**APPLICATION FOR BUSINESS ENGAGEMENT FUNDING**

*Please read the relevant fund guidance in this document before completing this form.*

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| **Please indicate which fund you are applying for supported** *(please mark with an ‘X’)* | | | |
| **Innovation and Industrial Engagement Fund** (*Match funding up to £40k)* |  | **Business Engagement Seed Fund**  *(Match funding up to £5k)* |  |

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| **Applicant details:** |  | | |
| **Name of lead academic:** |  | | |
| **Name(s) academic collaborators:** |  | | |
| **Name of company/organisation:** |  | | |
| **Project title:** |  | | |
| **Amount applied for (£):** |  | | |
| **Faculty/department/research centre:** |  | | |
| **Proposed start date:** |  | **Proposed end date:** |  |

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| **Type of KE project to be supported** *(please mark with an ‘X’)* | | | |
| Contract Research |  | Intellectual Property Commercialisation |  |
| Consultancy/Feasibility study |  | Hire of specialist facilities or equipment |  |
| Other *– please provide details:* | | | |
| **Project summary** *(maximum 100 words):*  *Please write in a style suitable for a non-specialist audience, emphasising the business engagement and innovation elements of the project.  Should your proposal be successful this summary will be used to promote the project.* | | | |
| **Is the project linked to a University Centre for Research and Knowledge Exchange?** | | | Yes/No |
| If ‘**Yes’** – please provide details: | | | |

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| **Funding partner details** | | | |
| Business name and address: |  | | |
| Business sector: |  | | |
| Company registration no. : |  | | |
| Contact name: |  | Job role: |  |
| E-mail address: |  | Telephone number: |  |
| Additional information considered relevant - including any conflicts of interest and existing relationships with the company: | | | |

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| **Industry engagement** |
| If you are applying for funding to stimulate business engagement, please provide details of the businesses/organisations you intend to target. |

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| **Project aims and details** (*please provide the following details about the project)* |
| **What is the specific market issue or client problem/requirements to be addressed?** |
| **Please provide details of supporting market research and/or competitor analysis undertaken.** |
| **Are there any other parties involved with the project? Please include stakeholders and/or any beneficiaries.** |
| **What innovation (or uniqueness) do you expect to see upon the successful completion of the proposed project?** *\*This question is not essential if you are applying for the Business Engagement seed fund.* |
| **What is the market potential?**  *\*This question is not essential if you are applying for the Business Engagement seed fund.* |
| **Who is on the project team and what are their responsibilities?** |
| **Please outline project activities and deliverables. Please provide a work plan/schedule of activity.** *(You may supply this as a separate attachment.)* |
| **What are the potential risks of the proposed project and how do you propose to mitigate these risks?**  *(You may supply this as a separate attachment.)* |
| **How will you know if the project has been a success? And how will the award contribute to your field of research?** *(Could include: innovation, increased profile/customer base/geographical reach, presentations/publications, future funding applications)* |
| **Business Engagement projects should aim to demonstrate that they will generate a mutually beneficial relationship and/or lead to income generation. How does this apply to your project? What short or longer-term income opportunities can you envisage?** |

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| **Project costs:** |  |
| **Please indicate if you have worked with a Business Development Manager to develop full economic costings (FEC).** | Yes/No  Worktribe ref: |
| **Have you consulted our Taxation Manager for advice on VAT?  If ‘Yes’ please provide details:** | Yes/No |
| **Match funding:** |  |
| **Please provide an explanation of any match funding provided by the business clients or partners and details of any in-kind contributions.** *Please attach a letter or email from the partner(s) to support your application.* | |
| **If appropriate, please provide details and evidence of any match funding and in-kind contributions provided by the faculty.** | |

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| **Intellectual property***(max 150 words)* | |
| **Please describe any research-based expertise developed at Manchester Met University that will be utilised during this project.** | |
| **Please indicate if you have sought advice from RKE relating to the protection of Intellectual Property (IP) and/or any copyright issues?** | Yes/No |
| If ‘**Yes’**, please provide further details. | |
| **Please provide the following further details relating to intellectual Property:**   * **Is there any background IP for Manchester Met or the partners?** * **Foreground IP - what IP do we expect may arise from the proposed project?** * **Foreground IP - that may include applications outside the specific areas of the project.** | |

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| **Business Development Manager comments** |
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| **Applicant declaration:** |
| *I (we) confirm that I (we) commit to delivering the project and its objectives as specified in the application and any arising amendments/conditions from the panel. If awarded the funding I (we) will provide the end of projects reports, and client contact details by the required date.*  **Applicant signature(s):**  **Date:** |

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| **Project approval:** *(confirmation can be supplied by email)* |
| **Head of University Centre for RKE**  *(signature confirms that the activity proposed is in line with Research Centre priorities and strategy)*  **Signature:**  **Date:** |
| **Faculty Head of RKE**  *(signature confirms that the activity proposed can be resourced as described)*  **Signature:**  **Date:** |

**Please return the completed application form to** [RKE-funding@mmu.ac.uk](mailto:RKE-funding@mmu.ac.uk) **with the following information:**

* A letter of support from the partner(s)
* Full Economic Costing (FEC)
* A project plan including timeline, resources, deliverables and key milestones. Let us know if you require an example
* Risk register (if appropriate)

Funding is also available for research development and research impact, please visit: <https://www2.mmu.ac.uk/research/staff/funding-schemes/> for more details.

**GUIDANCE FOR APPLICANTS - Business Engagement Seed Fund**

The scheme aims to encourage academic engagement with public, private and third sector businesses to support work between business clients/partners and Manchester Metropolitan University. Funding will pump-prime small-scale innovative initiatives by enabling timely access to funding so academics can develop an understanding and/or address a business need/challenge which can lead to impact, income generation and/or future collaborative funded activity.

Funding of **up to £5k** can be used to contribute towards a fully costed (FEC) project.

When working with a business, we would ideally expect them to equal our level of investment through match funding and/or in-kind contributions e.g. access to equipment, staff resource and specialist skills etc. Activity to stimulate business engagement not directly supported by a business will require match funding from your faculty.

**Intentions of the scheme:**

* To facilitate academic engagement with public bodies, private and third sector organisations.
* To make it financially easier for business and partner organisations to work with the University.
* To develop relationships that will lead to sustainable income and impact from contract research, consultancy, specialist facilities hire or commercialisation of the University’s Intellectual Property.

**Desired outputs:**

* Delivery of a successful project addressing a business challenge/need, within timescale and to budget.
* An ongoing business relationship and activity with a partner new to the university.
* A pathway to continued income generation.
* An end of project report and case study of progress/results achieved.

**Eligibility:**

* The scheme is open to all academic staff (on permanent contract) who have ideas for engaging with partners or are developing collaborative projects with partners new to the University.
* Partners/businesses must be based in the UK and should have had no RKE transactions in the last three years.
* The applicant will need to demonstrate a return in terms of potential/future income, beneficial partnership advantage, research or other clear impact (e.g. social, technical, environmental).
* Applications can be for business engagement activities with a specific purpose, research, consultancy, hire of specialist facilities and IP commercialisation.
* Teaching-related activity and Continuing Professional Development (CPD) are not eligible for funding through this scheme.

**Conditions for Award:**

* You must meet the eligibility criteria above.
* Partners/businesses will be subject to due diligence checks by Finance before the proposal can be approved. Partners/businesses should not have received more than €195k state aid in the past 3 years and must complete a state aid declaration.
* All Projects must be fully economic costed (FEC) on Worktribe (the university Research and KE management tool). Please check the VAT position with Taxation Manager: Mark.Smith@mmu.ac.uk
* On receipt of award, **all** funding **must** be spent by 31st July (academic financial year).
* Projects must be delivered to your specified work plan, timeline, budget and any other conditions given by the panel during assessment. We reserve the right to recover funds.
* Delivery of an end of project report two weeks after end of project (template from RKE).

**Eligible Expenditure:**

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| **Eligible Costs** | **Ineligible costs** |
| * Marketing, digital campaigns, market research * Travel and accommodation expenses to: a named partner/business for a specific RKE purpose; named partner/business to visit the University for a specific RKE purpose. * Present at relevant industrial or business conferences * Exhibitions to attract/engage with partners/businesses * Hire/purchase of equipment and facilities * Temp staff to support business engagement projects * Expert staff to facilitate delivery of a service * Product/service testing * Digital service development * Product/service refinement services * Cost to employ a student on a Jobs4Students contract | * Replacement teaching costs – to be funded locally as required * Directly allocated costs (including applicant’s time) * RKE funding does not cover estates and indirect costs, these will need to be met by match funding/faculty resources. * Laptops, iPads, cameras and phones are excluded. Equipment must be technical, specialist or scientific equipment necessary to facilitate business engagement. |
| **MAXIMUM VALUE OF AWARD** | £5,000.00 |
| **NUMBER OF AWARDS IN THIS CALL** | This call will be open on a flexible basis until July 2020. |

**Selection criteria:**

Awards will be made against the following criteria:

* A market need/requirement
* A clear partner involved
* The potential for an ongoing business relationship and activity
* A pathway to income generation
* An FEC costing that is realistic for the work described
* A workplan/clear approach to activity
* The ability to deliver the project within timescale and budget.

**Assessment process:**

The Head of Business Engagement will review applications. We expect decisions to normally be made within 15 working days of receipt of application.

For any additional questions please email [rke-funding@mu.ac.uk](mailto:rke-funding@mu.ac.uk) or call the Business Engagement team on 0161 247 2186.

**GUIDANCE FOR APPLICANTS - Innovation and Industrial Engagement Fund**

The scheme aims to pump-prime (up to £40k), via Research and Knowledge Exchange Centres, innovative knowledge exchange projects that are most likely to generate sustainable income and-or impact.

Funding of **up to £40k** can be used to contribute towards a fully costed (FEC) project.

Applications to this fund need to demonstrate match funding/in-kind contributions from the partner (see eligible expenditure).

**Intentions of the scheme:**

* To develop innovative and sustainable projects that address genuine industrial or public service requirements.
* To support the growth of sustainable, high quality RKE centres which combine the broad range of research and business engagement activities including collaborative projects, contract research, IP commercialisation and KTPs.
* To develop broader, sustained partnerships with industry and other organisations, which directly address regional economic and societal priorities.
* To accelerate the economic and societal impact of our research by channelling funding through clear routes.

**Desired Outputs:**

* Innovative and sustainable KE project aligned to the work of a university Centre for RKE.
* Strong industrial/commercial engagement or public sector partnerships.
* Disclosure of viable intellectual property.
* A plan for sustainable income development.
* Impact (research impact or broader social, economic, environmental etc.).
* Project report/case study.

**Eligibility:**

* The scheme is open to all (permanent) academic staff working with at least one business partner who is prepared to contribute match funding/in-kind contributions to the project.
* Applications can be for research, consultancy, or IP commercialisation but must demonstrate very strong innovation and commercialisation potential, aligned to the university’s research and knowledge exchange priorities.
* Projects without a business partner but which meet the criteria for innovation potential and commercialisation of research will be considered.
* Teaching-related activity is not eligible for funding through this scheme.

**Conditions for award:**

* You must meet the eligibility criteria above.
* Partners/businesses will be subject to due diligence checks by Finance before the proposal can be approved. Partners/businesses should not have received more than €195k state aid in the past 3 years and must complete a state aid declaration.
* All Projects must be fully economic costed (FEC) on Worktribe (the university Research and KE management tool). Please check the VAT position with Taxation Manager: Mark.Smith@mmu.ac.uk
* Projects must be aligned to at least one UCRKE.
* Projects must address an unmet market need and requirement.
* Projects should move closer to market (increasing technology readiness levels)
* Projects are required to generate sustainable income and/or impac
* Projects must be delivered to your specified work plan, timeline, budget and any other conditions given by the panel during assessment. We reserve the right to recover funds.
* On receipt of award, **all** funding **must** be spent by 31st July (academic financial year). Delivery of an end of project report two weeks after end of project (template from RKE).

**Eligible Expenditure:**

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| **Eligible Costs** | **Ineligible costs** |
| * Purchase of technical or scientific equipment essential for product or service development or delivery. (not laptops or I-pads etc.) * Expert staff to take the offer to market. * Expert staff to facilitate deliver offer/ service. * Market research. * Product or service development or testing. * Digital service development. * Product/service refinement services. * Staff to back-fill academic time required for commercialisation work. * Delivery of a marketing plan. * Cost of hiring a student on a Jobs 4 Students contract | * Discount or subsidy for the cost of a project to a client * RKE funding does not cover estates and indirect costs, these will need to be met by match funding/faculty resources. * Laptops, I-pads, cameras and phones are excluded. Equipment must be technical, specialist or scientific equipment necessary to facilitate business engagement. |
| **MAXIMUM VALUE OF AWARD** | £40,000.00 |
| **NUMBER OF CALLS** | This call is open on a flexible basis until July 2020. |

**Selection criteria:**

Awards will be made against the following criteria:

* A clear market need/requirement
* An FEC costing that is realistic for the work described
* A partner with the ability to match fund
* Alignment to at least one UCRKE
* Generating sustainable income and/or impact
* The ability to deliver the project within timescale and budget.

**Assessment process:**

The Head of Business Engagement will review applications. We expect decisions to normally be made within 15 working days of receipt of application.

For any additional questions please email [rke-funding@mu.ac.uk](mailto:rke-funding@mu.ac.uk) or call the Business Engagement team on 0161 247 2186.