

Version: V6.9  
Date: 21/06/2024



# Innovate UK - Accelerated Knowledge Transfer

(AKT)

## FAQs

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

This document may be updated throughout the duration of the competition.

This FAQ document covers the following areas:

- Knowledge Base partner
- Business Partner
- Associate
- Pre-Award guidance
- Post-Award guidance
- General questions

Please refer to the FAQs within this document when considering scenarios for your project.

**Please note that Business Partners cannot apply directly for an Innovate UK AKT award.**

**All applications must be led and submitted by a UK Knowledge Base.**

Please see the Competition Guidance and FAQs below for more information around eligibility.

Version: V6.9  
Date: 21/06/2024



## **KNOWLEDGE BASE PARTNER**

### **Which Knowledge Bases are eligible to apply for Innovate UK - AKT?**

Any Knowledge Base that is eligible to apply as a Knowledge Base for KTP is eligible to apply in this competition. You will find a list of Knowledge Bases already approved to participate in KTP here: <https://www.ukri.org/councils/innovate-uk/guidance-for-applicants/guidance-for-specific-funds/knowledge-transfer-partnership-guidance/find-your-local-knowledge-transfer-adviser/#contents-list>

If you are not already approved as a Knowledge Base to participate in KTP, you will still be eligible to apply for an Innovate UK AKT award. You should be a UK registered [higher education](#) (HE) or [further education](#) (FE) institution, [Research Technology Organisation \(RTO\)](#) or [Catapult](#). Please follow the links for further information.

### **What cost model should be used by the Knowledge Base in applying for an Innovate UK - AKT grant?**

Knowledge Bases should follow the [KTP cost model](#) for Associates, Knowledge Base Supervisors and Additional Associate Support costs. Note however the 90% grant rate for this competition. Where the Knowledge Base institution uses FEC, they will be required to attach an up to date FEC letter with their application. This must be valid on the date of competition Funders Panel.

Please carefully review the Innovate UK – AKT Costing Guidance document, which will be posted [here](#), in advance of the competition opening. Please ensure that you refer to the correct round of competition as each round may have a specific differences in rule.

### **Can a Knowledge Base apply for more than one Innovate UK - AKT grant?**

Yes, within reason. However, applicants should explain how they will be able to effectively deliver multiple projects. Should we receive a higher volume of applications than capacity, we may take the number of applications from each knowledge base into consideration.

### **Can one Knowledge Base Supervisor be present in two applications?**

Yes, however, this will be a matter for the Knowledge Base institution. NB. Involvement of a single Knowledge Base Supervisor in 2 Innovate UK AKT projects would require a minimum of 0.5 days per week (i.e., 0.25 days per project per week).

### **Can the Knowledge Base Supervisor be allocated more time to the project?**

Academic supervision will typically be delivered at 0.5 days per week, with a minimum of 0.25 days per week. Any additional supervision time will need to be justified in the

Version: V6.9

Date: 21/06/2024



the application and should represent the best means of delivering the project.

**Can the Knowledge Base cost in more than One Academic Supervisor?**

Typically, it is expected that only 1 academic will be supported via the grant.

**What criteria is there for the Supervisor? Do they have to be an academic?**

The Knowledge Base should be content that the Academic Supervisor has the requisite knowledge, experience, and capability to supervise the project. They need not necessarily be academic staff but must be employed by the knowledge base.

Version: V6.9  
Date: 21/06/2024



## **BUSINESS PARTNER**

### **What Business Partner organisations are eligible to partner in an Innovate UK - AKT project?**

Please see the Call Guidance documentation where eligibility is defined. Note that there are no upper limit restrictions on the size of the Business Partner.

### **What exactly do you mean by Business Partner?**

We use the term 'Business Partner' for businesses, charities or charitable businesses. They must be registered in the UK. Please see the Competition Guidance Document for further guidance.

### **Can a Business Partner be involved in more than one Innovate UK - AKT project?**

Yes, within reason, however, applicants should explain how they will be able to effectively deliver multiple projects.

### **If the Business Partner was supported through a project in last year's pilot, are they eligible to apply again?**

Yes, this is a stand-alone competition, so long as this is a new project, they will be eligible to apply.

### **Can Business Partners with an existing live KTP apply?**

Yes - however the Innovate UK - AKT team will need to be convinced that the company has the capacity to support any additional activity to the KTP project.

### **What financial contribution is made by the Business Partner?**

The Business Partner must commit to a minimum 10% contribution to the total project costs, which must be in cash. Additionally, they must provide resources to cover their own costs and any additional project costs over £35,000. The Knowledge Base is responsible for recovering the 10% contribution and any other costs from the business partner.

There are no exceptions for third-sector organisations.

### **Can a business use a grant acquired from elsewhere as their match contribution?**

No. Public money cannot be used to match Innovate UK - AKT funding.

### **What other contribution is the business partner expected to make?**

The business should dedicate its own staff and necessary resources to facilitate the Innovate UK AKT project and work in partnership with the Knowledge Base institution and the Associate. The exact nature of this will need to be discussed and agreed by the project

Version: V6.9

Date: 21/06/2024



partners before the application is submitted. The Innovate UK - AKT grant does not support any costs incurred by the company during delivery of the project.

**Is there any flexibility around the requirement for the Business Partner to have 4 FTE's?**

We believe that a Business Partner with 4FTE's will be better able to contribute and support the project.

**Regarding 4 FTE's, what if the business has contracted workers working full-time on the business, not actually employees?**

The Business Partner must have a minimum of 4 FTEs in its employment.

**Can start-ups use the funding to explore an opportunity before looking into a full project?**

Yes, so long as they meet the eligibility requirements outlined in this document and the Competition Guidance.

**Can 2 SMEs apply jointly for the project?**

No. Innovate UK - AKT is restricted to one Knowledge Base working with one Business Partner.

**Can UK based Charities apply where the impact will be delivered overseas?**

Impact must be delivered within the UK.

Version: V6.9  
Date: 21/06/2024



## **ASSOCIATE**

### **Can the Associate be part-time if the project runs for longer than 4-months?**

The Associate can be part-time BUT projects cannot run longer than 4-months. Additionally, up to two Associates can work on the project, up to a maximum of 1 FTE in total.

### **Does the Associate have to spend time at the Business Partner's premises?**

It is expected that the project team (all partners, as defined in the application form) will meet at least every two weeks. Ideally, these meetings should occur at both the Knowledge Base institution and the Business Partner premises, but they can also take place remotely. Spending some time at the Business Partner premises is desirable, but not mandatory.

### **Do you have to name the Associate on the application?**

This is not a requirement with this competition. The associate profile should be outlined in the application, but it is not essential that they are named. Associates must be employed by the Knowledge Base and be suitably skilled to deliver the project. All of the partners must be content with the associate(s) delivering the project. Note that the associate(s) should be available to start project delivery within 6-weeks from the date of issue of the GoL.

### **Does the Associate have to be based in the UK?**

The Associate will need to be in the UK and will be employed by the Knowledge Base Partner.

### **Can we build in Visa costs for the Associate?**

Visa costs are not an eligible cost in this competition. It is unlikely that a visa would be obtained for a short project such as this, nor that it could be obtained quickly enough to enable a project to start within 6-weeks from the Grant Offer letter issue.

### **Can the Associate already work for the business?**

An Associate from the business would be ineligible as the Business Partner must cover their own costs. Associates cannot be seconded from the Business Partner to the Knowledge Base partner.

### **Can a KTP Associate who is already working for the Business Partner be the Associate on an Innovate UK - AKT project?**

The KTP Associate role is a full-time position so they cannot participate in a KTP project and an Innovate UK - AKT project at the same time. However, if an Innovate UK - AKT project starts as the KTP contract comes to an end then the KTP Associate could potentially segway directly into an Innovate UK - AKT project, provided the Knowledge Base HR processes allow for this.

Version: V6.9  
Date: 21/06/2024



**Can an Innovate UK - AKT Associate become a KTP Associate?**

Not directly, but a successful AKT Associate would be welcome to apply for any relevant KTP Associate role. Knowledge Bases are reminded that a demonstrably open and fair recruitment process is required under the terms of a KTP grant.

**Are there any eligibility criteria for the Associate?**

The Associate must be employed by the Knowledge Base on a temporary or permanent basis during the lifetime of the project. The Associate must be appropriately skilled to deliver the project. The minimum requirement is a Level 5 qualification (or equivalent qualification) or relevant significant experience. Recent graduates, master's students, PhD candidates, post docs, lab technicians, research assistants and early career researchers are all potential Innovate UK - AKT Associates.

**Can someone who has already been an Innovate UK – AKT Associate do so again, i.e., if they were employed on a project during last year's pilot?**

Yes, this is fine.

**Can we use a student to deliver part of the Innovate UK – AKT role?**

Yes, provided there is a mechanism for them to be employed/paid by the Knowledge Base and they can be recruited within the Knowledge Base's HR processes.

**Can the company find the Associate or does this need to be the Knowledge Base?**

The Associate must be employed by the Knowledge Base partner. It is expected that applicants will be interviewed by the knowledge base and the business, who must both agree to the appointment of the selected candidate.

**Could an academic act as an Associate?**

Yes, as long as the available grant (maximum of £35,000) will 'buy' enough time for the academic to deliver the project. Note that the Associate and the Supervisor cannot be the same person.

**Could an Associate be home-based or in a hybrid work arrangement?**

Yes, however, this should be made to be clear in the application and, in particular, the provisions for maintaining good communication between the project team must be described.

**Round 2 PRE-AWARD GUIDANCE**

**Will the applications be made through IFS?**

Applications will be made through a separate application system managed by Innovate UK KTN. This will be the same system used to deliver the pilot competition in 2022.

Version: V6.9

Date: 21/06/2024



**Is there guidance and advice on project costing?**

Please carefully review the Innovate UK – AKT Costing Guidance document, which will be posted [here](#), in advance of the competition opening.

**Do we need an IP agreement?**

It is not anticipated that IP will be generated within an Innovate UK - AKT project, however, if either party wishes to put an IP agreement in place, it should be in place before the application is submitted.

**Is there a document similar to a Joint Commitment Statement for AKT?**

A separate JCS is not required for Innovate UK – AKT applications. However, in submitting applications, applicants will be required to work together as a partnership and to deliver on the commitments made in the application around partnership working.

**How will applications be assessed?**

Please review the competition briefing session for more information around how applications will be assessed. The recording is available on the competition site.

**How quickly will we be notified if our application is successful?**

We anticipate issuing Grant Offer Letters in the first week of February 2024 or sooner.

**Can we build in costs for equipment hire?**

The hiring of equipment is allowable under the consumables budget.

**Are international Travel Costs Eligible?**

International travel costs are not eligible.

**Software is not an eligible cost, how about cloud services?**

Cloud services are not an eligible cost.



Version: V6.9  
Date: 21/06/2024



## **Round 2 POST-AWARD GUIDANCE**

### **Once we receive the Grant Offer Letter (GOL) how soon must the project start?**

The project should start as soon as is practicable and must start within 6-weeks from the receipt of the grant offer letter.

### **Will there be an opportunity to request variations or project changes?**

There will be no opportunity to request variations, revisions or project change requests in this competition. Please see the FAQs below that deal with common scenarios that might give rise to change requests and the guidance for how to deal with these situations.

### **What happens if we can't start within 6-weeks of receiving the Grant Offer Letter?**

Your funding will be withdrawn.

### **Can we substitute an Associate during the project?**

The expectation is that the Associate will deliver the entirety of the project. If an associate is no longer available to deliver the entirety of the project, the project partners must select an alternative associate(s) that they are agreed upon. If an agreed suitable substitute cannot be found, the project will be terminated. Projects will neither be extended nor paused.

### **Do we need to provide Innovate UK KTN with the names of the associates working on the project?**

On or before the first day of your project, you will be required to submit the associate(s) names and the project start date on the Innovate UK - AKT competition portal (where your application was submitted).

If one or more associates is no longer available to complete the project, you should return to the AKT competition portal and enter the dates that they left the project.

If an associate is replaced, the name of the agreed replacement associates should be added to the competition portal, along with their start and expected end date working on the project. You will be required to confirm that the Business Partner is content with the choice of Associate(s).

### **How will projects be monitored?**

Requirements around project monitoring will be clarified in the Grant Offer Letter, however, we anticipate a mid-point and final project review will be required. Mid-point reporting will be limited to projects that are 3-months or more in duration.

Version: V6.9

Date: 21/06/2024



**Can we request that the project is paused and or extended for any reason, for example, to allow an associate to be replaced?**

Projects will neither be extended nor paused.

When you confirm the start date of your project, an additional 2 weeks 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 and must not be costed within the project budgets.

Projects will be required to notify [akt@iuk.ktn-uk.org](mailto:akt@iuk.ktn-uk.org), if they intend to use this contingency.

**How will Claims be paid?**

Claims must be submitted within 60-days of the end of the project, no invoice should be sent at this point. Claims must be accompanied by a final report, case study and a presentation as set out in the GoL.

Innovate UK KTN will process these and issue a Purchase Order within 30-days. Invoices should be raised by Knowledge Bases within 30 days of the issue of their PO.

All invoices will be paid by Innovate UK KTN within 30-days (however we expect to pay much sooner).

Innovate UK KTN will endeavour to issue POs and pay invoices much earlier than the 30-days indicated and we encourage partners to submit claims as soon as possible after the project has ended.

NB. The Knowledge Base Partner is expected to recover the Business Partner contribution. Invoices for payment should be raised by the Knowledge Base at a time agreed with the Business Partner and prior to the submission of the final claim.

Version: V6.9  
Date: 21/06/2024



### **Round 3 PRE-AWARD GUIDANCE**

#### **Will the applications be made through IFS?**

Yes, all applications must be submitted via IFS.

#### **Is there guidance and advice on project costing?**

Please carefully review the Innovate UK – AKT3 Costing Guidance document, which will be posted [here](#), in advance of the competition opening.

#### **Do we need an IP agreement?**

It is not anticipated that IP will be generated within an Innovate UK - AKT project, however, if either party wishes to put an IP agreement in place, it should be in place before the application is submitted.

#### **Is there a document similar to a Joint Commitment Statement for AKT?**

A separate JCS is not required for Innovate UK – AKT applications. However, in submitting applications, applicants will be required to work together as a partnership and to deliver on the commitments made in the application around partnership working.

#### **How will applications be assessed?**

Please review the competition briefing session for more information around how applications will be assessed. The recording is available on the competition site.

#### **How quickly will we be notified if our application is successful?**

We anticipate issuing Grant Offer Letters by the end of September 2024 or sooner.

#### **Can we build in costs for equipment hire?**

The hiring of equipment is allowable under the consumables budget.

#### **Are international Travel Costs Eligible?**

International travel costs are not eligible.

#### **Software is not an eligible cost, how about cloud services?**

Cloud services are not an eligible cost.

Version: V6.9  
Date: 21/06/2024



### **Round 3 POST-AWARD GUIDANCE**

#### **Once we receive the Grant Offer Letter (GOL) how soon must the project start?**

The project should start as soon as is practicable and must start within 6-weeks from the receipt of the grant offer letter. Project set-up and GOLs will be managed by Innovate UK in IFS, in the same process as KTP.

#### **Will there be an opportunity to request variations or project changes?**

There will be no opportunity to request variations, revisions or project change requests in this competition. Please see the FAQs below that deal with common scenarios that might give rise to change requests and the guidance for how to deal with these situations.

#### **What happens if we can't start within 6-weeks of receiving the Grant Offer Letter?**

Your funding will be withdrawn.

#### **Can we substitute an Associate during the project?**

The expectation is that the Associate will deliver the entirety of the project. If an associate is no longer available to deliver the entirety of the project, the project partners must select an alternative associate(s) that they are agreed upon. If an agreed suitable substitute cannot be found, the project will be terminated. Projects will neither be extended nor paused.

#### **Do we need to provide Innovate UK with the names of the associates working on the project?**

On or before the first day of your project, you will be required to submit the associate(s) names and the project start date on the Innovate UK Business Connect - AKT competition portal (Good Grants).

If one or more associates is no longer available to complete the project, you should return to the on the Innovate UK Business Connect - AKT competition portal (Good Grants) and enter the dates that they left the project.

If an associate is replaced, the name of the agreed replacement associates should be added to the competition portal, along with their start and expected end date working on the project. You will be required to confirm that the Business Partner is content with the choice of Associate(s).

#### **How will projects be monitored?**

Requirements around project monitoring will be clarified in the Grant Offer Letter, however, we anticipate a mid-point and final project review will be required. Reporting will be undertaken on the Innovate UK Business Connect - AKT competition portal (Good Grants).

Version: V6.9  
Date: 21/06/2024



Mid-point reporting will be limited to projects that are 3-months or more (90 days) in duration.

**Can we request that the project is paused and or extended for any reason, for example, to allow an associate to be replaced?**

Projects will neither be extended nor paused.

When you confirm the start date of your project, an additional 2 weeks 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 and must not be costed within the project budgets.

Projects will be required to notify [akt@iuk.ktn-uk.org](mailto:akt@iuk.ktn-uk.org), if they intend to use this contingency.

**How will Claims be paid?**

Claims must be submitted within the GOL terms of the end of the project, following the Innovate UK claim process on IFS. Claims must be accompanied by a final report, case study and a presentation as set out in the GoL, on the Innovate UK Business Connect - AKT competition portal (Good Grants).

Innovate UK will process claims and Innovate UK Business Connect will process final reports.

NB. The Knowledge Base Partner is expected to recover the Business Partner contribution. Invoices for payment should be raised by the Knowledge Base at a time agreed with the Business Partner and prior to the submission of the final claim.

Version: V6.9  
Date: 21/06/2024



## **GENERAL QUESTIONS**

### **Is there more than 1 round? If so, what are the submission dates?**

At this stage, the June 2024 competition is a stand-alone competition. There are no plans for a further round. Any future competitions will be publicised through the normal channels.

### **What is the total value of the grant awarded?**

The maximum grant that will be awarded will be £35,000 irrespective of project length.

### **Will the local KTA support the application development?**

Applications should be submitted directly. KTAs will not support Innovate UK - AKT applications, and they are not required to review these pre-submission.

### **Are there any limits on the scope of an Innovate UK - AKT project?**

The project has to be innovative and have the potential to deliver value to the Partners. For commercial businesses, the benefits should major on commercial impact, but economic, societal, environmental and health/well-being, or a combination of these may also be described. For third sector organisations, the benefits can major on non-commercial impacts.

### **Who is responsible for recovering the Business Partner contribution?**

The Knowledge Base will be responsible for recovering the Business Partner contribution.

### **Can a project be paused part way through?**

Projects will neither be extended nor paused.

### **What are the expected outcomes of an Innovate UK - AKT project?**

At the end of the project as a minimum we expect:

- A short report outlining the project activities and outcomes.
- PowerPoint presentation given by the associate to the business summarising the reports content.
- Case study for publication.

### **Will final report templates be available pre-project so the project team can work towards completion from an early stage?**

Successful applicants will be given guidance regarding the content of final reports.

### **What Technology Readiness (TRL) level is this competition aimed at?**

Innovate UK - AKT is about evaluating an innovation project or concept for the Business Partner, so TRL levels are not directly applicable. projects will ideally exploit existing

Version: V6.9  
Date: 21/06/2024



knowledge within the Knowledge Base, so should not be used where the likely outcomes for the project are solely research-based.

**What happens if the idea behind the project turns out to be a bad idea?**

'Failing Fast' is a successful outcome for these projects. The value of such outcomes should be discussed in the final report.

**Are Business Schools eligible to apply as the Knowledge Base Partner?**

Yes - there are no restrictions on the eligibility of academic discipline accessed through this scheme.

**What is the maximum associate salary that can be claimed?**

There is no limit to associate salary as such. The maximum grant that can be awarded is £35,000 and the money should be allocated to provide sufficient support to deliver what is outlined in the application.

If you are not able to resolve your question, please submit your enquiry to [akt@iuk.ktn-uk.org](mailto:akt@iuk.ktn-uk.org).

Please read the Competition Guidance and Costing Guidance Documents thoroughly and review the Competition Webinar before emailing us with your query.

All competition details, guidance, and webinar can be found on <https://www.ktp-uk.org/accelerated-knowledge-transfer/>