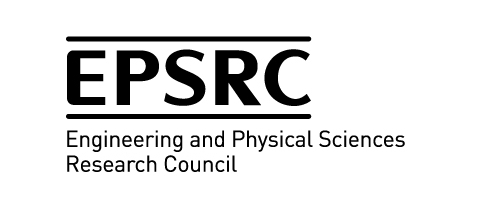
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**EPSRC Impact Acceleration Account (IAA)**

**Innovation Vouchers**

**Round 3: January 2019 – December 2019**

**GUIDANCE NOTES**

**SECTION 1: OVERVIEW**

* 1. **Source of fund:** EPSRC IAA
  2. **Total funding available: £47,000**
  3. **Maximum size of award: indicative max £5,000**
  4. **Duration:** 1st January 2019 – 31st December 2019 (Maximum duration, projects is 3 months)
  5. **Deadline for applications: 12noon, 30th September 2019**
  6. **Overarching aim of the fund:** The aim of the Innovation Voucher programme is to extend the range of academic-business relationships by helping to strengthen a new relationship that has the potential to lead to a large long-term partnership.
  7. **Restrictions:** Applicants who have received previous internal funding to work with the same company. If in doubt, please contact the IAA IV Administrator, Rukmal Abeysekera.

**1.8 Contact for guidance:**

**Rukmal Abeysekera**: Knowledge Transfer Manager

**Tel**: 01904 321124 | **Email**: [rukmal.abeysekera@york.ac.uk](mailto:rukmal.abeysekera@york.ac.uk)

**SECTION 2: BACKGROUND**

**About provider**

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| 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**

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| The purpose of the IAA Innovation Voucher programme is to extend the range of academic-business relationships by helping to strengthen a new relationship that has the potential to lead to a large long-term partnership.  This funding is available to all academics previously funded by EPSRC. Applications are particularly welcomed from academics/early researchers who have not engaged with industry before or businesses who had not engaged with the University before.  Crucially for a partnership to endure, there must be evidence of benefit to both the applicant and the University – i.e. both have something that the other wants! **You must have a clear plan of activities and evidence of mutual need and willingness to engage longer-term.**  Activities for which this fund will provide support include but are not limited to:  • Proof of concept  • Demonstration of technology  • Use of University technical facilities  • Product and technology development |

**Success criteria and the selection panel**

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| Applications will be scored against the following five criteria.  All applications will be assessed by 2 staff from the Business Development team. Responses to the applications will be provided within two weeks of submission.   1. **Probability of sustainability**   **2. Potential impact**  **3. Feasibility**  **4. Value for money**  **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?**

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| 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”.  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. |

**3.2 What can be funded?**

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| Areas for expenditure within a project may include (non-exhaustive list):   * **Staff time** * **Travel** * **Equipment charge out costs** * **Consumables and equipment costing under £2k** |

**3.3 What cannot be funded?**

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| * Patent costs and related fees. * Entire translational projects. * 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 £2k, or groups of items that could be construed as a single item if purchased together. * Standard computing equipment. |

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

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| An indicative project budget of max £5K is set at this stage, but there will be further funding rounds from this award that may be of relevance to continuing work to develop the partnership. Please email if your project idea requires substantial additional funding. |

**3.5. Is this grant being awarded at 80% FEC or 100% FEC?**

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| Because the amount of grant is small, no FEC or overhead costs should be added. |

**3.6 What should the duration of my project be?**

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| The initial financing period for this round ends on 30th March 2018. However, as noted above further tranches of funding may become available to continue the project. |

**SECTION 4: PRACTICALITIES**

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

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| The call will be issued by the Business Development Team to Heads of Department, Departmental Research Committee Chairs, PVC Research, Associate Deans for Research, Research Champions and YRAF, for information and further dissemination. Information will also be distributed directly to all academic staff in relevant Departments. |

* 1. **How do I submit my application form?**

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| Applications should be sent, ahead of the deadline, as a WORD document, with ALL necessary sign-off requirements completed to [**rukmal.abeysekera@york.ac.uk**](mailto:rukmal.abeysekera@york.ac.uk)  **Your email should be clearly marked as ‘EPSRC IAA Innovation Voucher Application’.** |

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

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| We will be providing a copy of the Innovation Voucher to the head of your Department. |

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

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| 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?**

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| Expenditure will be monitored by the Research and Enterprise Directorate.  Recipients must provide a short Final Report upon completion- a summary and report on follow-on activity that derives directly from having undertaken the project. We will support any follow-on activities leading from the Innovation Voucher.  Reporting requirements are subject to change and new requirements from the Funder (EPSRC). |

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

If you have any questions about the application form, please contact: [rukmal.abeysekera@york.ac.uk](mailto:rukmal.abeysekera@york.ac.uk)

**SECTION 6: TIMELINE**

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| **Timescales / deadlines** | **Activity** |
| **1st January 2019** | The call opens. |
| **30th September 2019** | Application submission deadline. |
| **Responsive mode** | Selection panel meeting. |
| **Within two weeks of application submission** | Outcomes to be announced and feedback to applicants. |
| **31st December 2019** | End date for funding to be spent. |
| **TBC** | Final report date. |