1 To improve the quality of your application, please ensure that:

- a) Your project is eligible for funding and that you have shown a clear link to previous investment.
- b) You have clearly identified a viable business partner and the letter of support reflects their need and the contribution that they will be making to the project.
- c) You have discussed your application with your Research Support Office:
 - Paul Reay, P.Reay@bham.ac.uk (ext. 42216) - EPS
 - Jen Jennings, j.l.jennings@bham.ac.uk (ext. 45890) – LES
 - Georgina Drury, g.e.drury@bham.ac.uk (ext. 58010) - MDS