

Summary of the terms of the sKTP Grant Offer to the University

In the event of a successful application for an sKTP, the University will receive a Grant Offer Letter, outlining the full terms and conditions of the grant.

1. The offer of grant is conditional on the Knowledge Base Partner agreeing to allow the person on a university stipend named on the application form (the "Associate") to engage in the shorter KTP project as part of their PhD, commencing within a period of three months of the date of the letter. If this condition is not met, this offer of grant will automatically lapse. The Associate must be registered for a full-time PhD course at the Knowledge Base Partner.
2. The Industrial Mathematics shorter KTPs are managed by the Smith Institute for Industrial Mathematics and System Engineering in its role as managers of the Industrial Mathematics Knowledge Transfer Network (KTN) on behalf of the Technology Strategy Board.
3. The Industrial Mathematics Knowledge Transfer Network (KTN) will provide one of its team of Technology Translators, who will:
 - a. Maintain contact with the Partners of the Industrial Mathematics shorter KTP project, monitor the project's progress and attend project meetings.
 - b. Assist the Partners in exploring opportunities for further collaboration, and in particular those that are facilitated through the Industrial Mathematics KTN;
 - c. Be available to act as a source of advice in case of any difficulty of either a technical or administrative nature that might arise during the project.

Reclaiming the University costs

1. Reclaiming the grant (public funds). The grant is reclaimed via Grant Claim forms generated on the Portal following LMC meetings. When printed and signed by the University representative, these should be returned to: Technology Strategy Board, A1, North Star House, North Star Avenue, Swindon, Wiltshire, SN2 1UE.
 - a. For projects lasting 3 months, there are two LMC Meetings and two grant claims.
 - i. 50% of the grant is paid after the initial meeting activity has been recorded and only after the Funding Organisation is satisfied that progress has been made.
 - ii. The final 50% is only paid after if the Final LMC has taken place, progress has been recorded and the Funding Organisation is in receipt of a satisfactory Final Report and a Certificate of Actual Expenditure Hard Copy) signed off by the Financial Director from the KB Partner.
 - b. For all other projects, there are three LMC Meetings and three grant claims.
 - i. 25% of the claim is paid after the Kick Off Meeting and only if the Funding Organisation is satisfied that progress has been made. They are alerted by an automated email immediately after the Associate has recorded progress.
 - ii. A further 25% is paid after the Interim LMC Meeting has taken place, again only if progress is satisfactory.
 - iii. The final 50% is only paid after if the Final LMC has taken place, progress has been recorded and the Funding Organisation is in receipt of a satisfactory Final Report, Case Study and a Certificate of Actual Expenditure (Hard Copy) signed off by the Financial Director from the KB Partner.
2. Reclaiming the company contribution (private funds): at the end of the project and upon receipt of a satisfactory case study, the KB will be asked to invoice IMKTN for the private sector contribution.

INDUSTRIAL MATHEMATICS shorter KTPs

Version March 2012

Examples

Six month project – University is entitled to claim total costs of £11,800.

- (a) With an SME, the grant is £8,880. The University therefore reclaims: £2,220 following each of LMC0 and LMC1, and £4,440 following LMC2 and the completion of the final reports. At the end of the project, when the case study has been produced the University invoices IMKTN for the private sector contribution (£5,920 - £3,000 TT cost) giving £2,920, which, when added to the grant amount already claimed totals £11,800.
- (b) With a large company, the grant is £5,920. The University reclaims £1,480 following each of LMC0 and LMC1, and £2,960 following LMC2 and the completion of the final reports. At the end of the project, when the case study has been produced and the final reports have been submitted the University invoices IMKTN for the private sector contribution (£8,880 - £3,000 TT cost) giving £5,880, which, when added to the grant amount already claimed totals £11,800.

Three month project – University is entitled to claim total costs of £6,400.

- (a) With an SME, the grant is £5,640. The University reclaims: £2,820 following the first LMC and £2,820 following the second (final) LMC. At the end of the project, when the case study has been produced the University invoices IMKTN for the private sector contribution (£3,760 - £3,000 TT cost) giving £760, which, when added to the grant amount already claimed totals £6,400.
- (b) With a large company, the grant is £3,760. The University reclaims: £1,880 following the first LMC and £1,880 following the second (final) LMC. At the end of the project, when the case study has been produced the University invoices IMKTN for the private sector contribution (£5,640 - £3,000 TT cost) giving £2,640, which, when added to the grant amount already claimed totals £6,400.