

Innovate UK - Accelerated Knowledge Transfer (AKT)

Grant administration FAQ

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 will cover FAQs about:

- Project set-up
- Managing your project
- 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.

Question	Answer
Successful companies have been asking for their assessment score. When will these be shared?	live answered
Hi, the GOL has been sent but has not been signed by Innovate (I think it was signed by Innovate last time) When we upload our signed GOL - will we get a signed copy back / be able to access a signed GOL by both parties for our records?	The GOL has been sent by IUK KTN not IUK. IUK KTN processes are different. Once returned, IUK KTN will sign and return by us within a week of you sending us your signed GoL
Can we have an explanation for why a 6 week window was decided upon please? Between contracting, recruitment and project setup this is extremely challenging for universities to deliver.	The 6 week window is fixed and was made clear during the application process. In the 1st pilot it was 4 weeks and was extended to accommodate the required tasks.
Is the Project Delivery Contact the same person as the person named for the Knowledge Base Project Manager/Administrator on the submitted application? Will the secondary Project Delivery contact also receive the same notifications?	live answered
Is there a way to add administrators to Good Grants ourselves?	live answered
Just wanted to agree with the question about the 6-week period - would say 12 weeks would be a realistic minimum.	The 6 week period was made very clear at the point of application. If you are unable to start your project within this time frame, your funding will be withdrawn.
If we don't have an Associated by the "must" start (25th March) can we use the extra 14 days at that point so the starting date can be delayed?	The must start date is fixed. If you have not recruited by this date project funding will be withdrawn. The 14 days should not be used unless you encounter problems in the delivery of the project such as associate illness.

<p>We've allocated budget for an associate position for 4 months at 0.9 FTE. We're considering dividing this by extending a PDRA's contract by a month (distributed across the project's 4-month duration) and hiring another part-time associate for the remaining time and costs. Is this okay?</p>	<p>Please contact the AKT team directly with this question.</p>
<p>Can multiple people have access to the same Good Grants Account? Or is this only for the main academic who submitted the grant?</p>	<p>No. The person registered will manage the account that has been used to submit the application. If you wish to change that individual, please a request to the AKT inbox so we can action that change for you. Notifications will be sent to the project team details submitted on the application. If these details change, please let us know so we can activate the relevant Action Flow to make those changes.</p>
<p>Can info be uploaded to Good Grants by anyone other than the person who submitted the application?</p>	<p>If you need to change the details of GG manager at your end, please email AKT so we can action that change. The project team details will receive notifications from GG when steps are required to take place. But again, please notify us of any changes so we can update the details on the platform.</p>
<p>what would be the earliest start if the latest is the 25th of march?</p>	<p>the date that the knowledge base signs schedule 1</p>
<p>Are there any specific requirements on the interim report?</p>	<p>live answered</p>
<p>When will this 'Task' tab in good grants be available for us to provide the information please? It is not showing on our account yet.</p>	<p>Please email us with your project details so we can look into this for you asap.</p>
<p>Can you let us know if there are any anticipated delays if we intend for a project start date on or very close to the 25 March? For example, do we need to be concerned about processing</p>	<p>live answered</p>

<p>times on the system (or does your team need to do any manual work)?</p> <p>Does the 14-day contingency cover any issues with a start that was envisioned on the 25th, but for whatever reason it could not start?</p>	
<p>Can you let us know if there are any anticipated delays if we intend for a project start date on or very close to the 25 March? For example, do we need to be concerned about processing times on the system (or does your team need to do any manual work)?</p> <p>Does the 14-day contingency cover any issues with a start that was envisioned on the 25th, but for whatever reason it could not start?</p>	<p>Your project must start by 25 March. The 14 day contingency is for issues arising once the project has commenced</p>
<p>The New supplier form is for the business to fill with their details?</p>	<p>The New Supplier Form is for the Knowledge Base Applicant to complete.</p>
<p>Please confirm that the associates can already be employed within the knowledge base and don't need to be a new recruit? thanks</p>	<p>live answered</p>
<p>Agreed with the 6-week window challenges - is it possible to use Unitemps where it is wholly owned by the University?</p>	<p>live answered</p>
<p>I have a query about the GoL, who is the best person/team to contact ease?</p>	<p>live answered</p>
<p>Can we please have a link to Good Grants?</p>	<p>https://grantplatform.ktp-uk.org/entry/entrant</p>
<p>can we be told our individual score - just a matter of interest?</p>	<p>live answered</p>
<p>Can an academic named on a project be allowed to continue on that project if they change institution?</p>	<p>live answered</p>
<p>If associate cannot be in place can the base supervisor step in to complete the project and deliver it?</p>	<p>No, that is not allowed</p>
<p>If we have an unscored application but cannot identify the error ourselves, can we send you a request?</p>	<p>We do not have capacity to provide individualised feedback</p>

who is responsible to submit the signed grant offer? the university or the knowledge based supervisor?	live answered
Can the project start on 25th March please?	live answered
Can the project start on 25th March please?	Up until 23:59hs on 25th March 2024.
if any projects don't start will they reassign the funds to other high scoring projects	live answered
We have named associate on the application; however, they are unable to work on the project now. Is it possible to change these two associates for 0.5 FTE at this stage?	live answered
Is the Associated recruited and hired by the Academic or Business Partner? Does the employment process which usually takes some time have to be completed by 25 March?	the associate is employed by the knowledge base. You have 6 weeks from the date of the GOL to start the project, including recruitment.
Who needs to sign grant offer letter please? The Uni only? Or the company too?	live answered
Does the university pay all of the costs budgeted and claim the 10% back via invoice to the partner organisation?	live answered
What if the academic leaving the University to another University in the middle of the project? Can we transfer the academic cost to the new university?	live answered
if we need to inform you the change of the research associate, how do we do? by email?	All requests and updates in changes as covered in the Common FAQs, please notify to the AKT email
Should a business partner onboard University as a supplier or will invoicing be done between Innovate UK and a University?	The Knowledge Base is the applicant and they are responsible for managing the grant and submitting claims to Innovate UK KTN.
If the project asked for one associate but now has two associate to work within the allocated budget, is that fine?	live answered

<p>Apologies if I have missed this. Are we able to change the Supervisor? We have just received a resignation</p>	<p>Hi, yes, please send an email to AKT inbox with the request so we can raise an action on GG for you to update your records with the new supervisor details. You will be required to submit professional details and qualifications, and costs of the new supervisor to ensure this will not affect your project and grant. You will also need to confirm you can deliver the project within the relevant project period.</p>
<p>If a project is unable to start and funding is withdrawn, could that funding be offered to projects in the blue zone?</p>	<p>We have already accounted for some projects not drawing down all of their allocated funding, therefore this will not be an option.</p>
<p>In addition to our project meetings, are there PMG type meetings with an InnovateUK or KTN representative present? Thanks</p>	<p>There will be no monitoring meetings with Innovate UK or KTN Monitoring Officers.</p>
<p>What is the AKT inbox email address?</p>	<p>You will find this in the Competition Guidance available here: https://www.ktp-uk.org/accelerated-knowledge-transfer/</p>
<p>If any projects don't start, will they reassign the funds to other high scoring projects. Apologies if this has been answered - my page refreshed, and I cannot see any previous questions.</p>	<p>This has been answered in the Q&A.</p>
<p>6 weeks count down start from which date? is it 9th Feb?</p>	<p>From the date on your Grant Offer Letter</p>
<p>Do we need to maintain a record of anticipated spending before the end of March, and does this include associate salaries?</p>	<p>yes</p>
<p>We have received the GOL but not the assessment report with reviewers' comments. Can we request a copy of the latter? Thanks!</p>	<p>live answered</p>

Will there be another round of AKT2I?	There may be thematic competitions later this year
If we feel there is a follow on project that is highly relevant and related, how would we flag that as worthy of exploration?	We will ask you to capture next steps as part of your final report. You should explore options for support with the relevant parties, for example for KTP, please speak with your nominated KTA.
We already have KTPs, do we still need to upload a new supplier form	live answered
When you say the details have to be entered into Good Grants by 25th March, does that include 25th March itself? What time of day is the cut-off? This is important for projects that are due to start right on 25th March.	live answered
You said the presentation slides will be made available later. Can you specify when and how to access them? In particular, I would like to share them with collaborators. Will it be possible today?	live answered
Is there a timeline for lifting the publicity embargo?	live answered
Could we be sent a copy of the interim and final reports, so that we can ensure that we are gathering the necessary information as we monitor the projects internally. Thanks	Mid-point reporting will be limited to projects that are 3-months or more in duration. Final reports will be required together with a case study. These will be submitted with final claims. We will share formats in due course.
Do we need to formally request a change of associate, or is it sufficient to fill out the necessary information for the new associate in the provided form?	live answered
Is there a format for progress/final report?	This will be provided in due course.
Apologies if you mentioned this already, but what progress report process is in place? timings? documentation? and is this done at the same time as submitting a claim?	Mid-point reporting will be limited to projects that are 3-months or more in duration. Final reports will be required

	together with a case study. These will be submitted with final claims.
Sorry regarding the supplier form, it requires company or university details? sorry it says company name in the form, thanks	The New Supplier Form is for the Knowledge Base Partner to complete.
Are we going receive an indication of the number of AKTs individual universities received?	No, there are no plans for this
When will the themes for next AKT round be announced?	When we have confirmed funding
Does the knowledge base partner already have a link to the Good Grants portal?	When we have confirmed the funding.
Will there be an audit after final claim like there was in the first round?	yes
When is the Good Grants 'dashboard' going live? I can't see it right now	live answered
How do we access Good Grants?	live answered
Will all projects be audited or a selection of projects?	live answered
If there are any technical issues with the portal itself, who is best to contact for this?	All AKT queries should be sent to akt@iuk.ktn-uk.org
Apologies - I missed some of the detail around the New Supplier Form. If we completed this previously, for the pilot, will we need to do this again?	Yes, please. Details might have changed from last year and we want to prevent any potential errors. Thank you.
To clarify, we were asked to include a KB Project manager and a KB finance contact on the application. Which of these will have the ability to submit the PO & Invoice on good grants. Many thanks	This will be confirmed in due course, the Project Manager will be issued all tasks in first instance, if left incomplete, a notification may be sent to other contacts in the Project Team
Can the academic time/cost transfer to the new University if the acadeimc moves while other cost stays in the original University?	live answered

Do we need to provide the start date when we submit Schedule 1 or that will be done through the Tasks please?	live answered
can the associates already be employed and working in the knowledge base?	live answered
What is the final reporting requirement?	This will be shared in due course. In the meantime, please review the Competition Guidance and the FAQs.
1 of our applications received 80.47% but we've received an unsuccessful notification. Is there any way of finding out why that might be?	Please review your application against the list of reasons why projects were withdrawn. We are not able to respond to individual queries of this nature.
In some unsuccessful projects that were knocked-out due to an error, they were given a list of possible errors only. Will they be receiving more information as to which exactly was the reason (from that list)?	You should look at the criteria listed and see which one applies to your project. Answered live.
Should we have already received a link to Good Grants? I did not receive it.	https://grantplatform.ktp-uk.org/entry/entrant
How to make the change in Action Tasks?	live answered
All project Partners must observe any publicity embargo on successful projects until they receive notification from Innovate UK that this has been lifted	live answered
When will we be able to see a recording of this - so that we can relisten and find out the answers to the questions that have been "answered live"	yes, the recording will be shared
Will both the knowledge base and the industrial partner have login to Good Grants or will it be the knowledge base only?	live answered
For successful applications, do we get the scoring as well. Sorry if it has answered already or if it should be the business development manger who receives it or the base supervisor?	live answered

<p>Apologies. I had a lecture, hence, missed first 30 minutes of this session. If you could share the recording would be very useful catch from it. thank you!</p>	<p>Hi, thank you for joining. The recording and slides will be made available soon.</p>
<p>Is it also ok for the partner company to publicise the successful AKT application?</p>	<p>live answered</p>
<p>I don't know if this has been asked already but if we were part of the pilot programme last year and therefore completed the supplier form last year, do you still want us to complete the new supplier form?</p>	<p>Yes please. Complete it again to ensure details are up to date. Thank you.</p>
<p>please can you repeat the email address for any enquiries regarding setup process...</p>	<p>akt@iuk.ktn-uk.org</p>
<p>can I access new supplier form before submitted GOL as this is sitting in uni sign off and want to ensure enough time to complete new supplier form</p>	<p>This template is available on https://www.ktp-uk.org/accelerated-knowledge-transfer/</p>