

Sample form, not for offline completion.

Visit <https://grantplatform.ktp-uk.org> to apply.



Innovate UK - Accelerated Knowledge Transfer (AKT)

Please select your Knowledge Base from the list below. If you cannot find it, please contact Catarina.siqueiraarmond@iukbc.org.uk so it can be added to the list.

Please provide as much detail as possible when answering the questions below.

Application name

Your application name should be the Knowledge Base and the Business Partner name (i.e. Knowledge Base & Business Partner).

The Innovate UK - Accelerated Knowledge Transfer (AKT) scheme will support a UK Higher Education (HE), Further Education (FE) institution, Research Organisation (RTO) or Catapult (the Knowledge Base partner), to work with a UK registered business, charitable company, or charity (the Business Partner), to deliver a short, rapid and targeted intervention to accelerate the evaluation or development of an innovation project or concept, which has the potential for significant impact for the Business Partner. Projects must run for between 2 and 4-months.

The application must be submitted by the Knowledge Base partner but will be developed in partnership with the Business Partner. The Knowledge Base will be the sole grant recipient.

Public sector organisations are not eligible as a Business Partner in an AKT project.

This scheme is being jointly delivered by Innovate UK and Innovate UK Business Connect.

I confirm that I meet the eligibility criteria for this grant

Please make sure you have checked the Competition Guidance Document for the eligibility requirements.

Project Team Contacts

Accelerated Knowledge Transfer (AKT)

You can download a copy of the Competition Guidance [here](#)

About the Knowledge Base

In this section, you will be asked to provide details about the Knowledge Base.

IFS Number

Knowledge Base Name

Please select your Knowledge Base Name from the drop-down list, if it is not listed, please select 'Other' to add a different Knowledge Base Name.

Knowledge Base Team

In this section, you will be asked to provide information about the Knowledge Base Supervisor and Associate/(s).

Knowledge Base Supervisor Name

Please provide the full name of the named supervisor employed by the Knowledge Base who will supervise the Associate for this project.

Email

Please provide a contact email for the Knowledge Base Supervisor.

Knowledge Base Project Delivery Team

In this section, you will be asked about the team who will be supporting the project.

The Project Delivery team may include, a Project Manager who will manage the project and a Finance Officer, or if you have a KB Office, additional contacts.

Please note that the Knowledge Base Project Manager/Administrator identified below will be the person who receives all communication after your application is submitted.

Knowledge Base Project Manager

Please provide the full name of the Knowledge Base key contact who will be responsible for receiving all notifications and communications regarding this project. This role will be the Project Delivery Contact for the project.

Email

Please provide the Email for the Knowledge Base key contact.

Secondary Project Delivery Contact Name (optional)

Please provide the full name of the Knowledge Base secondary contact who will be responsible for receiving all notifications and communications regarding this project.

Email (optional)

Please provide the Email for the Knowledge Base secondary contact.

Project Set-up

Please confirm the start date of your project. (DD/MM/YY)

This must be within 6 weeks of your Grant Offer Letter.

Associate Name

Please provide the full name of the Associate who will be working on the project.

Associate Job Title/Position

Please provide the Job Title or Position for the Associate working on the project.

Associate Email

Please provide the contact email for the Associate working on the project.

Contact Phone Number

Please provide either a Knowledge Base number that the Associate can be contacted on, or work mobile number.

If a second Associate is required for this project, please complete the sections below.

Second Associate name (optional)

Please provide the full name of the second Associate who will be working on the project.

Second Associate - Job Title/Position (optional)

Please provide the Job Title or Position for the second Associate working on the project.

Second Associate Email (optional)

Please provide the contact email for the second Associate working on the project.

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 Industrial Sector aligns to the Business Partner?

- Agriculture & Food
- Banking, Finance & Insurance
- Charity & Third Sector
- Creative & Cultural industries
- Digital and Technology
- Energy, Utilities & Net Zero
- Health & Life Sciences (Healthy Living)
- Infrastructure & Construction
- Manufacturing / Engineering
- Materials & Chemicals
- ...

Interim Project Report

AKT Interim Report

Innovate UK - Accelerated Knowledge Transfer (AKT) Interim Reporting applies to all Projects that are 3 months or longer in duration.

Your Interim Report is due be completed within the 8th week of your Project.

The Knowledge Base Project Delivery Contact should complete the Interim Report on behalf of the Project Team.

Please ensure that the Associate, Knowledge Base Supervisor and Business Partner agree to the status and information submitted in this report.

The Interim Forecast Spend must be completed in IFS PA.

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

Yes

Reports will not be accepted unless this box is checked.

Project Progress:

Please inform us about the progress of your project

Project Scope

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

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.

Project Deliverables

- 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

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.

Partnership Engagement

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

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.

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

Please provide comments below to elaborate on your selected response. (optional)

If you would like to follow-up on next steps for your project, please contact the Knowledge Transfer Advisor local to the Business Partner. If you are uncertain who this is, please contact the nominated Knowledge Transfer Advisor for your Knowledge Base.

Final Report

Final Report

Reflecting on the application submitted and the project that has been completed, please complete the following:

- AKT Final Report
- Upload Associate Final Presentation
- AKT Case Study

Your Final Finance Claim should be completed in IFS PA.

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.

Has the Business Partner collaborated with this Knowledge Base before?

Yes

No

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

Has the Knowledge Base team collaborated with a Business Partner before?

Yes

No

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

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

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

| |
|----------|
| |
| Agree |
| Disagree |

As a result of AKT, as a Knowledge Base team, we are more likely to collaborate with businesses

| |
|----------|
| |
| Agree |
| Disagree |

As a result of AKT, as a Business Partner, we are more likely to collaborate with a Knowledge Base.

| |
|----------|
| |
| Agree |
| Disagree |

Without AKT, we would not have advanced our innovation concept to the extent that we have.

| |
|----------|
| |
| Agree |
| Disagree |

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

50 words

| |
|--|
| |
|--|

Project Outcomes

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

Please provide comments below to elaborate on your selected response. (optional)

50 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

Disagree

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

50 words

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

Yes

No

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

3 words

Might any new jobs be created as a result of your AKT project in the future?

Yes

No

If you have answered Yes to this question, please insert the **number** in the box provided. (optional) 3 words

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

| | |
|-----|---|
| | ▼ |
| Yes | |
| No | |

If you have answered Yes to this question, please insert the **number** in the box provided. (optional) 3 words

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) 50 words

Next Steps

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. (optional) 50 words

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



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.

Follow-up Contact

If you would like to discuss the possibility of continuing your collaboration through KTP, please contact the Knowledge Transfer Advisor local to the host company. If you are uncertain who this is, please contact the nominated KTA for your institution.

Case Study

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.

<https://iuk-ktp.org.uk/accelerated-knowledge-transfer/>

Project Description

35 words

Please provide a short description to describe the project.

Explain the sector, innovations and focus of the project.

Project Objectives

200 words

Please provide an overview of the aim and objectives of the project.

Explain the key objectives of the project, what did the project set out to achieve?

Project Overview

250 words

Please provide an overview of the project.

Describe what the AKT partnership did to meet the objectives outlined in the project application.

Project Outcomes

400 words

Please explain what has happened as a result of the activities in which you engaged via your AKT?

Describe any outputs, short term outcomes, and anticipated future impacts that will likely happen as a result of this AKT project.

Contact Details

Please provide contact details that we can include in the Case Study for anyone wishing to find out more about the project.

Summarise the project using 3 words of your choice!

Business Partner Quote:

50 words

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

Declaration

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.

Business Partner Quote (optional)

Name and Job Title:

Please provide the name and the job title of the person who wrote the above quote for featuring your Case Study

In addition to your previous submission, are there any further outputs or outcomes you would like to share (optional) that have happened since the project finished?

Please provide any outputs / outcomes / statistics that can showcase the impact of the project for the business partner.

Is there anything further to add in regards to the knowledge transfer expertise and how this helped the (optional) project directly?

Please provide any knowledge exchange or expertise that has helped the project and the knowledge base.

Business Partner Logo

Please provide the business partner logo in **png** type only.



Please provide the business partner logo in png type only. PNG logos are the prefer type for Innovate UK Business Connect.