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| **Round 1** MARCH 2023  |
| **Organisational Details**  | \*\*\*\* University  |
| Type  | Knowledge Base  |
| **Application Team Members.** This has changed to who you invite into the application |
| **Full Name**  | **Email**  | **EDI survey complete**  |
|  |   |   |
|  |   |   |
|  |   |   |
|   |   |   |
|   |   |   |
| **Company**  |   |   |
|   |   |   |
|   |   |   |
| **Equality, Diversity and Inclusion** Please complete our EDI monitoring survey. It helps us ensure we treat everyone who engages with us fairly and equally. The survey is mandatory and should takes no more than 10 minutes. You will be redirected to another page to complete this survey, but you can return here at any point. We collect and report on equality, diversity and inclusion (EDI) data to address under-representation in business innovation and ensure equality, diversity and inclusion across all our activities. The survey will ask you questions on your gender, age, ethnicity and disability status. You will always have the option to ‘prefer not to say’ if you do not feel comfortable sharing this information  |
| Have you completed the EDI survey? BCU Admin: Yes / No www.surveymonkey.co.uk/ r/ifs account  | All participants company and knowledge base must complete this EDI survey and the lead applicant must then select yes in the application question*.* BCU admin will take company through this / send link  |
| **Project Delivery Team.** All members of the KB team are now entered on the **Project delivery team** page, even if they have been entered onto the **Application team** page.  **Birmingham City University (Lead)**  |
| **Role**  | **Full Name**  | **Email**  |
| KB Project Manager  |   |   |
| KB Administrator  |   |   |
| KB Finance contact  |  |  |
| KB Academic Lead  |  |  |
| KB Academic Supervisor 1  |  |  |
| KB Academic Supervisor 2  |  |  |
| Project Secretariat  |  |  |
| KB Supporting Academic 1  |  |  |
| KB Supporting Academic 2  |  |  |
| KB Supporting Academic 3  |  |  |
| **Knowledge Transfer Advisor** (monitoring officer) |
| **Role**  | **Full name**  | **Email**  |
| UKRI Supporter 1 (optional)  |  |  |
| UKRI Supporter 2 (optional)  |  |  |
| UKRI Supporter 3 (optional)  |  |  |
| **Application Details**   |
| **Competition**  |
| Competition Name  | Knowledge Transfer Partnerships (KTP): 2023 to 2024 Round 1  |
| Application name:  | XXXXXX University and Business Partner name KTP23\_24R1  |
| Funding Body:  | Innovate UK  |
| Project duration in months  | Xx  |
| Innovation Area:  | no drop down at moment on IFS  |
|   |
| **Project Summary: (200 words).** Please provide a short summary of your project. Make sure you include what is innovative about it.  |
|  |

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|  Xxx words / 200 limit   |
| **Public Description: (50 words)**  Please provide a brief description of your project. If your application is successful, we will publish this description. This question is mandatory but is not scored.   |
|  To……..  Xxx words / 50 limit   |
| **Scope (200 words). How does your project align with the scope of the competition?** If your application does not align with the scope, we will not assess it. You must not name an Associate in your application or include any website addresses (URLs) |
|       Xxx words / 200 limit  |
| **1. KTP Type**   |
| What type of KTP are you applying for?  |
| * Classic KTP
* Management KTP
* Public Sector Management KTP

  |
| **2. Number of Associates**   |
| How many Associates do you need to support this project? |
| Select one. * 1 Associate
* 2 Associates

 |
| **3. Domain Alignment**. (This will help us align with the broader work of Innovate UK. Your response is not scored).  |
| Which of the Innovate UK domains does your KTP most closely align with? Guidance on the domains can be found on pages 21 to 23 of the [***Innovate UK strategic delivery plan 2022 to 2025***](https://www.ukri.org/publications/innovate-uk-strategic-delivery-plan/innovate-uk-strategic-delivery-plan-2022-to-2025/)   |
| Select one: * Net zero
* Healthy living and agriculture
* Digital and technologies
* Other
 |
| **4. Business Partner Type: Select one.**  **This refers to the** [***applicant business***](https://www.ukri.org/councils/innovate-uk/guidance-for-applicants/general-guidance/funding-rules/?&_ga=2.76467925.1700748556.1675244700-1582481785.1631191900#contents-list) **not the parent group. (read new funding rules link**  |
| Select business partner’s type from the following  |
| * Limited company
* Limited liability partnership (LLP)
* Partnership
* Public Limited Company
* Sole trader
* Unlimited company
* Charity
 |

|  |
| --- |
| * Community Interest Company
* Charitable Incorporated Organisation
* Charitable Company
* Charitable Industrial and Provident Society
* Charitable Cooperative
* Public Sector Organisation

 |
| **5. Virtual Business.** (Is the Business Partner a virtual Business?) |
| Select one: * Yes
* No

  |
| **6. Business Partner Size:** Give the size of the business partner’s organisation. If the business partner is part of a group, give the size of the overall group. |
| * Micro
* Small
* Medium • Large

  |
| **7. Business Partner SIC Code: (10 words)**  |
|  Xxx words / 10 limit   |
| **8. Business Partner Registration Number: (20 words).** What is the business partner’s name and registration number? If the business is a charity, use its registration from the charities commission to prove that it is eligible for the 75% grant rate. |
|  Xxx words / 20 limit   |
| **9. Partnership Details: (100 words).** You must state the name and full registered address of your organisation and your business partner working on the project. We are collecting this information to understand the geographical location of all participants of a project. |
| Provide the **full registered name** and address of the **Knowledge Base** **partner** in this format.  |
| Name  |   |
| Building name or number & street  |   |
| Town or city  |   |
| County  |   |
| Postcode  |   |
|   |   |
| Provide the **full registered name** and address of the **Business partner** in this format.  |
| Name  |   |
| Building name or number & street  |   |
| Town or city  |   |
| County  |   |
| Postcode  |   |
| **10. What is the expected working model for the Associate?**   |
| Select one. * At business location
* Working from home and a business location (hybrid)
* Working from home (virtual)

  |
| **11. Meeting Location: (50 words).**   |
| **Provide the full address of the location in this format:**  |

|  |  |
| --- | --- |
| Building name or number & street  |   |
| Town or City  |   |
| County  |   |
| Post code  |   |
| **12. Senior Business Employee: (50 words).** Who is the senior business partner employee? Note: symbols are acceptable where they form part of the legal business name and telephone numbers Please do not use asterisks, dots or any other symbol as a prefix or suffix  |
| **Give their details in this format:**  |
| Title  |   |
| First Name  |   |
| Surname  |   |
| Email address  |   |
| **13. Senior Business Employee’s Background: (300 words).** You must provide details of the senior employee at the business partner and explain why their experience makes them suitable for this role.  |
|   Xxx words / 300 limit   |
| **14. Business Partner Supervisor: (50 words).** You must identify the business partner supervisor for each Associate. Note: symbols are acceptable where they form part of the legal business name and telephone numbers Please do not use asterisks, dots or any other symbol as a prefix or suffix  |
| **Business Partner Supervisor for Associate1**  |
| Title  |   |
| First Name  |   |
| Surname  |   |
| Job Title  |   |
| Email address  |   |
| **Business Partner Supervisor for Associate2**  |
| Title  |   |
| First Name  |   |
| Surname  |   |
| Job Title  |   |
| Email address  |   |
| **15. Business Partner Supervisor’s Background: (400 words)**   |
|   Xxx words / 400 limit   |
| **16. Knowledge Based Supervisor’s Background: (400 words).** What is theKnowledge base supervisor’s background  |
|   Xxx words / 400 limit   |
| **17. Knowledge Based Lead’s Background: (300 words).** What is theknowledge-based lead’s background?  |
|  Xxx words / 300 limit   |
| **18. Business area: (200 words).** What are the businesses current activities? (What does the business do?  |
|  |

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| Xxx words / 200 limit |
| **19. Project funding: (400 words).** Demonstrate how the business plans to address the funding of this project? This is about the businesses finances and are they robust enough to support the project throughout its duration  |
|   Xxx words / 400 limit   |
| **20. Future Strategic aims: (400 words).**  What are the future strategic aims of the Business Partner? How does this address these needs? What is the business hoping to do in the future and how does this link to their strategy?Explain how this project fits in with the strategic aims of the business partner.  |
|  Xxx words / 400 limit  |
| **21. Use of Knowledge, Technology and Expertise: (300 words).** What missing knowledge, technology, expertise does the business partner need from the knowledge bae partner? How will this be transferred during your project and beyond? (Expertise) What do you have at the KB that the business needs? How will this knowledge be transferred during the project? |
|  Xxx words / 300 limit   |
| **22. Reason for Partnership.: (200 words).** Why is an academic and business partnership the most appropriate approach for this activity?  |
|  Xxx words / 200 limit  |
| **23. Market Opportunity and route to Market: (400 words).**  What genuine market opportunities relating to the business case will this project open up? Articulate the businesses ambition to grow. The businesses ambition needs to be credible rather than optimistic**.**   |
|  Xxx words / 400 limit  |
| **24. Commercial Impacts: (500 words).** What are the likely commercial impacts of your project?The response to this question complements the figures in the Commercial Impacts table, uploaded as part of this question |
| Xxx words /500 limit |

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| **25. Additional Business Actions and Investments: (300 words).** What additional business actions and investments will be needed to commercialise the outputs from your project and deliver the benefits described? The project is likely to be part of a bigger plan. What else do we need to know? The business needs to show an understanding of the scale of the task and understand how much it’s going to cost.  |
| Xxx words / 300 limit  |
| **26. Additional Benefits: (400 words).** What additional benefits will be delivered from the project? It’s not just about increased profit! Use this question to demonstrate the additional benefits, using the UN goals as a jumping off point to discuss the other benefits. Add more information as a supporting document if required  |
| Xxx words / 400 limit |
| **27. Associate arrangements: (200 words).** How will the Associate or Associates be supervised? Be crystal clear what you are going to do. Link this to the work plan and your budget requests. Make sure you have read the guidance and the costs guide. Special arrangements exist for projects with virtual businesses.   |
|   Xxx words / 200 limit   |
| **28. Associate’s Challenge: (200 words).** What makes this a challenging project for the Associate?   |
|   Xxx words / 200 limit  |
| **29. Associate(s) Skills and Attributes: (200 words).** In order to deliver your project successfully, what are you looking for from your Associates? |
| Xxx words / 200 limit  |
| **30. Knowledge Based Partners Challenges: (200 words).** What challenges does the Knowledge Base Partner have that will be addressed through the partnership? |
| Xxx words / 200 limit  |
| **31. Knowledge Based Partners impacts and outcomes: (200 words).** What impact and outcomes does the knowledge base partner expect to arise as a result of this partnership? What does the KB get out of its participation in the project?  |
| Xxx words / 200 limit  |

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| **32. Work Plan: (400 words).** How will you manage the project effectively?  |
| Use the latest workplan template to detail your projects steps and stages, including benefits realisation phase and the exploitation phase.  You must select “yes” to confirm the completed template has been uploaded. If you select ‘No’ your application will not be considered for funding.  **Select Yes -** to confirm template uploaded **Select No –** application will not be considered **Appendix** Failure to upload a completed workplan on the latest template will mean the application will not be considered for funding.  Individual tasks in the workplan should typically **have a 4-week** duration to provide sufficient detail to support the assessment of the application.  The workplan should provide a summary of the technical aspects and the knowledge embedding activities undertaken in the project to deliver a legacy capability in the business.  **Where there are two Associates** addressing different technical aspects of the project, they may work at the same time or may be staggered.  The workplan should assume full time working although it should be noted that Innovate UK are open to part-time or flexible working practices during project delivery and recognise that this may result in a longer overall project duration.  The workplan must include a summary of project risks and a summary Gantt indicating the inter-dependencies between tasks  If your project has two Associates, then two workplans must be provided and these must indicate interdependencies between the Associate’s activities.  **Workplans must be uploaded individually** as appendices to this question. Each workplan must be a PDF, and no larger than 10MB in size. The font must be legible at 100% zoom.  Accepted appendix file types /PDF /It must be less than 32MB in size.  |
| Choose * yes
* No

 Upload Template  [**Workplan IFS 02\_2022 final (3).odt**](https://apply-for-innovation-funding.service.gov.uk/application/10069329/form/question/31667/generic/form-input/84746/download-template-file)  |
|  |   |  |
| **33. LMC Members.** * You must confirm that each member of the local management committee (LMC) is aware of their role and responsibility**.**
* You must also confirm the knowledge base will provide the project secretariat.
* Before the application is submitted you must ensure each LMC member is made aware their participation in the LMC is mandatory, should the application be successful.
* As the formal project meeting, the LMC must be chaired by the senior business employee. Each member of the LMC must be listed in the Application Team section of the application. Once recruited the Associate must also attend the meeting.

 Members of the LMC are: * Senior Business Employee
* Knowledge Base Supervisor –Associate 1
* Knowledge Base Supervisor – Associate 2
* Business Supervisor – Associate 1
* Business Supervisor – Associate 2
* Knowledge Base Lead
* Knowledge Transfer Adviser
 |

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| * Knowledge Base Project Administrator
* Associates
 |
| **You must select one:** • Yes / No If your answer is no, your application will be rejected and not progressed any further.  |
| **34. Previous Business Partner KTP’s: (300 words).** Has the business partner now or ever undertaken a KTP? |
| Type yes or No * Yes (insert details if yes)
* No

Xxx words / 300 limit  |
| **35. Previous Funding Information: (200 words).** Have any of the partners previously received nonKTP awards that relate to this application within the last 5 years? This includes awards from other RIUK and other funding bodies. |
| Type Yes or No * Yes (insert details if yes)
* No

Xxx words / 200 limit |
| **36. Joint Commitment Statement:**  The knowledge base partner and business partner must declare a commitment to work together on the project by completing our joint commitment statement template |
|

|  |
| --- |
| Select ‘Yes’ to confirm you have uploaded the completed template.  If you select ‘No’ or you do not upload the latest version of a completed JCS, your application will not be considered for funding. Select  • Yes / No **Template is separate doc - Joint commitment statement 2022 V3 New one needed for Round1 2023**  The joint commitment statement template will be shared with you by the University of Birmingham City University KTP office **Appendix** What should I include in the appendix? Download the latest joint commitment statement (JCS) template, complete it and upload it as a PDF with a file size of up to 10MB. The font must be legible at 100% zoom. Accepted appendix file types PDF It must be less than 32MB in size.  |

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| **37. Potential Supporters: (30 words).**  Which funder do you want to financially support your project? You must type the name exactly as shown below**.**   |

 |
| You must choose at least one of the following: * UKRI KTP (Innovate UK)
* Invest Northern Ireland
* Scottish Funding Council
* Welsh Government
* Department for Environment, Food and Rural Affairs (Defra)

 In addition to the financial supporters, you can select relevant UKRI Research Councils that may wish to support your project:  * Arts and Humanities Research Council
* Biotechnology and Biological Sciences Research Council
* Engineering and Physical Sciences Research Council
* Economic and Social Research Council
* Medial Research Council
* Natural Environment Research Council
* Science and Technology Facilities Council
* IUK net zero team
* IUK healthy living and agriculture team
* IUK digital and technologies team

 If you select a supporter, they will be asked to review the application as a non-scoring assessor. The relevance of the selected supporter should be made clear within the application.  |
|  The Research Council supporters can make a recommendation for a project proposing societal benefits as well as commercial impacts to be considered for funding by Innovate UK.  |
| You must type exactly the names as shown  Xxx words / 30 limit   |
|

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| **38. Supporting Documents 1:** You can use this question to upload up to 3 other supporting documents as appendices.  |

 |
|  |
| Select * Yes
* No

Upload attachment  |
| **39. Supporting Documents** **2:** You can use this question to upload up to 3 other supporting documents as appendices  |
|  •  |
| Select * Yes
* No

Upload attachment  |
|

|  |
| --- |
| **40. Declaration of Accuracy:**  |

 |
| Type in * Yes confirmed
* Not conformed (If you select ‘No’ your application will be rejected)

  |
| **41. Declaration of KTA Approval.**  **You must agree to the following declaration.**  |
| The partnership confirms that a knowledge transfer adviser has reviewed the application and supports its submission into the competition  |
| Select * Yes (Select ‘Yes’ if you agree)
* No (If you select ‘No’ your application will not be considered for funding)
 |

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| **This table shows what the company can see on IFS, it is for the company to complete – KB does not have access** **THE COMPANY MUST UPLOAD** – **KB team will guide you how to do this on the IFS system**   |
| **Enter the date of your last financial year**  |
| Month  | Year  |  |

|  |
| --- |
| **Round 1 - 2023** |

 |  |
|  |  | **This is to be reviewed as we do not have sight of this table – only**  |  |
| **companies do.** |  |
| **Financial overview** *Enter your organisations audited figures for the last 3 financial years.*  |
| Section  | **Last year**  | **Year 2**  | **Year 3**  |
| Turnover(£)  |  |  |  |
| Net Pre-tax profits(£)  |  |  |  |
| Net current assets (£)  |  |  |  |
| Liabilities (£)  |  |  |  |
| Value of Shareholder funds (£)  |  |  |  |
| Long term loans (£)  |  |  |  |
|  |
| **Employee Data Section**  | **Last year**  | **Year 2**  | **Year 3**  |
| Employee Numbers  |  |  |  |
|  |

* **Finances**This overview shows the financial information entered in the 'Your project finances' section by the knowledge base partner. Funding rules for this competition
* The knowledge base partner must provide details of the funding requested within each individual cost category for the project. Categories are: Associate Employment Costs / Associate Development / Travel & Subsistence / Consumables / Academic Supervisor costs / Additional Associate costs / Estates / Other.

* For full details on what costs you can claim, see the KTP project costs guidance. Costs for Consumables and Travel and Subsistence must be itemised and justified in the application. The knowledge base partner must ensure the additional business cost estimates section is completed.

* Using the tables provided the business partner must provide details of the business’: financial position current financial year **(if the latest filed accounts are more than 9 months old at the date of** the competitions funders panel) / financial position over the preceding 2 financial years / financial contribution to support its own costs associated with its participation in the proposed project.
* The applicant knowledge base must undertake their own due diligence on the finances of the business to assess their ability to support their financial commitments to the project funding.

* Find out about the cost of participating in KTP and understand which project costs are eligible for funding

Any funding is provided on a no subsidy basis. This means you must publish or make all project outputs openly available on a non-selective basis. If you decide to commercially exploit project outputs, you can only do so with no selective advantage.

* Contribution from Innovate UK Innovate UK has allocated up to £8 million in this round of the KTP programme, which will contribute towards the total costs of the individual projects.

* The grant contribution to your project may be funded wholly or in part by one or more of the KTP financial supporters. You must choose at least one of the following financial supporters: UKRI KTP (Innovate UK) / Invest Northern Ireland / Scottish Funding Council /Welsh Government / Department for Environment, Food and Rural Affairs (Defra) / The delivery of the KTP programme is also supported by the

UK Research Councils. If their involvement could be beneficial to your project, this must be indicated in the application

* Successful applications are partially funded on the following basis: large companies may receive a grant contribution of up to 50% of eligible project costs, subject to a cap, with the business paying the balance. SME’s may receive a grant contribution up to 67% of eligible project costs, subject to a cap, with the business paying the balance

* Eligible costs depend on a number of factors, including the: duration of the project / registered location of project / size of the business partner. Find out about the cost of participating in KTP and understand which project costs are eligible for funding.

* Contribution from the business partner. The business partner in your application must provide funding towards the project delivery. The amount depends on the: total eligible project costs / duration of the project / registered location of the business / location of the project / size of the business:
* Additionally, the business partner must fund items listed in the additional costs section of the application form / the time spent on the project by their own staff /other non-eligible costs such as the purchase of capital equipment / commercialisation of the project outputs

# YOUR PROJECT FINANCES

**Your fEC model**

Will you be using the full economic costing Yes / No (fEC) funding model?

Your fEC certificate

When does your fEC certificate expire? Xx/xx/xx

Your fEC model: Will you be using the full economic costing (fEC) funding model? This is very important

for calculating your project costs.

# YOUR FUNDING

**Are you requesting funding?**

**Choose:**

* **Yes / No**

If yes, select funding 33% 50% 50% 75% 75%

level SME Large Public Sector 3RD Sector Wales until 2023 **Have you received any other public sector funding for this project?**

**Choose**

* **Yes / No**

If yes Complete Source of funding Date secured Funding amount

# YOUR PROJECT COSTS

**Your project costs** We recommend you read our detailed guidance on KTP project costs before completing this section. *Only members of the knowledge base can edit project finance details. Members of both the knowledge base and business partner can view the full project finance details*

|  |
| --- |
| Before you can supply your project costs you must: * mark the your fEC model page as complete
* mark the your funding page as complete
 |
| **Associate Employment**   |
| *These are the Associate’s total employment costs for all projects listed in the partnership proposal, for example:* *salary, redundancy payments, NI and pension contributions.* *The business partner is solely responsible for any salary and additional employment costs that exceed the amounts recorded in this section.* *The only reason you may exceed this limit is if you have added a London weighting allowance.*  |
| Associate  | **Duration of Employment (months)**  | **Associate Employment Cost (£)** 2023 up to£55,00 P/A but must be qualified in application |
| Associate 1  |   |  £0.00  |
| Associate 2 (Optional)  |   |   |
|  **Total associate employment costs £0.00**  |
| **Associate Development**   |
| *These costs are for any development training the Associate needs for this project and for their all-round development. You cannot exceed the allowable limit*  |
| **Associate**  | **Duration of Employment (months)**  | **Associate Development Cost (£)**  |
| Associate 1  |   | £0.00  |
| Associate 2 (Optional)  |   |   |
|  **Total associate development costs £0.00**  |
| *Generic requests for travel to conferences / trade shows will not be supported. Conference attendance is part of the 10% personal development time allowance. It is best practice incorporate conference attendance within the workplan so work can be scheduled accordingly.* *Calculations for rail travel may be based on 'Anytime' tickets as it is recognised that in order to maximise time at the business peak time travel is often required. If journeys can be planned outside of peak times, this should be reflected within the costs requested*. |
| **Travel and Subsistence.** The standard travel and subsistence amount is £1,250 per 12 months; you can exceed this amount. You must justify all travel and subsistence costs in the application.  |
| Please enter separate costs for the Associate and the knowledge base supervisor. Include all travel and subsistence costs needed for the proposed projects. Be specific and add each item separately |
| **Type of Cost**  |  | **Purpose of Journey** |  | **Number of Trips**  | **Cost (£)**  | **Total**  |
| **or Description of Subsistence Cost**  |
|  |  |  | £0.00 | £0.00 |
|  |  |  | £0.00 | £0.00 |
|  |  |  | £0.00  | £0.00  |
|  |  |  | £0.00  | £0.00  |
|  |  |  |   |   |
| **Travel and Subsistence Summary**  | **Total £0.00**  |
| Total Knowledge Base Supervisor Costs  | £0.00  |
| Total Associate Travel Costs | £0.00  |
|   |
| **Consumables:** *Please provide a breakdown of the consumables you expect to use for the proposed* *projects* *Standard consumable costs are £2,000 per 12 months. You can exceed this but you must justify your request in the application form.*   |
| * *The consumables budget is a standard contribution towards the consumable items needed to complete these projects.*
* *They can include the Associate’s personal computer, but not capital items that the business partner will use after the project has been completed.*
* *You also need to allocate each item to the relevant section in the work plan in the ‘item description and work plan section’ boxes below.*
* *You can claim the costs of materials used on the projects providing:*

o *they are not already purchased or included in the overheads* o  *they are purchased from third parties*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description and Project Plan Section**  | **Quantity**  | **Cost per Item (£)**  | **Total**  |
|  |   | £0.00  | £0.00  |
|  |   | £0.00  | £0.00  |
|  |   | £0.00  | £0.00  |
|  |   | £0.00 | £0.00  |
|  **Total Consumables costs £0.00**  |
|   |
| **Knowledge Base supervisor**   |
| *This is the cost of the knowledge base supervisor in the partnership and their indirect cost element If required add another cost in a new row.*  |
| **Description**  | BLSS / ADM / CEBE Academic  | **Cost (£)**  |
|   |   |   |
|  **Total knowledge base supervisor costs £0.00**  |
|   |
| **Associate Estates Costs**  |
| **Description**  | **Cost (£) £0.00**  |
| **Additional Associate Support**  |
| **Description**  | **Cost (£)**  |
|  **Total cost £52,003.00**  |
| **Other Costs**   |
| **Description and Justification of the Cost**  | **Estimated Cost (£)**  |
|  **Total other costs £0.00**  |
|   |
| **KB Total Project Costs - - - - - - - - - - - - - £ 0.00**  |
| **Do your project costs exceed the allowed Limit?** * *Provide detailed explanations for all costs that exceed the allowable limits.*
* *Please read the specific guidance for justifications in the Associate employment, Associate development and Associate estates cost sections.*

*Do your project costs exceed the allowed limit?* *choose* *Yes or No* **If yes see below**  |
| **If the budget limit is exceeded for** **any category** but applicants answer ‘No’ to the question “Do your project costs exceed the allowed limit?” This will be considered a false declaration and your project will be withdrawn from the competition.  |
| Xxx words / 750 limit  |
| **Additional Costs:** These are not part of the proposed project’s eligible costs. Additional costs must be provided on behalf of the business partner**.**  |
| **Additional company cost estimates** |
| **Associate Salary ‘Top Up’**  |
| **Description**  | **Cost (£)**  |
| Top up for exceptional candidate | £0.00 |
|  |
| **Management Supervision**  |

|  |
| --- |
| *The business partner is responsible for the full cost of any supervision and support it gives the Associate* |
| **Description**  | **Cost (£)**  |
|   | £0.00  |
| **Other Staff Costs**  |
| **Description**  | **Cost (£)**  |
|   | £0.00  |
| **Capital Equipment**  |
| **Description**  | **Cost (£)**  |
|   | £0.00  |
|   | £0.00  |
|   | £0.00  |
| **Consumables**  |
| **Description**  | **Cost (£)**  |
|  | £0.00  |
|  | £0.00  |
|  | £0.00  |
| **Other Costs**  |
| **Description**  | **Cost (£)**  |
|   | £0.00  |
|   | £0.00  |
|   |   |
|   |   |
|  |
|  **Total Additional Company Cost Estimates £0.00**  |
|  |
| Tick this box to confirm that the project costs you’re submitting with this application are eligible for funding, as defined in the KTP project costs guidance  |
| **Your project location:**Where will most of the project work take place?**Enter Post Code XXX** |
| Source of funding | Date secured | **Funding amount (£)**  |
|  |  |  |
|  **Total other funding £0.00**  |
|  **Mark section as complete** (before you can move on) |
| **Finance overview** *This overview shows the financial information entered in the 'Your project finances' section by the knowledge base partner.*  |
| **Funding rules for this competition** We will consider partially funding project costs of any amount if we judge the costs to be appropriate. Typically, projects cost about £75,000 per year. Find out [which project costs are eligible for funding.](https://www.gov.uk/guidance/costs-guidance-for-knowledge-transfer-partnership-projects) **Contribution from Innovate UK** Innovate UK has allocated up to £6 million in this round of the KTP programme, which will contribute towards the total costs of the individual projects. Your project may be supported wholly or in part by one or more of the KTP supporters. You can ask to receive financial support from a specific supporter in your application. KTP is financially supported by: * UKRI / Invest Northern Ireland / Scottish Funding Council / Welsh Government / Department for Business, Energy and Industrial Strategy (BEIS)
* Department for Environment, Food and Rural Affairs (DEFRA) Typically Innovate UK and its supporters fund projects at:
* 67% of eligible project costs for [micro, small and medium-sized enterprises (](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)SMEs) 50% of eligible project costs for large businesses

**Contribution from the business partner** The business partner in your application must also provide funding. The amount depends on the: * total eligible project costs / duration of the project / size of the business / registered location of the business / location of the project Additionally, the business partner must fund:
* the time spent on the project by their own staff / other non-eligible costs such as the purchase of capital equipment.

The knowledge base partner must give the funding requested, broken down into all the individual costs for the project and the associate. The business partner must give: * details of its finances over the past 3 financial years / details of any funding applied for elsewhere For full details on what costs you can claim, see the [KTP project costs guidance.](https://www.gov.uk/guidance/costs-guidance-for-knowledge-transfer-partnership-projects)
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| **Finances Summary**  |
|  | **Total** **Costs (£)**  | **Funding** **Level** **(%)**  | **Funding Sought (£)**  | **Other** **Funding** **(£)**  | **Company** **Contribution** **(%)**  | **Company** **Contribution (£)**  |
| **Birmingham** **City** **University**  | **£0.00**  |   | **£0.00**  |   |   |  **£0.00**  |
|  |
| **Project Cost Breakdown**  |
| **KB’s Name**  | **Cost (£)**  |
| Associate Employment  | 0.00  |
| Associate Development  |  0.00  |
| Travel and Subsistence  | 0.00  |
| Consumables  | 0.00  |
| Knowledge Base Supervisor  | 0.00  |
| Estate  | 0.00  |
| Additional Associate Support  | 0.00  |
| Other Costs  |   |
| **Total** This is the level of cost detail that the assessors will see during the assessment process. | **£000,000.00**  |
|  |
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| You must read these terms and conditions and accept them by ticking the box at the end of the page**.** |

**Award Terms and Conditions of a Knowledge Transfer Partnership award.** *This application cannot be submitted until all partners accept our terms and conditions* |