**The University of Huddersfield Impact Acceleration Account**

**Co-Creation Fund Application Form**

Co-Creation projects support the early-stage translation of University of Huddersfield’s research into commercial and/ or societal benefit, through collaboration with (non-academic) external partners. Co-Creation seeks to collaborate with diverse partners and communities to generate economic and social value through new cultural activity.

Please refer to the IAA eligibility criteria and guidelines when completing this form. If you have any queries regarding eligibility, please contact [iaa@hud.ac.uk](mailto:iaa@hud.ac.uk).

# Principal Investigator / Applicant (s)

|  |  |  |
| --- | --- | --- |
| Principle Investigator (PI) | Academic title (e.g., Dr) |  |
| Name |  |
| Job Title (e.g., lecturer) |  |
| Email |  |
| Department |  |
| School |  |
| Early Career Researcher? | Yes *(e.g., within eight years of their PhD award [this is from the time of the PhD 'viva' oral test], or equivalent professional training, excluding career breaks e.g., family care, health reasons)*  No |
| Please name any Co-Investigators on the project *(including title & school)* | *If the PI is on a fixed term contract, the project must include a Co-Investigator (e.g., their line manager) who is on a permanent academic contract* | |
| Are the Co-I(s) an Early Career Researchers?*Please indicate how many are ECRs* |  | |

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| If your project is linked to a previous AHRC, EPSRC and/or ESRC grant, please include the grant reference(s) here with the grant title, a brief description of the project, and your role (e.g., PI/ Co-I) |  |

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| Please provide links to any publications or conference papers that link to this project application |  |

**Please note:** We are working on embedding Equality, Diversity, and Inclusion (EDI) practices within our IAA Programme; therefore, we may use anonymised demographic data of applicants for the monitoring of equality, diversity, and inclusion performance of the IAA.

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**Co-Creation Fund Application Form**

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| --- | --- |
| IAA Ref (to be completed by IAA Programme Manager) |  |

**Project Title**

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| Please provide a short project title for your project |
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**Executive Summary**

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| Please provide a short, concise summary of the project. This should be written for a non-specialist audience and suitable to be used in the public domain. |
| e.g., think about how you would publicise this project through social media platforms such as twitter/X  (<100 words) |

**Duration / Proposed Start Date**

Please note that AHRC & EPSRC IAA funding finishes in March 2025 & ESRC IAA funding finishes in March 2028. Projects must finish within the end date of the relevant research council.

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| Proposed Start Date: |  | Duration (in months): |  |

**UKRI Funder Information**

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| Are you requesting funding from the AHRC IAA, EPSRC IAA, ESRC IAA or multiple?  *If requesting funds from multiple councils, you need to justify this in the ‘links to AHRC/EPSRC/ESRC’ section below.* |
| AHRC IAA  EPSRC IAA  ESRC IAA |

**Partner Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: |  | | |
| Nature of Organisation:  (Company, government, charity, etc.) | Please select the organisation type. | | |
| Primary Contact Name and Position in Organisation |  | | |
| Primary contact email |  | | |
| Organisation Full Address: |  | | |
| Company Registration Number:  (or equivalent) |  | | |
| Organisation Website URL: |  | | |
| Organisation Region (e.g., Yorkshire and the Humber) | Please select the organisation region | | |
| *If you selected International, please state country here* | | |
| Company Sector | Please select organisation sector | | |
| Company / Organisation size:  (Micro, <10 employees / SME / Large) | Micro | SME | Large |
| Are there any previous or current links between the organisation and the university? | No  Yes  *If Yes please provide some detail e.g. projects they’ve worked on etc* | | |

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| Additional Project partners  *Please provide name, and details of the main contact of any other project partners* | | |
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**Please provide a letter of support from the partner organisation(s) confirming any direct financial and/or in-kind support towards the project**. If your project is approved, it will be necessary to sign a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place when you are spending time working at the partner organisation.

## Project Overview

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| Please outline the activities that will be undertaken in the project. Please describe the current stage of development and how this proposal will help move the project forward towards the next steps e.g., commercialisation, embedding a process within the project partner, policy development. |
| *This may include:*   * *Aim and scope of the project.* * *Description of the underpinning research conducted at University of Huddersfield that this IAA project builds on.* * *What are the key challenges of the project partner that this project will address, and how does this fit into the research expertise of the academic?* * *How does this project fit into the strategic aims of the University?* * *Is this a new relationship with the project partner, or building on an existing relationship?* * *Route to market (if applicable)*   (<500 words) |

## Barriers

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| Please outline the current barriers to exploitation/application and how this funding will help you overcome them. |
| (<300 words) |

**Proof of Market**

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| Please provide details of any proof of market/ market validation activities you have carried out. |
| *Things to consider:*   * *Market testing and competitor analysis* * *Understand user needs and identify key partners* * *Initial assessment of the market size, potential and likely routes to market for new IP Disclosures*   (<300 words) |

## Link to AHRC/ EPSRC/ ESRC Themes

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| Please demonstrate how your project fits within the [AHRC](https://www.ukri.org/councils/ahrc/remit-programmes-and-priorities/), [EPSRC](https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/) and/or [ESRC](https://www.ukri.org/about-us/esrc/who-we-are/strategy-and-priorities/) strategic themes and priorities. |
| * *Please highlight themes/priorities your project fits into for the research council you are requesting IAA funding from.*   (<300 words) |

**Project Work Plan**

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| Please detail your proposed workplan and anticipated outputs at each stage. Also complete the Gantt chart below, indicating the proposed timescales for the work deliverables. You should work on this with the project partner, to agree timescales and agreed deliverables. The final phase of the workplan should include your plans for disseminating the project results (e.g., write manuscript for joint publication with project partner), and planned activities for the next steps of the project e.g., application for further funding opportunities.  *Please add/ amend Phases & Task Numbers as required.* | | |
| **Task Number** | **Task Description**  *Brief summary of planned activity* | **Anticipated Outputs**  e*.g., expected deliverables, key decisions* |
| **Phase 1: *Add title for phase 1 here*** | | |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |
| **Phase 2: *Add title for phase 2 here*** | | |
| 2.1 |  |  |
| 2.2 |  |  |
| 2.3 |  |  |
| **Phase 3: *Add title for phase 3 here*** | | |
| 3.1 |  |  |
| 3.2 |  |  |
| 3.3 |  |  |

**Workplan Gantt Chart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task Number** | **Week/ Month** *(amend to suit your timescales)* | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **1.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.3** |  |  |  |  |  |  |  |  |  |  |  |  |

**Outputs and Outcomes**

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| Describe the anticipated outputs and outcomes from the project. Provide quantification and rationale behind any identified output & outcome.Please note outputs & outcomes will be monitored as part of the project reporting requirements. |
| **Outputs: Expected direct products of the activities you are undertaking**   * *E.g., academic publications, licensing agreements, technical reports, new guides, REF impact case studies, new educational tools, development of a framework etc.*   **Outcomes: Results of the activities you are undertaking**   * *E.g., Contribution to an improved or new practice within the partner, spin-out or joint ventures, enhancement of cultural assets, press releases, engagement at non-academic events (e.g., workshops), career progression (for the academic).*   (<500 words) |

## Impact

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| Describe the anticipated impacts from the project (e.g., societal, commercial, environmental, health, economic policy). Provide quantification and rationale behind any identified impact. *Please note impact will be monitored as part of the project reporting requirements.* |
| *Things to consider:*   * *Benefit to the partner organisation e.g., investments into R&D, potential cost-savings, profits, larger customer/ consumer base, policy/ process changes etc)* * *Benefit to the university e.g., impact against the university’s strategies (ASRIs))* * *Influences to changes in policy* * *Changes to culture, behaviour and/or practice* * *Addressing sustainability and environmental challenges (e.g., UK net zero strategy)* * *Job retention (within the partner)* * Improved access to education and healthcare * *Cultural preservation initiatives*   (<500 words) |

## Follow-on

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| Please detail the next steps after completing the project. |
| *For example*   * *how will you work towards realising impact?* * *How will any outputs from this work be implemented?* * *Will you be continuing the relationship with the partner?* * *Is the next step a spin-out?* * *How will the next steps be funded (e.g., KTP/ Innovate UK funding)?* * *Are there any future barriers and how will you overcome them?* * *Have you discussed these next steps with the project partner?*   (<250 words) |

## Project Budget

The budget should be costed at Full Economic Cost, including the Direct costs (salary, travel, consumables etc) and Directly Allocated (Estates, Indirects, Tech IS). The Directly Allocated costs cannot be covered by the IAA and must be covered by the school. **For joint AHRC/ ESRC/ EPSRC funded projects, the total maximum IAA contribution is £25k**

**Please request a costing form from** [**iaa@hud.ac.uk**](mailto:iaa@hud.ac.uk)**.**

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| --- | --- | --- | --- |
| **DI/ DA** | **Project Costs** | **Description / Detail** | **Costs (£)** |
| Directly Incurred | Staff Resources (salary) | *(Research Assistant/ Fellow) % FTE* | £ |
| Equipment / Consumables | *Provide details for the equipment/ consumables.*  *Max. £5k* | £ |
| Travel | *Provide details of the travel you are requesting.*  *Max. £2k* | £ |
| Other (please specify) |  | £ |
| Directly Allocated  *(Covered by the school)* | DA Staff  (PI/ Co-I) | PI FTE % (max. 10%)  Co I FTE % (max. 10%) | £ |
| Estates |  | £ |
| Indirects |  | £ |
|  | | **Total Project Costs** | **= sum of all above**  **£** |
| **Partner direct cash contribution** | **£** |
| **AHRC IAA Contribution Requested**  **Max. £25k** | **£** |
| **EPSRC IAA Contribution Requested**  **Max. £25k** | **£** |
| **ESRC IAA Contribution Requested**  **Max. £25k** |  |
| **School contribution** | =Total DA Staff, Estates & Indirects  £ |

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| --- | --- | --- |
| Please note any financial contribution from each of the partners (if more than one).  You can detail here any reason for no financial contribution from the partner. |  | £ |
| Please note any in-kind contributions from partners (e.g., their staff time, use of their facilities/ equipment) and indicate the value. | Please provide a breakdown of the in-kind costs. | £ |
| Have you received or applied to any other sources to support this project (innovation voucher schemes / other HEI funding / funding from government sources)?  Is there additional University/ School/ Research Institute investment into this project, not identified in the budget? | Brief details of other funding sources | £ |

**Justification of Resources**

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| Please provide a breakdown of the costs included in the above budget table, with justification for why they have been included.  Include any named staff who will be funded by IAA here e.g., Research Assistants |
| **Staff:**  **Travel & Subsistence:**  **Consumables/ Equipment:**  **Other:**  (<250 words) |

**Invention Disclosure Form**

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| Have you completed an Invention Disclosure Form related to this research/idea? | Yes  If yes, please provide the title/reference number:  No |

**Standards in Research and Innovation**

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| **Responsible Innovation**: Please state how you will ensure that Responsible Innovation principals will be accounted for in your IAA project. Please see the EPSRC Responsible Innovation [Anticipate, reflect, engage and act (AREA) framework](https://epsrc.ukri.org/research/framework/area/) for guidance. |
| (<300 words) |
| **Sustainability:** Please explain what you have done and / or will do to ensure that your proposed project is delivered in a sustainable way. |
| (<300 words) |
| **Equality, Diversity, and Inclusion**: Please explain what you have done and / or will do to ensure equality, diversity and inclusion is promoted in your project. |
| * E.g., have you used a diverse pool of participants/ end users?   (<300 words) |

## Submission.

Please ensure you have approval from your line manager/ head of department before submitting this application.

For projects involving multiple academics/ schools, each academic must seek prior approvals from their line manager/ school ahead of submission.

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| --- | --- | --- |
| This proposal is submitted by: | | |
| (Print name) | (Sign here) | (Date) |

**Approval from Partner Organisation.**

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| This proposal is co-submitted & approved by: | | |
| (Print name) | (Sign here) | (Date) |

## Approval by School Authority (i.e., the Dean).

|  |  |  |
| --- | --- | --- |
| This proposal is approved by: | | |
| (Print name) | (Sign here) | (Date) |

## Letter of Support from Partner received by IAA Programme Manager

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| Date received: |  |