Version: V5.1
Date: 30/06/2026

Innovate UK - Accelerated Knowledge Transfer 5

(AKT5)

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 5 (AKT5) competition

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 IFS **Project Number** on all correspondence.

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Post-Award Systems

AKT5 is an Innovate UK Grant, supported by Innovate UK Business Connect. AKT5 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
  - If your project is 6 months in duration, you will be required to complete a quarterly financial claim and forecast after three months of your project.
  - 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 AKT5, but providing KTP guidance, can be disregarded. Please make sure to always refer to specific AKT guidance for the round in which you are participating.

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

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.

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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 – All projects 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.
- Quarterly progress – If your project is 6 months in duration, an additional progress report will be required to be completed between the 16th and 18th 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 1 calendar month after the last date that the 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.

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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.

You will be asked to register the Associate within IFS, disregard this action, DO NOT register the Associate within IFS.

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.

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Innovate UK

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.

<u>Changes that require review and approval</u>

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.

<u>Changes that are Not Allowed</u>

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.

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Project Reporting

Aligned with Innovate UK requirements for project monitoring, during the life of the project, light touch monitoring is undertaken. 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 Progress

All projects are required to provide an update on whether the project is on track and anticipated next steps; 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.

For projects that are 6 months in duration, an additional interim progress report will be required between the 16th and 18th week of the project. The latest date this can be submitted will be confirmed at project start.

All interim Reporting is completed in Good Grants, and a notification for this task will be issued to the Project Manager after the project has started, further reporting requirements will be sent throughout the life 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 30 days from the last date that an Associate is deemed to be employed / the partnership ending.

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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.

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

Preparing your claim

All projects must submit an AKT final finance claim completed in line with the eligibility of costs outlined in the AKT5 Cost Guidance, and be supported by an approved AKT transaction list.

Virtual Approval

All projects are required to attend a Finance Claim Review Meeting with the Monitoring Officer within 30 days of quarter ending that is relative to your financial claim. This meeting is, to review any claim queries and effectively monitor the progress of the project.

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 26’)

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 final financial 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.

Final Claims must be submitted with the following:

- 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

For project 6 month-in duration:

You will be able to submit an additional finance claim for the first quarter of the project. AKT finance claims completed in line with the eligibility of costs outlined in the AKT5 Cost Guidance.
This must:

- Include an AKT Finance Transaction List Form
- Be reviewed and approved by the AKT Monitoring officer
- Include evidence of virtual approval
- Include an updated forecast of the remaining project spend

This must be submitted within the 30 days of the first quarter ending.

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Claim Approval and payment

If your project is finished your claim will be Queried (rejected) if the Schedule 3, AKT5 Transaction List, 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.

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

- AKT5 Competition Brief
- AKT5 Cost Guidance
- AKT5 FAQs
- AKT5 Briefing Webinar Recording
- AKT5 New Project Webinar Recording

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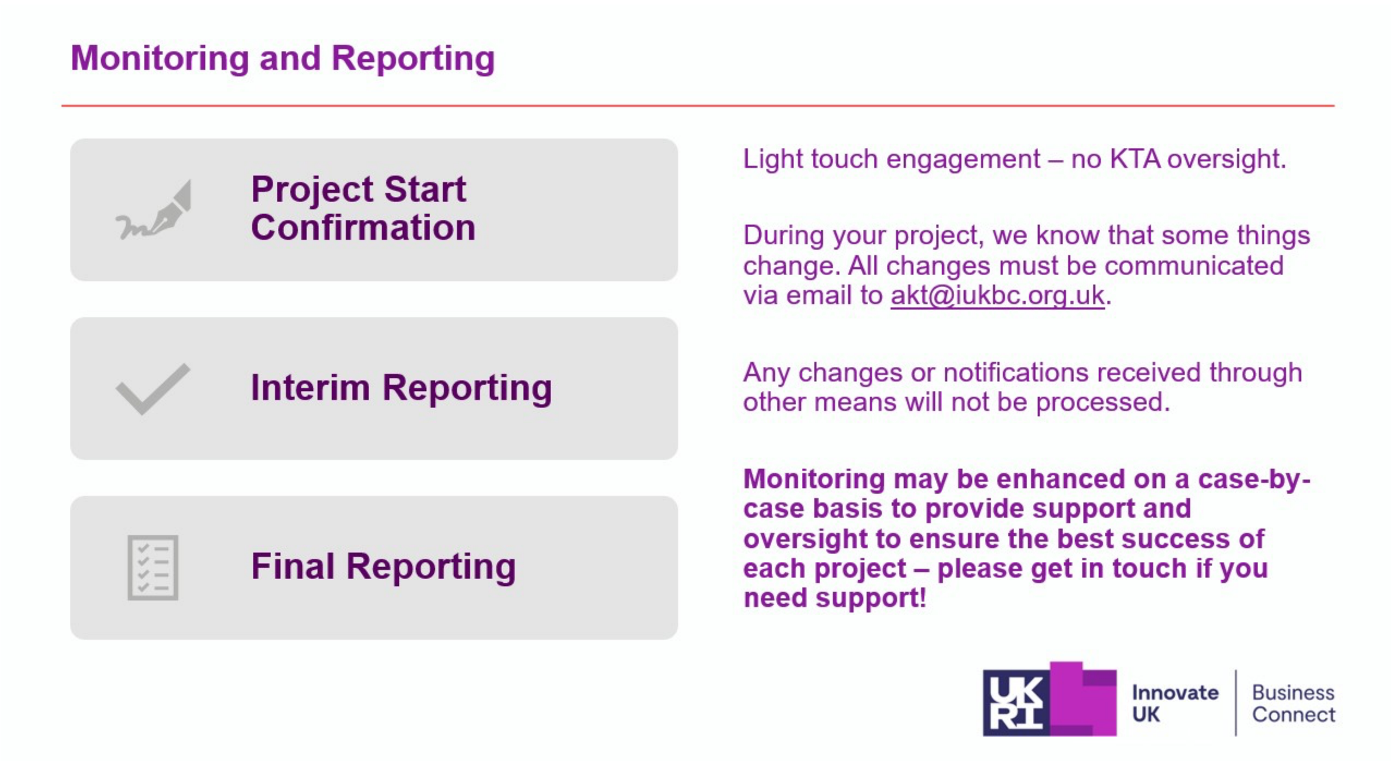
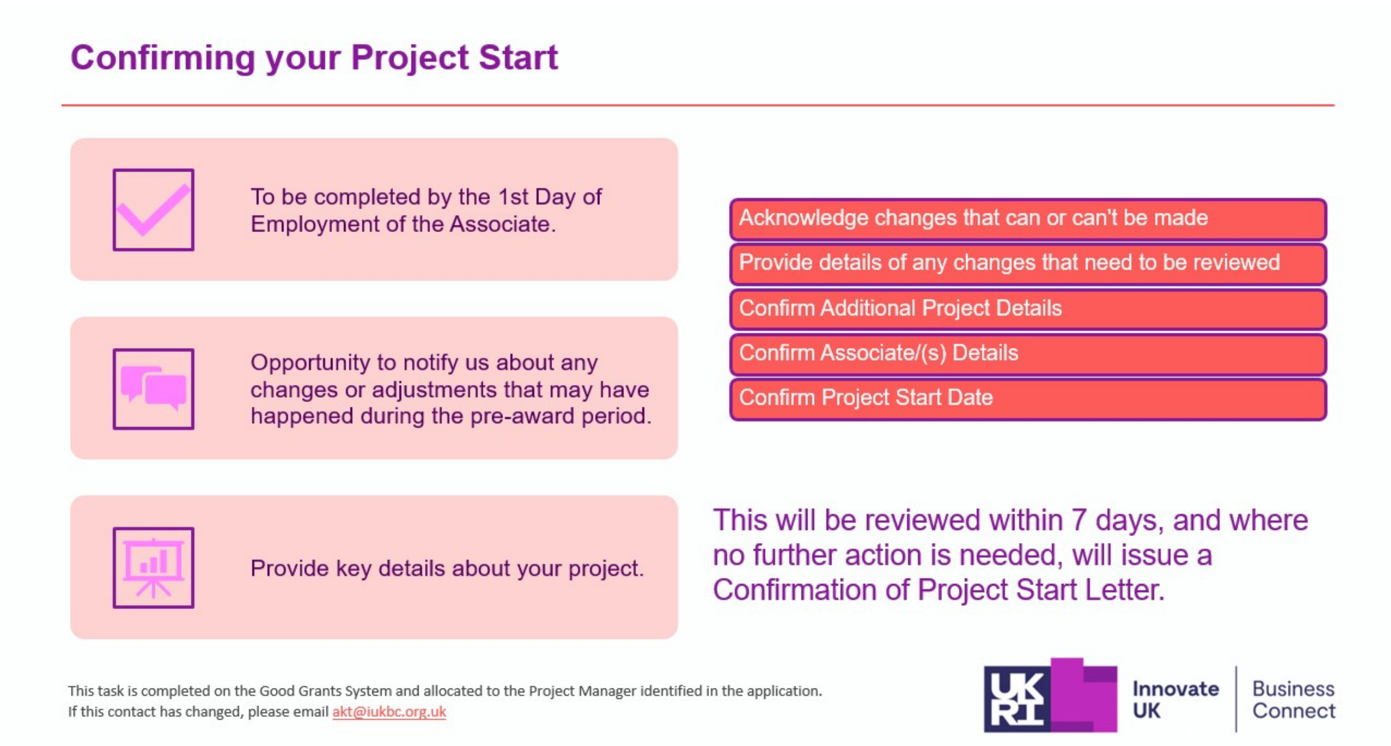
Key Overview of New Project Webinar





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Interim Reporting – All projects

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 6 week/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

Interim Reporting – Projects with 6 months duration

Required between 16th-18th 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 30 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

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.
- Your project is not meeting expected progress.
- There is a change to the approved items within your Travel & Subsistence, Consumables and Estates costs.

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 vire between cost categories.

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

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Quarter Finance Claim – Projects with 6 months duration

- You will have 30 days at the end of the quarter to submit a forecast expenditure and finance claim on IFS PA
- This claim can be a paid claim based on Q1 expenditure, or a zero return and receive one payment, with all months submitted in the final finance claim
- Must include an approved AKT Transaction List, that has been reviewed by the Monitoring Officer

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

Grant Admin Overview

Accepting Grant Offer on IFS PA
- Return signed of Schedule 1 accept GOL

Project Set-up on Good Grants
- Project Details
- Details AKT Associate
- Confirmation of project Start

Interim Reporting on Good Grants
- Complete a mid-point project Interim Report

Final Reporting on Good Grants
- Final Report
- Case study
- Presentation

Finance Claim on IFS PA
- Approved Final Claim Transaction List
- Final Claim

IFS PA
- Finance Contact – finance claims

Good Grants
- Project Manager – Monitoring and reporting

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Recap of tasks and timelines

- Must return signed GOL within 1 month of GOL issued
- Latest Project start date 6 weeks after GOL issued
- Interim reporting window at 6-8 weeks is required for all projects
- Interim reporting at 16-18 weeks for 6 month projects
- Q1 finance claim for 6 month projects within 30 days of quarter end
- Final report submitted within 30 days of project end
- Final finance claims must be approved prior to submission, and submitted within 60 days of project end
- Reporting Dates will be included in Confirmation of Project Start Letter

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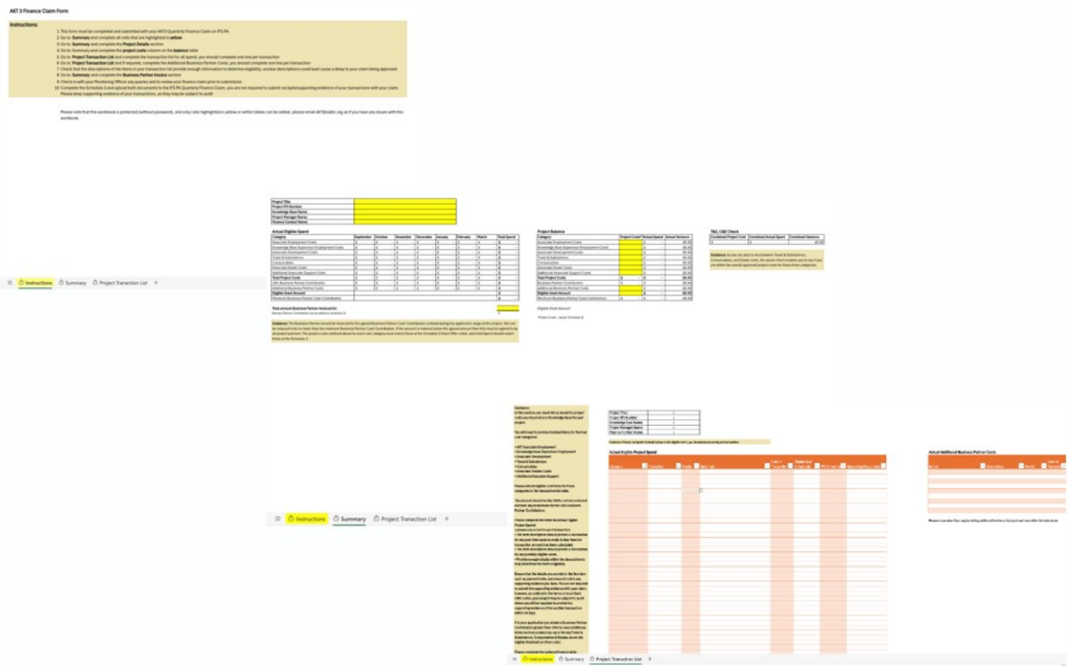
Preparing you finance claim



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Finance Claim Transaction List - Instructions

AKT Finance Claim Form

Instructions:

1 This form must be completed and submitted with your AKT Quarterly Finance Claim on IFS PA.
2 Go to: **Summary** and complete all cells that are highlighted in **yellow**:
3 Go to: **Summary** and complete the **Project Details** section
4 Go to: Summary and complete the **project costs** column on the **balance** table
5 Go to: **Project Transaction List** and complete the transaction list for all spend, you should complete one line per transaction
6 Go to: **Project Transaction List** and if required, complete the Additional Business Partner Costs, you should complete one line per trans
7 Check that the descriptions of the items in your transaction list provide enough information to deterime eligibility, unclear descriptions
8 Go to: **Summary** and complete the **Business Partner Invoice** section
9 Check in with your Monitoring Officer any queries and to review your finance claim prior to submission
10 Complete the Schedule 3 and upload both documents to the IFS PA Quarterly Finance Claim, you are not required to submit reciepts/s
Please keep supporting evidence of your transactions, as they may be subject to audit

Please note that this workbook is protected (without password), and only cells highlighted in yellow or within tables can be edited, ple
workbook.

Instructions | Summary | Project Transaction List | +

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Transaction List – Summary

Project Title:	
Project IFS Number:	
Knowledge Base Name:	
Project Manager Name:	
Finance Contact Name:	

Actual Eligible Spend

Category	September	October	November	December	January	February	March	Total Spend
Associate Employment Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Knowledge Base Supervisor Employment Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Associate Development Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Travel & Subsistence	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Consumables	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Associate Estate Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Additional Associate Support Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Total Project Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
10% Business Partner Contribution	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Additional Business Partner Costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Eligible Grant Amount								£ -
Minimum Business Partner Cash Contribution								£ -

Total amount Business Partner invoiced for:
Buiness Partner Contribution (to be added to schedule 3) £ -

Guidance: The Business Partner should be invoiced for the agreed Business Partner Cash Contribution outlined during the application stage of the project, this can be reduced to be no lower than the minimum Business Partner Cash Contribution. If the amount is reduced below the agreed amount then this must be agreed to by all project partners. The project costs outlined above for each cost category must match those of the Schedule 2 Grant Offer Letter, and total Spend should match those of the Schedule 3.

Project Balance

Category	Project Costs*	Actual Spend	Actual Variance
Associate Employment Costs		£ -	£0.00
Knowledge Base Supervisor Employment Costs		£ -	£0.00
Associate Development Costs		£ -	£0.00
Travel & Subsistence		£ -	£0.00
Consumables		£ -	£0.00
Associate Estate Costs		£ -	£0.00
Additional Associate Support Costs		£ -	£0.00
Total Project Costs	£ -	£ -	£0.00
Business Partner Contribution	£ -	£ -	£0.00
Additional Business Partner Costs		£ -	£0.00
Eligible Grant Amount		£ -	£0.00
Minimum Business Partner Cash Contribution	£ -	£ -	£0.00

Eligible Grant Amount

*Project Costs - (as per Schedule 2)

T&S, C&E Check

Combined Project Cost	Combined Actual Spent	Combined Varience
£ -	£ -	£0.00

Guidance: As you are able to vire between Travel & Subsistence, Consumables, and Estate costs, the above check enables you to see if you are within the overall approved project costs for these three categories.

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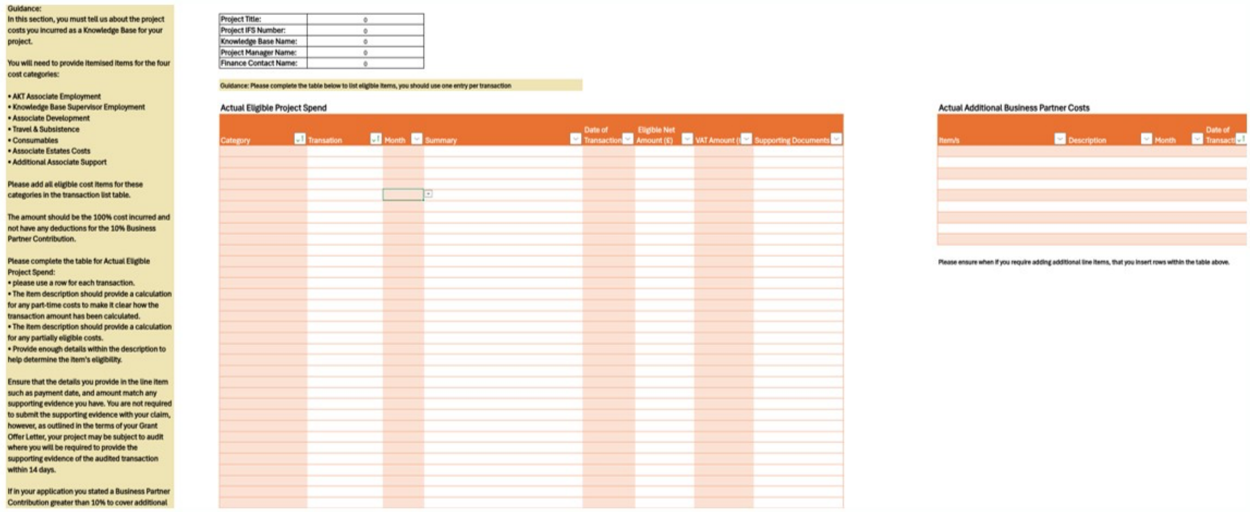
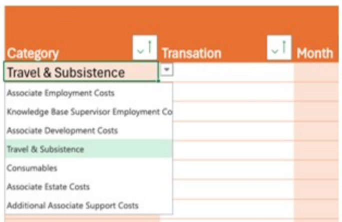
Finance Claim Transaction List – Actual Spend



Project Transaction List

Finance Claim Example



Project Transaction List

Actual Eligible Project Spend

Category	Transation	Month	Summary	Date of Transactio	Eligible Net Amount (£)	VAT Amount	Supporting Documen
Travel & Subsistence	Associate Expenses for Travel - Mileage	November	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/11/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Mileage	December	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	24/12/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Mileage	January	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/01/2025	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Various	October	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/10/2024	£ 90.00		1: Expense Declaration

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Example of complete Transaction List

Actual Eligible Project Spend

Category	Transation	Month	Summary	Date of Transaction	Eligible Net Amount (£)	VAT Amount	Supporting Document
Consumables	Consumables for Lab Testing	September	Fabric Dye from Hobbycraft	20/09/2024	£ 20.00	£ 2.22	1: Receipt
Consumables	Consumables for Lab Testing	October	Denim, Cotton, Leather from Fabric Online Ltd	12/10/2024	£ 160.00	£ 17.78	1: Invoice
Consumables	Consumables for Lab Testing	November	Zips, Buttons, Thread, Cotton from Fashion Online LTD	30/11/2024	£ 200.00	£ 22.22	1: Invoice
Consumables	Consumables for Lab Testing	November	Fabric Dye, Bleach from Hobbycraft	30/11/2024	£ 71.00	£ 7.89	1: Receipt
Travel & Subsistence	Associate Expenses for Travel - Mileage	November	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/11/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Mileage	December	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	24/12/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Mileage	January	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/01/2025	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Various	October	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/10/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Various	October	Associate travel for Business Partner Meeting - Return Train from Coventry to London; 1 night hotel; Evening Meal	30/10/2024	£ 230.00	£ 25.56	4: Receipts
Travel & Subsistence	Associate Expenses for Travel - Various - Business Partner Meeting	September	Associate travel for Business Partner Meeting - Return Train from Coventry to London; 1 night hotel; Evening Meal	30/09/2024	£ 230.00	£ 25.56	4: Receipts
Travel & Subsistence	Associate Expenses for Travel - Various - Business Partner	February	Associate travel for Business Partner Meeting - Return Train from Coventry to London; 1 night hotel; Evening Meal	28/02/2025	£ 230.00	£ 25.56	4: Receipts

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Finance Claim Form Example

Actual Eligible Project Spend

Category	Transation	Month	Summary	Date of Transaction	Eligible Net Amount (£)	VAT Amount	Supporting Document
Consumables	Consumables for Lab Testing	September	Fabric Dye from Hobbycraft	20/09/2024	£ 20.00	£ 2.22	1: Receipt
Consumables	Consumables for Lab Testing	October	Denim, Cotton, Leather from Fabric Online Ltd	12/10/2024	£ 160.00	£ 17.78	1: Invoice
Consumables	Consumables for Lab Testing	November	Zips, Buttons, Thread, Cotton from Fashion Online LTD	30/11/2024	£ 200.00	£ 22.22	1: Invoice
Consumables	Consumables for Lab Testing	November	Fabric Dye, Bleach from Hobbycraft	30/11/2024	£ 71.00	£ 7.89	1: Receipt
Travel & Subsistence	Associate Expenses for Travel - Mileage	November	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	30/11/2024	£ 90.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Mileage	December	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 45p/mile = £90	24/12/2024	£ 90.00		1: Expense Declaration

Summary

Project Title:	AKT Example Finance Claim
Project IFS Number:	101010101
Knowledge Base Name:	Innovate UK Busines Connect
Project Manager Name:	Jess Weller
Finance Contact Name:	Lucia Vinolo Locubiche

Actual Eligible Spend

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	£ 460.00	£ 320.00	£ 90.00	£ 90.00	£ 90.00	£ 460.00	£ -	£ 1,510.00
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:	£ 4,700.00
Buiness Partner Contribution (to be added to schedule 3)	£ 3,500.90

Project Balance

Category	Project Costs*	Actual Spend	Actual Variance
Associate Employment Costs	£ 15,000.00	£ 12,000.00	£3,000.00
Knowledge Base Supervisor Employment Costs	£ 8,000.00	£ 6,000.00	£2,000.00
Associate Development Costs	£ 200.00	£ 200.00	£0.00
Travel & Subsistence	£ 1,500.00	£ 1,510.00	-£10.00
Consumables	£ 300.00	£ 451.00	-£151.00
Associate Estate Costs	£ 500.00	£ 200.00	£300.00
Additional Associate Support Costs	£ 12,885.00	£ 12,885.00	£0.00
Total Project Costs	£ 38,385.00	£ 33,246.00	£5,139.00
Business Partner Contribution	£ 3,838.50	£ 3,324.60	£513.90
Additional Business Partner Costs	£ 1,500.00	£ 1,199.10	£300.90
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

*Project Costs (as per Schedule

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Version: V5.1
Date: 30/06/2026

Innovate UK

Submitting your claim

- Book appointment for finance review
- Complete project transaction list
- Complete finance review meeting
- Complete Schedule 3 (final claim only)
- Submit on IFS PA
    - Final spend budget
    - Approved transaction list
    - Approval email to support
    - Signed schedule 3

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Version: V5.1
Date: 30/06/2026