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**EPSRC Impact Acceleration Account November 2022 Immediate Impact 2 Guidance Notes**

Please send any questions you have about this guidance or the completion of the IAA application form to [m.rushforth@lancaster.ac.uk](mailto:m.rushforth@lancaster.ac.uk)

**Question 1. Applicant Details**

Only those who hold an indefinite contracts at Lancaster University are eligible to be Project Lead on an IAA-funded project.

* Total grant requests can be **up to £20,000** for those projects without a cash contribution from external partners (**Seed Projects**)
* **Co-Funded Projects** can request over **£30,000** but this must be matched in cash (not in-kind) from your external partner(s)

**Partners on Co-Funded projects will be expected to sign a collaboration agreement** outlining things such as payment terms and intellectual property ownership. A template of this agreement can be supplied to the partner as part of the preparation of the proposal as this will potentially save time later. Please note: **Only in exceptional circumstances will amendments to the terms of the agreement be considered by the University.**

You must show how you fit within the EPSRC remit to access these funds and areas that the EPSRC funds is available here:

<https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/>

We are also keen to know if you have received EPSRC IAA funding previously.

**Question 2. External Partner Organisation**

It is compulsory that you have an external partner for this funding scheme. If you are unsure about the status of your partner, please get in touch – by external partner we mean a **non University partner**.

**Question 3. Proposed Date of the Project**

Please indicate your preferred start and end dates of the project and indicative duration.

**Question 4. Head of Department Approval**

**Your application must be approved by your Head of Department before being submitted for review**. Approval can be provided by e-signature or simply by confirming the date of their approval. Your HoD will also be informed of the outcome of your application.

**Question 5. IP Declaration**

Please confirm who owns any Intellectual Property and know-how related to your application - if you are unsure, please make this clear. If you have questions, please get in touch

**Question 6. Proposed Title of Project**

Along with a title that best describes your project, please also provide a short title for internal reporting.

**Question 7. Summary of the collaborative idea and key objectives (plain English)**

Provide a plain English (layman’s) summary which can be understood by a non-specialist reader. It is important that you provide sufficient context and background of your research, but do not go into too much detail – the panel is not questioning your *research* on this application, but the *impact* you will achieve through this project. Explain the key aspects of the project such as the need, the importance, the anticipated impacts and how they will be achieved. **This scheme will not fund primary research or** **contract research/consultancy.**

**Question 8. Why is this particular partnership/collaboration best suited to achieve your project objectives?**

The primary purpose of the IAA scheme is to enable partnership working and collaboration in order to accelerate the impact of academic research. Tell us why this partnership is best suited to achieve the intended impact – why is your partner best placed to help you achieve this, what is their motivation, why will they work with you and you with them, what is the main driver for this partnership?

**Question 9. What will the impact be for all partners?**

This is an important aspect of collaboration with *all* external partners. A successful collaboration will bring benefits to all parties concerned and it is important to identify and discuss these with your partner, in order to be clear, manage expectations and confirm this has been agreed with all partners. Your impact project should be done ‘with’ partners, not ‘to or on’ them. We strongly encourage applicants to undertake an FAB analysis to demonstrate why a research outcome could potentially translate into impact:

**Features** – the nature of the research

**Advantages** – what the application of the research delivers compared to current understanding

**Benefits** – reasons for applying the research

The FAB analysis can be carried by addressing each successive statement with the “So what” question (i.e. why is that important). For example

**“The application of this operational research finding will result in lowering the scrap % in the manufacturing process” (Feature)**

“So what?”

**“Manufacturing costs will be lower” (Advantage)**

“So what?”

**“We can sell at a lower price and make the same margin on a higher volume or make a higher margin on the same volume” (Advantages)**

“So what?”

**“We make a higher profit” (Benefit)**

Partner impacts should be discussed in advance of submission. These should be described in terms of an anticipated change within the partner such as new technology used in product development, new product development processes, new manufacturing or service processes and the potential contribution to UK economic growth. These changes can also include “softer” impacts related to attitudes, behaviours and knowledge such as enhanced R&D capability, networks and credibility for future collaborations and increased understanding of how partners apply university research outcomes.

**Question 10. Proposed Project Plan**

Please describe the key activities undertaken ***by each of the partners***, illustrating the interactions and timescales by means of a simple description or Gantt chart. This should show how the activities are intended to deliver the outputs and partner outcomes achieved and the dependencies between them. **The significance of partner involvement and the impact(s) that may be accrued by their organisation as a direct result of participation cannot be overstated**. We expect to see partners embedded in project activities regardless of whether they are contributing cash to the project or not – ensuring a high level of involvement is more likely to enable a sustained partnership post IAA funding.

**Question 11. Sustainability of partnerships**

A key aim of the IAA is to build sustainable partnerships beyond the initial project and funding. Please describe how the relationship between the partners will be sustained post funding and what a follow project could achieve. Describe how you envisage the partnership developing - what your collaboration could achieve and how it could develop going forward. Be ambitious *and* realistic.

The more specific examples for funding streams and timescales you can provide, the stronger your application will be. For example, identifying a specific UKRI call, a Knowledge Transfer Partnership (KTP), justifying an investment case for a co-funded IAA if the project is seed funded at this stage, co-location on campus or further collaborative/contract research or consultancy.

**Question 12. Budget**

Please provide details of your requested budget:

* One total figure is *not* sufficient – a breakdown with headings is required
* Estates and Indirect costs are not eligible under IAA funding rules
* We are looking to support the additional direct costs of projects through this call – so additional Research Assistant/Post-Doctoral Researcher time, travel, consumables and small items of equipment (<£10K). **We are not looking at supporting any academic staff buy out at this stage.**
* Costs and approvals do *not* need to go through the Research Support Office, though you may find it helpful to seek assistance with staff costs, if applicable.
* Please also provide details of any match funding you will receive from your partner (cash or in-kind). **Co-Funded IAA Projects** must be matched in cash from your external partner(s). In-kind contributions are also welcome for both Seed and Co-Funded projects and further demonstrate partner commitment.

**Question 13. Equality, Diversity and Inclusion**

Lancaster University’s commitment to creating an environment where everyone can thrive and fulfil their potential is expressed by initiatives linked with recognising and supporting protected characteristics including age, disability, gender identity, race, religion and sex and sexual orientation in alignment with the Equality Act 2010. Our commitments, aims and planned actions are set out in our [**EDI Strategy**](https://www.lancaster.ac.uk/edi/edi-strategy/), Gender Pay Gap Report and our EDI chartermarks work. EDI is one of the priorities in [**EPSRC’s delivery plan**](https://www.ukri.org/publications/epsrc-delivery-plan-2019/). It sets out our ambition to create a research environment which fully supports equality, diversity and inclusion for all.

The application should describe activities that feature EDI, such as recruitment to the project and Personal Development of staff actively engaged in delivery, and how new approaches might be adopted/developed to support compliance with, and delivery of, EDI within all organisations involved in the partnership. All partners of the University are responsible for complying with equality legislation and equality requirements set out in contracts with the University. This applies equally to IAA partnerships and it is the Project Lead’s responsibility to check that appropriate policies exist and are adhered to as applicable and where appropriate to the project.

**Question 14. Responsible Innovation**

Lancaster University and UKRI expects all staff involved in research to understand, and account for, the risk of unintended consequences stemming from innovation. By understanding what ‘Responsible Innovation’ offers by way of mitigating negative impacts through effective planning, accountability and transparency, researchers involved in IAA funded projects will maximise impact whilst ensuring that the systems, processes and results of their work meet the standards required by the University, the UKRI and wider society. We will include in the assessment of applications, a consideration of the robustness and appropriateness of the measures proposed to ensure ‘Responsible Innovation’

Please use the following to describe the project’s approach to RI:

* **Anticipate** – describing and analysing the impacts, intended or otherwise, (for example economic, social, environmental) that might arise. This does not seek to predict but rather to support an exploration of possible impacts and implications that may otherwise remain uncovered and little discussed.
* **Reflect** – reflecting on the purposes of, motivations for and potential implications of the research, and the associated uncertainties, areas of ignorance, assumptions, framings, questions, dilemmas and social transformations these may bring.
* **Engage** – opening up such visions, impacts and questioning to broader deliberation, dialogue, engagement and debate in an inclusive way.
* **Act** – using these processes to influence the direction and trajectory of the research and innovation process itself.

**Question 15. Proposed activities do not displace or duplicate existing funding**

This is to ensure that IAA funding is the most appropriate mechanism for support. We realise there are a number of internal and external funds available so we require confirmation that IAA is the most suitable mechanism for support particularly in developing and sustaining non University partnerships to enable progression along an impact pathway.

**Question 16. Confirmation that you have read these Guidance Notes**

Tick here to confirm that you have read this document so that the panel does not have to contact you with queries, if you have not considered the criteria above.