

Version: V2.1

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2024



Innovate UK - Accelerated Knowledge Transfer (AKT)

Grant Administration Guidance

This document will be hosted on the following webpage
<https://www.ktp-uk.org/accelerated-knowledge-transfer/>

This document may be updated throughout the competition.

This document provides an overview of the process for the administration of grants that have been awarded from the Innovate UK Accelerated Knowledge Transfer (AKT) competition 23/24.

This document will cover:

- Project set-up
- Managing your project
- Reporting Requirements
- Interim Reporting
- Final Reporting and Claims
- Grant Payment

Actions that are required for you to complete for post-award must be completed in Good Grants platform
<https://grantplatform.ktp-uk.org/>

Actions will be issued to the **Project Delivery Contact** identified in your application, please ensure that the contact information for your Project Delivery Contact is kept up to date. If you need to update the Project Delivery Contact details, please email AKT@iuk.ktn-uk.org inbox with the contact details of the Project Delivery Contact who will complete the project set-up tasks.



Project Set-up

The AKT competition team will inform by email outcome of the application.

If your application has been successful:

Receiving and accepting your Grant Offer

- The applicant, knowledge base supervisor and knowledge base Project Delivery Contact will receive the successful notification from Good Grants and the Grant Offer (GOL) by email.
- Please read this carefully to understand the terms and conditions of your offer, in addition to Schedule 2 which will provide you with the breakdown of your grant.
- The Project Delivery Contact will receive a notification from Good Grants, with the task to upload the return of the signed Schedule 1 to accept the GOL.
- The project start date must not be before the date of the returned signed Schedule 1.
- We will review your signed GOL and upload the countersigned Schedule 1, to Good Grants within 7 days, the Project Delivery Contact will receive a notification when this has been uploaded.

Completing your Project Set-up

- The person designated as the Project Delivery Contact will receive a series of tasks for the Project Set-up, these notifications will be sent directly from Good Grants.
- There will be four tasks with actions to complete on Good Grants where you will be required to confirm and upload the following:
 - Knowledge Base Bank Details - Required upload on Knowledge Base Letterhead
 - New Supplier Form – Required upload, the template for this can be found: <https://www.ktp-uk.org/wp-content/uploads/2023/10/New-Supplier-Form-Rebranded.docx>
 - Details of the project team – update details in Good Grants
 - Grant forecast spend across the Financial Years 23/24 and 24/25 – update details in Good Grants

Confirming your Project Start

- The person designated as the Project Delivery Contact will receive a series of tasks for the Project Set-up, these notifications will be sent directly from Good Grants.
- There will be two tasks with actions to complete on Good Grants where you will be required to confirm, when you know the exact start date and details of your AKT Associate, by completing the following tasks:
 - Details of AKT Associate
 - Confirmation of project start

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- Once you have completed this, your project end date will be calculated, (this will be from the project start date and be calculated using the duration of the project outlined in the application).
- As stated in the FAQs document, an additional 14 days will automatically be added to the project length, to provide some contingency to projects for unexpected disruption during delivery. The additional 2 weeks is un-costed.
- We will write to you to confirm your new project end date, and this notification will be done through Good Grants.
- **You will not be able to claim any costs after the confirmed Project End Date.**



Managing your project

During your project, we know that some things change. We only need to know about change if:

- Your project finishes early
- There is a change for the Project Delivery Contact
- There is a new AKT Associate

Changes we don't need to know about:

- If you are using the 14-day contingency allowance
- If there is a change in how you are using your Travel & Subsistence, Consumables and Estates costs – this cost category is a combined budget.

No changes to duration or budget are allowed, you cannot spend more than you have been allocated to a cost category and you are not able to veer between cost categories.

Reporting

Interim Reporting: As outlined in the FAQs, those projects with more than 3 months in duration (**90 days or more**) are required to complete a mid-point project report in the 8th week of their project.

This will be a task set in Good Grants for the Project Delivery Contact to complete.

Final Reporting and Claim: Projects are required to complete their Final Report and Claim within 60 days of the Project End date. This will be a task set in Good Grants for the Project Team to complete.



Interim Report

Innovate UK – Accelerated Knowledge Transfer Projects that have a duration of 90 days or more are required to complete an Interim Report in their 8th week. The date that your report is due will have been communicated to you in the Project Start Confirmation Letter.

What is required in the Interim Report?

Project Progress

You will be required to select an option that best describes the project in the following areas:

- Project Scope
- Project Deliverables
- Partnership Engagement

You will be able to provide optional comments on these three areas.

Project Spend

You will be required to complete a table outlining actual spend to date, and forecast across the cost categories, this will be split by:

- Actual spend weeks 1-8
- Forecasted spend weeks 9-Project End

If the overall spend in each category is less than the project costs in Schedule 2, please provide comments to explain the variance.

Next Steps

You will be required to select an option that best describes the expected next steps once the AKT Project finishes.

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What the Interim Report will look like?

You will be able to view the Project Costs of your Original Application, this will match the Grant Offer you received in Schedule 2, please ensure that your Project Spend doesn't exceed these maximum figures.

ID

[Redacted]

Application name

[Redacted]
jess on test with business partner

Category

Innovate UK - Accelerated Knowledge Transfer (AKT)



Knowledge Base Associate/(s) employment costs

£10,000.00

This should be the Knowledge Base costs relating to Associate employment.

Knowledge Base Supervisor employment costs

£3,000.00

This should be the Knowledge Base costs relating to Academic Supervision.

Total Travel & Subsistence, Estates and/or Consumables costs

£3,000.00

This should be the Knowledge Base costs relating to Travel & Subsistence, Estates and/or Consumables.

Knowledge Base Additional Associate Support costs

£4,000.00

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Total Knowledge Base Project costs

£20,000.00

This should match the total combined costs from all of the above categories.

The Business Partner Cash (£) Contribution to the Knowledge Base.

£2,000.00

The Business Partner cash contribution should reflect the minimum 10% cash contribution rule.

Total grant request

£18,000.00

This amount should reflect the total Knowledge Base project costs minus the Business Partner cash contribution. This figure cannot be greater than £35,000.



Project Scope

Project Scope

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Project Scope:

Project Scope 0/0

Please select one of the following statements that best represents the status of your project.

- 5 - The consortium has identified opportunities, beyond those specified in the original proposal, and plans to explore these within this project or shortly thereafter
- 4 - The project remains on course to deliver all planned objectives
- 3 - There is a possibility that the project will fail to deliver on some planned objectives
- 2 - It appears highly likely that the project will fail to deliver on one or more key objectives
- 1 - It is certain that the project will fail to deliver on one or more key objectives
- Other



Project Deliverables

Project Deliverables

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Project Deliverables:

Project Deliverables 100%

Please select one of the following statements that best represents the status of your project.

- 5 - The project is running ahead of schedule
- 4 - The project is meeting its planned timetable
- 3 - The project is behind schedule, but should meet its deliverables by project close
- 2 - The project is behind schedule and whilst some deliverables may not be delivered, work has been prioritised to ensure that overall, good outcomes will be delivered
- 1 - The project is behind schedule and is at risk of not delivering against its agreed outcomes
- Other



Partnership Engagement

Partnership Engagement

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Partnership Engagement:

Partnership Engagement

1/1

Please select one of the following statements that best represents the status of your project.

✓

- 1- There are some challenges in the partnership working arrangements
- 2- The academic team, business and associates are working well together and meeting regularly



Project Spend

Project Spend

Please complete the following table.

You should refer to the project Schedule 2 and ensure that the spend is within the maximum costs you have been allocated.

If actual figures are not available for project spend, please provide an estimate.

Note new virements cannot be considered, so please do not request these.

Interim Project Spend & Forecast

Item	Actual Project spend week 1-8	Forecast Project spend week 9 - project end	Comments
1 AKT Associate(s)	£	£	
2 Knowledge Base Supervisor	£	£	
3 Travel & Subsistence, Consumables & Estates	£	£	
4 Additional Associate Support	£	£	
	£0.00	£0.00	

Referring to your agreed Project Costs in Schedule 2, please provide an update on spend to date and remaining forecasted spend for your project.

The overall forecast must not exceed the amounts within the project Schedule 2.

Include the actual spend for the first 8 weeks of the project in the first column, and insert a forecast outturn spend to the project end in the second column.

Where the spend is less than the amount allocated in Schedule 2, please indicate the reason for the variance in the comments column.



Next Steps

Next Steps

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?

Please provide comments below to elaborate on your selected response.

(optional)

The options for the Next Steps:

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?



- a) Project could lead to a KTP project (classic or management)
- b) Project could lead to another form of formal collaboration
- c) We expect the collaboration between the business and the academic institution to continue informally
- d) We expect the formal collaboration will end at the conclusion of this project

Don't forget to submit!

Submit Interim Report ✓

Save for later



Final Report and Claim

As outlined in the terms and conditions of your grant offer, you will be required to complete a final report, claim and presentation for your project.

What this will include:

- AKT Final Report
 - About your collaboration
 - The project outcomes
 - Next steps
- Upload Associate Final Presentation
 - This should include high level activities and outcomes
- AKT Case study
 - To complete your Case Study, please answer the self-completion questions in this section and obtain a quote from the Business Partner
- AKT Final Project Spend and Schedule 3 upload
 - Itemised Associate costs
 - Itemised Knowledge Base Supervisor costs
 - Itemised Travel & Subsistence, Consumables & Estates costs
 - Itemised Addition Associate Support costs
 - Itemised Additional Business Partner contributions (optional if applicable)

It is expected that you must provide a detailed itemised list on each section and justification for all costs.

You will have 60 days from your Project End Date to submit your final report and claim. This will be a task for the Project Delivery Contact to complete in Good Grants.

- Innovate UK Business Connect will review your claim and will have 60 days to do so, only costs eligible, as outlined in competition guidance and cost guidance, will be reimbursed.
- You must keep evidence of all spend.
- **Auditing:** As part of our Innovate UK Business Connect policies and procedures, and for auditing purposes, your application might be selected to provide all the evidence or selected evidence related for the cost category section. If your project is selected for this, you will have 14 days to do so and you will be required to submit evidence of costs claimed.
- We may contact you to request further information or to update your claim if we have any queries or believe there that ineligible costs have been included.
- If there is an issue, the 60 days will pause until we receive further information, you will have 14 days to provide this.

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Payment process

Once your claim has been approved, Innovate UK Business Connect will issue you with a purchase order, this will be an automated notification sent from our accounting system, and we will also make this available in Good Grants for you to view.

You will then be required to submit an invoice for your grant payment. The Project Delivery Contact will have a task set in Good Grants.

Only invoices received via this method will be processed for payment

Please ensure:

- The invoice is addressed to 'Innovate UK Business Connect' and the address outlined in the Purchase Order
- That the invoice quotes the PO number
- That the invoice quotes the project ID
- That the invoice is vat- exempt
- Invoices are NOT sent to the general Business Connect Finance email.

Terms of payment – the invoice must be received within 30 days of the purchase order being issued and we will pay you within 30 days of receiving the invoice.

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Final Report and Claim

What the Final Report will look like?

You will not be required to upload your project invoice at this stage, you will be issued with a task to upload your project invoice once your claim has been approved.

Please confirm that the project team have collectively approved the content of this report prior to submission.

Reports will not be accepted unless this box is checked.

About Your Collaboration

Has the Business Partner collaborated with a Knowledge Base before?

Yes

No

Answer yes if the Business Partner has formally collaborated in a defined project with a Knowledge Base before. For more informal discussions, answer No.

AKT was a useful taster of what can be achieved through academic/business collaboration.

✓ Agree
Disagree



Please provide comments below if you wish to elaborate on your selected responses.

0 / 50 words

Project Focus

Please choose 2 to 3 words to describe the knowledge transfer or subject area of the project (e.g. AI, automation, business/management)

Which of the following best describes the outcomes of your AKT project?

Which of the following best describes the outcomes of your AKT project?

- The project delivered beyond the initial project objectives
- The project delivered all of the main planned objectives
- The project largely delivered against planned objectives
- The project delivered against some, but not all objectives
- The project did not deliver against key objectives



Have any new jobs been created as a result of your AKT project?

If you have answered Yes to this question, please insert the **number** in the box provided.

0 / 3 words

• Please respond to the statements below, indicating whether you Agree or Disagree

The short-term nature of AKT meant we got to conclusions (positive/negative) quicker than we would without the scheme.

✓ Agree
Disagree

At the end of the project, we have a clear understanding of next steps.

Agree



Thinking more broadly, what have the main impacts of AKT been on the Business Partner?

- Accelerated innovation
- Advanced Proof of Concept
- Potential to increase sustainability
- Potential to reduce costs
- New revenue stream potential
- Creation of IP
- Change in culture
- Improved processes
- Other

Other (please specify) (optional)

0 / 50 words

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?

- Project may lead to a KTP project (classic or management).
- Project may lead to another form of formal collaboration. (Please elaborate in the space below)
- We expect the collaboration between the business and the academic institution to continue informally.
- We expect the formal collaboration will end at the conclusion of this project. (Please elaborate in the space below)

Please provide comments below if you wish to elaborate on your selected responses.

0 / 50 words

Presentation



In this section, you will be required to submit your presentation. Please note that the maximum file size is 5MB.

Please attach a pdf of the presentation used to communicate project outcomes with the Business Partner, as directed in your Grant Offer letter.

Select file

This should include high level activities and outcomes. Note that there is no need to include highly technical information and data. A small number of high-level slides is all that is required. Please note that claims cannot be paid without a pdf of the presentation. This was a stipulation of your Grant Offer Letter.

Only pdf documents should be attached.

Maximum file size is 5MB.

Case Study

Please use this section to provide case study information about your project.

Please do not include any commercially sensitive details as all the information you provide will be made publicly available, along with the Business Partner and Knowledge Base names and Business Partner location.

Your case study is designed to provide a publicly available overview of your AKT project and a summary of the outcomes. The aim of the case study is to be informative and, potentially, to inspire other potential AKT collaborations. It should tell the story of your AKT experience.

Please avoid using very technical language in your responses.

To complete your Case Study, please answer the self-completion questions in this section and obtain a quote from the Business Partner.

- Project Description: Please provide a short description of your project
- Project Objectives: Please outline the key aim/s of your AKT project.
- Project Overview: Please describe what the AKT partnership did to meet the objectives outlined above
- Project Outcomes: Please explain what has happened as a result of the activities in which you engaged via your AKT?
- Contact Details: Please provide contact details that we can include in the Case Study for anyone wishing to find out more about the project



Project Description:

Please provide a short description of your project

0 / 50 words

Project Objectives:

Please outline the key aim/s of your AKT project.

0 / 200 words

Project Overview:

Please describe what the AKT partnership did to meet the objectives outlined above

0 / 250 words

Quote:

Please provide a quote from the Business Partner, summarising the value of AKT, in the box below

0 / 50 words

Summarise your project using 3 words of your choice!



Financial Claim

I confirm that, in accordance with our GoL, both we the applicant and our Business Partner are content with the information provided in this case study being published

Yes

Confirm bank details & supplier details have not changed. [?](#)

If these have changed, please let AKT Competition Team know to allow you to update it.

Itemised Associate costs

	Month	Item Description	Payment Date
1	April	Associate, 15th April - 30 A	30/04/2024
2	May	Associate 0.5FTE May	31/05/2024
3	June		30/06/2024
4	July		31/07/2024

Add row

Please complete the table for itemised items of spend:

please use a row for each individual cost item. For example, if the Project starts part way through the month for a project that lasts 3 months, they may have had payment over 5 transactions.

Please use a line for the eligible project cost for each transaction.

The item description should provide a calculation for any part-time costs i.e. 0.5FTE of Gross salary = gross salary * 50%

Ensure that the details you provide in the line item such as payment date, and amount match any supporting evidence.

You will have four financial tables to complete, one for each cost category.



A completed finance table will provide you with the total cost for the cost category. This amount should match the total figure used when completing the project Schedule 3.

Itemised Associate costs

Item Description	Payment Date	Project item (£)
Associate, 15th April - 30 A	30/04/2024	£625.00
Associate 0.5FTE May	31/05/2024	£1,250.00
	30/06/2024	£1,250.00
	31/07/2024	£625.00
Total Project Cost		£3,750.00

Example of what is expected to be included in the Associate Costs:

Month	Item Description	Payment Date	Project item (£)
April	Associate, 15th April - 30 April, Gross Salary 2,500, 0.5FTE, 0.25 * £2,500	30/04/2024	£625.00
May	Associate 0.5FTE May, Gross Salary 2,500, 0.5FTE, 0.5 * £2,500	31/05/2024	£1,250.00
June			

Example of what is expected to be included in the Knowledge Base Supervisor costs:

Month	Item Description	Payment Date	Project item (£)
April	Knowledge Base Supervisor Costs, 15th April - 30 April, Gross Salary 2,500, 0.10FTE, 0.05* £2,500	30/04/2024	£625.00
May	Knowledge Base Supervisor Costs 0.5FTE May, Gross Salary 2,500, 0.10FTE, 0.1 * £2,500	31/05/2024	£1,250.00
June			



Example of what is expected to be included in the itemised Travel & Subsistence, Consumables & Estates costs:

Month	Item Description	Payment Date	Project item (£)
April	Train Tickets from London St Pancras to Brighton and back on the same day to visit Noname Company to have first meeting face to face and discuss project objectives on 10/04/24	10/04/2024	£55.00
May	Specialist equipment hired from University of Noname's laboratory for associate to undertake lab work	31/05/2024	£250.00
May	Estate costs for lab hired for associate to undertake lab work during May	31/05/2024	£930.30
May	Purchase on 21/05/24 of 10kg of sand for the testing and transformation of the product 'X'	21/05/2024	£34.99
June	Purchase on 2/06/2024 of 20m of wire to use in product development or product 'X'	2/06/2024	£56.89
June	Purchase on 2/06/2024 of 1kg of graphite for the transformation of product 'X'	2/06/2024	£102.45

Example of what is expected to be included in the Itemised Addition Associate Support costs.

Month	Item Description	Payment Date	Project item (£)
April	Reference to FEC Certification and expand calculation of how this has been pro-rata'd	30/04/2024	£250.00
May	Reference to FEC Certification and expand calculation of how this has been pro-rata'd	31/05/2024	£500.00
June	Reference to FEC Certification and expand calculation of how this has been pro-rata'd	31/05/2024	£500.00



After each Itemised Cost Category Finance Table, there is a section for you to provide the justification of the spend, please ensure you utilise this to explain any costs incurred that are likely to be queried to prevent any delay to your claim being processed, please explain any changes in the planned spend to your original application, and explain underspends.

Justification

Please provide a breakdown of the project costs incurred, if there are any variances, please explain any changes to the items listed in comparison to your grant offer, and any underspend.

For those costs that are covered by an additional Business Partner Contribution (above 10%), you will have the opportunity to outline them in the next box. These are costs that are not covered by the grant.

Itemised Additional Business Partner contributions (optional)

	Cost Category	Month	Item Description	Payment Date	Project Item (£)
1					£
2					£
3					£
					£0.00

[Add row](#)

Please complete this section if your project has had additional Business Partner contributions in addition to the 10% Business Partner Cash Contribution

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At the end of the page, you will find the section where to attach your Schedule 3 signed copy.

Please attach a completed and signed copy of the Schedule 3 as directed in your Grant Offer letter.

Select file

Please note that claims cannot be paid without the completed Schedule 3.

This was a stipulation of your Grant Offer Letter.

The Schedule 3 issued in the GoL should be used.

The template should be used as provided and this should not be edited or amended.

Only pdf documents should be attached. Maximum file size is 1MB.

Don't forget to submit!

Submit ✓

Save for later