

## **STFC Knowledge Exchange Institutional Award GUIDANCE FOR APPLICANTS**

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### **Purpose**

Imperial College London has been awarded an STFC Knowledge Exchange Institutional Award (KEIA) to support impact and commercialisation activities generated from STFC-funded research and PhD projects. The award has £75,000 available, to be spent by 31 March 2024. This could support a single award, or two-three smaller projects dependent on applications received. The College is inviting applications for projects that deliver or promote the benefits of research and PhD training supported by STFC to a full range of end users across industry, the public sector, the third sector and the wider public.

The objective of the KEIA is to increase the impact of STFC-funded research outputs by:

- Strengthening user engagement
- Strengthening the exchange of knowledge through culture, capability development and community building
- Supporting knowledge exchange and commercialisation at early stages of progressing research outputs and outcomes to the point when they would be supported by other funding
- Supporting activities that enable impact to be achieved in an effective and timely manner, including secondments, people exchange and training
- Supporting public understanding of knowledge exchange from core science

### **Eligibility**

The call is open to Department-approved applications from academic and research staff from Imperial College London who have a contract with the College that extends to at least the end of the proposed project. Please note that while research staff are eligible to apply as PI, they should name a supervisor (academic staff member) on the application form who can function as a named PI within Imperial's grant system. Research staff may be paid from a KEIA project of which they are PI or Co-I.

Projects must be based upon previously or currently supported STFC-funded research or training grants.

Funding from the STFC KEIA can be used to:

- Support the commercialisation of STFC-funded research outputs, e.g. funding small proof of concept studies.
- Supporting the training of STFC-funded academics in knowledge exchange and commercialisation, e.g. entrepreneurial training
- Support the assessment for commercial potential of STFC-funded research outputs, e.g. carry out market surveys for new technologies.
- Support the engagement of STFC-funded academics with relevant users of their research, e.g. hold showcase events to introduce businesses to applied research in STFC-funded academic groups or support short secondments to/from business.
- Support Public Engagement of STFC Knowledge Exchange projects and capabilities, e.g. Hold events to promote such activities to a wider audience to engage and educate

STFC KEIA can NOT be used to:

- Pay for patent costs
- Support training or activities aimed at undergraduates
- Support activities based on outputs of research funded solely by organisations other than STFC
- Support new research
- Cover tuition of bench fees for PhD students

**Activities must be completed, and funds must be spent, by 31 March 2024.**

## **Application and selection process**

### **How to apply**

There is no standard application form to be completed; applicants should submit the following documents:

- STFC KEIA coversheet
- A written case for support of up to three pages, which should meet College accessibility requirements (For further information [view the College accessibility guidelines webpage](#) ) and include:
  - A description of the current/previously funded STFC relevant research/training conducted by the group in recent years (please include grant numbers including training grant reference if appropriate) and the likely target audiences for the impact and their potential involvement in the activity to be supported.
  - A description of the activities to be funded, in line with the details in sections 'Purpose' and 'Eligibility' above, including clear objectives and milestones within the life of the project and criteria against which long-term success could be gauged.
  - A statement of the expected deliverables and how the KEIA grant will be expected to develop or enhance the prospect of impact and be additional to existing Research Council or other funding for impact activities.
  - A consideration of opportunities for follow-on funding.
- A Worktribe generic submission report
  - Prepared by Worktribe superuser and approved by department
    - Select 'Internal Scheme' as project type, 'STFC' as funder, '100% DI costs' as scheme, 'Grant - FEC Award as Activity Type.
    - Research Services and/or JRO secondary approval is not required for applications - ***all projects will divert to the Research Office if the correct categories above are used.***
    - Budgets should be developed as FEC projects; final awards will only provide 100% of directly incurred costs or directly allocated costs related to the use of facilities
- For applications that name a partner organisation or non-academic external collaborator, please provide a Letter of Support.
- Other letters of support are not mandatory but may be beneficial to demonstrate interest of the target audience in the outcomes of the impact activity.

Applications should be submitted to [researchoffice.fundingstrategy@imperial.ac.uk](mailto:researchoffice.fundingstrategy@imperial.ac.uk) by midday 20 June 2023. Please note that applications submitted to the email addresses of the named contact will not be considered.

### **Timeline**

- Deadline - Midday 20 June 2023
- Decisions – End June/early July 2023
- Earliest start date – mid-late July 2023

### **Review and Selection of Applications**

All eligible applications submitted will be considered for funding by a sub-committee of the [Research Advisory Group](#).

Applications will be assessed on:

- Added value with respect to impact
- Strength of rationale for translation to impact
- Quality of science
- Un-met need
- Potential commercial opportunity or other (non-academic) impact
- Likelihood of project leading to the development of a proposal for follow on funding

Feedback will be limited to a statement of the success or otherwise of the proposals unless the group decides that additional feedback is necessary or useful.

### **Accessing Funds**

Information on how to access funds will be provided to successful applicants with their award letter. Note that the Research Office will set up budgets of all successful proposals and provide project numbers to PIs.

Expenditure that occurs before and after the project dates is not permitted. Funds cannot be used to meet the costs of an activity that will fall beyond the actual end date of the project.

Funds cannot be spent on capital items i.e., individual items of equipment which cost more than £10,000.

### **Reporting**

Final reports will need to be submitted at the end of the project as part of an active monitoring process and to complete reports required by the funders. Applicants that are successful in receiving an award will be required to provide the following information:

- What the funds have been used for;
- How the funds have increased the impact of the initial STFC investment;
- Outputs and outcomes obtained (including publications, conference presentations, products developed, patents filed, events held, collaborations established, additional funding/investment generated, media mentions);
- Envisaged future applications of the outputs and outcomes obtained, including the potential for further research and development.