EPSRC Impact Acceleration Account (IAA) Impact Workshops and Sandpits

GUIDANCE NOTES

SECTION 1: OVERVIEW

1.1 Source of fund: EPSRC 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 max £5,000 for workshops with potentially £10k for follow on activities

1.4 Duration: Expected maximum duration of award 12 months

1.5 Deadline for applications: Applications may be submitted at any time until 30 June 2019 (should funds run out before then, this funding strand will be closed).

1.6 Overarching aim of the fund: Funds are available for putting on impact-led workshops to allow academics to form and develop internal and external collaborations, explore specific challenges, and devise solutions. External participants can be involved to provide 'challenges' or focus topics to be worked on in a facilitated environment.

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 Contacts for guidance:

For specific guidance regarding this call, please contact a member of the EPSRC IAA Team (see below for details):

Business Partnerships 'brokerage':	**Practical & impact-related guidance:**
Dr Stephen Oyston: Business Development Manager	Chris Charlton-Mathews Impact Manager, Faculty of Sciences
Tel: 01904 321127	Tel: 01904 324605
Email: stephen.oyston@york.ac.uk	Email: chris.charlton-mathews@york.ac.uk

SECTION 2: BACKGROUND

About provider

The Engineering and Physical Sciences Research Council (EPSRC) is a Research Councils UK (RCUK) 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

Academic groups are encouraged to submit applications to develop impact workshops and sandpits with the aim of co-developing challenge-led projects in collaboration with industry, charities and non–governmental organisations.

The impact-led workshops will allow academics to form internal and external collaborations, explore specific challenges, and devise solutions.

Where suitable, external participants will be invited to these sandpits to provide 'challenges' or focus topics that aid the prioritisation of knowledge exchange activities.

Activities could include:
- Identifying academic groups (potentially multidisciplinary) to develop credible impact driven offerings for industry where a clear need has been identified. (Academic-led with focus on future industry collaboration)
- Identification of challenge areas with industry (Industry-led ideas)
- Devising and conducting workshops (including facilitation where required)
- Running a series of meetings to develop new collaborations
- Pump-priming for small development projects arising from workshops

A variety of applications is encouraged, whether you are targeting working with industry, charities or non-governmental agencies.

Workshops should aim to develop relationships with external partners ultimately leading to potential translational projects. Strategic partnerships developed at workshops are welcome to apply for other relevant IAA funding to progress their ideas.

Success criteria and the selection panel

Applications will be scored against the following five criteria.

1. **Potential Impact**
- How significant might the impact of your workshop and resulting follow on activities be (what sectors benefited, quantification of benefit to economy or cost saving, beneficial environmental impacts, etc.)?

2. Feasibility
- Is the activity and workshop feasible? Is there a demonstrable need for the activity?
- Is the overall concept a plausible translational opportunity, based on the evidence provided in the application?

3. Probability of sustainability
- Is the workshop likely to facilitate partnerships with external organisations that support a substantial translational funding application?
- What has been done so far (interaction with potential funders, establishing collaborative arrangements, etc.) to prepare for a translational programme?

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

5. Fit to EPSRC remit and the interests of the applicants

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

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. Submissions must be approved by the DRC Chair (see 4.3).

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

Staff buy-out is not generally funded, except in exceptional circumstances. Buyout is only considered for research-only staff that are fully funded on external contracts. Where it is proposed to fund staff who are already on paid contracts with the University, a detailed explanation must be provided in the application form (provided by the appropriate Head of Department) 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. The same caveats apply to the use of the funds for bridging contracts.

Where money 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 What can be funded?

Areas for expenditure within a project may include (non-exhaustive list):
Workshop / Sandpit costs
- **Background research**

Third-parties could be commissioned to perform background market/sector research/ analysis
- **Project Management/Facilitation Support**

External professional assistance to organise and run a workshop and develop follow on projects
- **Venue hire, catering, facilitation materials, travel costs**

Follow on activities costs
Allocation of seed funding post workshop will be devolved to academic groups to allocate to the most promising potential KE projects. These costs could include the following:
- 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.
- Costs pertaining to market analysis/research or freedom to operate searches.
- Travel costs directly related to the project, but not for attendance at conferences except where that forms an explicit part of the preparatory work for the proposed project.

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 pFACT or Worktribe, but approval is at department level, not with RGC.

3.4 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.

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

We would expect a typical sandpit to cost between £1-5K depending on facilitation costs, etc. Applicants could run a series of meetings to allow flexibility with regard to workshop spend.
Up to £10K will be made available for follow up projects aimed at developing larger scale translational bids.

3.6. 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.

3.7 What should the duration of my project be?

Projects are expected to take between 6 months and 12 months to complete. 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).

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) 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 necessary sign-off requirements completed to **epsrc-iaa@york.ac.uk**

Your email should be clearly marked as 'EPSRC IAA Impact Workshops.'

4.3 Whom do I approach for a permission to apply / "sign-off" requirements?

Applications require approval and comments from the DRC Chair of the principal applicant, and may 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.

For projects lasting 6 months or more, a brief summary of progress must be submitted to the EPSRC IAA Team when half of 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

Timescales / deadlines	Activity
September 2018	The call opens.
Call closes 30 June 2019	Application submission deadline.
Within one month of application	Outcomes to be announced and feedback sent to applicants
Dependent on award date	Start date for funding to be spent.
Dependent on award date	Interim reporting deadline for projects over 6 months in duration.
31 December 2019	Funding to be spent by this date.
TBC	Final report date.