**INNOVATION VOUCHER SUMMARY**

**Please Note: This Application Form must be completed in full and submitted to** [**rukmal.abeysekera@york.ac.uk**](mailto:rukmal.abeysekera@york.ac.uk) **with any other supporting documents by 30th September 2019.**

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| **SECTION 1 – ACADEMIC DETAILS** | | |
| **Name** | |  |
| **Area of Research** | |  |
| **Department** | |  |
| **Email Address** | |  |
| **Telephone Number** | |  |
| **The most recent EPSRC Grant title, number, start and end dates** | |  |
| **SECTION 2 – COMPANY DETAILS\*** | | |
| **Name of Company** |  | |
| **Key Company Contact** |  | |
| **Company Address** |  | |
| **Postcode** |  | |
| **Email Address** |  | |
| **Website** |  | |
| **Telephone Number** |  | |
| **Region** |  | |
| **Have you worked with this Company before?** (If so, please give details below) | | |
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| **Have you signed a two-way CDA with the Company? Yes/No** (If not, please give details below of when you intend to do so. The project could not be started before a CDA is signed.) | | |
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| **Ethics Issues: Explain how you are going to address any ethical issues raised by this project. Refer to University of York code of practice and principles for good ethical governance (https://www.york.ac.uk/staff/research/governance/policies/ethics-code/)** | | |
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| **As the Innovation Voucher funding is from University of York EPSRC IAA, any newly generated Intellectual Property from this project will belong to the University. Please notify the company about this\*. We will contact the company to formally agree to this before the award of the grant.**  **Have you informed the company that new IP generated from the project will belong to the University?** | | |
| **Yes/No** | | |
| **\*We will be contacting the Company for further details. Please notify them that they will receive correspondence from the Knowledge Transfer Team** | | |

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| **SECTION 3 – PROJECT DETAILS** | | | |
| **3.1** | | **Title of project** | |
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| **3.2** | | **Please Summarise your Proposal** (200 words maximum) | |
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| **3.3** | **Please indicate your preferred start date** (please note that the project cannot start before formal application approval) | | |
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| **3.4** | | **Please indicate the project end date** (please note the project must be completed and funding spent by the **31st December 2019)** | |
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| **SECTION 4 – FINANICIAL DETAILS** | | | |
| **4.1** | | **Staff Time** (please list the key Innovation Voucher tasks with associated milestones, timeline, responsibilities and deliverables) | |
| |  |  |  |  | | --- | --- | --- | --- | | **Week 1** |  |  | | | **Task** | **Deliverables/Outputs** | **Staff Name or Intern 1, 2 etc1** | **Hours** | | Example. 1. Research into competitor programmes | A report on competitor programmes | Joe Bloggs | 10 | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Week 2** |  |  | | | **Task** |  | **Staff Name** | **Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Week 3** |  |  | | | **Task** |  | **Staff Name** | **Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total Hours** | | |  | | | | |
| **SECTION 5 – INNOVATION VOUCHER BUDGET** | | | |
| **Please list the breakdown of expenditure**  **\*\*Please note expenditure can only be used against direct academic costs\*\*** | | | |
| |  |  |  | | --- | --- | --- | | **Activity** | **Breakdown of Expenditure (include hourly rates)** | **Expenditure** | | Staff Time**1, 2** |  |  | | Consumables |  |  | | Travel |  |  | | Equipment charge out cost |  |  | | In Kind Contribution from Company |  |  | | Other |  |  | | **Total** |  |  |   **1Note that none of the University staff members or interns delivering the project can have an interest in the company (e.g. shareholding, be a Director of the IV beneficiary company).**  **2Hourly Rate includes salary + NI + pension + Apprentice Levy, and excludes any overheads and FEC. To determine hourly rate, please contact your Departmental Finance Contact.** | | | |
| **5.1** | | | **Please indicate the amount of academic time allocated to the project** (200 words maximum) |
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| **SECTION 6 – OUTCOMES AND OUTPUTS** | | | |
| **6.1** | | **Please briefly explain how the progress of your Innovation Voucher will be monitored** (200 words maximum) | |
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| **6.2** | | **Please indicate the benefits to the University** (200 words maximum) | |
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| **6.3** | | **Please indicate the benefits to the Company** (200 words maximum) | |
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| **6.4** | | **Please summarise the outputs (project deliverables) and outcomes (long term impact and benefits) you expect to achieve** (200 words maximum) | |
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| **6.5** | | **What are your follow-on plans with the company after completion of the Innovation Voucher? e.g. Knowledge Exchange Grant Application** <https://www.york.ac.uk/business/funding/ktp/> (200 words maximum) | |
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