



# University of Birmingham EPSRC Impact Acceleration Account Knowledge Transfer Secondment Guidelines

---

## Background and principles

The Knowledge Transfer Secondment (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.

This scheme will operate from **1 April 2021 until 31 March 2022**. Projects should be no more than 6 months in duration.

These notes provide some general guidance. Further information can be found on the Internal Funding intranet page or by emailing [epsrciaa@contacts.bham.ac.uk](mailto:epsrciaa@contacts.bham.ac.uk)

## How does the scheme work?

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.

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

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.

## Is our project eligible?

### EPSRC investment

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

### User Organisations

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.

Secondments to HEIs or other educational establishments (e.g. schools as part of public engagement work) are not allowed.

User organisations should normally be based in, and secondments should therefore be hosted in, the UK. Due to Covid-19 restrictions on travel we are unable to support secondments outside the UK.

### Duration & Intensity

Secondments can be for whatever duration is most appropriate to the requirements of a particular collaboration. Anything from 6 weeks to 6 months is allowable.

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.



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.

## Secondees

Outward secondees may be postgraduate researchers, postdoctoral researchers, technical/experimental officers or permanent members of academic staff.

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.

Inward secondees may be any relevant employee of a user organisation.

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.

## Who pays for what?

### Outward Secondments

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

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

KTS funds may not be used for Estates or Indirect costs associated with the secondee(s) or for equipment costs.

KTS funds are unable to support any costs involved in the management /supervision of seconded staff.

### Inward Secondments

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

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

*KTS funds may not be used for Estates or Indirect costs associated with the secondee(s) or for equipment costs.*

*KTS funds are unable to support any costs involved in the management /supervision of seconded staff.*



## Dates and Deadlines

Applications are reviewed by a panel at a panel meeting held during the academic year:

Spring 2020 Round: Opens Tuesday 23<sup>rd</sup> March 2021  
Closes Tuesday 4<sup>th</sup> May 2021

Funding calls with details of the application process will be published on the intranet at  
[www.intranet.birmingham.ac.uk/finance/RSS/research-development/internal-funding.aspx](http://www.intranet.birmingham.ac.uk/finance/RSS/research-development/internal-funding.aspx)

Recommendations for EPSRC IAA funding will be made by the Management Group chaired by Professor Costas Constantinou.

- Applications will be reviewed by the panel 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

### Improving the quality of your application

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

- A. Your project is eligible for EPSRC funding and that you have shown a clear link to previous EPSRC 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

## Application Process

All applications must be submitted via the online application form available on the intranet:  
[www.intranet.birmingham.ac.uk/finance/ris/research-funding/Internal-Funding.aspx](http://www.intranet.birmingham.ac.uk/finance/ris/research-funding/Internal-Funding.aspx)

The following attachments must be uploaded at the end of your application form

1. **Supporting graphs, charts and illustrations (where relevant)**
2. **Head of School approval (e.g. email or letter)**
3. **Evidence of the user organisation's support for the secondment (e.g. email or letter)**

To assist in the completion of your application please see below for a list of the questions included within the application form:

Heading	Question
<b>Project Summary</b>	<i>This section should include details on your project aims and objectives, how these will be met and why the project should be funded now. [Max. 4000 characters]</i>
<b>Data/Research evidencing the need for the project</b>	<i>This section should provide details of the data/research which evidences the need for the project</i>
<b>Your commercial or translational partners</b>	<i>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 [Max. 3000 characters]</i>
<b>Project Plan</b>	<i>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</i>



	<i>table below. SMART (specific, measurable, achievable, realistic, and time-bound) objectives should be used.</i>
<b>Future Collaboration</b>	<i>This section should provide details on plans for future collaborations [max 2000 characters]</i>
<b>Why Funding is Needed</b>	<i>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&amp;D funds.</i>
<b>Previous EPSRC funding</b>	<i>This section should provide details on existing or previous EPSRC investment that the project will build on [max 1500 characters]</i>
<b>Details of the Proposed Secondee</b>	<i>The details of the proposed secondee(s) should be included within this section</i>
<b>Project Costs</b>	<p><i>Please provide details on the required funding, including a justification for why costs are needed. This question is broken down into costs which fall under the following headings:</i></p> <ul style="list-style-type: none"> <li>• <i>Salary costs</i></li> <li>• <i>Consumables</i></li> <li>• <i>Equipment (no single item above £10k)</i></li> <li>• <i>Travel and Subsistence</i></li> <li>• <i>Other Costs</i></li> <li>• <i>Total</i></li> </ul>

## Queries and questions

Project specific questions should be directed to your College Research Support Office:

College	Link
Arts & Law	<a href="http://www.intranet.birmingham.ac.uk/arts-law/i/rkt/index.aspx">www.intranet.birmingham.ac.uk/arts-law/i/rkt/index.aspx</a>
Engineering & Physical Sciences	<a href="http://www.intranet.birmingham.ac.uk/eps/research-support/Research-Support-team/research-support.aspx">www.intranet.birmingham.ac.uk/eps/research-support/Research-Support-team/research-support.aspx</a>
Life & Environmental Sciences	<a href="http://www.intranet.birmingham.ac.uk/les/college-services/crso/index.aspx">www.intranet.birmingham.ac.uk/les/college-services/crso/index.aspx</a>
Medical & Dental Sciences	<a href="http://www.intranet.birmingham.ac.uk/mds/college-services/rkto/contact.aspx">www.intranet.birmingham.ac.uk/mds/college-services/rkto/contact.aspx</a>
Social Sciences	<a href="http://www.intranet.birmingham.ac.uk/social-sciences/college-services/crso/Index.aspx">www.intranet.birmingham.ac.uk/social-sciences/college-services/crso/Index.aspx</a>

If you have any questions or queries about the technicalities of applying for the EPSRC Impact Acceleration Account please contact: [epsrciaa@contacts.bham.ac.uk](mailto:epsrciaa@contacts.bham.ac.uk)