



Innovate UK - Accelerated Knowledge Transfer Round 6 (AKT6)

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 Round 6 (AKT6) competition.

This document will cover:

- Post-Award systems
- Project set-up
- Project Monitoring
- Project Changes
- Project Reporting
- Finance Claims
- Ashorne Hill Virtual Training
- Appendices

If you have any queries relating to the 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.



Post-Award Systems

AKT6 is an Innovate UK Grant, supported by Innovate UK Business Connect. AKT6 will be managed post-award in both IFS PA and the Business Connect Platform, Good Grants.

Platforms and their uses

- IFS PA is supported by 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 AKT6, 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.

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Date: 29/09/2026



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 we 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 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. 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. The final report includes a section for input from the business partner and associate(s) to further demonstrate evidence of partnership impact. We would strongly encourage them to complete this additional section.

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 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 Manager 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 PA disregard this action, DO NOT register the Associate within IFS PA.

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 and a project start letter issued.

Project Changes

Changes are not a frequent feature of AKT, however, there may be things that impact the project and require a change request.

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.

Below outlines the common change requests we receive that are allowed or not. You must also refer to the terms and conditions within the grant offer letter and familiarise yourself with 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. 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

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- Any change that introduces risk or repercussions for Innovate UK or project partners
- Changes to the project duration (beyond the use of uncosted contingencies). All projects of 3 months (13 weeks) may end up disrupted due to public holidays; disruptions can be managed through annual leave (pro-rata to the project) or project pauses (uncosted contingencies) up to 14 days. These must be requested and confirmed with the AKT Competition team via email.



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.

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.

Associate and Business Partner have the opportunity to contribute to the final report, this is optional but recommended. They will have the opportunity to provide feedback of their experience in the project and share any benefits they have experienced.



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 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 AKT6 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 the quarter-end relevant 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 a signed Schedule 3

Claim Approval and payment

If your project is finished your claim will be Queried (rejected) if the Schedule 3, AKT6 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.

Ashorne Hill Virtual Training

A virtual Training Programme for AKT associates is being delivered through our partners Ashorne Hill. Associates will be registered on the SANA platform, where they can access self-paced digital learning. The programme will develop their skills in communication, project management, stakeholder engagement, coaching, influencing and managing change.

Digital Micro-Learning	Component	Duration
Communication	Active Listening	10 minutes
	Questioning Skills	10 minutes
	Transactional Analysis	8 minutes
Change Management	Impact of Change	10 minutes
	SCARF model	3 minutes
	Stakeholder Mapping	8 minutes
Project Management	Core Principles of Project Management	15 minutes
	Engaging Stakeholders	15 minutes
	Project Planning	20 minutes
	Managing for Success	10 minutes
	Project Implementation	20 minutes
	Time Management – Urgent / Important	5 minutes
Coaching and Feedback	Giving Effective Feedback	20 minutes
	Stepping into Coaching	20 minutes
Influence and Assertiveness	Influencing Skills	10 minutes
	Influencing Style Questionnaire	3 minutes
	Anger Cycle	5 minutes
	Managing Conflict	2 minutes
	Assertiveness	10 minutes

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Once added to SANA, associates will receive an automated email with a link prompting them to create an account. Following account creation, they will receive a notification confirming their enrolment on the programme along with a welcome email.

They will need to enrol onto an available Virtual Workshop and will receive an Outlook invitation. Associates are advised to access the Virtual Workshop at the mid-point of their project.

Virtual Session - Impactfully Presenting Progress, Building Allyship	90 minutes
• Guided learning to help prepare impactful updates, reports, and presentations with a focus on clarity, impact, and sustaining change • Guided learning to help strengthen receptivity, build allyship, selling the benefit, value and importance of progress made • Helping develop further gravitas to strengthen sustained change	

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

- AKT6 Competition Brief
- AKT6 Cost Guidance
- AKT6 FAQs
- AKT6 Briefing Webinar Recording
- AKT6 New Project Webinar Recording

Key Overview of New Project Webinar

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!



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Confirming your Project Start



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

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



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



Provide key details about your project.

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

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



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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.

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



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

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



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

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



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

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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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.



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Project Disruptions

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

Contingency
14 days
Pause

Annual
leave

Timeframe



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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



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Preparing your 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 transaction
- 7 Check that the descriptions of the items in your transaction list provide enough information to determine eligibility, unclear descriptions will be rejected
- 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 receipts/ invoices. 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, please refer to the user guide for more information.

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	September	October	November	December	January	February	March	Total Spend
Category								
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	£	£	£	£	£	£	£	£

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

T&E, C&E Check	Combined Project Cost	Combined Actual Spend	Combined Variance
£	£	£	£

Guidance: As you are able to view 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.

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.

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



Actual Eligible Project Spend							
Category	Transaction	Month	Summary	Date of Transaction	Eligible Net Amount (£)	VAT Amount (£)	Supporting Documents
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



Example of complete Transaction List

Actual Eligible Project Spend							
Category	Transaction	Month	Summary	Date of Transaction	Eligible Net	VAT Amount (£)	Supporting Documents
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



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Actual Eligible Project Spend							
Category	Transaction	Month	Summary	Date of Transaction	Eligible Net	VAT Amount (£)	Supporting Documents
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		



ER:	AKT Example Finance Claim
Name:	101010191
Name:	Innovate UK Business Connect
Name:	Jess Weller
Name:	Lucia Winola Lacubiche



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

Spend	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
Supervisor Employment Costs	£ 600.00	£ 1,200.00	£ 1,200.00	£ 600.00	£ -	£ -	£ -	£ 3,600.00
Indirect 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
Business Partner Contribution	£ 5,033.39	£ 8,097.80	£ 7,742.80	£ 6,757.40	£ -	£ -	£ -	£ 27,631.90
Business Partner Costs	£ 503.39	£ 809.78	£ 774.28	£ 675.74	£ -	£ -	£ -	£ 2,763.19
Grant Amount	£ 299.00	£ 300.00	£ 49.99	£ 688.89	£ -	£ -	£ -	£ 1,337.88
Business Partner Cash Contribution								£ 24,518.71
								£ 4,101.07

Business Partner Invoiced for:	£ 4,451.07
Contribution (to be added to schedule 3)	£ 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)



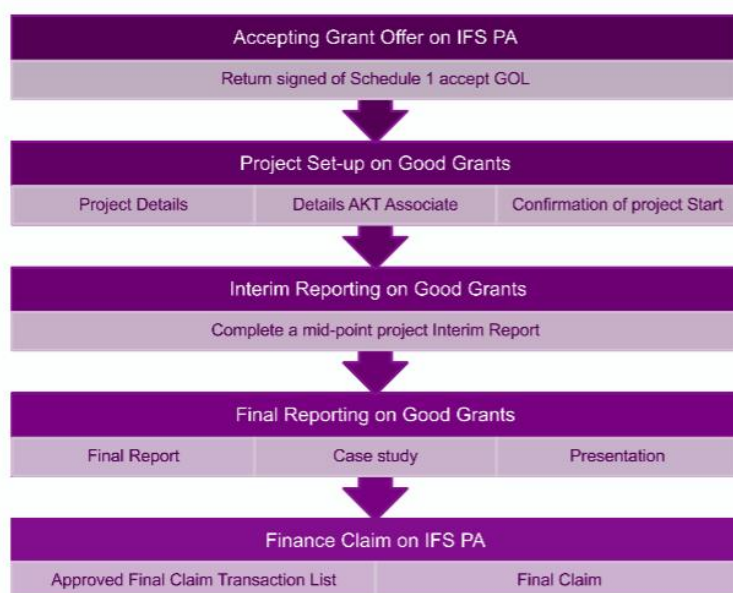
Innovate
UK

Business
Connect

Submitting your claim

- Book appointment for finance review
- 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

Grant Admin Overview



IFS PA

- Finance Contact – finance claims

Good Grants

- Project Manager – Monitoring and reporting

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

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.

