

STAGE 2: Project Commences

The Grant Offer Letter (GOL) is sent to the KTP Manager who arranges for the Pro-Vice-Chancellor to sign it and return it to Innovate UK within one month of the issue date. The academic completes RADAR as the bid is won.

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The KTP Manager arranges the first Local Management Committee (LMC) meeting with the KTN Advisor, and all named on the application form. The KTN Advisor chairs the first LMC meeting and details the format and process for subsequent LMC meetings.

The KTP Manager puts together a draft advert and Job Description (JD) to recruit a KTP Associate for the project and sends them to the company and academic for their input.

The KTP Manager posts the advert and JD onto the KTP portal, and sends it to all Higher Education Institutes in the UK via the KTP email. If the company would like the advert posted elsewhere, they must fund the advert. The academic circulates the advert to their ex-graduates. The KTP Manager will send the advert to the Employability team

The company and academic will invite the suitable candidates who meet the essential criteria for interview and together will decide the format for the interviews. The KTP Manager sets the interview time, calls all candidates to confirm they are available, and

The interviews take place at the company offices where the Associate will be based. The company, academic and KTP Manager are present at the interviews.

Has a suitable candidate been found?

NO

If none of the candidates are suitable, the recruitment process is started again.

YES

A candidate is selected. The academic lets the successful candidate know they have been selected as the KTP Associate, and confirms they will accept the post.

A start date for the Associate is agreed. The KTP Manager completes the draft contract and sends it to the company and academic to review.

The company and the academic complete an induction plan for the Associate which includes a meeting with the KTP Manager.

The KTP Manager will send a supervisor's handbook to the company and academic supervisor.

The company and academic attend a New Partners Workshop arranged through Innovate UK. It may be in person or online and is compulsory for the academic and company supervisors to attend, and if possible, before the Associate starts working on the project.

The KTP Manager ensures the Associate's contract has been signed and updates the Associate on any contract issues.

The Associate starts on the project and completes the first day at work certificate. The certificate is sent to the academic supervisor to sign and forward to payroll to ensure the Associate is paid at the end of the month.

The KTP Manager arranges the first LMC meeting within 4-6 weeks of the Associate's start date.

The KTP Manager registers the Associate on the KTP portal and informs the KTN Advisor. The KTN Advisor will contact the Associate separately and welcome them to the scheme, and explain what is expected of them.