

# **EPSRC Impact Acceleration Account (IAA) Maximising Translational Groups, Centres & Facilities, February 2019**

## **GUIDANCE NOTES**

### **SECTION 1: OVERVIEW**

**1.1 Source of fund:** EPSRC Impact Acceleration Account (IAA)

**1.2 Total funding available:** **The EPSRC IAA Steering Committee will make decisions on the allocation of funding between streams based on the quality of proposals received**

**1.3 Maximum size of award:** **indicative range £10,000-50,000**

**1.4 Duration:** April 2019 - end December 2019 (Maximum duration, projects can be shorter however no extension to funding will be possible due to EPSRC funding rules)

**1.5 Deadline for applications:** **12 noon, Monday 18<sup>th</sup> March 2019**

**1.6 Overarching aim of the fund:**

Development of University of York's groups, centres and facilities to enable the ongoing delivery of challenge led projects with industry partners and to grow capacity to embed this activity within the group, centre or facility.

**1.7 Restrictions:**

Note that the following costs are not eligible:

- staff buyout for lead applicants, except for research-only staff who are fully funded on external contracts (see further details below);
- the commercial exploitation of work already being undertaken, or intellectual property

- protection;
- research activity;
- capital equipment;
- studentships or fee waivers for students;
- start-up funds for new staff.

Funds will be allocated to specific projects, and not devolved to departments for internal distribution.

### **1.8 Contact for guidance:**

Stephen Oyston, Business Development Manager, Physical Sciences

Tel: 01904 321127

Email: [stephen.oyston@york.ac.uk](mailto:stephen.oyston@york.ac.uk)

## **SECTION 2: BACKGROUND**

### **About provider**

The Engineering and Physical Sciences Research Council (EPSRC) is a United Kingdom Research and Innovation (UKRI) funder.

The EPSRC's mission is to:

- Promote and support research and training in the field of engineering and physical sciences;
- Advance and disseminate knowledge and produce scientists to improve the quality of life and the economic competitiveness of the UK;
- To promote public awareness and engagement with the research that the EPSRC supports.

EPSRC funding is divided among research areas aligning to 12 themes:

- Digital economy
- Energy
- Engineering
- Global uncertainties
- Healthcare technologies
- Information and communication technologies (ICT)
- Living with Environmental Change (LWEC)
- Manufacturing the future
- Mathematical sciences
- Physical sciences
- Quantum technologies
- Research infrastructure

The EPSRC allocates awards of Impact Acceleration Account (IAA) funding to universities to support

knowledge exchange and translational activity arising from EPSRC-funded research.

### **About purpose**

The purpose of this tranche of the IAA is to support York's groups, centres and facilities which have the capacity, expertise and willingness to offer a service delivering engagement and impact with industry. We are seeking to support those areas of capability that have an explicitly translational focus or potential.

A number of York's groups, centres and facilities have a track record in translating EPSRC research into benefits for relevant industry sectors. These include established physical centres (one example is Green Chemistry Centre of Excellence) and also emerging/virtual centres (one example is Centre for Energy Efficient Materials).

This funding will allow both established and emerging groups, centres and/or facilities to achieve a step change in translating EPSRC research into benefits for relevant industry sectors.

Groups, centres and facilities are invited to submit impact cases for a substantive tranche of IAA funds to be used to support their ability to deliver impact and industry engagement, by broadening the research offer to industry and developing significant new collaborative partnerships whilst strengthening current relationships.

A creative approach is invited in bids for this funding, but we are expecting to see:

- realistic and effective business engagement strategies
- clear industry driven research service offerings
- increased capacity to develop research collaborations
- a programme of industrial engagement activities

It is envisaged that activities should be transformational compared to existing levels of relevant activity. Applications involving external and industrial partners are especially encouraged, but it should be noted that partner costs will not be met with IAA funding.

### **Success criteria and the selection panel**

#### **1. Expertise / potential for translational activity**

- Evidence of current translational activity.
- Development plan ambition: what's the potential?
- Does the project team have the relevant skills and background?

#### **2. Feasibility**

- Is there a market requirement (current partners & prospective partners evidenced)?
- Potential to increase funding into the group, centre or facility (potential partners / matched to current or future funding priorities).
- Willingness to grow and develop the current research service to external organisations.
- Timing - increased translational activity within the lifetime of the IAA programme (2017-2020).

#### **3. Probability of sustainability**

- Will the proposed activity significantly increase the level of translational activity?
- Long term plan for development, is there a plan beyond this initial funding to maintain level of resource required and become self-sufficient?

#### **4. Development Plan**

- Quality and depth of planned activity.
- Understanding of the likely short and medium term outcomes and potential long term impact of the translational activity.
- Is there a pipeline of planned engagement activities?

#### **5. Value for money and added value**

- Are the costs acceptable in relation to the planned work and the outcomes likely to be achieved?
- Is the application an identified Impact Case Study?

Each of the five criteria will be scored on a 0-5 scale, leading to an overall score which corresponds to one of the following descriptors. Feedback on applications will be informed by these descriptors, and short qualitative feedback statements (but not numerical scores) will be shared with applicants.

**0-4** This proposal is scientifically or technically flawed

**5-8** This proposal does not meet one or more of the assessment criteria, or is a request for funding outside of the remit of the various research priming schemes

**9-12** This proposal meets all assessment criteria but with clear weaknesses

**13-17** This is a good proposal that meets all assessment criteria but with minor weaknesses

**18-21** This is a strong proposal that broadly meets all assessment criteria

**22-25** This is a very strong proposal that fully meets all assessment criteria

The selection panel will be drawn from relevant members of the academic community, the Business Development team, and other colleagues in Research & Enterprise; details will be published shortly. Additional external participants will be drawn from industry and the investment community to supplement the panel.

## **SECTION 3: APPLICATION CRITERIA**

### **3.1 Am I eligible to apply?**

The Internal Main Applicant must be a current member of University staff either on a Teaching & Research Contract within the ART category, or on a specific Research contract and considered to be an “independent researcher”. This is usually defined as being grade 8 and above; exceptionally, a colleague employed at grade 7 would be considered independent if they have been named as PI or equivalent on a research grant or significant piece of work. Instances that are not clear cut should be considered on a case-by-case basis by the relevant DRC Chair in conjunction with the member of staff’s line manager. Information about the member of staff’s ability to act in this capacity should be included in the DRC Chair comments, where relevant.

If the main applicant is on a fixed-term contract, with a contract end date before the end of the project or very shortly afterwards, a further project supervisor who will take over and oversee completion of the project should also be named.

Staff on support contracts may act as co-investigators, but this would normally be an exception.

There is no formal limit on the number of applications an individual can submit, either as lead or as co-applicant. However, if currently in receipt of "maximising translational centres funding" we would not expect to see a further application to fund the same centre at this time. Submissions must be approved by the DRC Chair (see 4.3).

### 3.2 Can costs for current employees be covered by this grant?

Unlike many priming grants, costs for existing staff time **can** be included. However, estates and indirect costs **cannot** be included to ensure as much of the money as possible is spent directly on relevant activity. All costs will be paid at 100%.

Reasonable costs for staff time should be included to enable them to participate in activities that would not otherwise occur e.g. to buy them out of teaching responsibilities by paying for teaching replacement. A brief explanation of staff costs should be included in the Justification of Resources.

Where it is proposed to fund staff who are already on paid contracts with the University, a detailed explanation must be provided as to how it is possible for the individual to devote time to this project while also delivering on the commitments of the contract they have been engaged on.

Where this IAA funding is requested to provide salary to extend the contract of, or employ for a short period, a fixed-term member of staff, the potential employment law implications of such a contract should be fully appreciated by the Head of Department. Advice can be sought from the relevant HR Manager.

### 3.3 Is my project eligible?

Projects must aim to develop a group, centre or facility, within EPSRC remit, to the point where a successful throughput of translational activities with external organisations can be anticipated.

Applicants are **required** to contact Stephen Oyston (Business Development Manager, Research & Enterprise) to discuss proposal plans.

### 3.4 What are the key requirements for my application?

Applications must include:

- Justification of scale and cohesiveness of a broad area of activity for funding of this scale, or evidence of the potential for a continued service requirement externally.
- A clear description of the potential research services offered (e.g. contract research, consultancy) to external organisations and possible impact/s, if realised.
- Evidence of understanding industry need and desired outcome of engagement.
- Evidence of the current engagement and activity with external organisations.
- Demonstration of relevant personnel, expertise and ambition to drive the development plan.
- A realistic development plan with some initial indication of the market for this offering.
- Evidence of potential funding mechanisms to pursue.
- Future plans after the IAA funding (sustainability).
- Resourcing requirements to deal with increase in activity (systems in place, proposal writing etc.).

### 3.5 What can be funded?

Areas for expenditure within a project may include:

- Consumables, where these are solely and necessarily used for the project.
- Employment of casual staff (including summer students provided the project results do not form part of their thesis), where it can be shown this is the most effective way to undertake the work. This might include short-term employment of a post-doc.
- Purchase of small equipment under £10k or the use of research facilities.
- Costs pertaining to market analysis/research or freedom to operate searches.
- Costs relating to the development of collaborations with other institutions or partners.
- Costs for attendance at suitable trade shows or industry conferences.
- Travel costs directly related to the project (i.e. industry visits) but not for attendance at conferences except where that forms an explicit part of the preparatory work for the proposed project.
- Support for alternative modes of developing research projects such as workshops, seminars, away days or sandpits.

Requests for travel, accommodation and subsistence costs should be guided by the [University's travel and expenses policy](#).

**Note:** no electronic intent to submit and SoR forms are required. Where needed, staff costings should be prepared using Worktribe, but approval is at department level and not with RGC.

### 3.6 What cannot be funded?

- Patent costs and related fees
- Entire translational projects
- Administration costs
- External/industrial partner costs;
- Support for students directly via the waiver of fees or the provision of studentships.  
Students may be employed as technical support on projects, but this must not form part of their studies
- Start-up funds for new staff
- Honorarium payments to visitors or fees for undertaking teaching
- Items of equipment costing over £10k, or groups of items that could be construed as a single item if purchased together
- Standard computing equipment

### 3.7 What are the limits of the scale and expenditure for my project?

The indicative maximum for a proposed plan of activity in this work package is £50,000. Please email to enquire and discuss further if you have a project that would exceed this indicative limit.

### **3.8 Is this grant being awarded at 80% FEC or 100% FEC?**

All direct costs will be paid at 100%. No estates or indirect costs can be included.

### **3.9 What should the duration of my project be?**

Projects are expected to take up to 9 months to complete (projects can be shorter than this, but not longer). If you submit a project on which you have already done some preparatory work, eligible costs may be claimed within your bid provided they are in the award range (1 April 2017 onwards).

### **3.10 What information is required about IP and contracts at this stage, and who should I ask for help?**

Please detail how you have considered the Intellectual Property implications of your project and activities and how it will be protected. Please detail any patents or agreements in place to date. Please also detail any disclosures that would prevent the protection of relevant IP. Please give details of any existing arrangements with third parties if relevant, including funders of work to date who may assert their rights to IP.

Should you have any questions, please contact a member of the [IP and Legal Team](#).

## **SECTION 4: PRACTICALITIES**

### **4.1 How will the call be disseminated?**

The call will be issued by the EPSRC IAA Team (via [epsrc-iaa@york.ac.uk](mailto:epsrc-iaa@york.ac.uk)) to Heads of Department, Departmental Research Committee Chairs, PVC Research, Associate Deans for Research, Research Champions and YRAF, for information and further dissemination.

### **4.2 How do I submit my application form?**

Applications should be sent, ahead of the deadline, AS A SINGLE PDF FILE, with ALL required sign-off requirements completed to [epsrc-iaa@york.ac.uk](mailto:epsrc-iaa@york.ac.uk)

**Your email should be clearly marked as 'Maximising Translational Groups, Centres & Facilities'.**

#### **4.3 Whom do I approach for a permission to apply / “sign-off” requirements?**

Applications require approval and comments from all the DRC Chairs across departments involved in the project, and will require HoD approval if departmental resources are being committed.

#### **4.4 How will I access the awarded funds?**

Funds will be assigned to project-specific workorders shortly after the award is made. Project costs may be drawn against the workorder once you have been notified that it is ready to use. Funds may NOT be transferred to another Agresso code.

#### **4.5 How will my funding be monitored and are there any practicalities I need to know about after the project finishes?**

Expenditure will be monitored by the Research and Enterprise Directorate.

A brief summary of progress must be submitted to the Business Development Team when half the scheduled project duration has elapsed. Recipients must provide a summary upon completion and report on follow-on activity that derives directly from having undertaken the project.

Reporting requirements are subject to change and new requirements from the Funder (EPSRC). Applicants may be required to compile data for ResearchFish submission.

### **SECTION 5: ADVICE ON COMPLETING SECTIONS OF THE FORM**

#### **5.1 Section 2.3 – Proposed outcomes and impact of the project**

Please explain what changes will happen as a result of the project. These could be policy changes, economic or commercial benefits, social improvements, environmental impacts, or other possible impacts. This section should explain which of these the project will lead to.

#### **5.1 Section 2.4 – Measuring impact**

This section should identify how an observer would know that the project had successfully delivered its intended outcomes - what metrics or indicators could one use to evaluate whether or not the project had done what it set out to do?

## SECTION 6: TIMELINE

<b>Timescales / deadlines</b>	<b>Activity</b>
<b>4<sup>th</sup> February</b>	The call opens.
<b>12 noon, Monday 18<sup>th</sup> March</b>	Application submission deadline.
<b>Late March</b>	Selection panel meeting.
<b>End of March</b>	Outcomes to be announced.
<b>End of March</b>	Feedback sent out to applicants.
<b>Early April 2019</b>	Earliest start date for funding to be spent.
<b>31<sup>st</sup> August 2019</b>	Interim reporting (subject to length of proposed project).
<b>Varies according to project length, but no later than 31<sup>st</sup> December 2019</b>	Funding to be spent by this date.
<b>TBC</b>	Final report date.