**The University of Huddersfield Impact Acceleration Account**

**Knowledge Exchange Fellowship Application Form**

The University of Huddersfield’s Impact Acceleration Account (IAA) supports outward secondment of academics/ researchers to external organisations and inward secondment of non-academic partners. The University was awarded IAA funding from the AHRC, EPSRC and ESRC, therefore, academics can apply for joint council funded KE Fellowships, for projects that meet the criteria of multiple councils.

Please refer to the IAA eligibility criteria and guidance 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) (For inward secondments, this is the university staff supervising the secondee)

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| Principle Investigator (PI)  *(For outward secondments, this is the Knowledge Exchange Fellow)* | 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 / supervisor on the project *(including title & school)* | * *If the PI/ KE Fellow is on a fixed term contract, the project must also include a Co-Investigator (e.g., their line manager) with 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.

**The University of Huddersfield Impact Acceleration Account**

**Knowledge Exchange Followship 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 KE Fellowship |
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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.*  (<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): |  |
| Part time or Full time? | Part Time  Full Time | | |

**Type of Secondment**

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| Is this an inward or outward secondment? | Inward Secondment (partner seconded into the university)  Outward Secondment (academic/ researcher seconded to partner) |

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| **Inward Secondment:** Name and job title of KE Fellow seconded to the University |  |

**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**

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| --- | --- | --- | --- |
| 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 Hmber) | 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* | | |

**Please provide a letter of support from your host organisation confirming that they are willing to host you for the duration of your secondment**. If your secondment 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 to support your secondment.

## Project Overview

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| Please provide an outline of the project including the key aims of the project and the activities you will be undertaking. Please include a Gantt chart (see below) to detail the workplan, including where tasks will be carried out (e.g., at the university or at the partner). |
| *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?* * *Are there any key barriers to the challenges?* * *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?*   (<500 words) |

**Workplan Gantt Chart**

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| **Task** | Week/ Month (amend to suit your timescales) | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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## 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) |

**Outputs and Outcomes**

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| Describe the anticipated outputs and outcomes from the project, including academic & external outputs & outcomes.Please note, the outputs & outcomes will be monitored as part of the project reporting requirements. |
| **Outputs: Direct products of the activities you are undertaking**   * *E.g., joint publications, licensing agreements, technical reports, new guides, REF impact case studies, new educational tools, development of a framework,*   **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, project impacts will be monitored as part of the project reporting requirements.* |
| *Things to consider:*   * *Include commercial benefit to the partner e.g., potential cost savings, increased turnover/ profit, increase the number of consumers.* * *Influences to changes in policy* * *Changes to culture, behaviour and/or practice* * *Addressing sustainability and environmental challenges (e.g., UK net zero strategy)* * *Include benefit to the university e.g., impact against the university’s strategies (ASRIs))* * *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 KE Fellowship.  *Please note, follow-on activities will be monitored as part of the project reporting requirements.* |
| *For example, how will you be continuing the relationship with the organisation/partner?*  *Will you be applying for a ‘Proof of Market’ or ‘Proof of Concept IAA’? Have you thought about apply to KTP? Will the partner be funding further research collaborations with the University?*  (<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/ EPSRC/ ESRC funded projects, the total maximum IAA contribution is £10k. 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)  (UoH staff only) | *Include here % FTE of KE Fellow’s time* | £ |
| Equipment / Consumables | *Provide details for the equipment/ consumables in the Justification of Resources Max. £3k* | £ |
| Travel & subsistence | *Provide details of the travel you are requesting in the Justification of resources Max. £1k* | £ |
| Other (please specify) |  | £ |
| Directly Allocated  *(Covered by the school)* | DA Staff | Co Investigators (supervisor) (FTE%) | £ |
| Estates |  | £ |
| Indirect |  | £ |
|  | | **Total Project Costs** | **= sum of all above £** |
| **Partner direct cash contribution** | **£** |
| **AHRC IAA Contribution Requested**  **Max. £10k** | **£** |
| **EPSRC IAA Contribution Requested**  **Max. £10k** | **£** |
| **ESRC IAA Contribution Requested**  **Max. £10k** | **£** |
| **Total School contribution** | =Total Estates & Indirect  £ |

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| Please note any financial contribution from each of the partners (if more than one).  *A financial contribution is not required for this scheme.* |  |  |
| Please note any in-kind contributions from partners (e.g., their staff time while supervising, use of their facilities etc) 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 |

## 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 needs to seek prior approvals from their line manager/ school ahead of submission.

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| This proposal is submitted by: | | |
| (Print PI name) | (PI 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)

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| 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: |  |