

Making a formal application for IMKTP funding

Having reviewed the **Joint Commitment Statement** and having had the completed Word version of the Short Application Form checked by the IMKTP, please follow the steps below to make a formal application for funding.

First, the academic supervisors should:

1. Go to <http://portal.ktponline.org.uk/login/register.aspx> and register. Please **choose KB KTP Office** as the user Type when prompted. Please make sure that you choose your university from a drop down list. Once you receive the login details, please
 - a. Login to the Portal.
 - b. Go to the “shorter KTP Home – Summary”.
 - c. Select Create from the **“Proposal Management TAB”** using the “Create Proposal Option”.
2. After this, you will see the “Summary Section”. In this section, please fill in contact details of the industrial supervisor and choose “Industrial Mathematics sKTP” from the drop down section. After that please go to “Contacts” section and fill 3.11, so the Associate (your PhD student) is registered and can contribute into filling the form. Please remember to press “save” button once all details are entered in “summary section” and 3.11.
3. In the summary sections, please choose “IM” as the programme type.
4. In 3.10 of the online form, please choose **“Neither”** option.

After the academic supervisor, industrial supervisor and the student are registered, please start filling the form together, copying the information from the short application form. We will be able to help with filling the budget and other information.

- The form can be saved at any time and returned to later. Press the “Save” button every time before moving between sections, otherwise information will be lost.
- We will be able to review the form before it is submitted to check that all information is entered correctly – **please tell us when you have reached this stage.**
- When the proposal is ready to submit, please upload the Joint Commitment Statement in the attachment sections. Please do not click on “View the JCS statement” at the submission page as this will generate a generic JCS rather than Industrial Maths JCS. At this stage, we do not require the physical signatures of people who will be signing the Statement, just their names.
- Press submit, **after which no further edits are possible.**

If you have any questions, please contact us.