**The University of Huddersfield Impact Acceleration Account**

**Proof of Concept: Application Guidance**

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| **Aim of the Proof of Concept** |
| Impact Acceleration Account (IAA) funding sits in between discovery research (i.e., as generally supported by Research Councils) and later-stage business development support/ commercialisation (i.e., support from Innovate UK via KTP). Proof of Concept 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.  **Activities supported through the Proof of Concept scheme include;**   * Collaborative scoping exercises. * Viability testing in partnership with external organizations. * Scaling up testing and development. * Engaging end-users in collaboration to inform policy changes. * Developing early-stage prototypes. * Contributing to new or improved professional practices. * Developing new standard operating procedures. * Collaboratively creating new techniques and processes. * Creative collaborative productions: creative works that translate research themes into engaging and impactful formats.   Applicants must clearly demonstrate significant impact potential, including academic and commercial benefits, and where applicable, a clear route to commercialisation. For projects with commercial aims, researchers should be in a position to rapidly progress their IP through, for example, joint bidding with an interested end-user (e.g., via IUK Collaborative R&D schemes), licensing of the technology, or creation of a joint-venture or spin-out company.  Multidiscipline and cross-school projects are highly encouraged, and IAA applicants can apply for funding from the AHRC IAA, ESRC IAA and EPSRC IAA where projects sit in the remit the relevant council(s).  Applications to this scheme must be for standalone IAA activities, where any outputs, outcomes and impacts from the work, can be clearly attributed to the IAA Programme.   |  | | --- | | **Outputs, Outcomes, and Impacts** | | The success of the IAA Programme is measured through the outputs, outcomes and impacts of each awarded IAA project.   * **Examples of Outputs include** academic publications, licensing agreements, technical reports, new guides, new educational tools, development of a framework, new prototype(s). * **Examples of Outcomes include** spin-out or joint ventures, improved or new professional practice, press releases, enhancement of cultural assets, engagement at non-academic events (e.g., workshops), academic career progression, patents, policy papers, trade magazines, consumer publishing, "grey literature"; in print, audio, or visual media. * **Examples of Impact include** investment into R&D, cost-savings, profits, larger customer/ consumer base, policy influences/ changes and/ or impacts (internal and external), job retention and/or creation (within the project partner), changes to organisational culture, behaviour and/or practice, environmental/ sustainability impacts, and social, regional and/ or economic impacts (e.g., improved access to education and healthcare, reduced crime rates, environmental conservation efforts & cultural preservation initiatives). | |

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| **Eligible Criteria** |
| IAA projects must sit within the remit, portfolio and priorities of either the [AHRC](https://www.ukri.org/councils/ahrc/remit-programmes-and-priorities/), [ESRC](https://www.ukri.org/councils/esrc/remit-portfolio-and-priorities/our-research-portfolio-and-priorities/) and/ or the [EPSRC](https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/). For EPSRC funded IAAs, projects must meet at least 50% of the EPSRCs priorities. Funds must be sought from the relevant research council(s) on the application form with justification of how the project meets the themes of the council(s) that they have selected.  **Eligible partner organisations:**   * UK-based companies or, the UK based site of an international company. * Public Sector (e.g., local authority) * Charities or third sector organisations   When there is clear evidence of the aim for inward investment during or beyond the project's lifespan, non-UK-based companies may be eligible (e.g., establishing a UK site/ job creation).  Please contact the [IAA Team](mailto:iaa@hud.ac.uk) if you have any queries about eligibility.  **Duration**: ***Please note, due to the funder deadline AHRC & EPSRC Co-Creation projects have a maximum duration of 6 months.*** ESRC funded Co-Creation projects can be funded for 6 to 12 months, although this may be longer if there is a significant direct financial contribution from the project partner. IAA funds must be spent by the project end date, and no later than IAA Programme deadline, the ***31st of March 2027 for AHRC & EPSRC*** funded projects, and 31st March 2028 for ESRC funded projects.  **Budget**: The **maximum** IAA financial contribution for the Proof of Concept is **£40k**. The budget should be based on actual costs of the project. All costs must be broken down and justified in the application form. **Please note that we have limited funding and aim to support a diverse portfolio of projects, of various types and scales.**  **Eligible costs**:   * Research Assistant/ Research Fellow salary (Directly Incurred staff.)   + Employment of students on IAA funded projects is at the discretion of the School’s Dean and must be authorised prior to submission.   + Workload allocation must be carefully considered prior to submission. University staff are not permitted to exceed 1.0 FTE at any time. * Travel & Subsistence (for University of Huddersfield staff only) * Consumables (must be itemized and justified) * Other (may include vouchers for participants/ end user incentives)   The IAA cannot cover overhead costs or costs of Directly Allocated staff (e.g., permanent academic staff), therefore, these must be covered (waived) by the school. |

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| **Completing your application form** |
| The University can fund a limited number of Proof of Concept projects, therefore, calls will be competitive and applications will be reviewed by a funding panel who will score the project based on how it meets the application criteria.   * Application forms are available to download from the [IAA website](https://staff.hud.ac.uk/research-and-innovation/funding/iaa/). * **Applications must be academic led** (i.e., the PI must be a University of Huddersfield academic/ Early Career Researcher). * Your application must be written to a **non-specialist audience**. The funding panel will include colleagues from across the institution, outside of your research field. * Applications will be anonymised, therefore, please ensure you only include names of the academics (PI, Co-I, and researchers) on the first page of the application. * Only include links to previous publications on the first page in the section provided. **Do not include links to publications throughout the application** as they will be removed to ensure anonymity. Instead of names and gender pronouns, **please refer to ‘PI’, Co-I or ‘Researcher’ throughout the application**, and do not include links to publications or webpages that refer back to the applicants. * **Each external partner organisation(s) involved with the project must provide a letter of support**. Letters of support must include a monetary value and breakdown of in-kind support (e.g., facilities, staff time for supporting the project, consumables etc), and any direct financial contribution to the project. Additionally, the letter should highlight the need for or opportunity for exploitation, specifying the potential value or market opportunity. * Depending on the stage of your project/ research, **you may be required to complete an Invention Disclosure Form alongside your application**. The Invention Disclosure Form (IDF) is the first step in the process of identifying and assessing intellectual property developed by the University of Huddersfield. An IDF should be submitted when something new and potentially useful has been conceived or is in-development, been designed or invented. Please contact the [IP and Commercialisation Team](mailto:S.Clarke3@hud.ac.uk) to request a copy of the Invention Disclosure Form.   **Word limits**: If you exceed the word limit of a section by 10% or more, your application will be rejected.  **Your application will be scored on**:   * **How your project meets the themes and priorities of the AHRC, ESRC and/or EPSRC:** As per the requirements of the UKRI, IAA projects must sit within the criteria of the relevant research council (AHRC, ESRC or EPSRC). Cross-research council projects are actively encouraged where a project meets the criteria of more than one of the research councils. * **Impact & Outcomes**: anticipated outputs & outcomes must be identified in the application. The project must demonstrate a clear pathway to impact e.g., societal impact, environmental impact, cultural impact, commercialisation etc. Quantifying impact in your application where possible will improve your score e.g., potential cost-savings to the partner organisation. For projects with commercial aims. There should be clear benefits for both the University and the project partner from this piece of work. * **Follow-on:** The nature of IAA funding is to support the early-stage impact creation; therefore, it is expected that the project will lead to further developments, collaborations and/ or follow-on funding. Your application should have clear next steps after the IAA project has finished. If the next step is to apply for further funding, including details of this in your workplan will strengthen your application. If any follow-on activities are planned with the project partner after the IAA project, this should be highlighted in letter of support. * **Value for Money:** The IAA funds must be used to support projects with clear demonstratable impact. Projects that demonstrate the justification of costs and the value for money will score higher. Projects with direct funding contribution from external partners will be seen as higher value for money and demonstrate that the external partner is committed to building a long-term relationship with the University, with potential future funding opportunities. In-kind contribution from the partner, will also be considered under value for money, e.g., where the partner is covering the costs of facilities, either at the partner, or an external facility. |

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| **Non permitted activities and costs** |
| In addition to the standard UKRI ineligible grant costs, IAAs cannot be used to fund:   * New, fundamental research (e.g., experimental, or theoretical work primarily to gain new knowledge of underlying phenomena and visible facts, without any direct practical application or usage) * Impact activities that should already have been anticipated and supported through standard routes, e.g., impact activities costed as part of basic research proposals, CDTs * Non-Specific Public Engagement activities and science communication *(However, IAAs will support public engagement where interaction is key to informing the research impact such as user or patient engagement as a critical pathway to achieving societal and/or economic impact)* * Undergraduate activities, core PhD training including tuition or bench fees, master’s training. * Any costs relating to Intellectual Property protection including but not limited to registering, maintaining, or supporting patents or property rights. * Equipment with a value of £10,000 or more * Overheads (Estates & Indirect costs) * Contribution to KTPs * Marketing/launching a developed product |

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| **Application Process** |

* Costing your project: Please contact [iaa@hud.ac.uk](mailto:iaa@hud.ac.uk) to request a costing for your project. Costings must be completed before the final approvals and sign off. Costings should be sent along with application form to the school approver when requesting approval. The IAA team will cost staff time. For travel, consumables & other, it is up to the applicants to develop those budgets.
* For projects with an external partner, you must obtain a letter of support from the partner organisation(s), signed by the relevant authority. Terms and conditions of the IAA scheme must be shared with partners prior to submission.
* Applications should be completed and signed by the PI and school approver (i.e., the Dean) and emailed to [iaa@hud.ac.uk](mailto:iaa@hud.ac.uk). Signature of the application form confirms acceptance of the submission and the subsequent costings provided, should the application be awarded.
* If applicable, complete the Invention Disclosure Form (downloaded from the IAA website)

**Feedback**: For Proof of Concept submissions, we aim to provide feedback on your application within 6 weeks of the call closure date.

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| **IAA Agreement** |

Successful submissions **must not commence** until a formal agreement is established with the project partner(s). The project’s terms and conditions should be shared with partners prior to submission, during the application process, to ensure all parties have sufficient time to review them. The agreement will only take effect upon formal award and full execution of the offer letter, which requires signatures from all designated parties (Project partner(s) and Director of Research and Innovation, Huddersfield).

No amendments to the Agreement (and the associated terms and conditions) will be accepted after the submission of the Application Form. Only amendments that have been agreed between the University and the Partner Organisation in writing prior to the submission of the Application Form will be accepted in connection with this Project only. Submission of an application confirms that the terms outlined in the agreement are final and accepted by all parties.

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| **Reporting Requirements** |
| After completing your project, you are required to complete a report on the outputs, outcomes, and impact. You will also be asked to report on any follow-on activities e.g., funded projects, future collaborations etc. Partner organisations will also be required to report on the project outputs, outcomes, and impact.  The reports will be based on the reporting requirements of the IAA to the UKRI and will be sent by the IAA Programme Manager within 3 months of the project end date. The University is required to complete annual reports to UKRI based on the institutions IAA deliverables and KPIs, therefore, you will be asked for follow-up reports when required to ensure that we report all impact created as a result of our IAA programmes.  As part of our annual UKRI IAA report, we must submit case studies based on successful IAA activities, therefore, you may be asked to provide input ad-hoc to other reporting requirements. |

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| **Equality, Diversity, and Inclusion (EDI)** |
| EDI practices are embedded within the University of Huddersfield’s IAA programme to ensure fairness and inclusivity and to make sure that IAA award holders reflect the diversity of the current researcher environment.   * All applications will be anonymised by the IAA Programme manager before they are sent for final oversight and review by IAA funding Panel and/or the IAA Management Group * Applications will be scored based on a set criterion, and IAA activities of £10k and over will be reviewed by a funding panel. * EDI data on IAA applicants will be collected by the EDI HR team, and an overview of the data monitored by the IAA Programme Manager and included in the annual IAA reports to UKRI. |

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| **Responsible Research and Innovation** |
| Responsible Research Innovation is a process that takes the wider impacts of research and innovation into account. It aims to ensure that unintended negative impacts are avoided, that barriers to dissemination, adoption and diffusion of research and innovation are reduced, and that the positive societal and economic benefits of research and innovation are fully realised. For researchers, responsible innovation is a process that seeks to promote creativity and opportunities for science and innovation that are socially desirable and undertaken in the public interest. Research can not only produce understanding, knowledge, and value, but also unintended:   * Consequences * Questions * Ethical dilemmas * Social transformations   Applicants should consider responsible innovation in their IAA projects. |

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| **Application Check list** |
| * Completed Application form, including signatures of approval from:   + Principle Investigator (PI)   + School Approver (the Dean)   + Partner Organisation * Letter of support from the project partner organisation(s) * Terms and conditions shared with project partner organisation(s) * Invention Disclosure Form (if applicable) |
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