



Innovate UK - Accelerated Knowledge Transfer (AKT)

Grant administration guidance

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

This document may be updated throughout the competition.

This document provides an overview of the process for the administration of grants that have been awarded from the Innovate UK Accelerated Knowledge Transfer (AKT) competition 23/24.

This document will cover:

- Project set-up
- Managing your project
- Reporting
- Final reporting and claims
- Grant payment

Actions that are required for you to complete for post-award must be completed in Good Grants platform
<https://grantplatform.ktp-uk.org/>

Actions will be issued to the **Project Delivery Contact** identified in your application, please ensure that the contact information for your Project Delivery Contact is kept up to date. If you need to update the Project Delivery Contact details, please email AKT@iuk.ktn-uk.org inbox with the contact details of the Project Delivery Contact who will complete the project set-up tasks.



Project set-up

The AKT competition team will inform by email outcome of the application.

If your application has been successful:

Receiving and accepting your Grant Offer

- The applicant, knowledge base supervisor and knowledge base Project Delivery Contact will receive the successful notification from Good Grants 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.
- The Project Delivery Contact will receive a notification from Good Grants, with the task to upload the return of the signed Schedule 1 to accept the GOL.
- The project start date must not be before the date of the returned signed Schedule 1.
- We will review your signed GOL and upload the countersigned Schedule 1, to Good Grants within 7 days, the Project Delivery Contact will receive a notification when this has been uploaded.

Completing your Project Set-up

- The person designated as the Project Delivery Contact will receive a series of tasks for the Project Set-up, these notifications will be sent directly from Good Grants.
- There will be four tasks with actions to complete on Good Grants where you will be required to confirm and upload the following:
 - Knowledge Base Bank Details - Required upload on Knowledge Base Letterhead
 - New Supplier Form – Required upload, the template for this can be found: <https://www.ktp-uk.org/wp-content/uploads/2023/10/New-Supplier-Form-Rebranded.docx>
 - Details of the project team – update details in Good Grants
 - Grant forecast spend across the Financial Years 23/24 and 24/25 – update details in Good Grants

Confirming your Project Start

- The person designated as the Project Delivery Contact will receive a series of tasks for the Project Set-up, these notifications will be sent directly from Good Grants.
- There will be two tasks with actions to complete on Good Grants where you will be required to confirm, when you know the exact start date and details of your AKT Associate, by completing the following tasks:
 - Details of AKT Associate
 - Confirmation of project start



- Once you have completed this, your project end date will be calculated, (this will be from the project start date and be calculated using the duration of the project outlined in the application).
- As stated in the FAQs document, an additional 14 days will automatically be added to the project length, to provide some contingency to projects for unexpected disruption during delivery. The additional 2 weeks is un-costed.
- We will write to you to confirm your new project end date, and this notification will be done through Good Grants.
- **You will not be able to claim any costs after the confirmed Project End Date.**



Managing your project

During your project, we know that some things change. We only need to know about change if:

- Your project finishes early
- There is a change for the Project Delivery Contact
- There is a new AKT Associate

Changes we don't need to know about:

- If you are using the 14-day contingency allowance
- If there is a change in how you are using your Travel & Subsistence, Consumables and Estates costs – this cost category is a combined budget.

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

Reporting

- As outlined in the FAQs, those projects with more than 3 months in duration are required to complete a mid-point project report in the 8th week of their project.
- This will be a task set in Good Grants for the Project Delivery Contact to complete.

Further templates and information about this will be provided in due course.

Final reporting and claim

- 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:
 - Report
 - Case study
 - Presentation
 - Financial claim – supported by Schedule 3

Further templates and information about this will be provided in due course.

You will have 60 days from your Project End Date to submit your final report and claim. This will be a task for the Project Delivery Contact to complete in Good Grants.

- Innovate UK KTN will review your claim and will have 60 days to do so, only costs eligible, as outlined in competition guidance and cost guidance, will be reimbursed.
- You must keep evidence of all spend.
- You will be required to submit an itemised claim of costs, breaking down the spend by item.



- We may contact you to request further information or to update your claim if we have any queries or believe there that ineligible costs have been included.
- If there is an issue, the 60 days will pause until we receive further information, you will have 14 days to provide this.

Payment process

Once your claim has been approved, Innovate UK KTN will issue you with a purchase order, this will be an automated notification sent from our accounting system, and we will also make this available in Good Grants for you to view.

You will then be required to submit an invoice for your grant payment. The Project Delivery Contact will have a task set in Good Grants.

Only invoices received via this method will be processed for payment

Please ensure:

- The invoice is addressed to 'Innovate UK KTN' and the address outlined in the Purchase Order
- That the invoice quotes the PO number
- That the invoice quotes the project ID
- That the invoice is vat- exempt
- Invoices are NOT sent to the general KTN Finance email.

Terms of payment – the invoice must be received within 30 days of the purchase order being issued and we will pay you within 30 days of receiving the invoice.