

PACE Fund: FAQ Document

1. Is it up to the faculty how they administer the application process? And should applications come from a faculty (Steering Group) or an individual applicant level?

The application process has been developed with an individual applicant in mind. Part of the application form does request approval from the Head of Department but approval from the Dean is at the discretion of the Faculty. Having said this, we would expect that applicants would discuss large commercial opportunities at a strategic level to ensure they have faculty level endorsement before or alongside the development of their PACE application. The PACE application process does not require the application to go through the Faculty Steering Group but please check what the expectation is in your faculty.

2. How much market research is required in the application form?

We would expect there to be an indication of what the potential market is and why the project is a sensible commercial prospect. However, if needed, the first part of the project could be to conduct more extensive market research which PACE funding could help to support. The HEIF budget can also help to support early stage market research as well.

3. How are professional service staff allocated to projects and what support do they offer?

In terms of allocation, this would be on the basis of which team is most relevant. For example the Research and Innovation Development Team (RIDT) would advise on collaborative research proposals, Business Development for contract or consultancy proposals and CPD would support proposals in which there is a strong focus on CPD. We would expect professional service staff to offer advice, support, answer questions and signpost where appropriate.

4. Are projects aimed at income generation from the public sector / non profit eligible for PACE funding?

PACE is part of BIEI, whose remit is to generate income from private sector business and industry. However, projects that have a mixed portfolio can be considered. The amount of funding that is being requested needs to be proportional to the amount of income being generated from industry with an expectation that the project will be self-sustaining and generate a surplus within 3-5 years of the project start. There may be other funds which are more suitable to support projects that have more emphasis on public sector engagement.

PACE funding comes from the Higher Education Innovation Fund (HEIF) and so any spend must be HEIF eligible see [PACE Fund Criteria 2025/2026](#)

5. Is continuation of funding of a research project allowed? Can applications come from schools or from semi autonomous research projects that have been engaging in BIEI related work?

This depends on what the new opportunity is. It doesn't matter whether it is something new or something which already exists, the main objective is that it will have future significant commercial potential. The idea is that this will not just fund a project but prime an opportunity that will provide financial sustainability and return on investment in the future. There are no restrictions for what contracts applicants are on and who is applying, although it would need to be agreed by the Head of Department. The fund does not restrict people who are applying for salary cover, as long as the reason and benefit for this can be clearly defined.

6. Can the fund be used for match funding?

No, there are already match funding schemes in place, PACE does not replace them.

7. Could PACE be used to form spin outs?

This would need to be discussed with the commercialisation team. Unless there are other commercial opportunities alongside the spin out or a very fast exit strategy which generates income, PACE would probably not be the right funding route.

8. If a project is developing a service where the purpose is initially for internal use but the future ambition is for the service to be used externally, can this be funded through PACE?

Yes, as long as there is a clear business case indicating that the majority of income will come from external sources in the long term and that the service will be self-sustaining and surplus generating within 3-5 years. To support this there would need to be a clear route to market. If this has not been established prior to the application then PACE could be used to fund some in depth market research as a first part of the proposal. Any follow on funding would be determined by the outcomes of the market research. Funding Administration and Process

9. Will there be a formal reporting process?

Yes, both the finances and milestones of the project will be monitored on a quarterly basis using a fixed template. The report is used to ensure operational and financial milestones are achieved. Projects that fall behind in two subsequent quarterly reports may be at risk of losing part or all of their funding and may be asked to re-forecast their spend and income projections. There will be a dedicated professional support individual allocated to support the completion of these quarterly reports.

A final outcomes report, using a fixed template, will be required at the end of the project

10. How should I cost my project and is Worktribe required?

The expectation is that Worktribe is used to cost the proposal and these figures entered into the PACE financial form. There is more information and guidance available about how to cost your application through the wiki guides for [worktribe support](#) (search for Standalone Budgets). If you

haven't used wiki guides previously you will need to [sign in to the York wiki service](#). Alternatively your Faculty's pre award team may be able to provide further assistance.

11. How long could staff be funded for as part of PACE?

The aim of the PACE funding is to move the project to a fully sustained and surplus generating activity able to support all the costs associated with the project within 3-5 years. It is the department's responsibility to determine whether to fund staff, and the other project costs, once PACE funding has ended if the project isn't yet self-sustaining.

12. Can PACE funds not spent in one year be spent in the following year? No, PACE funding comes from HEIF and all allocated funds have to be spent in the year they are awarded. Any underspends at the end of a year (31 July) cannot be rolled forward and will be reclaimed.