



Engineering and
Physical Sciences
Research Council

EPSRC Business and academia prosperity partnership: 5th round full proposal – Guidance

Total funding amount (indicative) available	£38,000,000
Minimum amount per application	<i>The final budget should be within 10% of the costings stated at outline stage</i>

Link to start the application

<https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Key dates / Timeline

Event	Date	Time
Opening date	16/05/2022	00:00
Closing date	07/07/2022	16:00

The outline stage for this call has now closed. Only invited bids from the outline interview stage may submit to this call.

Successful applicants will be contacted directly with information about how to submit their full proposals. For any queries, please email stephen.webb@epsrc.ukri.org.

For the outline stage and subsequent full stage (if invited) Standard EPSRC eligibility rules apply. Research grants are open to:

- UK higher education institutions
- research council institutes
- UKRI-approved independent research organisations
- eligible public sector research establishments
- NHS bodies with research capacity.

[Check if your institution is eligible for funding.](#)

You can apply if you are a resident in the UK and meet at least one of the conditions below:

- are employed at the submitting research organisation at a level equivalent to lecturer or above
- hold a fixed-term contract that extends beyond the duration of the proposed project, and the host research organisation is prepared to give you all the support normal for a permanent employee
- hold an EPSRC, Royal Society or Royal Academy of Engineering fellowship aimed at later career stages
- hold fellowships under other schemes (please contact EPSRC to check eligibility, which is considered on a case-by-case basis).

Holders of postdoctoral level fellowships are not eligible to apply for an EPSRC grant.

Important: At the full proposal stage, bids will be submitted by the lead university partner via the Je-S system. The business partners will be included as Project Partners at this stage. EPSRC standard eligibility requirements are applicable for students for this call - see [Terms and conditions for training funding](#) and [EPSRC training grants: additional terms and conditions](#)

Submissions to this funding opportunity will count towards the [EPSRC repeatedly unsuccessful applicants policy](#).

What we're looking for

Business-led, co-created, co-delivered

The EPSRC Prosperity Partnerships funding opportunity aims to fund business-led research that arises from an industrial need, with the work being co-delivered between the business and academic partners. The opportunity is aimed at supporting excellent, world leading fundamental research which has clear benefit to the businesses involved, resulting in accelerated impact arising from the new knowledge, innovations, or technologies.

Co-creation of the research programme is essential. EPSRC expects programmes funded through this opportunity to:

- drive forward shared research challenges
- demonstrate impact beyond the partners
- provide benefits to the businesses involved.

The programme should contribute positively to the overall strategic partnership framework which exists between the parties.

It should be clear that both the business and academic researchers are making distinct intellectual contributions to the partnership.

Where an individual is discharging responsibilities within both a business and a research organisation (for example, as a consequence of being involved in university spin-outs) clarity on separation of duties and managing conflicts of interest is essential.

If the proposal is deemed appropriate for EPSRC support, a collaboration agreement will be requested before the grant is authorised.

Strategic considerations

The research challenges to be addressed in the Prosperity Partnership should:

- be relevant to stimulating innovation aimed at tackling major problems faced by the UK and the world
- drive capability in key technologies and scientific advancements.

EPSRC recognises that the specific outcomes will be unique to each project, but applicants should consider how they may:

- deliver new or improved products or services,
- drive efficiencies or cost reductions
- enable expansion to new sectors or markets while also jointly authoring high-impact publications.

Ultimately, the project should be providing economic impact and prosperity which wouldn't exist without the partnership.

Place

EPSRC seeks to foster greater collaboration and networking between researchers, business and civic bodies in order to deliver research and skills outcomes vital to the long-term prosperity of communities and regions of the UK.

While not an assessment criterion, we encourage applications to articulate how their partnership aligns and supports both industrial and civic ambitions or priorities.

Where applicable, applicants are also asked to demonstrate what place-based outcomes might be expected to arise from their projects, both in the short and longer term. These may include (but are not restricted to):

- local and regional economic growth, skills development, job creation or retention
- critical mass activities leading to increased private investment, including foreign direct investment, in a specific place
- contributions to cluster development through knowledge diffusion, supply chain development, SME growth, generation, or growth of spin outs, and so on.

Responsible innovation

Applicants are expected to work within the [EPSRC Framework for Responsible Innovation](#).

Applicants should consider and implement plans for responsible innovation throughout the research project, and include details of these plans in the application, including specific actions that will be taken.

International collaboration

Applicants planning to include international collaborators on their proposal should visit Trusted Research for guidance on [getting the most out of international collaboration whilst protecting intellectual property, sensitive research and personal information](#).

Equality, diversity, and inclusion (EDI)

Through productive collaborative partnerships the long-term strength of the UK research and talent pipelines can be enhanced, and to do so effectively all available talent must be harnessed. EPSRC expects equality and diversity to be an integral part, at all levels of research practices as a part of our funding portfolio.

One common approach is to reference institutional strategies and policies related to EDI and indicate that the Prosperity Partnership would be delivered in alignment with these activities. While these activities are important context, EPSRC are looking to understand the specific approach and activities of the projects in relation to management and decision-making processes.

We are committed to supporting the research community, offering a range of flexible options which allow applicants to design a package that fits their research goals, career, and personal circumstances. Therefore, these aspects should be strongly ingrained into the projects proposed for this opportunity.

Scope

EPSRC encourages cross-disciplinary research and recognises that many Prosperity Partnerships will be inherently so. EPSRC has supported many Prosperity Partnerships to date that build on a cross-disciplinary nature. In some cases, other parts of UKRI have also helped to support programmes.

The primary balance of research should build on EPSRC remit (at least 50%). Other UKRI disciplines may be included if they clearly strengthen the research programme. Below is a list of criteria that the business and academic leads should consider before applying:

- the business and academic partners have a demonstrable, established, research-based relationship
- there are clear plans to evolve this relationship via user-inspired shared research challenges
- both partners are committed to the co-creation of a jointly delivered large scale research programme at technology readiness level (TRL) one to three
- the business and academic partners are able to commit to leveraging EPSRC funding for the Prosperity Partnership with a matching cash contribution
 - a definitive list of eligible cash contributions is set out in the 'Definitive list of eligible cash contributions' section
 - no UKRI, public or government funding will be used as leverage and be able to clearly demonstrate an auditable transfer during the grant duration
- the business lead partner is:
 - a business in the private sector driven by profit, or from an organisation with a commercial arm which generates independent revenue
 - in a position to contribute to the nation's prosperity through increasing their investment in R&D activities and subsequent product development in the UK
- the topic of the research programme is mainly in the EPSRC's remit (multidisciplinary projects are welcomed and funding from other UKRI councils may be sought as long as more than 50% of the topics or work lies within EPSRC's remit).

Matching contribution

EPSRC funding is at 80% full economic costs, with exceptions for studentship costs (100% full economic cost). In this opportunity, the funding provided by EPSRC must be matched by the business lead and project partner's contributions with eligible cash contributions, as a minimum.

A definitive list of cash contributions can be found in the 'Definitive list of eligible cash contributions' section. Any contribution from business or other project partners not included in the cash contribution list will count as 'in kind'.

Single business bid

The total of the matching contributions should be provided by the business lead as a minimum.

Multi-partners bid

The combined contributions from the business partners must, at a minimum, match the EPSRC funding, with the majority of this matched funding coming from the business lead.

It is expected that this majority should be around 80% as a minimum, though we are happy to discuss minor adaptations to this on a case-by-case basis.

Additional business project partners can complete the remaining matching contribution. The business lead can contribute with the total of the matching contributions and still have additional project partners' contributions in addition to this.

All bids

Cash contributions from all partners can exceed the matching contribution. Indirect contributions, such as data, software, management time, facilities access are very welcome and can help show business commitment to the success of the project. However, they will not count towards the matching contributions.

Academic partner's cash contribution (including the academic lead) does not contribute to the matching figure requirements.

No UKRI or other UK government money, as part of baseline funding or otherwise, may be used as part of the matching contribution.

EPSRC does not mandate a specific audit format for the business contributions to a project, however, a record must be produced and provided if requested. This must be

able to demonstrate a continuous auditable cash transfer, or staff time-record, by the business partner per year in each year of the programme.

As an exception, student fees, stipends and some support costs related directly to the training of the student are not funded under the same full economic cost arrangements as for research staff on research grants. Student fees and stipends are covered at 100% full economic cost, so these need to be costed appropriately and considered for total matching of grant funding by the business partner.

EPSRC requires student fees and stipends, and the items of student support training costs, such as 'travel and subsistence', 'conference costs' and 'consumables', to be costed appropriately for the 'outline application'. 'Indirect' and 'estate costs' are not applicable to studentships.

Definitive list of eligible cash contributions

The following is the definitive list of eligible cash contributions. These are in addition to providing an auditable cash transfer to the academic organisations.

Researchers' salaries

All or part of the pro-rata, gross salary cost associated with researchers employed by universities (including co-investigators). The gross salaries of researchers employed by the business may also be claimed as long as they are working at least 50% of their time on the project.

Postdoctoral research associates' (PDRA) salary

All or part of the gross salary cost associated with research associates employed by research organisations to work exclusively on the Prosperity Partnership.

Research associates can also be employed directly by the businesses in the partnership and claim the gross salary as a cash contribution as long as they are exclusively committed to working on the Prosperity Partnership.

Professional project managers' salary

Pro-rata gross salary cost of a professional project manager are an eligible cash contribution provided that they work at least 50% of their time on the Prosperity Partnership.

Technicians' salary

Pro-rata gross salary cost of technicians are an eligible cash contribution provided that they work at least 50% of their time on the Prosperity Partnership.

Software licenses

New software licences needed for the project and their maintenance cost for the duration of the grant. Software licences or intellectual property (IP) owned by the business which are already accessible by the partners will apply at marginal cost, not at market rate.

New equipment

Genuine new equipment purchases, please see 'Equipment' section. The equipment should be dedicated to the objectives of the Prosperity Partnership and their utilisation should be critical to deliver the activity.

The access doesn't have to be restricted to the project members but EPSRC expect at least 50% of the time to be dedicated to the Prosperity Partnership project. All equipment should be appropriately justified.

Equipment produced by the business

Equipment produced by the business but only at the cost of manufacture, not market rate.

Access to equipment and facilities

Access to specific equipment and facilities critical to achieve the outcomes of the project. If the facility is based at the academic or business Lead, the contribution will be at the internal rate, not market rate.

Facilities refurbishment

Facilities refurbishment can be an eligible research organisation cash contribution if the upgrade will increase the capability of the facilities. This contribution must be justified in addition to any estate costs already factored in.

Business cash donation

Business cash donation which will be provided to the partner universities, for the universities to manage in line with the project objectives.

Top up stipends

Top-up of stipends for EPSRC funded doctoral students.

Training

Extra training for EPSRC funded doctoral students to align with a business cohort of students.

Doctoral students

Fully funded doctoral students (fees, stipends and top ups) with up to a maximum of 20% of the matching contribution. Please note that business contributions towards industrial Collaborative Awards in Science and Engineering (iCASE) awards cannot count towards eligible cash contributions.

Doctoral studentship funds

Funds for doctoral studentships may be applied for as part of the resources requested from EPSRC for this opportunity, however they must not be on the critical pathways for success.

Inclusion of doctoral students presents an interesting and useful opportunity to:

- place students in industrially relevant environments
- draw together vibrant and balanced teams which combine doctoral and post-doctoral research
- build leadership for the future in key areas of the economy.

Doctoral studentships must add value to the proposed research outlined in bids to this opportunity, whilst providing a clear opportunity for a distinct and independent course of enquiry for the student. Therefore, the research grant should:

- still be viable without the studentship
- have distinctive objectives that are not reliant upon the studentship.

Doctoral students supported through Prosperity Partnerships must be:

- embedded within a high-quality research team
- provided with the opportunity to develop their substantive research skills, as well as with broader professional development opportunities.

EPSRC also expects that other doctoral students will be aligned with a Prosperity Partnership, but funded from other sources, for example, by the business partner directly. These doctoral students would have the same training conditions and opportunities as those students funded by EPSRC.

Studentships supported through this opportunity will be four years in length, but the duration of the studentship must not exceed the length of the grant they are associated with.

Where doctoral studentships are requested, EPSRC expects to see requests for post-doctoral research associates. The studentships should not be the only research staffing resource on the application. Careful consideration should be given to the:

- overall staff resource on the Prosperity Partnership
- balance between the different types of staff resource available.

Please note, as an exception, student fees and stipends on research grants, and some support costs related directly to the training of the student, are not funded under the same full economic cost arrangements as for research staff (students fees and stipends are covered 100% full economic cost). These need to be costed appropriately and taken into account for total matching of grant funding by the business partner.

Studentship costings

The UKRI minimum stipend and indicative fee must be met, but enhanced stipends can be funded where this is justified in the application. See Annex 1 for Studentship costs.

[Guidance on UKRI studentship funding](#)

Student fees and stipends on research grants and some support costs related directly to the training of the student are funded by EPSRC. These support costs include such items as 'travel and subsistence', 'conference costs' and 'consumables' (indirect and estate costs are not applicable to studentships).

Funding available and timeframe

The full funding amount of up to £38 million will be split across two tranches of £18 million to £20 million each.

Tranche A grants will receive their EPSRC commitment shortly after the full proposal panel in November 2022.

Tranche B grants will receive their EPSRC commitment at the beginning of the 2023 to 2024 financial year in April 2023.

This two-tranche approach will allow the full funding amount of £38 million to be allocated from one round of peer review, reducing the overall length and bureaucracy of the process.

Proposals will be assigned to a tranche according to applicant's preferences where possible. The choice of tranche will have no effect on the assessment of the proposal.

EPSRC funding is at 80% full economic costs, with exceptions for studentship costs (100% full economic cost).

Requested funds may include:

- staff costs
- equipment and other items required to carry out the project
- costs related to impact
- travel and subsistence
- doctoral studentship costs.

[ESPRC guidance on equipment funding.](#)

How to apply

You should prepare and submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

When adding a new proposal, you should select:

- Council 'EPSRC'
- Document type 'Standard Proposal'
- Scheme 'Standard'
- On the Project Details page you should select the 'Prosperity Partnerships Round 5'.

Full proposals invited following a successful outline stage must have the 'Related Grant' field completed in Je-S. Please use the option 'Follow up to outline proposal'

After completing the application:

- You must 'Submit document' which will send your application to your host Organisation's administration
- Your host Organisation's administration is required to complete the submission process. Applicants should allow sufficient time for your Organisation's submission process between submitting your proposal to them and the call closing date

EPSRC must receive your application by 16:00 on 7 July 2022

Guidance on the types of support that may be sought and advice on the completion of the research proposal forms are given on the EPSRC website (<https://epsrc.ukri.org/funding/applicationprocess/>) which should be consulted when preparing all proposals.

Guidance on writing an application

The full proposal must include the documents outlined below.

While the expectations from the outline stage remain, and these elements may be expanded on this the full proposal, the primary purpose of the postal peer review is to assess the technical and scientific merit of the proposal in light of the vision and ambition described at the Outline stage. Applicants should not deviate substantially from what was assessed in their initial application and at interview. However, adaptation of work packages to accommodate scientific advances, or small changes based on interview panel feedback are acceptable. Core elements of the proposals such as the vision and ambition or leadership team should not change.

- Case for Support (a maximum of 12 (as one document) comprised of:

- A vision, ambition and partnership summary at the start of this section including details of the partnership. Up to one page.
- Up to one A4 side for a track record.
- Up to eight A4 sides describing proposed research and its context
- Two A4 sides detailing the Management and Strategic Governance, and Monitoring and Evaluation arrangements.
- The case for support components must be attached, all as a single document, using the 'Case for Support' attachment type in Je-S.
- Technical Annex (up to one page per major research area)
- Justification of resources (maximum four pages including separate budget template provided)
- Work plan (maximum two pages)
- Attachments
 - CVs for named PDRA or Research associates staff – maximum two pages each
 - Project partner letters of support - for all named project partners - no page limit o Institutional letters of support – no page limit.
 - Equipment Quotes - where applicable with no page limit. Technical assessment for the use of a major facility - where applicable and no page limit.
 - Cover Letter – optional attachment, no page limit, not seen by Peer Review or Panel Members

You should attach your documents as pdfs to avoid errors. They should be completed in single-spaced Arial 11 font or similar-sized sans serif typeface

[Advice on writing proposals for EPSRC funding.](#)

Case for Support

The case for support must be a single document uploaded to the Joint electronic Submission (Je-S) system which includes the following sections in this order

i. Vision, Ambition and Partnership (up to one page) Overall vision for the Prosperity Partnership research programme, and the relationship between the academic and industrial partners. This is to provide content for the peer reviewers, not for additional assessment. Adaptation of your outline will be suitable.

ii. Track record (up to one page) To provide the reviewers with additional context of the team in relation to the work packages, and why they represent the right team to take this prosperity partnership forward. The track record of the academic and business lead PIs has already been assessed and will not be assessed again. Rather, this section will outline the wider team and their technical capability Page 13 of 26 Funding history of existing grants and contracts can be used to support this (not restricted to EPSRC funded activity). Researchers should demonstrate their research track record in the appropriate field and should include reference to international standing in the context of the programme

iii. The proposed research, its context, and the benefits to the UK (up to eight pages)

Given the nature of the Prosperity Partnership programme context should be given that details the business, academic, UK economic and societal benefits that will be derived. However, the reviewers will be asked to focus on the research programme, methodology, feasibility and associated technical detail. They will not assess criteria already assessed at the interview stage

The following headings should be used:

- Background
- National Importance
- Academic and Industrial outcomes and benefits
- Research Hypothesis and Objectives
- Research programme and Methodology
- Studentship training

iv. Management and Governance arrangements (up to two pages)

This must outline the operational and strategic aspects of the programme's management and governance arrangements and can expand on the detail provided in the outline stage. It can be up to two pages and should cover the following:

- Alignment to any existing governance arrangements for the partnership and the specific governance arrangements for this programme.
- Day-to-day management strategy, including project, risk and financial management, and approach to monitoring and evaluation.
- Plans for advisory and steering boards, including indicative membership.
- Plans for how Responsible Research and Innovation strategy will be implemented

- Plans for how the Equality, Inclusion and Diversity strategy will be implemented

Successful applicants will be expected to hold annual independent steering board meetings with external expert advice, which must include EPSRC representation

Technical Annex

The technical support annex provides additional information on the research specifically for the expert reviewers. The annex is made of up to one page per major research challenge identified in the main proposal i.e. one page per work package. The format of the technical annex within this page limit is up to the applicants to decide.

Justification of Resources

The Justification of Resources section should be a maximum of four pages, including the separate budget template. The subsequent free text must be under the headings listed below.

You will be aware of the requirement that applicants will match the funded value of the grant (80% of the full economic cost) with a cash contribution. This matching contribution must be in the form of an auditable transfer of funds from the business partners to the academic partners and/or salary costs of business partner employees working full time (for a reasonable period of the project) and making contributions to the research effort or project management and/or new activities funded by a partner University.

New equipment purchased for use on the programme; equipment provided by a business partner at a reduced cost is not eligible. The table should provide a clear list of the contributions broken down by the headings provided. The subsequent free text should provide context to the contributions outlined in the table. Suggested headings for the free text are:

Justification of resources should clearly outline the following:

i. Business Lead cash and in-kind contribution: An explanation of the direct 'cash' and in-kind contributions made by the lead business, this must articulate how the provided resources will be used to add benefit. These should be confirmed by a detailed project partner letter of support. This section should include detailed information of the time the Business investigators (including the Business Principal Investigator) will spend on the programme including costings. Allocation of EPSRC funds received through other sources (for example ICASE studentships) to the proposed programme does not count towards the Business Offer.

ii. Academic Lead cash and in-kind contribution: An explanation of the direct 'cash' and in-kind contributions made to the proposed programme by the universities involved in the programme, this must articulate how the provided resources will be used to add benefit. These should be confirmed by a detailed letter of support from each institution. Note that the contribution of 20% of FEC was taken into account in designing this funding mechanism, the offer detailed must be in addition to the 20%. Academic university researcher and investigator time, unless wholly covered by the university, should not be

detailed here. Similarly, allocation of EPSRC funds received through other sources (for example DTP studentships) to the proposed programme does not count towards the University Offer.

iii. Other project partners cash and in-kind contribution [if applicable]: As above for all other business and academic project partners.

iv. Resources Requested from EPSRC. This section should account for and justify the resources requested from EPSRC including the percentage of academic time dedicated to managing the project and the time the academic principal and co-investigators will dedicate to the project. Describe the role of each of the co-investigators.

Work Plan

There is no expectation that a Gantt chart for the whole duration of the programme will be provided. Rather, EPSRC expects a comprehensive plan for the first two years of the programme to be included along with reference to the management and governance strategy.

Appropriate milestones for when important decisions on the direction of the research will be taken, KPI, and the identified monitoring and evaluation framework should be references where relevant.

Attachments

Only documents under the headings below are permitted; any other attachments submitted will not be shown to the panel unless by prior agreement with EPSRC.

i. Project Partner Letters of support. Business and academic letters of support are required from all named partners unless they are only providing steering board members. These will be checked against the Justification of Resources document – no page limit.

ii. Institutional letters of support. These should be provided by the lead and partner universities. These should outline the University commitment to the programme and the long term strategy of working with the strategic partner - no page limit.

iii. CVs. Should be provided for named PDRAs - maximum of two pages each. (PI CVs have already been assessed at the outline stage)

iv. Equipment. Quotations should be attached for items as appropriate. Three verbal quotes are required for equipment £25k to OJEU limit, to be detailed in the justification of resources. University contributions to equipment do count as part of a university contribution and should be detailed in the appropriate section of the justification of resources document and the institution's letter of support – no page limit.

Please refer to EPSRC's equipment webpages for information on what can and can't be applied for. <https://epsrc.ukri.org/research/facilities/equipment/>

v. Technical assessment. Technical assessment for the use of a major facility, such as ARCHER. <https://epsrc.ukri.org/research/facilities/> - no page limit.

Facility access

To apply for facility access, such as ARCHER, please see <https://epsrc.ukri.org/research/facilities/hpc/access/apply/>

Ethical information

EPSRC will not fund a project if it believes that there are ethical concerns that have been overlooked or not appropriately accounted for. All relevant parts of the 'ethical information' section must be completed.

[Guidance on completing ethical information on the Je-S form.](#)

EPSRC guidance can be found under 'additional information'.

Nominating Reviewers

As part of the application process you will be invited to nominate up to three potential reviewers who you feel have the expertise to assess your proposal. Please ensure that any nominations meet the [EPSRC Policy on conflicts of interest](#).

How we will assess your application

Full proposals will be sent to expert peer reviewers, including at least one nominated by the applicants. The Academic and Business PI's will have the opportunity to submit a joint 2-page response to these reviews. A panel of experts from across industry and academia will convene to assess the comments of the reviewers and the joint PI response.

This panel will score and rank the proposals accordingly and provide a recommendation to EPSRC. The assessment criteria for the full proposal stage are:

Quality of proposed research. (Primary assessment criterion)

In order to provide context to the reviewers, the overall vision for the Prosperity Partnership research programme should be articulated, including the business vision, and ambitions for accelerating impact from the research.

- The application should clearly demonstrate the methodology the applicants are intending to use to attain their objectives, and describe this clearly, explaining how appropriate and feasible this is for the programme of work.

- The research vision should be ambitious and the associated work packages should clearly enable a significant step change in knowledge, understanding and technology that will have a major impact on the research base and the business.

- The research programme should be ambitious, creative and innovative; addressing key shared challenge(s). It should be clearly stated why the challenges are ambitious and why academic-business collaboration is essential for success; applicants should set the proposed research in context in terms of the current state of knowledge and other work underway in the field. It should be described how the research will contribute to National and International strategies.

National Importance. (Secondary Major assessment criterion)

EPSRC expects all research funded through this Call to explicitly address EPSRC's published Prosperity Outcomes Framework.

<https://epsrc.ukri.org/about/plans/deliveryplan/prosperityoutcomes/>

Expanding on the outline, the proposal should clearly identify how the research proposed:

- Contributes to delivering one or more of the stated Ambitions within each of EPSRC's four key Prosperity Outcomes: Productive, Resilient, Connected and Healthy.
- Contributes to, or helps maintain the health of other research disciplines, contributes to addressing key UK societal challenges, contributes to current or future UK economic success and / or enables future development of key emerging industry(s).
- Meets national strategic needs by establishing or maintaining a unique, world leading research activity (including areas of niche capability).
- Fits with and complements other UK research already funded in the area or related areas, including the relationship to the EPSRC portfolio, and our stated strategy set out in 'Our portfolio'.

Applicant and Partnerships. (Secondary assessment criterion)

Effective leadership is essential to drive the programmes forward and ensure all members of the team are focused on the overall vision. As the leadership has already been assessed at the outline stage, this criterion will focus on the appropriateness of the team in relation to the scientific content in the full proposal.

The proposal should:

- Outline why the team is appropriate to deliver the project's vision and ambition, and how their competencies will help to ensure the proposed benefits are realised

- Demonstrate that the experience, knowledge, skills and/or expertise of the team is appropriate to deliver the scientific programme of work – referencing their track record where appropriate.

- Demonstrate the value the business partner(s) will bring to the team in relation to the delivery of the projects work packages and vision

Resources and Management (Secondary assessment criterion)

Expanding on the outline, the proposal must demonstrate that:

- There is a clear management plan, which will ensure that resources, including human resources, are deployed in the most effective way to deliver high quality research outcomes and impact that have the potential to induce a step-change in the knowledge and capabilities of the business partners.

- The resources requested are appropriate to meet the needs of the scientific programme

- The resources requested are sufficient to deliver the stated vision and ambition of the programme including any relevant training, the realisation of the outlined benefits, and delivery of impact to the UK

Opportunity Specific Criteria

Monitoring, Evaluation and Benefits Realisation (Secondary Major assessment criterion)

In addition to the above, the proposal will be assessed on the plans put in place for monitoring, evaluation and benefits realisation through the lifetime of the project.

The proposal should:

- Demonstrate that regular monitoring and evaluation has been considered and embedded in the project. This does not need to be shown at individual Key performance indicator level but should demonstrate how KPI's will be monitored.

- Show that deliverables and milestones will be routinely reviewed to ensure that the most exciting and promising lines of research are pursued and that sufficient resources are assigned to ensure the project is professionally managed.

- Identify potential routes to benefit realisation and how these will be exploited throughout the lifetime of the project, including through strategic collaboration between the lead academic and business partners.

Intellectual property

Given that strategic partnership arrangements should already exist between partners, EPSRC expects that collaboration agreements and arrangements for the management of intellectual property (IP) will be in place ahead of the submission of a full proposal.

EPSRC will not specify terms for collaboration agreements or IP arrangements but expects any agreements to recognise the significant amount of public funding being invested in the programme.

Applicants may wish to consult the [Lambert Toolkit guidance published by the Intellectual Property Office](#).

Feedback

Written feedback will be provided to all applicants after the prioritisation panel.

Guidance for reviewers

The panels will be run in accordance with [EPSRC review policy and principles](#).

Panel members will have access to the opportunity document and the documentation submitted to EPSRC (outline document, outline budget and CVs but not the cover letter). Panel members will be asked to refer to the assessment criteria as described earlier and the reviewer forms will reflect this.

Ask a question about this funding opportunity

Business Engagement Team

Email: user.engagement@epsrc.ukri.org

Stephen Webb, Portfolio Manager

Email: stephen.webb@epsrc.ukri.org

Get help with Je-S

Any queries regarding the submission of proposals through Je-S should be directed to the Je-S helpdesk.

Email: jeshelp@je-s.ukri.org

Telephone: 01793 444164

[Je-S helpdesk opening times](#)

Annex 1

Studentship costs for Prosperity Partnerships

Fees and Stipends

Research Councils publish their national minimum doctoral stipend and indicative fee level on an annual basis. Details can be found on the UKRI website: <https://www.ukri.org/skills/funding-for-research-training/>

Research Councils UK Doctoral Stipend Levels and Indicative Fees for 2020

- National Minimum Doctoral Stipend for 2020/21 is £15,285
- Research Councils UK Indicative Fee Level for 2020/21 is £4,407

An uplift to this minimum stipend may be requested if there is clear justification for doing so. A top up may be achieved through using business leverage rather than requesting further RC funding.

Research Training Support Grant (RTSG):

This is a contribution towards costs incurred in training research students e.g. the provision of consumables, equipment, travel, etc. The RTSG is not intended to relieve a Research Organisation of any part of its normal expenditure.

A typical value for a student is £5000 per annum. (This follows existing Research Council costings)

How to apply on Je-S

Under “Studentship costs” there are two boxes:

Stipends – enter stipend level as one figure

Fees – enter fees amount AND Research Training Support Grant AND any other required student research support costs as one figure.

Justification of Resources

The justification of resources section of the proposal should clearly outline the costs requested for studentships, with a breakdown and justification of the appropriate costings.

Je-S attachments Check List

Standard:

Attachment Type	Maximum Page length	Mandatory/Optional	Extra Guidance
Case for Support	12 pages	M	
Technical Annex	Five pages	M	One page per major research challenge uploaded as a single document
Workplan	Two pages	M	
Justification for Resources	Four pages	M	Including separate budget template
CVs	Two pages each	M	Mandatory for named PDRAs – Optional for PIs and Cols
Project Partner Letters of Support	No page limits	M	Must be included from all named project partners. Must be on headed paper and be signed and dated within six months of the proposal submission date.
Equipment Quotes	No page limits	M	Where applicable in line with guidance on EPSRC website
Equipment Business Case	Two pages each	M	See EPSRC website “Equipment on Research Grants” for guidance
Proposal Cover Letter	No page limit	Optional	The cover letter can be used to highlight any important information to EPSRC. This attachment type is not seen by reviewers or panel members.

Additional information

Grant Additional Conditions

Grants are awarded under the standard [UKRI grant terms and conditions](#). The following additional grant conditions will also apply:

GAC 1- Project Officer appointment: EPSRC will nominate a member of UKRI staff (The Project Officer) who will be your primary point of contact. The Project Officer(s) will be invited as a member of the Advisory Board, having an equal vote as the rest of the Advisory Board members in this and other boards as appropriate. Their role will be to ensure that the project is being run in accordance with the terms and conditions and in line with financial due diligence. They should have access to all documentation of Governance and Reporting bodies, in so far as it relates to the administration and application of the grant. As funding administrators, all UKRI staff have agreed to maintain the confidentiality required by all parties involved in EPSRC funded research. By exception, non-disclosure agreements for UKRI staff are permitted where documentation is subject to commercial confidentiality.

GAC 2- Management and Governance: The Grant Holder should establish an appropriate management and governance structure that is proportional to the scale of the investment with clear lines of responsibility and authority to oversee the day-to-day running of the project. This should be in place within three months of the start date of the grant. The terms of reference, management and governance structure must be approved by EPSRC, as must any changes to this structure. The Project Officer must receive or have access to all meeting minutes of the management committees. EPSRC reserve the right to attend any of the governance or management meetings. An Advisory Board, or equivalent body, must be established to oversee the running of the project and provide advice on the strategic direction and activities of the project. The terms of reference and membership of this group (at least 50% independent membership and an independent Chair) should be agreed with EPSRC. The EPSRC Project Officer will be expected to attend and participate in Advisory Board meetings and other appropriate meetings for the duration of the grant. A dedicated Project Manager should be appointed at the start of the grant within the 3 first months, and risk management plans put in place, including the creation of a risk register.

GAC 3 – Reporting: Notwithstanding the requirements set out in standard grant conditions RGC 7.4.3, the grant holder is responsible for providing regular (up to quarterly) and annual progress reports against financial (project expenditure and matched contributions) and nonfinancial performance metrics. A detailed list of performance metrics and instructions for reporting will be agreed with the grant holder upon commencement of the grant. Progress against these will form part of the Mid-Term Review Assessment. In addition to the requirements set out in standard UKRI grant conditions RGC 7.4 Research Monitoring and Evaluation, RGC 7.5 Disclosure and Inspection, EPSRC reserve the right to instigate a review of all or part of the grant at any stage during the lifetime of the award as well as after the grant has finished. A Mid-Term Review of this grant will take place to assess the performance of the grant in line with the peer reviewed body of work, published scheme assessment criteria, milestones and deliverables. EPSRC will give the Grant Holder due notice of the date of any review and will provide details of the Terms of Reference and documentation required. Any review will be conducted by an expert panel, which will make recommendations to EPSRC for the grant's future

GAC 4- Matched contribution: In line with Prosperity Partnership Scheme, academic and industrial financial and non-financial information related to the matched contributions must be recorded for audit purposes, and included in the quarterly report. EPSRC reserves the right

to review such contributions at any point during the life of the grant and has the right to suspend the grant should the committed contributions of any parties not being met and/or lack of evidence of such contributions not being provided to EPSRC. It is the responsibility of the academic partner as the Grant Holder to provide the auditable record of matched funds on request.

GAC 5- Publicity and Branding: In addition to RGC 12.4 Publication and Acknowledgement of Support, the Grant Holder must make reference to Prosperity Partnerships and UKRI funding and include the UKRI brand logo guidelines and relevant branding on all online or printed materials (including press releases, posters, exhibition materials and other publications) related to activities funded by this grant.

GAC 6 - Collaboration agreements: In addition to RGC 12 Exploitation and Impact, allocation of resources is expected to be set out in a formal collaboration agreement. The grant will be suspended and no payments will be made by the EPSRC until confirmation is received that such an agreement signed by all partners is in place. Confirmation that the agreement is in place must be sent to user.engagement@epsrc.ukri.org. In accepting this grant you agree to comply with State Aid regulations, or equivalent relevant UK based legislation following EU exit, and that the collaboration and IP frameworks should reflect that a significant amount of public funding is attributed to these awards. The terms of collaboration agreements must not conflict with the Research Councils' terms and conditions. Arrangements for collaboration and/or exploitation must not prevent the progression of research and the dissemination of research results in accordance with academic custom and practice.

GAC 7 - Notwithstanding RGC 5.2 Starting Procedures, the start of this grant may be delayed by up to 6 months from the start date shown in the offer letter, the duration of the grant remaining unchanged.

Responsible innovation

EPSRC is fully committed to develop and promote responsible innovation. Research has the ability to not only produce understanding, knowledge and value, but also unintended consequences, questions, ethical dilemmas and, at times, unexpected social transformations.

We recognise that we have a duty of care to promote approaches to responsible innovation that will initiate ongoing reflection about the potential ethical and societal implications of the research that we sponsor and to encourage our research community to do likewise.

Documents/links needed to make an application

- [Equality Impact Assessment](#)

Links to supplementary information

- [Business and academia prosperity partnership: fifth round – UKRI](#)
Outline call document
- [Resubmissions](#)
- [Repeatedly unsuccessful applications](#)
- [Equipment](#)
- [Use of animals](#)
- [Responsible research and innovation](#)
- [Ethical considerations](#)
- [Equality, Diversity and Inclusion](#)
- [Reviewer selection](#)
- [Conflicts of interest](#)
- [San Francisco Declaration on Research Assessment \(DORA\)](#)