



Innovate UK - Accelerated Knowledge Transfer 4

(AKT4)

Grant administration guidance

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

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 Round 4.

This document will cover:

- Post-Award systems
- Project set-up
- Project Monitoring
- Project Changes
- Project Reporting
- Finance Claims
- Appendices

If you have any queries relating to AKT Grant, please don't hesitate to get in touch, using the AKT email, akt@iukbc.org.uk.

Please quote **“AKT”** and the **Project Number** on all correspondence.



Prost-Award Systems

AKT4 is an Innovate UK Grant, supported by Innovate UK Business Connect. AKT4 will be managed post-award in both IFS PA and the Business Connect Platform, Good Grants.

Platforms and their uses

- IFS PA is supported Innovate UK
- Good Grants is supported by the AKT Competition Team at Innovate UK Business Connect

All post-award communication, including changes to projects or the project team must be communicated with the Business Connect AKT Competition Team who can be contacted by email akt@iukbc.org.uk

If an issue relates to the visibility in IFS PA, get in touch with the AKT Competition Team in the first instance, who will liaise with Innovate UK and escalate issues, as required.

IFS PA

Projects on the IFS PA are only visible to designated Project Managers and Finance Contacts with either personal or team email addresses.

- Finance Claims
 - You will be required to complete a final financial claim at the end of your project.

You may receive notifications automatically from IFS PA, providing instructions that are generic to KTP. As these are automated through IFS PA, in many cases, we are not able to amend or have foresight of the comms, and therefore, the following guidance on claims and reporting should be followed. Any previous versions of this type of content received via email in relation to AKT4, but providing KTP guidance, can be disregarded. Please make sure to always refer to specific guidance.

On IFS PA please follow the steps below for access to the system:

If you have not validated your account in time, or missed the invitation, as the link is only valid for 48 hours, go to <https://apply-for-innovation-funding.service.gov.uk/registration/resend-email-verification> to request a new verification email. You will then need to reset/create your password. Please check that the automated email is not in your Spam/Junk folder

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If you go to <https://apply-for-innovation-funding.service.gov.uk> then click the drop down “Need help signing in or creating an account”, you will be able to reset your password. Please check that the automated email is not in your Spam/Junk folder

If you can see your Applications, but not your Projects, ensure you have clicked the Dashboard link under the black Innovation Funding Service banner

This link will bypass the Dashboard <https://acc.apply-for-innovation-funding.service.gov.uk> and should take you directly to your Projects

If you have difficulties accessing the system in general, our Technical Team have some suggestions which I hope you will find useful:

- Sign out of IFS / IFS PA
- Clear your cookies / cache / history - as this may be taking you to your old link
- Free-type the apply-for-innovation-funding.service.gov.uk address into a new window / browser

You may find that the Project is not visible straight away in the Open section of your dashboard; but can be seen in the Upcoming section. This may be because the page requires a system refresh (which usually happens overnight).

If you are still unable to view your Project after 48 hours, please get in touch with Innovate UK Support, so that they can investigate this. In the interim, please could you ensure that you have reviewed all the bulleted steps above.



Good Grants

Only the designated Knowledge Base Project Manager will receive all tasks that need to be completed in Good Grants.

- Confirming your Project Start – you must provide the actual date the project started, this date must be the first day that the Associate starts working on the project.
 - Confirm your Associates details – you must provide the name and contact details of the Associate/(s) working on the project.
 - Confirm the project details and any changes
- Interim progress – you will be required to complete an interim progress report between the 6th and 8th week of your project. This will provide an update on if your project is on track and anticipated next steps.
- Final Report, Case Study and Presentation – within 2 calendar months from the last date that an Associate is deemed to be employed / the Partnership ending, you must complete a final report, project case study and upload the Associate presentation.

On Good Grants please follow the steps below for access to the system:

You will receive a notification from Good Grants with a link to review your project set-up tasks. If you do not receive this email, email Akt@iukbc.org.uk. You may need to reset/create your password. Please check that the automated email is not in your Spam/Junk folder

This link will bypass the Dashboard <https://grantplatform.ktp-uk.org/entry/review> and should take you directly to your Action Tasks

If you cannot see your Action Tasks on the dashboard, ensure you have clicked the Action Tasks link on the left hand of the webpage.

If you are still unable to view your Action Tasks after, please email Akt@iukbc.org.uk so that we can investigate this. In the interim, please could you ensure that you have reviewed all the bulleted steps above.



Project set-up

Actions will be issued to the **Knowledge Base Project Manager** identified in your application. Please ensure that the contact information for your Knowledge Base Project Manager is kept up to date. If you need to update the Project Manage details, email akt@iukbc.org.uk

Receiving and accepting your Grant Offer via IFS PA

The Knowledge Base Project Manager Contact will receive the successful notification to access the IFS PA system 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.

Return your signed Schedule 1 to accept the grant within 1 calendar month.

Completing your Project Set-up on Good Grants

The person designated as the Project Manager will receive a notification for the Project Set-up task. This notification will be sent directly from the Good Grants platform.

When you know the exact start date, complete the following tasks:

- Details of AKT Associate
- Confirmation of team details
- Acknowledge change requirements and notify us about any changes

The project start date must not be before the date of the returned signed Schedule 1, and the project must start no later than 6 weeks after the grant offer letter has been issued.

Once you have completed this, the information provided will be reviewed, and the reporting dates and project end date will be calculated.

We will write to you to confirm your new project end date. **You will not be able to incur any costs that are relative beyond this date.**



Project Changes

Changes are not a frequent feature of AKT, however, there may be things that impact the project and require a change request. Below outlines the common change requests we receive that are allowed or not. You must also refer to the terms and conditions within your grant offer letter and familiarise yourself with any clauses not covered below.

Changes that require review and approval

The following changes are permitted but require a formal notification to and approval from the AKT Competition Team:

- Changes to budget allocations for Travel, Subsistence, Consumables and Estates
- Changes to associate
- Changes to supervisor
- Changes to FTE (Full-Time Equivalent) of associates within the rule (i.e. 2 x 0.5FTE to 1 x 1FTE)
- Changes to project scope, objectives, outputs, or impacts
- Pausing or rescheduling project milestones or delivery dates
- Changes related to Intellectual Property (IP) ownership or management
- Any novel or contentious changes that significantly alter the project's original intent

All changes that require notification and/or approval once the project has started must be communicated via email to the AKT Competition Team using the AKT email, akt@iukbc.org.uk. please ensure that you provide a clear justification and description of the change, quoting the project number.

Changes that are Not Allowed

The following changes are prohibited and will result in the termination of your contract with Innovate UK Business Connect. If any of these occur, you must inform the AKT Competition Team immediately.

- Exceeding or reducing the approved FTEs for associates
- Changing or replacing business partners
- Any change that violates the terms of the original application or funding agreement
- Any change that introduces risk or repercussions for Innovate UK or project partners
- Changes to the project duration

If a project is irrecoverable to continue and must finish early, please contact the AKT Competition Team at the earliest opportunity that the project is at risk to access additional support, or explore options for closing the project.



Project Reporting

Aligned with Innovate UK requirements for project monitoring, there are two key reporting stages of monitoring and reporting.

During the life of the project, light touch monitoring is undertaken with a midpoint virtual check in. The purpose of this is to measure progress, monitor risks and issues, and, where needed, provide further support to projects. At the end of the project, partnerships will have the opportunity to share how the AKT project has supported the innovation project and recognise outputs and outcomes.

All reporting notifications will be issued to the Project Manager after confirmation of project start, please email akt@iukbc.org.uk if there is a change to the Project Manager.

Interim Reporting

Projects are required to provide an update on whether your project is on track and anticipated next steps, as the midpoint review date may differ across projects; the window for this is open between the 6th and 8th week of the project. The latest date for submission will be confirmed at project start. This will p

Interim Reporting is completed in Good Grants, and a notification will be issued to the Project Manager after the project has started, it and must be completed no later than the end of the 8th week of the project.

Final reporting

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:

- Final Report
- Case study
- Associate Presentation

Final Reporting is completed in Good Grants, and a notification will be issued to the Project Manager after the project has started and must be completed no later than 60 days from the last date that an Associate is deemed to be employed / the Partnership ending.



Finance Claim

Aligned with Innovate UK requirements for project finance claims, a finance claim for the project can be submitted after the three-month period has been completed.

Finance Claims will be able to be submitted via IFS PA by the Finance Contact outlined in the application, please email akt@iukbc.org.uk if there is a change to the Finance Contact.

When the finance claim is due

You will notice that the start and end dates of your Project on IFS PA are the first and last days of the month. This is in order to facilitate quarterly claim periods. Therefore, when an Associate employment commences on or prior to 15th of a month, the start of the Project will be the 1st of that month; when the employment commences on or from 16th onwards of a month, the start of the Project will be the 1st of the following month. The end date will automatically populate according to the duration (in months) of the Partnership.

The project start confirmation letter you receive from the AKT Competition Team will confirm key dates for reporting and claims. These dates are the dates that you must adhere to for reporting and claims.

Preparing your claim

AKT finance claims completed in line with the eligibility of costs outlined in the AKT4 Cost Guidance must:

- Include an AKT Finance Transaction List Form
- Be reviewed and approved by the AKT Monitoring officer
- Include evidence of virtual approval
- Include by a signed Schedule 3

Virtual Approval

All projects are required to attend a Claim Review Meeting with the Monitoring Officer with 30 days of the project end date, to review and manage any claim queries and provide time for collating all claim documentation within the claim deadline.

If there are any queries with your claim raised at the Claim Review Meeting, you may be required to provide further information or supporting evidence, to allow for the eligibility of items be determined.



After the Claim Review Meeting has been completed and approved, the AKT Monitoring Officer will provide you with Virtual Approval.

The Virtual Approval, endorsing the expenditure for a single claim period, should also be dated within claim time frame and, when attached, should clearly show:

- date of the Approval
- title of the Project / Business Partner name
- Project number
- period the email relates to (i.e. 'Q1' and / or 'Oct-Jan 25')

Schedule 3

The template for Schedule 3 located within your Grant Offer Letter, must be completed in line with the following requirements:

- Be printed on the Letterhead of the Knowledge Base Partner
- The Project Number should be annotated on the document, along with the Business Partners' legal name – as per the Template provided
- The period needed in para b. is the start of the Associates' engagement on the Partnership to the last date of their employment
- The amounts outlined within the schedule must be those that are eligible for the grant
- The Schedule 3 must be signed by the Finance Director or an alternative with senior financial responsibility at the Knowledge Base Partner, as stated in the Terms of the Offer Letter
- The document signature should be dated within the 2 calendar months from the last date that an Associate is deemed to be employed / of the Finisher completing / the Partnership ending

Submitting your claim on IFS PA

AKT finance claims, regardless of value must be submitted within 60 days from the last date that an Associate is deemed to be employed / of the Finisher completing / the Partnership ending.

Claims must be submitted with the following:

- AKT Finance Transaction List Form
- Evidence of virtual approval
- Signed Schedule 3



Claim Approval and payment

Your claim will be Queried (rejected) if the Schedule 3, AKT4 Transaction List form, and evidence of virtual approval are not present.

A claim will not be processed for payment if it has been submitted late, in accordance with the terms and conditions of the grant offer.

As you start your Partnership, it is essential that we have as clear a picture as possible of how much you expect to spend and when you will spend it. If your claim shows a variance against the forecast on IFS PA of more than 5%, then this discrepancy will be investigated and will lead invariably to a delay in processing the expenditure.

You must keep evidence of project spend such as receipts, invoices and timesheets in accordance with the terms and conditions of the grant offer, projects may be subject to audit.

Once your claim has been approved by the Innovate UK Post-Award Claims Team, Innovate UK will process the payment to the bank account registered on IFS during your project set up.

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Appendices

Further Information and Guidance

More information can be found at:

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

Finance Claim Documents – Templates will be issued via email to partnerships

Other Guidance and useful documents

- AKT4 Scope
- AKT4 Cost Guidance
- AKT4 FAQs
- AKT4 Briefing Webinar Recording
- AKT4 New Project Webinar Recording

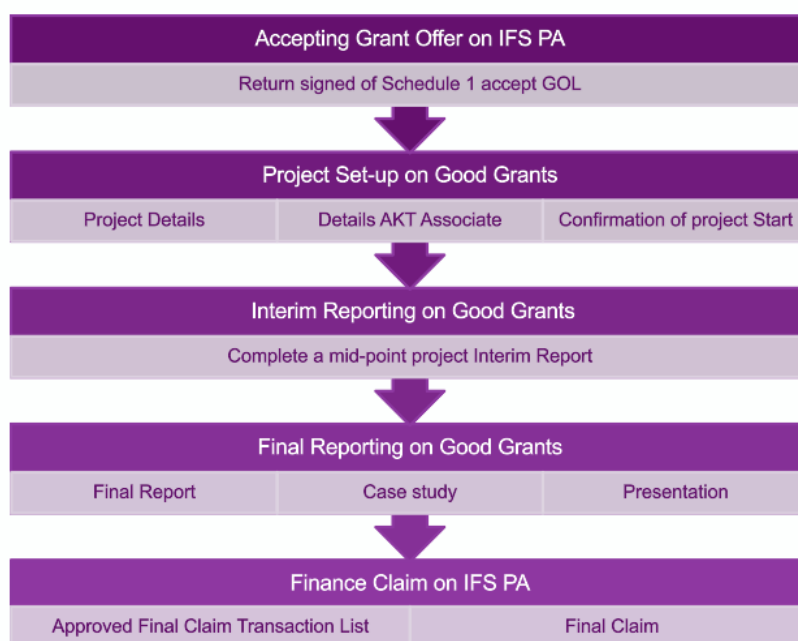
Key Overview of New Project Webinar

AHG AKT Objectives and Scope

Focus		
Improving treatment, recovery, and harm reduction/prevention for people with drug and/or alcohol addiction(s)		
Call Objectives	Applications should aim to...	Substances in scope include:
➤ Foster new partnerships between academia, industry and treatment providers ➤ Support projects across all UK countries and regions ➤ Promote growth of new researchers in the field ➤ Enable more research within Third Sector treatment services, and across the criminal justice system	Target unmet needs, including those highlighted in: ➤ The UK's Drug Strategy, from Harm to Hope (2021) ➤ Dame Carol Black's Review of Drugs ➤ Wider UK drug and alcohol strategies ➤ Specific local priorities and needs Where possible: ➤ Be designed in consultation with people with lived experience of addictions ➤ Account for complex needs (e.g. mental health, housing, criminal justice) ➤ Demonstrate alignment to delivery of relevant UK Government missions	Those treated in typical services e.g. ○ Alcohol ○ Opioids (illicit and prescription) ○ Stimulants (e.g. cocaine/crack, amphetamine, and 'meth') ○ Cannabis ○ GHB ○ Ketamine ○ Benzodiazepines ○ <u>Gabapentinoids</u> Out of scope ○ Tobacco/nicotine addiction ○ Gambling & behavioural addictions ○ Prevention of initiation of use ○ Early intervention prior to addiction

Innovate UK - Accelerated Knowledge Transfer (AKT) Grant Administration Tasks

- ❖ Must return signed GOL within 1 month
- ❖ Latest Project start date – 6 weeks after GOL issued
- ❖ Interim reporting window at 6-8 weeks is required for all projects
- ❖ Final claims must be approved prior to submission and submitted within 60 days of project end
- ❖ Project Duration – 3 months (13 weeks)
- ❖ Reporting Dates will be included in Confirmation of Project Start Letter



Managing your Project



Project Start Confirmation

Light touch engagement – no KTA oversight.

During your project, we know that some things change. All changes must be communicated via email to akt@iukbc.org.uk.



Interim Reporting

Any changes or notifications received through other means will not be processed.



Final Reporting

Monitoring may be enhanced on a case-by-case basis to provide support and oversight to ensure the best success of each project – please get in touch if you need support!



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Project Changes

Some of the key changes you need to tell us about:

Your project finishes early.

There is a change for the Project Delivery Contact.

There is a change in the Associate.

Your project pauses or is disrupted.

There is a change to the approved items within your Travel & Subsistence, Consumables and Estates costs.

Your project is not meeting expected progress.

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

And anything else outlined within the Terms & Conditions of the Grant Offer Letter.



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Confirming your Project Start



To be completed by the 1st Day of Employment of the Associate.



Opportunity to notify us about any changes or adjustments that may have happened during the pre-award period.



Provide key details about your project.

Acknowledge changes that can or can't be made

Provide details of any changes that need to be reviewed

Confirm Additional Project Details

Confirm Associate/(s) Details

Confirm Project Start Date

This will be reviewed within 7 days, and where no further action is needed, will issue a Confirmation of Project Start Letter.

This task is completed on the Good Grants System and allocated to the Project Manager identified in the application.
If this contact has changed, please email akt@iukbc.org.uk



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Interim Reporting



Required between 6th – 8th Week of project.

The latest date it can be completed will be included in your project confirmation letter.



Interim Reporting letting us know if everything is on track.

The period window provides flexibility for you to provide the most up-to-date status of the project, based on a mid-point project review completed by the project team.



Light touch survey.

This is a light-touch survey to identify project status on scope, objectives and deliverables, and identify any challenges or issues that may require further support.

This task is completed on the Good Grants System and allocated to the Project Manager identified in the application.
If this contact has changed, please email akt@iukbc.org.uk



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Final Reporting



You will have 60 days from the Project End Date to submit your Final Report via the Good Grants System.



Final Report demonstrating key outputs, outcomes, and next steps about the project



Project Associate must prepare a **presentation** of key findings and outcomes for the Business Partner as a key project asset



A **case study** overview of your project, its outcomes, and a quote from the Business Partner

Examples of previous case studies can be found on the [AKT webpage](#) on the KTP website.

We will contact you if your project has been selected as a featured case study and may ask for additional information.

This task is completed on the Good Grants System and allocated to the Project Manager identified in the application.
If this contact has changed, please email akt@iukbc.org.uk



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Finance Claim



You will have 60 days from the Project End Date to submit your Final Finance Claim on the IFS PA System.



Must include an approved AKT Transaction List, that has been reviewed by the Monitoring Officer.



You must keep records of all expenditure.

- The latest date it can be completed will be included in your project confirmation letter.
- The Project Manager and Finance Contact must meet with the AKT Monitoring Officer to review and approve your finance claim,
- You may be required to provide more information if items on your transaction list cannot be clearly identified as eligible, and this may delay your claim being processed.

This task is completed on the IFS PA System and allocated to the Finance Contact identified in the application.
If this contact has changed, please email akt@iukbc.org.uk



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Finance Claim Form Example

Actual Eligible Project Spend		Actual Eligible Project Spend		Actual Eligible Project Spend	
Category	Amount	Category	Amount	Category	Amount
Associate Employment Costs	£ 1,200.00	Associate Employment Costs	£ 1,200.00	Associate Employment Costs	£ 1,200.00
Knowledge Base Supervisor Employment Costs	£ 600.00	Knowledge Base Supervisor Employment Costs	£ 600.00	Knowledge Base Supervisor Employment Costs	£ 600.00
Associate Development Costs	£ -	Associate Development Costs	£ -	Associate Development Costs	£ -
Travel & Subsistence	£ 480.00	Travel & Subsistence	£ 480.00	Travel & Subsistence	£ 480.00
Consumables	£ 20.00	Consumables	£ 20.00	Consumables	£ 20.00
Associate Estate Costs	£ -	Associate Estate Costs	£ -	Associate Estate Costs	£ -
Additional Associate Support Costs	£ 1,288.50	Additional Associate Support Costs	£ 1,288.50	Additional Associate Support Costs	£ 1,288.50
Total Project Costs	£ 3,568.50	Total Project Costs	£ 3,568.50	Total Project Costs	£ 3,568.50
10% Business Partner Contribution	£ 356.85	10% Business Partner Contribution	£ 356.85	10% Business Partner Contribution	£ 356.85
Additional Business Partner Costs	£ 299.00	Additional Business Partner Costs	£ 299.00	Additional Business Partner Costs	£ 299.00
Eligible Grant Amount	£ 299.00	Eligible Grant Amount	£ 299.00	Eligible Grant Amount	£ 299.00
Minimum Business Partner Cash Contribution	£ -	Minimum Business Partner Cash Contribution	£ -	Minimum Business Partner Cash Contribution	£ -

Project Transaction List

Project Title:	AKT Example Finance Claim
Project IFS Number:	101010101
Knowledge Base Name:	Innovate UK Business Connect
Project Manager Name:	Jessie Walker
Finance Contact Name:	Lizzie Virella-Lordache



Category	September	October	November	December	January	February	March	Total Spend
Associate Employment Costs	£ 1,200.00	£ 2,400.00	£ 2,400.00	£ 2,400.00	£ 2,400.00	£ 1,200.00	£ -	£ 12,000.00
Knowledge Base Supervisor Employment Costs	£ 600.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 600.00	£ -	£ 6,000.00
Associate Development Costs	£ -	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ -	£ -	£ 200.00
Travel & Subsistence	£ 480.00	£ 320.00	£ 90.00	£ 90.00	£ 90.00	£ 480.00	£ -	£ 1,550.00
Consumables	£ 20.00	£ 160.00	£ 271.00	£ -	£ -	£ -	£ -	£ 451.00
Associate Estate Costs	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ 200.00
Additional Associate Support Costs	£ 1,288.50	£ 2,577.00	£ 2,577.00	£ 2,577.00	£ 2,577.00	£ 1,288.50	£ -	£ 12,885.00
Total Project Costs	£ 3,568.50	£ 6,807.00	£ 6,588.00	£ 6,317.00	£ 6,417.00	£ 3,548.50	£ -	£ 33,246.00
10% Business Partner Contribution	£ 356.85	£ 680.70	£ 658.80	£ 631.70	£ 641.70	£ 354.85	£ -	£ 3,324.60
Additional Business Partner Costs	£ 299.00	£ 300.00	£ 49.99	£ -	£ -	£ 550.11	£ -	£ 1,199.10
Eligible Grant Amount								£ 29,745.10
Minimum Business Partner Cash Contribution								£ 4,523.70

Total amount Business Partner invoiced for:	£ 4,790.65
Business Partner Contribution (to be added to schedule 3)	£ 3,324.60

Category	Project Costs	Actual Spend	Actual Variance
Associate Employment Costs	£ 12,000.00	£ 12,000.00	£3,000.00
Knowledge Base Supervisor Employment Costs	£ 6,000.00	£ 6,000.00	£2,000.00
Associate Development Costs	£ 200.00	£ 200.00	£0.00
Travel & Subsistence	£ 1,550.00	£ 1,550.00	£19.00
Consumables	£ 451.00	£ 451.00	£151.00
Associate Estate Costs	£ 200.00	£ 200.00	£300.00
Additional Associate Support Costs	£ 12,885.00	£ 12,885.00	£0.00
Total Project Costs	£ 38,386.00	£ 33,246.00	£5,139.00
Business Partner Contribution	£ 3,324.60	£ 3,324.60	£513.90
Additional Business Partner Costs	£ 1,199.10	£ 1,199.10	£300.00
Eligible Grant Amount	£ 34,546.50	£ 29,745.10	£4,801.40
Minimum Business Partner Cash Contribution	£ 5,338.50	£ 4,523.70	£814.80

Eligible Grant Amount	£ 29,745.10
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➤ All projects to complete actions on IFS and Good Grants systems as shown below:

