



# 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 Requirements
- Interim 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](mailto: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

**Interim Reporting:** As outlined in the FAQs, those projects with more than 3 months in duration (**90 days or more**) are required to complete a mid-point project report in the 8<sup>th</sup> week of their project.

This will be a task set in Good Grants for the Project Delivery Contact to complete.

**Final Reporting and Claim:** Projects are required to complete their Final Report and Claim within 60 days of the Project End date. This will be a task set in Good Grants for the Project Team to complete.



## **Interim Report**

Innovate UK – Accelerated Knowledge Transfer Projects that have a duration of 90 days or more are required to complete an Interim Report in their 8<sup>th</sup> week. The date that your report is due will have been communicated to you in the Project Start Confirmation Letter.

### **What is required in the Interim Report?**

#### **Project Progress**

You will be required to select an option that best describes the project in the following areas:

- Project Scope
- Project Deliverables
- Partnership Engagement

You will be able to provide optional comments on these three areas.

#### **Project Spend**

You will be required to complete a table outlining actual spend to date, and forecast across the cost categories, this will be split by:

- Actual spend weeks 1-8
- Forecasted spend weeks 9-Project End

If the overall spend in each category is less than the project costs in Schedule 2, please provide comments to explain the variance.

#### **Next Steps**

You will be required to select an option that best describes the expected next steps once the AKT Project finishes.



**What the Interim Report will look like?**

You will be able to view the Project Costs of your Original Application, this will match the Grant Offer you received in Schedule 2, please ensure that your Project Spend doesn't exceed these maximum figures.

ID	<input type="text"/>
Application name	<input type="text"/>
Category	<input type="text" value="Innovate UK - Accelerated Knowledge Transfer (AKT)"/>



### **Knowledge Base Associate/(s) employment costs**

£10,000.00

This should be the Knowledge Base costs relating to Associate employment.

### **Knowledge Base Supervisor employment costs**

£3,000.00

This should be the Knowledge Base costs relating to Academic Supervision.

### **Total Travel & Subsistence, Estates and/or Consumables costs**

£3,000.00

This should be the Knowledge Base costs relating to Travel & Subsistence, Estates and/or Consumables.

### **Knowledge Base Additional Associate Support costs**

£4,000.00



### **Total Knowledge Base Project costs**

£20,000.00

This should match the total combined costs from all of the above categories.

### **The Business Partner Cash (£) Contribution to the Knowledge Base.**

£2,000.00

The Business Partner cash contribution should reflect the minimum 10% cash contribution rule.

### **Total grant request**

£18,000.00

This amount should reflect the total Knowledge Base project costs minus the Business Partner cash contribution. This figure cannot be greater than £35,000.





## Project Scope

Project Scope

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Project Scope:

Project Scope 0/10

Please select one of the following statements that best represents the status of your project.

- 5 - The consortium has identified opportunities, beyond those specified in the original proposal, and plans to explore these within this project or shortly thereafter
- 4 - The project remains on course to deliver all planned objectives
- 3 - There is a possibility that the project will fail to deliver on some planned objectives
- 2 - It appears highly likely that the project will fail to deliver on one or more key objectives
- 1 - It is certain that the project will fail to deliver on one or more key objectives
- Other



## Project Deliverables


Project Deliverables

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Project Deliverables:

Project Deliverables 

Please select one of the following statements that best represents the status of your project.

- 5 - The project is running ahead of schedule
- 4 - The project is meeting its planned timetable
- 3 - The project is behind schedule, but should meet its deliverables by project close
- 2 - The project is behind schedule and whilst some deliverables may not be delivered, work has been prioritised to ensure that overall, good outcomes will be delivered
- 1 - The project is behind schedule and is at risk of not delivering against its agreed outcomes
- Other



## Partnership Engagement

Partnership Engagement

Please select one of the following statements that best represents the status of your project.

Please provide comments below to elaborate on your selected response.

(optional)

The options for Partnership Engagement:

Partnership Engagement



Please select one of the following statements that best represents the status of your project.



- 1- There are some challenges in the partnership working arrangements
- 2- The academic team, business and associates are working well together and meeting regularly



## Project Spend

### Project Spend

Please complete the following table.

**You should refer to the project Schedule 2 and ensure that the spend is within the maximum costs you have been allocated.**

If actual figures are not available for project spend, please provide an estimate.

*Note new virements cannot be considered, so please do not request these.*

### Interim Project Spend & Forecast

Item	Actual Project spend week 1-8	Forecast Project spend week 9 - project end	Comments
1 AKT Associate(s)	£	£	
2 Knowledge Base Supervisor	£	£	
3 Travel & Subsistence, Consumables & Estates	£	£	
4 Additional Associate Support	£	£	
	£0.00	£0.00	

Referring to your agreed Project Costs in Schedule 2, please provide an update on spend to date and remaining forecasted spend for your project.

The overall forecast must not exceed the amounts within the project Schedule 2.

Include the actual spend for the first 8 weeks of the project in the first column, and insert a forecast outturn spend to the project end in the second column.

Where the spend is less than the amount allocated in Schedule 2, please indicate the reason for the variance in the comments column.



## Next Steps

### Next Steps

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?

Please provide comments below to elaborate on your selected response.

(optional)

### The options for the Next Steps:

In terms of next steps beyond the project, please select the option that best describes what you expect may happen?



- a) Project could lead to a KTP project (classic or management)
- b) Project could lead to another form of formal collaboration
- c) We expect the collaboration between the business and the academic institution to continue informally
- d) We expect the formal collaboration will end at the conclusion of this project

**Don't forget to submit!**

Submit Interim Report ✓

Save for later



## Final Report 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.