



IPS Fellowship Guidance Notes

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AIMS

The Innovation Partnership Scheme (IPS) Fellowship is designed to support a knowledge exchange and commercialisation (KEC) professional in a position at a UK university in developing innovation and impact from its STFC-funded research outputs.

This is **not** a research fellowship.

The IPS fellow will cultivate innovation opportunities by facilitating the transfer of technologies, skills and knowledge, developed through funding from the STFC Science Programme, to industry and other users of research outputs. The fellow will focus on commercial exploitation to ensure UK economic impact. The fellow will also strive to enhance the capacity for knowledge exchange within STFC funded departments of the host university.

ELIGIBILITY

IPS Fellowships may be held at any UK university and can be single university fellowships or multi-institutional fellowships. The host university will be in receipt of significant active grant funding from the STFC Science Programme (particle physics, astronomy, nuclear physics and space science). When there are partners to an application, the partners need to nominate a host university for the fellowship. The host university will be responsible for implementing the management arrangements for the fellowship.

It is anticipated the fellow will bring experience of both technology transfer and a relevant science background. They will be expected to have a good appreciation of the STFC science programme and of the related technologies, applications and industrial sectors of users.

TIMETABLE

The IPS Fellowship call is peer reviewed alongside the IPS and Mini IPS call. IPS has three closing dates a year. The dates for the year are on the STFC website on the current and upcoming calls page.

APPLICATION PROCESS

Applications will be made through Je-S by the host university and should include fEC. The application to the STFC is for funding to support the unnamed fellow. The host university is responsible for the subsequent selection and appointment of the fellow through an open recruitment process.

The applicant will typically be the person who will line manage the fellow (a senior academic in receipt of STFC grant funding at the host university). The applicant may apply for costs attributable to managing the fellow by using Directly Allocated section (they may apply for up to 50 hours per annum). The unnamed fellow should be included 100% FTE in Directly Incurred section. Recruitment costs directly related to the fellowship should also be categorised as Other Directly Incurred Costs.

Please see website for link to latest version of these notes. www.stfc.ac.uk/ipsfellowships

The Edit Joint Proposals option should be used where a number of Universities are collaborating in the Fellowship. The Edit Staff option will be used to provide details of the post required. The Post Identifier should be selected and IPS Fellow entered.

Collaborating Universities

Applications for IPS Fellowships may involve collaboration between a number of universities. The university that will host the fellowship will apply for the IPS Fellowship as described above. The other Universities that will support the fellow may apply for their management and related costs by making a standard fEC grant application.

The standard grant application will be for a Joint Proposal and include the Joint Reference that Je-S will have issued to the host university.

Case for Support

A case for support for the intended fellowship of no more than six sides of A4 paper (with a minimum 2cm margin in Arial 11pt font) should include the following:

- **Background**

What is the STFC funded research at the host university that will form the basis of the knowledge exchange and commercialisation activities of the fellow? What Impact has been achieved previously from STFC-funded research?

- **Objectives of Fellowship**

What is the overall aim of the Fellowship, what are the objectives, key performance indicators and measures of success? Identify what the expected outputs will be during this fellowship. There should also be a review of the current portfolio of technologies / skills / intellectual property that the host university will bring to the fellowship programme.

- **Management and Development**

Detail the arrangements for supervising the fellow, including mentoring and guidance and ensuring professional development of the fellow. This should clearly explain how the fellow will be embedded in both the academic department and in the teams responsible for knowledge exchange and commercialisation activities at the university.

- **Job Specification**

Include the job specification that will be used for recruitment and selection of the fellow with a focus on experience relevant to a knowledge exchange position within a community of STFC-funded researchers.

- **Resources**

State the full cost of the project (fEC) and if relevant, those of any collaborating universities, and provide justification for them. STFC can reduce resource requests if they feel there is insufficient justification. Please include where the remaining costs of the fellowship will come from (i.e 50% of 80% + 20% = 60% of total project cost).

Additional Documentation

Further documentation must be uploaded through Je-S as separate documents. These include:

Please see website for link to latest version of these notes. www.stfc.ac.uk/ipsfellowships

- Six page case for support (Mandatory)
- Letter(s) of Support from Technology Transfer Office (Mandatory)
- Letter(s) of Support from Head of Department (Mandatory)
- Covering Letter (Optional)

Any additional documents such as CVs, appendices, list of publications etc. will be removed and not sent for review.

Letters of Support – Head of Department

Letters of support must be included from Department Heads that receive STFC funding at all named institutions.

Letters should:

- Be on headed paper and signed by Head of Department or as an email with full contact details.
- Detail their support and involvement in the fellowship in terms of specific objectives and desired outcomes together.
- Detail how the host university will fund the remaining costs of the fellowship (60% of total project cost) for the full duration of the fellowship. The actual contribution equal to 60% of the total project cost should be included.

Letter of Support - Technology Transfer Office

A letter of support or email with full contact details from the host university's Technology Transfer Office (or equivalent) must be included with each IPS Fellowship application. It should explain in detail how the technology transfer office will work with the IPS Fellow to support the objectives (where relevant).

Starting Dates and Period of Award

Universities that are successful in their application for funding from STFC will be expected to start the fellowship within six months of the application assessment date. STFC reserve the right to delay start dates before an award letter is signed. IPS Fellowships must be full-time positions and are awarded for predetermined periods of up to four years.

Financial Support

The JeS form should be used to detail the 100% cost of the full term of the IPS Fellowship using fEC. The JeS form will calculate an 80% figure, of which STFC will fund 50% i.e. 40% of the total project cost. It is important that the applicants include the full cost and not just 50%. STFC will require a letter of support from the host university (head of department) explaining how they will fund the remaining (60%) cost of the total project for the full fellowship duration. This letter should include the actual value, equal to 60% of the total project cost. Please do not use the Project Partner section.

Training & Development

The training and development requested for the fellow should be specific to the role (knowledge exchange and commercialisation) rather than general management training and development.

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Travel

It is recognised that there may be a requirement for a significant amount of travel in the course of the fellowship. The application should provide details of how the travel budget has been determined. Personal travel is taken to include necessary collaborative visits, and attendance at conferences, workshop or symposium during each year of the fellowship, and should be based on the normal rates at the host university.

Data Protection

Grants submitted via JeS are done so under their [terms and conditions](#).

ASSESSMENT

Applications will be assessed by the STFC External Innovations team with independent representation. Applications will be peer reviewed by up to two current IPS Fellows.

Criteria for Assessment

Applications will be assessed against the following criteria:

- The extent to which the fellowship has a clear, well defined mechanism for achieving its objectives in knowledge exchange and commercialisation.
- The extent to which the host university has the potential for exploitation of research outputs from STFC funding.
- The extent to which the host university (both the department and technology transfer office) is committed to supporting the fellowship and its objectives.
- The extent to which the fellow will be supported in their personal development as a knowledge exchange professional.
- The extent to which the resources requested, relative to the anticipated outputs, represent an appropriate investment of STFC funds.

Resubmission

Proposals invited for resubmission may resubmit to the next call and should resubmit at the latest 12 months after the first submission, i.e. if the original submission is January 2014 the last opportunity to resubmit would be to the January 2015 call.

A resubmission should be an entirely new submission (and will be treated as such) and must contain a completed JeS proforma, Case for Support and all other relevant documents. The submission should contain all of the information necessary for assessment and assessors should not need to rely on the initial application for clarification. In order to highlight the response to the assessor's comments, the applicant should submit a cover letter in which they summarise the responses made to the assessor's comments. This should not contain extra information additional to the case for support or proforma.

REPORTING

During the tenure of the fellowship the Fellow is required to present an progress update at half yearly meetings of the IPS Fellows. Fellows are expected to submit Impact case studies annually to STFC, highlighting achievements from their university.

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THE STFC KNOWLEDGE EXCHANGE COMMUNITY

STFC introduced the Innovations Club to create a community for all who participate or share in STFC's vision for knowledge exchange, innovation, technology and enterprise. IPS Fellows would become part of this virtual community and it is anticipated that they would play an active role in its activities and further development.

IPS FELLOWSHIP EXTENSION

The host university can apply for an extension of two years at the end of the four year term. STFC will support the extension at 25% (25% of 80% = 20% of total extension cost). Applications for extensions will be assessed by the STFC office.

CONTACTS

The STFC office can provide help and support on IPS Fellowship applications. We encourage potential applicants to contact the office to discuss their proposal.