**INNOVATION VOUCHER SUMMARY**

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

|  |
| --- |
| **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) |
|  |
| **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.) |
|  |
| **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/)** |
|  |
| **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** |

|  |
| --- |
| **SECTION 3 – PROJECT DETAILS** |
| **3.1** | **Title of project** |
|  |  |
| **3.2** | **Please Summarise your Proposal** (200 words maximum) |
|  |
| **3.3** | **Please indicate your preferred start date** (please note that the project cannot start before formal application approval)  |
|  |
| **3.4** | **Please indicate the project end date** (please note the project must be completed and funding spent by the **31st December 2019)** |
|  |
| **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) |
|  |
| **SECTION 6 – OUTCOMES AND OUTPUTS** |
| **6.1** | **Please briefly explain how the progress of your Innovation Voucher will be monitored** (200 words maximum) |
|  |
| **6.2** | **Please indicate the benefits to the University** (200 words maximum) |
|  |
| **6.3** | **Please indicate the benefits to the Company** (200 words maximum) |
|  |
| **6.4** | **Please summarise the outputs (project deliverables) and outcomes (long term impact and benefits) you expect to achieve** (200 words maximum) |
|  |
| **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) |
|  |