



2022-23 HEIF Annual Monitoring Statement Guidance document

For the attention of	Nominated knowledge exchange contact
Purpose	Guidance to support the completion of the 2022-23 HEIF Annual Monitoring Statement
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Purpose of HEIF Annual Monitoring Statement (AMS)

1. Higher Education Innovation Funding (HEIF) is provided to support and develop a broad range of knowledge-based interactions between higher education providers and the wider world, which results in benefits to the economy and society.
2. The government sets high level priorities for the use of HEIF, reflected in periodic HEIF guidance and in Department of Science, Innovation & Technology (DSIT) RE annual funding and priorities letters. Through the [2021 HEIF Accountability statements](#) we verified that institutions' strategic objectives guiding their plans for HEIF were linked to government priorities.
3. All approved provider Accountability Statements are available via the Research England website grouped by KE cluster as follows:
 - [arts cluster accountability statements](#)
 - [cluster E accountability statements](#)
 - [cluster J accountability statements](#)
 - [cluster M accountability statements](#)
 - [STEM cluster accountability statements](#)
 - [cluster V accountability statements](#)
 - [cluster X accountability statements](#).
4. The HEIF AMS is collected by Research England to further verify that HEIF has been used to meet those strategic objectives and delivers value for money, specifically:
 - a. To verify that that HEIF and related KE funding allocations have been spent in the funding period in support of eligible knowledge exchange activities. This information provides ongoing assurance and accountability for the use of HEIF.
 - b. To confirm that any previously approved underspends have been fully resolved in the subsequent funding period.
 - c. To gather estimated proportions of funding allocated to different types of KE expenditure. This information is utilised periodically to inform research evaluation undertaken to estimate the benefits delivered by HEIF (return on investment) by linking HEIF allocations through infrastructure categories with HE-BCI outputs. Further information on this evidence work can be viewed at the [University Commercialisation and Innovation Policy Evidence Unit](#).
 - d. To collate sector wide information on the use of HEIF, including changes resulting from any additional funding made available for a given allocation year, to inform funding policy.
 - e. To understand how HEIF and related KE allocations have been used, at a practical level, to progress the objectives set out in the 2021 HEIF Accountability Statements. This information informs funding policy, supports our ability to respond to questions from government departments and provides an evidence base for future spending reviews.
 - f. To monitor changes to strategic objectives for knowledge exchange, either as a result of institutional changes or in response to Research England funding objectives. This information informs our continuing assurance and accountability for the use of HEIF.
 - g. To provide the opportunity to seek assurance and information around the purpose of additional funding, where this becomes available within accountability statement funding period.
 - h. To provide a sector overview of HEIF spend mid-way through the current allocation period. This information enables us to monitor risk of underspend at a sector level.

Research England review process

5. The HEIF annual monitoring statements are subject to the following review process:
 - a. All HEIF AMS submissions undergo internal review by Research England staff. The narrative reviews verify that HEIF has been used appropriately in support of knowledge exchange. Financial statement review examines the spend position against previous years to verify that allocations have been fully utilised as planned.
 - b. Where we require further information we will issue a query, this will generally be for the following reasons:
 - i. Where the spend position is not clear from the information provided.
 - ii. Where it is not clear from the information provided how HEIF has been used in support of knowledge exchange activities or whether the activity supported was eligible for HEIF funding.
 - c. Where queries have arisen from the review Research England will contact the nominated KE contact to request further information or clarification. Institutions can normally expect to receive any queries during May or June 2024. The query process will continue with dialogue between the institution and Research England until a resolution is found.
 - d. Where no queries are raised, or any raised queries have been fully resolved, Research England will provide formal confirmation by email to the nominated KE contact that the AMS submission has been approved and the process is complete. Institutions can normally expect that the AMS review process will be completed by July 2024.

How to access the 2022-23 HEIF AMS templates

Notification

6. Research England will individually email Heads of Institution, copied to the nominated KE contacts to provide notification that the HEIF AMS is now open and provide information about how to access the documents via the Research England Data Portal.

Research England Data Portal

7. For 2022-23 we will use the new Research England Data Portal to distribute a pre-populated template for each provider. The [RE data portal](#) was launched in April 2023 when heads of institution were requested to nominate two individuals to be 'admin user' of the portal, these individuals were then invited to create accounts as admin users of the portal. These 'admin users' have the authority to create and manage user accounts within each institution to relevant parts of the portal.

Who can access the HEIF monitoring templates via the Data Portal?

8. In the context of the HEIF monitoring, the institution's Data Portal admin users will manage who has access to the HEIF monitoring templates. To enable access for an individual the admin user will need to create an account for that person and add them to the 'HEIF Annual Monitoring Survey' data collection.
9. Access to the HEIF Annual Monitoring Survey data release will enable those individuals log in and download the templates.
10. The RE Data Portal will provide the following downloadable files for each provider:

For reference (where applicable)

- a. Reference copy of 2021-22 narrative return in PDF format
- b. Reference copy of 2021-22 finance return in PDF format

- c. Reference copy of 2021-22 query correspondence

For completion and return

- d. Document A – Institution specific narrative question template in Word format
- e. Table B – Institution specific financial reporting template in Excel format

Institutional approval of monitoring return

11. Research England expect the KE funding monitoring return to be approved by an appropriate senior manager before submission, as this ensures that the information is validated independently by someone other than the person responsible for compiling the return. It is up to each institution to determine its own process for checking the accuracy and sign-off of the information it provides, for both your own and Research England's auditing purposes.

How to submit completed 2022-23 HEIF AMS return

12. The RE Data Portal is still in development and it is currently limited to download functions. To enable submission of completed returns we will therefore will also include an integrated SharePoint solution to enable completed submissions to be uploaded.
13. SharePoint is a Microsoft tool which can be used as a secure place to store, organize, share, and access information from any device. All you need is a web browser, such as Microsoft Edge, Internet Explorer, Chrome, or Firefox and the relevant link provided by Research England. SharePoint was used for the distribution and submission of the 2021-22 HEIF AMS.
14. An institution specific SharePoint folder has been created for all institutions in receipt of a 2022-23 allocation. The RE Data Portal will provide a link to this folder.

How to upload the completed return to the institution's SharePoint folder

15. Use the SharePoint link provided through the RE Data Portal to open the institution specific SharePoint folder. **Only the formally nominated KE points of contact that are detailed in the AMS Document A template will be able to access the SharePoint folder as access is controlled by Research England via the email addresses that we hold.** If you need to provide access to an additional person, please request this via KEPolicy@re.ukri.co.uk.
16. The completed return must be uploaded to the Research England SharePoint system by **12.00pm (midday) on Wednesday 21 February 2024**.
17. In order to upload the completed returns please:
 - a. Save your completed files in their original Word/Excel format locally on your own computer. It would be helpful if you could retain the original file name formats which include the eight-digit UK Provider Reference Number ([UKPRN](#)).
 - b. Drag your completed files into the institutional folder.
 - c. Ensure the institutional folder only contains one copy of each file.
18. You may upload, delete and replace the files in the institutional folder as often as you like, we will only access the documents that are present at the submission deadline.
19. If you identify an error **after** the submission deadline, you will no longer be able to amend the files. In this case, please contact Sacha Ayres via KEPolicy@re.ukri.org.
20. Any queries about the annual monitoring should be directed to Sacha Ayres via KEPolicy@re.ukri.org.

Question 1 - Knowledge Exchange contact details

21. We have pre-populated Document A to show the contact information currently held by Research England for the Head of Institution, knowledge exchange main contact and any additional contacts you wish to be CC'd into communications about your HEIF. If there have been any changes, they should be noted at question 1.

Question 2 - Use of HEIF and progress against strategic objectives

22. Question 2 is requesting a narrative update on how you have used your 2022-23 HEIF allocation to further your strategic objectives for KE and highlight any achievements or progress made against your strategic objectives. The purpose of this question is to enable us to understand how you are using HEIF to further your objectives and any particular achievements or progress made in relation to the plans you have outlined in previous submissions.
23. In addition to providing assurance on the use of public funding, responses to this question also enable us to continue building a strong evidence base for the value of HEIF and we welcome inclusion of particularly strong examples of impactful use of HEIF.

Question 3 – HEIF business and commercialisation supplement

24. This is a new question for 2022-23 which is intended to provide additional assurance on the use of the new funding stream provided in the 2022-23 allocation period.
25. The additional funds for the HEIF business and commercialisation supplement must be used entirely for, and additionally to use of HEIF for, business and commercialisation activity. Further information about the additional business and commercialisation supplement was provided in the November 2022 Research England policy publication [Knowledge Exchange: business and commercialisation](#).
26. In the 2021-22 AMS return we asked for a simple confirmation that the 'additionality' of this funding was understood. In the 2022-23 AMS we are now asking for more detailed information about how the supplement was used. Responses should include explicit reference to the following aspects:
- knowledge exchange nature of the activities, for example how have external partners benefited from the activity;
 - in what way the funding supported the activities, for example staff posts, matched funding or innovation vouchers;
 - confirmation that that the activity was additional to any previously planned activities for your HEIF supplement;
 - any impact achieved to date from the additional funding (if applicable).

Question 4 - Changes to strategic objectives

27. Question 4 asks you whether you have made any significant changes to the strategic objectives for knowledge exchange that were summarised in your 2021 HEIF Accountability Statement.
28. In July 2020 we published [RE-P-2020-03 HEIF policies and priorities 2020-21 to 2024-25](#). This document set out our accountability requirements for the funding period 2020-21 to 2024-25 which included asking about your strategic objectives for knowledge exchange and your plans for HEIF. Formal approval of your accountability statement was confirmed to you in the summer of 2021. In this question we are checking whether there have been any substantive changes to your KE strategic goals which would impact your plans for HEIF. The 2021 HEIF accountability statements for all providers have been [published](#) by Research England.

29. If the additional business & commercialisation funding stream resulted in any changes to your overarching strategic objectives for knowledge exchange, please also note them in response to this question.
30. If there are no changes to report, you do not need to provide a response to this question, but if you have made changes please provide a brief summary.

Question 5 - Table B - HEIF allocation spend profile 2022-23

31. Question 5 requires the completion and return of the HEI specific prepopulated spreadsheet 'Table B'. This will enable you to report actual HEIF spend during the year and provide a breakdown of how the funding was allocated across pre-determined 'type of expenditure' and 'infrastructure categories' detailed below.
32. **For reference, previously reported spend** – the template is pre-populated to show the spend reported in the 2021-22 AMS return as follows:
 - a. **2021-22 Non-recurrent KE** - In 2021-22 providers received an additional single year grant allocation to support the sector's continuing contribution, working with partners, to deliver societal and economic benefits as part of the national response around Covid-19, as detailed in the October 2021 [funding allocation publication](#).
 - b. **2021-22 HEIF allocation** – The spend reported against your 2021-22 HEIF allocation.
33. **For completion 2022-23 spend** – the template is pre-populated to show the following KE funding allocations and providers should complete the cells shaded in blue to show how the funding was utilised.
 - a. **2022-23 HEIF Business & Commercialisation supplement** – In 2022-23 providers received an additional supplement for business and commercialisation activity.
 - b. **2022-23 HEIF allocation** – The HEIF allocation provided to you in 2022-23.

Table B reporting categories

Expenditure categories

34. Table B will require you to break down your actual expenditure by '**Type of expenditure**':
 - a. **Investment in dedicated KE staff:** Costs of employing and supporting staff involved directly in KE (e.g. KE offices; enterprise offices).
 - b. **Investment in academic staff:** Cost of KE training for academics and buying the time of academics for KE activity, as well as supporting salaries for leadership in KE.
 - c. **Expenditure towards other costs:** Non staff costs related to all forms of KE projects including proof of concept, matched and seed funding and pump-priming or events.

Infrastructure categories

35. Within each 'type of expenditure' we also require you to estimate the proportion of allocated funds (or of time supported from the funds) that has been focused on the following categories of infrastructure/activity. The percentages within each 'type of expenditure' must sum to 100%. The infrastructure categories are listed below, and examples of included activities are provided at **Annex A** with a worked example of how to break down activity provided at **Annex B** (figure 2):
 - a. Facilitating the research exploitation process (non-technology transfer)
 - b. Commercialisation of research (technology transfer)

- c. Skills and human capital development
- d. Supporting the community and public engagement
- e. Knowledge sharing and diffusion
- f. Enterprise and entrepreneurship
- g. Exploiting the physical assets of the HEI

Question 6 - Current 2022-23 HEIF allocation spend position

36. Question 6 is asking about your spend position for the current allocation period. It is a general principle of Research England's knowledge exchange funding that we do not fund in advance of need (see [RE-P-2020-03 HEIF policies and priorities 2020-21 to 2024-24](#)). We therefore expect each HEIF allocation to be spent in full by the end of the allocation period at the end of July.
37. The 2022-23 AMS is retrospective, looking backwards and issued mid-way through the 2023-24 allocation period. The purpose of this question is to assist Research England to identify, at a sector level, the risk of underspends to the overarching 2023-24 HEIF allocation.
38. If you wish to discuss any potential underspends in relation to your own allocation, either in advance of formal notification, or to provide formal notification, please contact the team directly via KEPolicy@re.ukri.org. Please **do not use** the HEIF annual monitoring process to request permission for an underspend.

Annex A - Infrastructure categories

Provided below are examples of activities that may be found within each infrastructure category, these are not exhaustive lists.

Facilitating the research exploitation process (non-technology transfer)

E.g. Business development including facilitating collaborative research, contract research, developing capabilities and supporting academics to exploit research exploitation opportunities and providing client, legal support and IP advice; Consultancy services including consultancy delivery, managing academic consultancy activities and supporting case making; External relations including identification and engagement with strategic partners, external research fundraising, network management and events and student placements; Press communications and marketing including both online and offline marketing and communications; Dialogue with policy-makers; Supporting access points for external organisations.

Commercialisation of research (technology transfer)

E.g. Support for intelligence and analysis including due diligence and market analysis; Support for knowledge ownership including patenting, IP, legal, licensing, start up and marketing advice; Investment funding including seed funding start-ups and spin-offs, supporting translational funding applications, management of investment networks and collaborative investment funds; Pro-active business development including identifying and engaging with key partners.

Skills and human capital development

E.g. Supporting development and delivery of CPD/short courses for career development, bespoke training, business skills and entrepreneurship etc.; Lifelong learning including for academics and students, professional and personal education and employability; Work placements and project experience for apprenticeships, internships or work experience and support for work-based placements and student consultancy projects; Curriculum development with external partners.

Supporting the community and public engagement

E.g. Supporting public engagement in research (PER) including pilot initiatives to public engagement; Developing community and social capital including hosting participative community projects, programmes and events, working with at-risk social groups; Supporting student and staff volunteering such as voluntary services, community projects, study or work abroad programmes and young person mentoring; Supporting knowledge diffusion including public lectures, exhibitions or museum education (noting overlap with specific knowledge sharing and diffusion category); Supporting social cohesion such as hosting information hubs or working with local charities.

Knowledge sharing and diffusion

E.g. Facilitating engagement between academics and external organisations through meetings, conferences with external partners, networking events, award ceremonies and academic/business staff exchanges; Formation and management of alumni networks including mentoring/coaching services on employability, entrepreneurship and research commercialisation or management of investor/business angel networks and associated competitions; Support of engagement with KE professional network activity such as staff placements and exchanges.

Enterprise and entrepreneurship

E.g. Enterprise and entrepreneurship training for academics and students, including support for staff engagement in enterprise, enterprise-related careers advice to students, social enterprise and entrepreneurs in residence.

Exploiting the physical assets of the HEI

E.g. Support for science parks including managing specialist facilities, providing value-added services for established firms and marketing and media activity; Providing start-up or entrepreneurship support including leasing flexible spaces, providing value-added services for start-ups, virtual incubation services and accelerator schemes; Supporting business enabling facilities including managing specialist equipment and specialist spaces with associated support services to support other KE activity.

Annex B – Financial reporting worked examples

Worked example – reporting a resolved underspend

In the worked example shown at Figure 1, the HEI had previously reported a £34k underspend in their 2021-22 return. They resolved the underspend early in the following year and have reflected this in the reported spend for 2022-23. The underspend resolution is reported via an overspend in the HEIF column, while the Business & Commercialisation supplement funding is shown as a full spend.

Figure 1 – Example showing how to report resolving a previous underspend.

(NB infrastructure categories with the % breakdowns have been removed from this example for simplicity.)

Table B Use of 2022-23 HEIF allocation for University of Poppleton

UKPRN: 99999999

Note: All monies should be returned in units of £1,000, rounded to the nearest £1,000

Breakdown by expenditure category	Breakdown by infrastructure category	2021-22 Non recurrent KE	2021-22 HEIF	2022-23 B&C supplement	2022-23 HEIF
Ai. Total HEIF Allocation		200	2,000	500	2,000
Aii. Total funds used (£000s)		200	1,966	500	2,034
<i>Of your total allocation, how much has been allocated to the following types of expenditure (the sum of B, C and D should equal Aii):</i>					
B. Dedicated KE staff	Funds used (£000s)	121	957	300	1,210
<i>Infrastructure breakdown categories removed for worked example</i>		100%	100%	100%	
C. Academic staff KE activity (inc. buying out academic time for KE)	Funds used (£000s)	53	571	150	564
<i>Infrastructure breakdown categories removed for worked example</i>		100%	100%	100%	100%
D. Other costs and initiatives	Funds used (£000s)	26	438	150	260
<i>Infrastructure breakdown categories removed for worked example</i>		100%	100%	100%	100%
Total funds used (£000s)		200	1,966	500	2,034

Worked example – breakdowns by infrastructure categories

Figure 2 provides a worked example of how infrastructure categories would be reported for an institution that has chosen to allocate half of its £2m HEIF allocation to dedicated knowledge exchange staff who are supporting the following activities:

- University Research Contract office to negotiate on behalf of the university where required for contract research. (£280k)
- Tech transfer office to support programme of commercialisation activities. (£340k)
- CPD development team to work with local business partners to develop and deliver bespoke CPD content and programmes to meet local business needs. (£150k)
- Fixed term post in the alumni office for the development of regional alumni networks initiative. (£50k)
- Public engagement team to lead organisation of ‘Festival of ideas’ in partnership with local council. (£100k)
- Part time post in human resources team to develop mentoring programme for entrepreneurial skills for academic staff and students. (£30k)
- Business development officer to manage the exploitation of specialist laboratory equipment with external partners. (£50k)

Figure 2 – Worked example to report above activities by infrastructure categories (Only expenditure type ‘dedicated KE staff’ shown in example)

Breakdown by expenditure category	Breakdown by infrastructure category	2022-23 HEIF
Ai. Total HEIF Allocation		2,000
Aii. Total funds used (£000s)		2,000
<i>Of your total allocation, how much has been allocated to the following types of expenditure (the sum of B, C and D should equal Aii)</i>		
B. Dedicated KE staff	Funds used (£000s)	1,000
Of the funds allocated to dedicated KE staff, please estimate the % of this money (or % of KE staff time) that has been focused on the following categories of infrastructure/activity (should sum to 100%) <i>Refer to 'category guidance' tab for category definitions.</i>	<i>Facilitating the research and exploitation process (non TT)</i>	28%
	<i>Commercialisation (technology transfer)</i>	34%
	<i>Skills and human capital development</i>	15%
	<i>Knowledge sharing and diffusion</i>	5%
	<i>Supporting the community/public engagement</i>	10%
	<i>Enterprise and entrepreneurship</i>	3%
	<i>Exploiting the HEI's physical assets</i>	5%
	Total dedicated KE staff (should sum to 100%)	