

Partnership details

Tell us about the partners involved in the Knowledge Transfer Partnership and provide some basic information about the proposal; this will enable us to tailor your online application to suit your proposal.

| | |
|---|--|
| Application ID | 1022387 |
| Application Title | PDF Example of Questions and Help Text |
| KTP adviser supporting this proposal | |
| Number of associate projects | 1 |
| Sector | |

Company

| | |
|---|--|
| 1.1: Company Name | |
| 1.2: Company registration number | |
| 1.3: Company SIC code | |
| 1.4: Company type | |
| 1.5: Company size | |

1.6: What is the company's business, clearly stating its revenue generating activities

Please read the Help Text for this whole section

KTP Adviser supporting this proposal: Please ensure you invite the named Adviser asap and they are aware of this application.

Number of Associate projects: An associate is the person who leads the project delivery team within the partnership. An associate can only work on one project within a Partnership.

1.2: Your company registration number will be displayed on your certificate of incorporation and any statutory company mail sent from Companies House.

1.3: SIC codes provide a standard description of your company's nature of business.

1.5: If you select anything other than Large, ensure you have checked against the latest SME definition on the EU website. If size remains in doubt, consult your KTP Adviser.

1.6: If the business is not yet generating revenues please enter funding sources. If part of a Group, please also indicate the broader business activities undertaken by the Group.

1.7 Company address

Postcode

Address 1

Address 2

Address 3

City

1.8 Senior company employee

Title

First name

Last name

Job Title

Email

Postcode

Address 1

Address 2

Address 3

City

Work telephone

Mobile

Fax

1.9 Company supervisor

Title

First name

Last name

Job Title

Email

Phone

Associate arrangements

1.10 What are the supervisory arrangements for the Associate(s)? Refer to the Guidance Notes for minimum expectations.

Help Text for Questions 1.8 - 1.14

1.8: The individual named should demonstrate the company or group's commitment to the partnership, and the authority to commit company resources to support delivery of the project(s).

1.9: One person can act as the supervisor for more than one project.

1.10: Associate supervision is critical to the success of any partnership. The expectation is that the majority of the project time should take place at the company premises. The KTP Associate should receive on average a minimum of 0.5 days per week supervision (excluding travelling time) by the Knowledge Base Supervisor. Where periods of the Associates time is spent at the KB, a similar commitment must be made by the Company Supervisor. If in doubt, consult your Adviser on what level of supervision is appropriate for your partnership.

1.11: Where the Associate will be based is important to understand supervisory arrangements, as well as helping to indicate potential funders for the project. The expectation is that the majority of the project time should take place at the company premises.

1.12: Insert the name of the University, Research Organisation or FE College submitting the proposal and providing the primary academic inputs to the partnership. Use only the legally recognized name of the institution - do not use acronyms or include additional information.

1.14: The name of the knowledge base department leading the academic input. One lead department only per application.

1.11 Will the Associate(s) be based at the address above?

Yes

Knowledge Base

1.12 Name of Knowledge Base Partner institution

1.13 Knowledge Base type

1.14 Name of Knowledge Base department leading the application

1.15 Knowledge Base address

Postcode

Address 1

Address 2

Address 3

City

1.16 Academic supervisor

Title

First name

Last name

Job Title

Email

Phone

Academic supervisor details

Research interests and experience relevant to this project

Help Text

Provide details of expertise and experience that demonstrate they are the right person to supervise the Associate.

1.17 Lead academic

Title

First name

Last name

Job Title

Email

Phone

Lead academic details

Research interests and experience relevant to this project

Help Text

Provide details of expertise and experience that demonstrate they are the right person to be the Lead Academic.

1.18: The key point of contact at the Knowledge Base for any queries relating to this application or partnership.

1.18 Partnership administrator

| | |
|-------------------|--|
| Title | |
| First name | |
| Last name | |
| Job Title | |
| Email | |
| Phone | |

Partnership administrator address

| | |
|------------------|--|
| Postcode | |
| Address 1 | |
| Address 2 | |
| Address 3 | |
| City | |

1.19 Person responsible for submitting claims on behalf of the Knowledge Base

| | |
|-------------------|--|
| Title | |
| First name | |
| Last name | |
| Job Title | |
| Email | |
| Phone | |

Project information

Core details

**2.1 Length (in months) of
associate project 1**

**2.2 Total partnership duration
(in months)**

2.3 Public description

Help Text for Questions 2.1 - 2.3

2.1: Insert a number between 12 and 36.

2.2: The partnership duration can not be longer than the sum of the length of all projects covered in this application.

2.3: If your application is successful, Innovate UK will make use of this public description to comply with government requirements. Summarise the project goals. Please ensure it is suitable for public disclosure. We reserve the right to amend the description before publication if necessary, but will consult you about any changes.

Choice of approach

2.4 Explain how this project fits with the strategic aims of the company

Help Text

2.4 What is the company vision? A KTP is a strategic project. What is the company vision that this partnership addresses? How will this KTP make a significant difference to this company?

2.5 Explain the knowledge or expertise the company currently lacks in order to carry out the project

Help Text

2.5: What knowledge, technology or skills the company needs from the Knowledge Base Partner.

2.6 Explain how the knowledge and expertise transferred during the project will be embedded and exploited within the company

Help Text

2.6: Demonstrate how the knowledge and expertise will stay in the business beyond the lifetime of the project, and how it will continue to boost the company's success.

2.7 Why is an academic and business partnership the most appropriate approach for this activity?

Help Text

2.7: Provide an explanation of why the KTP structure and funding is necessary to achieve the desired outcomes. Explain why this could not be delivered 'off the shelf' or through consultancy.

2.8a: What challenges will be addressed through the partnership for the company?

Help Text

2.8a: Explain why the solution moves the company or product forward in such a way that it challenges current or accepted practice in the company or sector.

2.8b: What challenges will be addressed through the partnership for the associate(s)?

Help Text

2.8b: What makes this a challenging project for the Associate?

2.8c: What challenges will be addressed through the partnership for the knowledge base? Please explain the additional benefits and outputs the KTP will bring to the knowledge base

Help Text

2.8c: Outline what challenge this offers the academic team, why they want to undertake this project. What additional benefits and outputs will the KTP bring for the knowledge base.

Business case

2.9 What is the market opportunity that this project should open up?

Help Text

2.9: Specify the target markets, their relative size/value and the market share you are expecting to achieve. State the company's current position in these markets and the main competitors.

2.10 What is your route to market?

Help Text

2.10: What is your strategy to achieve the market share indicated above?

Commercial impacts

2.11 Quantify the likely commercial impacts of the project in the table below

Figures should be Net Profit before Tax

**How many rows do you need
in order to quantify the
commercial impacts?**

3

| Additional Profits, not turnover | Net Profit Before Tax (£) | | | |
|-------------------------------------|------------------------------|-------------------------|--------------------------|--------------------------|
| | During Project | 1 year after completion | 3 years after completion | 5 years after completion |
| A) | £ | £ | £ | £ |
| B) | £ | £ | £ | £ |
| C) | £ | £ | £ | £ |
| TOTAL | £ 0 | £ 0 | £ 0 | £ 0 |

2.12 Explain the rationale used to generate the numbers above

Help Text

2.12: Explain how the Net Profit before Tax figures in the table above have been calculated, including any assumptions on which these numbers have been based.

2.13 Identify any additional company actions and investments needed to achieve the business case, beyond those required to deliver the project plan

Help Text

2.13: The KTP may only be part of the journey to full exploitation. What does the company have to do, over and above what is required to deliver the KTP, to realise the business case? Where an investment is required, please quantify it.

2.14 What additional benefits will be delivered from this project (including the number of new/safeguarded jobs, and/or wider societal and environmental benefits etc.)?

Help Text

2.14: Indicate and justify any other benefits that this project will deliver that may help your case for support.

Company and project finances

Company Finances

3.1 Provide details of the Applicant Company (not Group) accounts

| | Latest period | Last audited year | Prior audited year |
|---|---------------|-------------------|--------------------|
| Period end date | | | |
| Sales turnover (£s, not £k or £m) | £ | £ | £ |
| Net pre-tax profit (£s, not £k or £m) | £ | £ | £ |
| Net current assets/liabilities (£s, not £k or £m) | £ | £ | £ |
| Value of shareholder funds (£s, not £k or £m) | £ | £ | £ |
| Long term loans (£s, not £k or £m) | £ | £ | £ |
| Number of employees | | | |

If the accounts show any of the following, provide details as to how the Company will be able to afford the project. Provide separate attachments if necessary. - Declining turnover, low net profit pre-tax, negative liquidity, high debt/equity, growth in long term loans.

Project Finances

3.3 Is the Knowledge Base Partner using fEC to calculate this budget?

3.5 Complete the table below outlining the project budget:

| | Applicable 'Standard Budget' plus any increase or adjustment sought, e.g. transfer between b, c and d | Amount of grant requested (0.00) | Company contribution to the 'Budget' (100.00) |
|----------------------------------|---|----------------------------------|---|
| Costs eligible for support | Partnership Budget £ | Government Contribution £ | Company's Contribution £ |
| Directly incurred costs | | | |
| a. Associate(s) Employment Costs | £ 0 | £ 0 | £ 0 |
| b. Associate(s) Development* | £ 0 | £ 0 | £ 0 |
| c. Travel and Subsistence* | £ 0 | £ 0 | £ 0 |
| d. Consumables* | £ 0 | £ 0 | £ 0 |
| Directly Allocated Costs | | | |
| e. Knowledge Base Supervisor | £ 0 | £ 0 | £ 0 |
| Indirect Costs | | | |
| h. Additional Associate Support | £ 1 | £ 0 | £ 1 |
| TOTAL | £ 1 | £ 0 | £ 1 |

3.6 If 'h' is more than 0, please explain what additional support and services will be delivered to the project

Help Text for this whole section/table:

The best approach is to answer Question 3.3 before you start to add in figures to the Budget Table

3.1: Please refer to Guidance Notes when completing this table.

3.3: All universities and any other institutions that have Full Economic Costing should use this when applying for a KTP.

3.5: Please refer to Guidance Notes when completing this table.

Indirect Costs (h): If you are NOT using fEC to calculate your budget please enter 0 here.

TOTAL: Please note that when using the non-fEC budget table the totals row at the bottom does not calculate as expected. This is not an error but is due to the fact that the amount for indirect costs is calculated automatically (grant amount for direct staff costs x 46%) and then being added to the grant amount.

Changes from the standard amounts

3.7 Please provide justification for any and all deviations from the standard amounts available

| Description | Estimate of Total costs (£) |
|---|-----------------------------|
| Directly Incurred Costs | |
| Travel and subsistence -Academic 1. | £ |
| Sub Total of Academic Travel | £ 0 |
| Travel and subsistence -Associate 1. | £ |
| Sub Total of Associate Travel | £ 0 |
| Total Travel Requested | £ 0 |
| Less Standard Travel Budget | £ |
| Additional Travel Budget Requested | £ 0 |
| Consumables | |
| List the Addition Costs for Consumables justify in the text box | £ 0 |
| Less Standard amount for consumables | £ |

| | |
|--|-----|
| Additional Consumables Budget Requested | £ 0 |
| Directly Allocated Costs | |
| Associate Employment Costs | £ |
| Associate(s) Estate Costs | £ |
| Indirect costs | |
| Additional Associate Support | £ |

Include any details of Virement of funds

Help Text for this whole section/table.

3.7: Please state, and justify, any proposed changes from the standard amounts available. If virement or additional funds are sought, you should discuss this with a KTP Adviser and state clearly what you are requesting and why. Where there is more than one Associate please make this clear within the text and provide separate estimates of cost for each. The justification should make clear what additional costs are being requested for each heading. Where the budget includes a justification for additional costs you must include an explanation of both the standard and additional costs.

Total Travel Requested: This amount should match the total T&S specified in the directly incurred costs in the budget table above.

Less Standard Travel Budget: To calculate the standard travel budget please refer to budget guidance notes.

Consumables: This amount should match the total consumables specified in the directly incurred costs in the budget table above.

Include any details of Virement of funds: If the budget table includes any request for virement please justify here. Refer to budget guidance notes for virement rules.

Additional Company Cost Estimation

3.8 In addition to the company contribution towards the eligible costs shown above, the company must find its own 'Additional Costs' in order to participate. Please describe and quantify each of these costs

| Description | Estimate of costs (£) |
|----------------------------------|-----------------------|
| Associate salary 'top-up' | £ 0 |

| | |
|---|-----|
| Help Text | |
| 3.8: If the company needs to make additional investment over the course of the KTP beyond those costs defined in the project budget table above, these should be defined and quantified here. | |
| Management supervision | £ 0 |
| Other staff costs (incl. training) | £ 0 |
| Materials | £ 0 |
| Capital equipment | £ 0 |
| Other costs | £ 0 |
| Total | £ 0 |

Funding Information

3.9 Are there any relevant direct or indirect links between this proposal and any previous funding support for either the academic team or the business partner?

3.10 Please select all potential funders from the following list

3.11 If relevant, how does this proposal relate to other KTPs undertaken by the company partner?

Help Text for Questions 3.10 and 3.11

3.10: The likely Funding Organisation or Funding Organisations of the proposed Partnership should be entered here. You will need to consult your KTP Adviser on this.

3.11: If the Company Partner has previously undertaken any KTPs, provide a brief outline of each. Demonstrate how this KTP relates to them, whilst being sufficiently distinct to be suitable for funding. You should not be repeating activity previously undertaken by another KTP.

Project plan and delivery

When developing your project plan, please refer to Guidance Notes as to what this should contain.

4.1 Detail the project phases and milestones including benefits realisation and exploitation phases

Help Text:

4.1: This is an executive summary of the project plan. List the key objectives, key deliverables and timescales. Explain briefly how they relate to, and therefore deliver, the commercial objectives of the project and the strategic aims identified.

Question 4.2 (hidden) For multi Associate projects, please explain how they relate to each other.

Where more than one Associate project is involved, consider the relationship between them and explain why they are being undertaken in this order.

4.3 Upload the project plan

4.4 Briefly describe the qualifications, skills, attributes and experience the Associate(s) will need to deliver the project

Help Text for Questions 4.3 and 4.4

4.3: Additional information can be uploaded in the Declaration section. For multiple Associate projects, combine into one file for upload.

4.4: Please insert the qualifications, experience and personal attributes the partnership would require of the successful Associate at the start of the project. These should be of a sufficient level to meet the challenge of the partnership.

4.5 List of LMC members – Name, Job Title

Help Text for Question 4.5 and next section DECLARATION

4.5: The Local Management Committee is the formal project meeting. This should be chaired by the most senior executive at the Company Partner's site at which the Associate(s) will be based. Other members include the Associate(s), the Knowledge Base and Company Supervisors, the Lead Academic and the Adviser. Secretariat is provided by the Knowledge Base Partner. Please refer to guidance and your Adviser regarding other roles that should attend the LMC. Each member nominated needs to understand their individual roles, responsibilities and commitment required to participate in a KTP.

Next Section - DECLARATION:

Upload the Joint Commitment Statement signed by both parties.

Help Text: Only one file can be uploaded here. Other supporting information can be uploaded below.

Declaration

The partnership confirms that this proposal meets the overarching criteria for KTP and, to the best of my knowledge, the information provided in this grant application and proposal form is accurate and complete.

Upload the Joint Commitment Statement signed by both parties



Upload any other supporting documents, such as in support of the company finance position.



Do you need to upload another document?