

Innovate UK - Accelerated Knowledge Transfer (AKT)

AKT Round 6 (R6) New Project Workshop

Jess Weller
Lucia Vinolo Locubiche
Fran Parkinson



Innovate
UK

Business
Connect

Agenda

AKT 6 Award

Monitoring and reporting

Project set-up

Project monitoring

Final reports

Project change

Finance claims

Grant admin recap

Ashorne Hill Virtual Training

Additional guidance

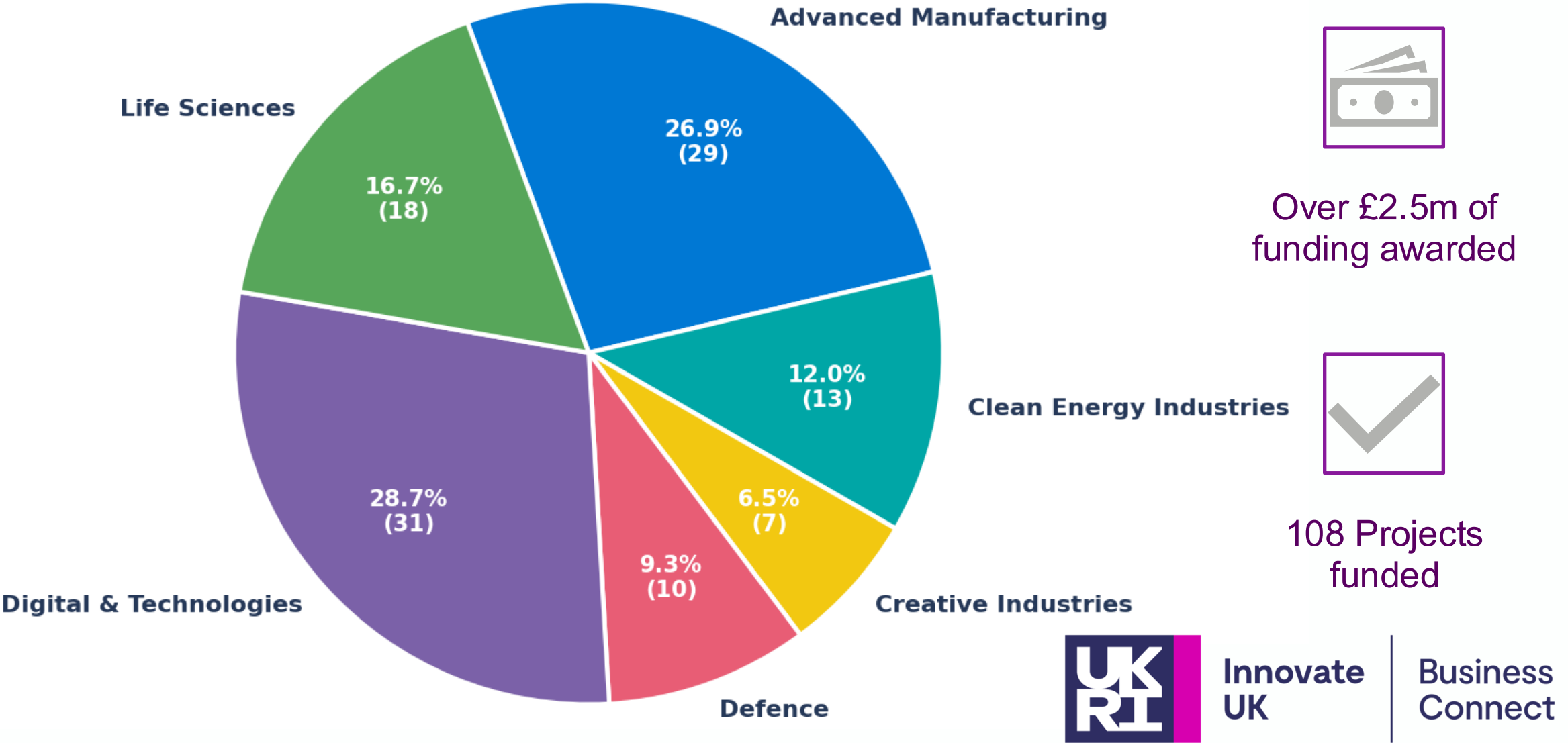
Q&A



Innovate
UK

Business
Connect

Congratulations!



Monitoring and Reporting



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!



Innovate
UK

Business
Connect

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



**Innovate
UK**

**Business
Connect**

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 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



**Innovate
UK**

**Business
Connect**

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

The final report includes a section for input from the business partner and associate(s) to further demonstrate evidence of partnership impact.

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



Innovate
UK

Business
Connect

Project Changes

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

Your project finishes early.

There is a change for any project team contacts.

Your project pauses or is disrupted (replacing the Associate).

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.



Innovate
UK

Business
Connect

Project Disruptions

Things to consider for your project duration:

3 months - 13 weeks project

- Disruptions
 - Team changes,
 - Associate changes,
 - Christmas closure
- Use of contingency – must email AKT@iukbc.org.uk
- Annual leave



Innovate
UK

Business
Connect

Final finance Claim – all projects



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 and Schedule 3, that has been reviewed by the AKT Monitoring Officer



You must keep records of all expenditure, but they do not need to be submitted with your claim

- The latest date it can be completed will be included in your project confirmation letter.
- The Project Manager and Finance Contact must book a claim review meeting with the AKT Monitoring Officer and send the complete transaction list at least 3 days in advance of the meeting.
- 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



**Innovate
UK**

**Business
Connect**

Instructions:

- This form must be completed and submitted with your A23 Quarterly Financial Claim on IRS PA.
- Go to: **Summary** and complete all cells that are highlighted in **yellow**.
- Go to: **Summary** and complete the **Project Details** section.
- Go to: **Summary** and complete the **project costs** columns on the **balance table**.
- Go to: **Project Transaction List** and complete the transaction list for all spend; you should complete one line per transaction.
- Go to: **Project Transaction List** and, if required, complete the Additional Business Partner Costs; you should complete one line per transaction.
- Check that the descriptions of the items in your transaction list provide enough information to determine eligibility; unclear descriptions could lead cause a delay to your claim being approved.
- Go to: **Summary** and complete the **Business Partner Details** section.
- Check with your Monitoring Officer any queries and to renew your financial claim prior to submission.
- Complete the Schedules 3 and upload both supporting documents to the IRS PA Quarterly Financial Claim; you are not required to submit supporting evidence of your transactions with your claim.

Please keep supporting evidence of your transactions, as they may be subject to audit.

[Instructions](#)
[Summary](#)
[Project Transaction List](#)

Actual Eligible Spend								
Category	September	October	November	December	January	February	March	Total Spend
Associate Development Costs	£	-	£	£	£	£	-	£
Knowledge Base Supervisor Employment Costs	£	-	£	£	£	£	-	£
Associate Development Expenses	£	-	£	£	£	£	-	£
Travel & Subsistence	£	-	£	£	£	£	-	£
Communications	£	-	£	£	£	£	-	£
Associate Estate Costs	£	-	£	£	£	£	-	£
Additional Associate Support Costs	£	-	£	£	£	£	-	£
Total Project Costs	£	-	£	£	£	£	-	£
15% Business Partner Contribution	£	-	£	£	£	£	-	£
Additional Business Partner Costs	£	-	£	£	£	£	-	£
Eligible Grant Amount	£	-	£	£	£	£	-	£
15% Business Partner Cash Contribution	£	-	£	£	£	£	-	£

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
Maximum Business Partner Cash Contribution	£	-	£0.00

Project Title:	0
Project #/S Number:	0
Knowledge Base Name:	0
Project Manager Name:	0
Finance Contact Name:	0

[illegible][illegible]

[Instructions](#)
[Summary](#)
[Project Transaction List](#)
[+](#)

Instructions Summary Project Transaction List

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.

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:	
Business 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 Variance	
£ -	£ -	£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.



Finance Claim Transaction List – Actual Spend

In this section, you must tell us about the project costs you incurred as a Knowledge Base for your project.

You will need to provide itemised items for the four cost categories:

- AKT Associate Employment
- Knowledge Base Supervisor Employment
- Associate Development
- Travel & Subsistence
- Consumables
- Associate Estates Costs
- Additional Associate Support

Please add all eligible cost items for these categories in the transaction list table.

The amount should be the 100% cost incurred and not have any deductions for the 10% Business Partner Contribution.

Please complete the table for Actual Eligible Project Spend:

- please use a row for each transaction.
- The item description should provide a calculation for any part-time costs to make it clear how the transaction amount has been calculated.
- The item description should provide a calculation for any partially eligible costs.
- Provide enough details within the description to help determine the item's eligibility.

Ensure that the details you provide in the line item such as payment date, and amount match any supporting evidence you have. You are not required to submit the supporting evidence with your claim, however, as outlined in the terms of your Grant Offer Letter, your project may be subject to audit where you will be required to provide the supporting evidence of the audited transaction within 14 days.

If in your application you stated a Business Partner Contribution greater than 10% to cover additional

Project Title:	0
Project IFS Number:	0
Knowledge Base Name:	0
Project Manager Name:	0
Finance Contact Name:	0

Guidance: Please complete the table below to list eligible items, you should use one entry per transaction

Actual Eligible Project Spend

[illegible]

Actual Additional Business Partner Costs

[illegible]

Please ensure when if you require adding additional line items, that you insert rows within the table above.

Finance Claim Example

Category	Transaction	Month
Travel & Subsistence		
Associate Employment Costs		
Knowledge Base Supervisor Employment Co		
Associate Development Costs		
Travel & Subsistence		
Consumables		
Associate Estate Costs		
Additional Associate Support Costs		

 Project Transaction List



Actual Eligible Project Spend

Category	Transaction	Month	Summary	Date of Transaction	Eligible Net Amount (£)	VAT Amount (£)	Supporting Document
Travel & Subsistence	Associate Expenses for Travel - Mileage	January	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 55p/mile = £110	31/01/2027	£ 110.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Various	December	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 55p/mile = £110	31/12/2026	£ 110.00		1: Expense Declaration
Travel & Subsistence	Associate Expenses for Travel - Various - Business Partner Meeting	November	Associate travel for Business Partner Meeting - Return Train from Coventry to London; 1 night hotel; Evening Meal	30/11/2026	£ 230.00	£ 25.56	4: Receipts
Travel & Subsistence	Associate Expenses for Travel - Various - Business Partner Meeting	November	Associate travel for Business Partner Meeting - Return Train from Coventry to London; 1 night hotel; Evening Meal	30/11/2026	£ 230.00	£ 25.56	4: Receipts



Innovate
UK

Business
Connect

Example of complete Transaction List

Actual Eligible Project Spend											
Category	Transaction	Mon	Summary	Date of Transact	Eligible Net	VAT Amount (£)	Supporting Document				
Associate Employment Costs	Associate Monthly Salary	October	Daisy Betty, 1 FTE, for 0.5 of October, based on Gross Salary of £30,000, including Gross Salary, Employer NI and Employer Pension	31/10/2026	£ 1,250.00		3: Payslip, Timesheet, Payroll Summary				
Academic and secretarial support	Supervisor and Support	October	Academic and secretarial support for 0.5 of October	31/10/2026	£ 600.00						
Indirect Costs - Additional associate support	Indirect Costs	October	46% of associate employment costs and academic and secretarial support at prevailing grant rate	31/10/2026	£ 1,288.50						
Consumables	Consumables for Lab Testing	November	3D-print filament spools	20/11/2026	£ 200.00	£ 22.22	1: Receipt				
Consumables	Consumables for Lab Testing	November	PPG Development Kits	23/11/2026	£ 300.00	£ 33.33	1: Receipt				
Indirect Costs - Additional associate support	Indirect Costs	November	46% of associate employment costs and academic and secretarial support at prevailing grant rate	30/11/2026	£ 2,577.00						
Academic and secretarial support	Supervisor and Support	November	Academic and secretarial support	30/11/2026	£ 1,200.00						
Travel & Subsistence	Associate Expenses for Travel - Mileage	January	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 55p/mile = £110	31/01/2027	£ 110.00		1: Expense Declaration				
Travel & Subsistence	Associate Expenses for Travel - Various	December	Mileage - Associate Home to BP office, 20 x trip of 10 miles @ 55p/mile = £110	31/12/2026	£ 110.00		1: Expense Declaration				
Associate Employment Costs	Associate Monthly Salary	November	Daisy Betty, 1 FTE, for full month of November, based on Gross Salary of £30,000, including Gross Salary, Employer NI and Employer Pension	30/11/2026	£ 2,500.00		3: Payslip, Timesheet, Payroll Summary				
Travel & Subsistence	Associate Expenses for Travel - Various -	November	Associate travel for Business Partner Meeting - Return Train from Coventry to London: 1 night	30/11/2026	£ 230.00	£ 25.56	4: Receipts				



Innovate
UK

Business
Connect

Finance Claim Form Example *



Actual Eligible Project Spend

Category	Transaction	Mon	Summary	Date of Transact	Eligible Net	VAT Amount (£)	Supporting Document
Associate Employment Costs	Associate Monthly Salary	October	Daisy Betty, 1 FTE, for 0.5 of October, based on Gross Salary of £30,000, including Gross Salary, Employer NI and Employer Pension	31/10/2026	£ 1,250.00		3: Payslip, Timesheet, Payroll Summary
Academic and secretarial support	Supervisor and Support	October	Academic and secretarial support for 0.5 of October	31/10/2026	£ 600.00		
Indirect Costs - Additional associate support	Indirect Costs	October	46% of associate employment costs and academic and secretarial support at prevailing grant rate	31/10/2026	£ 1,288.50		

*For Non-FEC projects, you will receive a non-FEC Transaction List Template and Example

Project Title:	AKT Example Finance Claim
Project IFS Number:	101010101
Knowledge Base Name:	Innovate UK Business 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	£ -	£ -	£ -	£ 8,400.00
Knowledge Base Supervisor Employment Costs	£ 600.00	£ 1,200.00	£ 1,200.00	£ 600.00	£ -	£ -	£ -	£ 3,600.00
Associate Development Costs	£ -	£ 50.00	£ 50.00	£ 50.00	£ -	£ -	£ -	£ 150.00
Travel & Subsistence	£ 230.00	£ 340.00	£ 285.00	£ 515.00	£ -	£ -	£ -	£ 1,370.00
Consumables	£ 1,200.00	£ 400.00	£ 200.00	£ -	£ -	£ -	£ -	£ 1,800.00
Associate Estate Costs	£ -	£ 100.00	£ -	£ 100.00	£ -	£ -	£ -	£ 200.00
Additional Associate Support Costs	£ 1,803.90	£ 3,607.80	£ 3,607.80	£ 3,092.40	£ -	£ -	£ -	£ 12,111.90
Total Project Costs	£ 5,033.90	£ 8,097.80	£ 7,742.80	£ 6,757.40	£ -	£ -	£ -	£ 27,631.90
10% Business Partner Contribution	£ 503.39	£ 809.78	£ 774.28	£ 675.74	£ -	£ -	£ -	£ 2,763.19
Additional Business Partner Costs	£ 299.00	£ 300.00	£ 49.99	£ 688.89	£ -	£ -	£ -	£ 1,337.88
Eligible Grant Amount								£ 24,518.71
Minimum Business Partner Cash Contribution								£ 4,101.07

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

£ 4,451.07
£ 3,113.19

Project Balance

Category	Project Costs*	Actual Spend	Actual Variance
Associate Employment Costs	£ 13,750.00	£ 8,400.00	£5,350.00
Knowledge Base Supervisor Employment Costs	£ 8,000.00	£ 3,600.00	£4,400.00
Associate Development Costs	£ 150.00	£ 150.00	£0.00
Travel & Subsistence	£ 1,500.00	£ 1,370.00	£130.00
Consumables	£ 1,800.00	£ 1,800.00	£0.00
Associate Estate Costs	£ 200.00	£ 200.00	£0.00
Additional Associate Support Costs	£ 12,885.00	£ 12,111.90	£773.10
Total Project Costs	£ 38,285.00	£ 27,631.90	£10,653.10
Business Partner Contribution	£ 3,828.50	£ 2,763.19	£1,065.31
Additional Business Partner Costs	£ 1,500.00	£ 1,337.88	£162.12
Eligible Grant Amount	£ 34,456.50	£ 24,518.71	£9,937.79
Minimum Business Partner Cash Contribution	£ 5,328.50	£ 4,101.07	£1,227.43

Eligible Grant Amount

*Project Costs - (as per Schedule 2)



Innovate
UK

Business
Connect

Submitting your claim

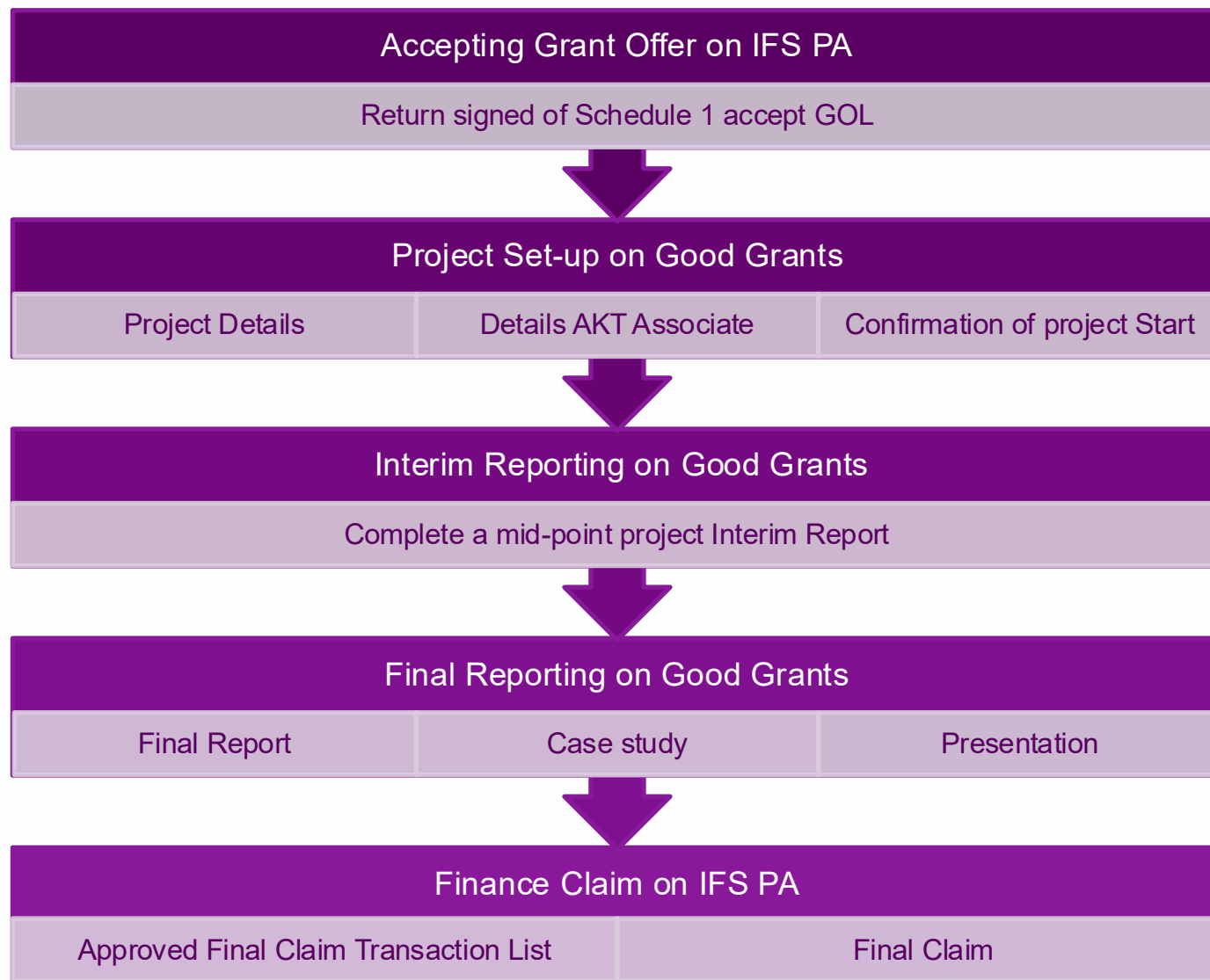
- Book appointment for finance review through Monitor Officer invitation
- Complete project transaction list
- Complete finance review meeting
- Complete Schedule 3 (final claim only)
- Submit on IFS PA
 - Final spend budget
 - Approved transaction list
 - Approval email to support
 - Signed Schedule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



Innovate
UK

Business
Connect

Grant Administration Overview



IFS PA

- Finance Contact – finance claims

Good Grants

- Project Manager – Monitoring and reporting



Innovate
UK

Business
Connect

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



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



Innovate
UK

Business
Connect

Ashorne Hill Virtual Training

Self-Paced Digital Learning Training module specifically for AKT Associates to build key skills in Communication, Project Management, Stakeholder Engagement, Coaching, Influencing and Managing Change.

Associates can access the programme in SANA, begin working through learning modules and attend a virtual workshop 'Impactfully Presenting Progress, Building Allyship'.

Associates will receive an email with a link prompting them to create their account.

Following account creation, they will receive a notification confirming their enrolment on the programme, along with a welcome email.

It is recommended that Associates register their account early into the project and complete the virtual modules and workshop by the midpoint of the project to maximise impact to the project.



Innovate
UK

Business
Connect

Guidance and Useful Information

More information can be found at:

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

- AKT6 Grant Administration Guidance
- AKT6 Tasks Flowchart
- AKT6 Finance Claim Documents



Innovate
UK

Business
Connect



Thank you for joining!

We will now take questions
via the Q&A