

TEAM-A Innovation Fund Handbook

1. [Introduction to the Innovation Fund](#)
2. [Main Principles](#)
3. [Aims & Objectives](#)
4. [Funding Streams](#)
5. [Eligibility](#)
6. [Costing your application](#)
7. [Reporting requirements for funded applications](#)
8. [How to apply](#)
9. [Assessment process and criteria](#)
10. [Once your application has been reviewed by TEAM-A](#)
11. [Successful project applications](#)

1. Introduction to the Innovation Fund:



The innovation fund is available to provide TEAM-A flexibility to pursue projects that may not fit directly within the programme's vision. It is held to allow new ideas from partners and external stakeholders to be taken up within the scope of the programme during its life. Proposals for funding will be assessed by both University of Exeter (UoE) and QinetiQ before being taken forward alongside TEAM-A's existing scientific challenges, allowing a broader community of academics and small - medium sized enterprises (SMEs) to build links to QinetiQ and TEAM-A.

2. Main principles:



- The fund will be continually open for proposals to be submitted at any time.
- Applications may have a value of £5K – 35K.
- Proposals will be assessed and approved by both QinetiQ and the University of Exeter.
- Proposals will have to be entered into the UoE Exeter Research Application Pipeline (eRAP) and undergo College level approval, this is to be completed by a UoE member of staff.
- Subcontracts through the fund will be managed by Exeter with agreements aligned to all partners.
- The Principal Investigator/ applicant of each project must be a University of Exeter employee and will be required to contribute to TEAM-A's reporting to the EPSRC on the activities carried out, outcomes and impacts (or expected future impacts). More information on what is expect can be found in section 7 of this document.

3. Aims & Objectives:



- To stimulate work within and supported by TEAM-A and its collaborators to reach higher Technology Readiness Level's (TRLs').
- The 'Initiator Award' aims to support researchers/industrialists of advanced materials to establish closer working partnerships through early stage engagement activities with clear impact potential.
- The 'Collaborator Award' aims to support researchers/industrialists of advanced materials to exploit and implement research findings.

4. Funding streams:

Funding Stream	Aim	Funding Available	A note on costings	Application Deadline
Initiator Award	To enable the establishment and development of closer working partnerships between academic and non-academic partners, through early stage engagement activities with clear impact potential.	Up to £5,000	UoE Staff time cannot be costed here	Open call – all year around
Collaborator Award	To support activities at all scales aiming to exploit and implement research findings working together with 3rd parties. This could be used to support commercialisation activities, knowledge exchange placements, relationship development activities.	Up to £35,000	UoE Staff time may be costed here, as long as Associate Dean of Research approves	Open call – all year around

5. Eligibility

The Principle Investigator/ applicant must be employed by the University of Exeter until at least the end of the project, and it is the responsibility of this principle applicant to ensure all elements of the application and reporting process are fully administered.

In order for applications to be eligible for TEAM-A Innovation funding:

All applications must contain a University of Exeter TEAM-A CO-I. For information on TEAM-A CO-I's visit the website: <http://emps.exeter.ac.uk/team-a/>

Match investment and funding will be sought where possible.

A link to the development of advanced materials that can be used to control and manipulate the propagation of electromagnetic and acoustic energy or the development of innovative techniques for their cost-effective manufacture, must be clear.

The fund is only open to Exeter, QinetiQ and external industry collaborators of TEAM-A.

Applications involving UoE staff costed time must have the support of the Associate Dean of Research, evidence of this must be included into the appropriate TEAM-A Innovation Fund application form.

6. Costing your application:

All costings must be calculated or checked by a UoE pre-award Research Administrator to ensure accuracy and compliance with College protocol, and must then be signed off by your Assistant College Manager for Research.

- All costings must include VAT.
- TEAM-A can fund direct costs only, which may include for example, travel and subsistence, venue hire, staff costs (including the use of a Research or Project Assistant if appropriate), and external contractors for specialist tasks (e.g. design work).
- Estates and overheads are not eligible for funding.
- All match or in-kind funding from the partner organisation(s) must be indicated in the application, as should any costs that are being supported by the College (which may primarily be staff time that is not being requested from the funding). It is important that these are fully included not only because this will be considered as part of the review process, but also because they will be included in our reporting to the EPSRC.
- If your application is successful please note support may be available from TeamA@exeter.ac.uk to assist with organising events and meetings but please specifically state any support that might be required in your application.
- The Principal Investigator/ applicant will be responsible for ensuring proposed activities are completed and all costs are charged by the agreed project end date at the latest.

7. Reporting requirements for funded applications:

The Principal Investigator/ applicant of each project will be required to contribute to TEAM-A's reports to the EPSRC on the activities carried out, outcomes and impacts (or expected future impacts), specifically:

- **A short summary** of the activities conducted, opportunities identified and future plans.
- **A report of the tangible benefits and successes** achieved or likely to be realised after the project, by both the user (and their potential beneficiaries) and TEAM-A. This includes indicators of success, such as number of new connections and partnerships (defined as involving an exchange of resources – e.g. co-funding, leverage, and contributions in kind), projects started and numbers participating in events etc.
- TEAM-A Project support may also follow up several months after the project to find out about longer-term impacts.

The EPSRC have produced a table of **Common Outcomes** it expects to see from TEAM-A and its Innovation projects. Some of these indicators may be relevant to your project ([see appendix A](#)), please reference to these Common Outcomes in your reporting.

We will also feature projects in publicity and on the TEAM-A website as an important part of the sharing of good practice and news about impact within TEAM-A and beyond. For this reason one of the conditions of funding is that the principle applicant complies with requests for information about the project for these materials. We will always obtain permission on project specific information before publishing.

8. How to apply

1. Obtain either the Initiator Award or the Collaborator Award application form from TeamA@exeter.ac.uk or <http://emps.exeter.ac.uk/team-a/>.
2. Ensure you have all of the information the application form requires & begin to populate it.
3. Include a full costing of your project, including any non-costed time you will spend on the project and the match or in-kind contribution from your partner organisation(s).
4. Send either the Initiator or Collaborator Award application form to TeamA@exeter.ac.uk.

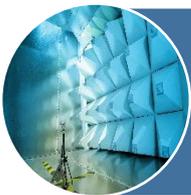
9. Assessment process and criteria

All applications will receive two reviews, one from the College of Engineering, Mathematics & Physical Sciences and the other from the TEAM-A Leadership Board.

In addition to identifying whether applications fulfil the [eligibility criteria in section 5](#), applications will be assessed on the extent to which:

- The project aims to exploit existing research, develop partnerships or support TEAM-A.
- The project demonstrates engagement with at least one external, non-academic stakeholder (this might take into account leverage, statement(s) from the partner, the activities being proposed).
- The application details specific areas of work: who, what, where and when.
- The anticipated outcomes are aligned with the funding stream's aims.
- The application has a clear and feasible delivery and project plan with realistic milestones and outcomes.
- The application details how the impacts will be recorded and monitored.
- The proposed work is feasible within the given timeframe.
- The resources requested are justifiable.

10. Once your application has been reviewed by TEAM-A



You will be contacted by a representative of TEAM-A to inform you of the outcome of your application. If you are unsuccessful, you may request feedback. If you are successful the next steps will be organised between the project's Principle Investigator/ applicant, any collaborators and a TEAM-A managerial representative.

11. Successful project applications

Once a project has been successfully accepted for Innovation Funding, a TEAM-A representative will be in contact with the company/ individual(s) receiving the funding to:

- Confirm the address they would like associated with the relevant invoice(s). The TEAM-A representative will then be able to forward the company/ individual(s) a Purchase Order (PO) number, which will enable the company to send their invoices to the University of Exeter.
- All of external services/contractors need to send their invoices to invoices@exeter.ac.uk quoting the Purchase Order (TBC) or alternatively by post to Box 1, Finance, Northcote House, University of Exeter, Exeter, EX4 4QJ.
- An appropriate Terms and Conditions/ collaborations agreement will be forwarded and open to discussion. Once this document has been agreed and signed by those authorised to do so, the TEAM-A Innovation funded 'project' may begin.

If you have any queries or are unsure of any process please feel free to contact TeamA@exeter.ac.uk for support.

Appendix A: EPSRC TEAM-A Common Outcomes Reporting Metric

Publications	Further Funding	Engagement Activities	Influence on Policy, Practice, Patients & the Public	Research Tools & Methods	Research Databases & Models	IP & Licensing	Medical Products, Interventions and Clinical Trials	Artistic & Creative Products	Software & Technical Products	Awards and Recognition
Book	Research grant (including intramural programme)	A formal working group, expert panel or dialogue	Implementation circular/rapid advice/letter to e.g. Ministry of Health	Biological samples	Database/Collection of data	Currently Copyright (e.g. software)	<i>Diagnostic Tool - Imaging</i>	Artefact (including digital)	Webtool/Application	Research prize
Book Chapter	Fellowship	A talk or presentation or debate	Influenced training of practitioners or researchers	Cell line	Data analysis technique	Patent application published	<i>Diagnostic Tool - Non-Imaging</i>	Image	Software	Medal
Book (Edited)	Studentship	A magazine or newsletter (print or online)	Citation in clinical guidelines	Technology assay or reagent	Computer model/algorithm	Patent granted	<i>Therapeutic Intervention - Drug</i>	Artwork	e-Business Platform	Awarded honorary membership, or a fellowship, of a learned society
Conference Proceeding / Conference Paper	Capital/infrastructure (including equipment)	Event, workshop or similar	Citation in clinical reviews	Model of mechanisms or symptoms - <i>human</i>	Data handling & control	Protection not required	<i>Therapeutic Intervention - Vaccines</i>	Composition/Score	Grid Application	Appointed as the editor/advisor to a journal or book series
Consultancy Report	Travel/small personal	Participation in an open day or visit at my research institution/facility	Citation in other policy documents	Model of mechanisms or symptoms - <i>mammalian in vivo</i>		Trademark	<i>Therapeutic Intervention - Cellular and gene therapy</i>	Creative Writing	Physical Model/Kit	Poster/abstract prize
Journal Article / Review		Media interview, press release, press conference or other response to a media enquiry	Citation in systematic reviews	Model of mechanisms or symptoms - <i>non-mammalian in vivo</i>			<i>Therapeutic Intervention - Medical Device</i>	Film/Video/Animation	New Material/Compound	Attracted visiting staff or user to your research group
Manual / Guide		Engagement focused website, blog or social media channel	Membership of a guidance committee	Model of mechanisms or symptoms - <i>in vitro</i>			<i>Therapeutic Intervention - Surgery</i>	Artistic/Creative Exhibition	New/Improved Technique/Technology	NIHR Senior Investigator/Clinical Excellence Award
Monograph		A broadcast e.g. TV/radio/film/podcast (other than news/press)	Participation in a national consultation	Physiological assessment or outcome measure			<i>Therapeutic Intervention - Radiotherapy</i>	Performance (Music, Dance, Drama, etc)	Systems, Materials & Instrumental Engineering	National honour e.g. Order of Chivalry, OBE
Policy Briefing Report			Participation in advisory committee	Improvements to research infrastructure			<i>Therapeutic Intervention - Psychological/Behavioural</i>		Detection Devices	Prestigious/honorary/advisory position to an external body
Scholarly Edition			Gave evidence to a government review	Antibody			<i>Therapeutic Intervention - Physical</i>			Personal invitation as keynote or other named speaker to a conference
Systematic Review							<i>Therapeutic Intervention - Complementary</i>			Honorary Degree
Technical Report							<i>Preventative Intervention - Behavioural risk modification</i>			
Technical Standard							<i>Preventative Intervention - Physical/Biological risk modification</i>			
Thesis							<i>Preventative Intervention - Nutrition and Chemoprevention</i>			
Working Paper							Management of Diseases and Conditions			
Other	Common Outcome Types <i>without</i> sub-types						Health and Social Care Services			
	Collaboration & Partnerships	Next Destination	Spin-Outs	Other Outputs & Knowledge/Future Steps	Use of Facilities & Resources		Support Tool - For Fundamental Research			
							Support Tool - For Medical Intervention			