Research England

2022-23 Monitoring statement for non-recurrent KE funding

Guidance document

For the attention of	Nominated knowledge exchange contact
Purpose	Guidance to support the completion of the 2022-23 KE funding monitoring statement
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Contents

Purpose of the KE funding monitoring statement....2
Research England review process....2
How to access the 2022-23 KE funding monitoring statement templates....3
How to submit completed 2022-23 KE funding monitoring reports....3
Question 1 - Knowledge Exchange contact details....4
Question 2 - Use of KE funding....4
Question 3 – Institutional strategy....4
Question 4 – Policy/Government priorities....4
Question 5 - Table B – KE allocation spend profile 2022-23....5
Table 5 reporting categories....5
Annex A - Infrastructure categories....7
Annex B – Financial reporting worked examples....8

Purpose of the KE funding monitoring statement

1. Knowledge exchange (KE) funding 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 policy/government priorities associated with the non-recurrent funding were set out in the September 2021 circular letter Funding for 2021-22 which continued to apply for the 2022-23 allocation.
3. The KE funding monitoring statement is collected by Research England to verify that funding is used to meet the priorities of the funding and delivers value for money, specifically:
    a. To verify that that 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 KE funding.
    b. 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 KE funding (return on investment) by linking KE 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.
    c. To collate sector wide information on the use of KE funding, including changes resulting from any additional funding made available for a given allocation year, to inform funding policy.
    d. To understand how the KE funding has been used, at a practical level, to and how this aligns to institutional plans or strategies for KE. This information informs funding policy, supports our ability to respond to questions from government departments and provides an evidence base for future spending reviews.

Research England review process

4. The KE monitoring statements are subject to the following review process:
    a. All submissions undergo internal review by Research England staff. The narrative reviews verify that the funding has been used appropriately in support of knowledge exchange. Financial statement review examines the spend position against the previous year 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 funding has been used in support of knowledge exchange activities or whether the activity supported was eligible for KE 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 monitoring submission has been approved and the process is complete. Institutions can normally expect that the monitoring review process will be completed by July 2024.

How to access the 2022-23 KE funding monitoring statement templates

Notification

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

Research England Data Portal

6. For 2022-23 we will use the new Research England Data Portal to distribute a bespoke 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 KE funding monitoring templates via the Data Portal?

7. In the context of the KE funding monitoring, the institution's Data Portal admin users will manage who has access to the monitoring templates. The KE funding monitoring is being managed under the established HEIF monitoring process. For this reason, the data collection you will need to access is named 'HEIF annual monitoring survey' data collection. This will then enable individuals to log in and access the monitoring documentation.

8. 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

9. 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 KE funding monitoring reports

10. 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.

11. 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.

12. An institution specific SharePoint folder has been created for all institutions in receipt of a 2022-23 KE funding allocation. The RE Data Portal will provide a link to this folder.

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

13. 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.

14. The completed return must be uploaded to the Research England SharePoint system by **12.00pm (midday) on Wednesday 21 February 2024**.

15. In order to upload the completed reports please do as follows:

    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.

16. You may upload, delete and replace the files in the 'Submission' folder as often as you like, we will only access the documents that are present at the submission deadline.

17. 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.

18. Any queries about the annual monitoring should be directed to Sacha Ayres via KEPolicy@re.ukri.org.

Question 1 - Knowledge Exchange contact details

19. 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 KE funding. If there have been any changes, they should be noted at question 1.

Question 2 - Use of KE funding

20. Question 2 is requesting a narrative description of how you used your 2022-23 KE funding allocation. The purpose of this question is to enable us to understand how you have used your KE funding allocation at a practical level. Please provide a high-level description of the activities supported, in what way they were supported (e.g. staff posts). If the knowledge exchange nature of the activity is not clear, for example where there is a student focus please be explicit about how your external partners are engaged and benefiting from the activity.

Question 3 – Institutional strategy

21. Question 3 asks about how the activities you have carried out in 2022-23 fitted in with your HEP's institutional plans/strategy for activities involving KE? In this question we are asking you to discuss if the activities to which you allocated the KE funding contributed to your HEPs institutional plans or strategy, and if so, to describe in what way.

Question 4 – Policy/Government priorities

22. Question 4 asks about how the activities you have carried out in 2022-23 meet the policy/government priorities associated with the funding?

23. The policy/government priorities associated with the funding were set out in the September 2021 circular letter Funding for 2021-22 which continued to apply for the 2022-23 allocation. This question is asking you to describe how, through your activities, you have strengthened existing and new partnership working to increase the overall sector contribution to post-pandemic recovery.

Question 5 - Table B – KE allocation spend profile 2022-23

24. Question 5 requires the completion and return of the HEI specific prepopulated spreadsheet 'Table B'. This will enable you to report your actual KE funding spend up to the end of the reporting period and provide a breakdown of how the funding was allocated across pre-determined 'type of expenditure' and 'infrastructure categories' detailed below.

25. Providers should complete the cells shaded in blue to show how the 2022-23 funding was utilised.

How to report resolution of previous underspends

26. The Table B spreadsheet includes previously reported spend in 2021-22. For providers who have not previously received a non-recurrent KE funding allocation, this will display as zero.

27. If you previously reported 100% spend of your 2021-22 KE funding allocation, this additional column is only for reference.

28. If you reported an underspend for the 2021-22 allocation, the total expenditure for 2022-23 should show as an overspend to reflect the prior underspend being resolved. Therefore the combined spend total across two years of non-recurrent funding will matched the combined allocation total.

Validation checks

29. The spreadsheet contains four validation checks, in two forms:

    a. **Mathematical checks** – Checks 1 and 2 are basic checks to confirm that information has been entered correctly, e.g. that all the infrastructure categories under a given expenditure type total 100%. Do not upload table B with a failure at validation check 1 or 2.
    NB: If you use decimal places for your infrastructure category breakdowns, you may find that automatic rounding causes a validation failure even though the total displays as 100%. In this case please round manually and re-enter the data so that it totals 100%.

    b. **Policy checks** – Checks 3 and 4 verify that allocations have been fully accounted for, i.e. that total spend matches total allocation. It will also check across two years of allocation for this comparison and you will be asked for an explanation if the combined total spend does not match the combined total allocation. You may submit the return with a validation failure at checks 3 or 4 provided that an explanation has been given on the 'Validation' worksheet.

30. If you are unable to resolve a validation error, please contact KEPolicy@re.ukri.org to discuss.

Table 5 reporting categories

Expenditure categories

31. 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

32. 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 breakdown 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

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 spend against expenditure category

In the worked example shown at Figure 1, the provider has chosen to allocate half of its KE funding allocation of £200k to KE posts, and the remaining £100k was split equally between supporting academic staff to undertake KE (£50k) and other costs or initiatives (£50k). Figure 2 overleaf provides a further worked example of how this funding would then be attributed across the 7 infrastructure categories.

Reporting a resolved underspend

Your pre-populated template will include display of the spend that you reported against your 2021-22 allocation (where applicable). If you reported an underspend against that allocation, please include the resolution of the underspend as an overspend against your 2022-23 allocation.

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 2021-22 KE funding allocation for Poppleton University of the Arts
UKPRN: 99999999

Breakdown by expenditure category	Breakdown by infrastructure category	2021-22 KE funding	2022-23 KE funding
Ai. Total KE funding allocation		**200**	**194**
Aii. Total funds used (£000s)		**200**	**194**
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):			
B. Dedicated KE staff	**Funds used (£000s)**	**100**	**100**
Infrastructure breakdown categories removed for simplicity in this example		**100%**	**100%**
C. Academic staff KE activity (including buying out academic time to engage in KE)	**Funds used (£000s)**	**50**	**54**
Infrastructure breakdown categories removed for simplicity in this example		**100%**	**100%**
D. Other costs and initiatives	**Funds used (£000s)**	**50**	**40**
Infrastructure breakdown categories removed for simplicity in this example		**100%**	**100%**
Total funds used (£000s)		**200**	**194**

Worked example – breakdowns by infrastructure categories

Figure 2 provides a worked example of how infrastructure categories would be reported for this provider, where the funding was used to supported dedicated KE staff posts undertaking the following activities:

- Part time business development post to support contract research. (£18k)
- Part time CPD development post to work with local business partners to develop and deliver bespoke CPD content and programmes to meet local business needs. (£25k)
- Support for central alumni activity for the development of regional alumni networks initiative. (£5k)
- Part time public engagement post to support organisation of 'Festival of ideas' in partnership with local council. (£15k)
- Part time post in human resources team to develop mentoring programme for entrepreneurial skills for academic staff and students. (£18k)
- Part time business development officer to manage the exploitation of specialist sound and film stage/equipment with external partners. (£19k)

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 KE funding**
Ai. Total KE funding Allocation		**194**
Aii. Total funds used (£000s)		**194**
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)		
B. Dedicated KE staff	**Funds used (£000s)**	**100**
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%) *Refer to 'category guidance' tab for category definitions.*	*Facilitating the research and exploitation process (non TT)*	*18%*
	Commercialisation (technology transfer)	*0%*
	Skills and human capital development	*25%*
	Knowledge sharing and diffusion	*5%*
	Supporting the community/public engagement	*15%*
	Enterprise and entrepreneurship	*18%*
	Exploiting the HEI's physical assets	*19%*
	Total dedicated KE staff (should sum to 100%)	***100%***