

Business Case Submission Guidance and Template

Funding Opportunity – Partnership to Transform University Knowledge Exchange Metrics

This template is to be used for submission of bids for the Partnership to Transform University Knowledge Exchange Metrics Funding Opportunity.

Providers should email the completed template as a Word document to kemetrics@re.org.uk. The completed document should not exceed 15 pages in length (this page can be deleted and is not included in the total 15 pages). Make sure you complete all sections of the document. While each section heading must be retained, explanatory text may be deleted to not impact the overall length of the document. The panel will expect text to be easily readable – use a reasonable line spacing and do not use text size that is too small.

Letters of support from all partners and any other key stakeholders must state as clearly as possible what each partner or stakeholder is contributing towards the project (for example, cash or investments in kind and the value of these; any conditions on investments; any issues of timing), as opposed to a generic letter of support for the proposal. Please collate all letters into one PDF document for submission alongside the business case document. Please also ensure you list all partners on the cover page of this proposal – partners are those making specific commitments to delivery of the project.

There is not an expectation that the applicant or other relevant partners should contribute to costs, however we would expect external funds to be provided to support any wider applicant activities outside of the scope of the call.

Funding is expected to be primarily revenue. Capital costs, if applicable, should be clearly justified and essential to delivery. This could include such activities as purchasing specialist data or system licences.

We understand that some documentation may be commercially sensitive and this should be marked clearly in the bid. Some sections of successful bids will need to be published as part of providing information on the scheme.

The business case must operate as a standalone document. It will be considered internally and by the Executive Chair, panel, and Council (depending on scale of funding and risk). All project documentation submitted may be reviewed as part of our assessment process, to inform final decisions and recommendations.

Please ensure funding totals are consistent between the cover page and funding information provided elsewhere in the proposal.

Following our decisions, successful bidders will be asked to provide additional information to inform award letters, meet due diligence requirements and provide information for dissemination, monitoring and evaluation.

Business case template

Partnership to Transform University Knowledge Exchange Metrics

Partnership information			
Lead provider/organisation			
Unit title			
Start date		January 2027	
End date		March 2032	
Contact person for the proposal			
Title and full name			
Position			
Address for correspondence			
Phone			
Email			
Consortium partners (if applicable)			
Core advisory unit / lead organisation			
Providers (HEPs) involved in the partnership			
Organisations involved in the partnership			
Funding and investment			
Total Fund request		£	
Breakdown of Research England Fund request: Primary			
Revenue	£	¹	£
Total funding from other sources (if applicable)		£	
Revenue	£	Capital	£
Total cost		£	
Subsidy Controls, UKRI Open Access (OA) policy, and Trusted Research			
In your opinion, are issues of state subsidy applicable to this unit? (Subsidy Controls) [If 'yes' we will discuss additional information required]		Delete or provide further information as appropriate Yes/No	

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1. Funding is expected to be primarily revenue. Capital costs should only be minor and included where clearly justified and essential to delivery, such as purchasing specialist data or system licences.

Unit description

Describe and outline the proposed unit and the role of those therein.

Note: provide a rationale for funding by explaining why this unit (the approach, the team/partnership, its vision) is the best way to meet Research England's needs for KE Metrics Advisors.

Evidence of expertise

Explain why the unit is best placed to provide world-leading expertise in system-level Knowledge Exchange and commercialisation data, metrics, and insights.

Note: demonstrate the ability to convene and commission additional specialist expertise to support the outlined activities where needed to meet programme requirements.

Capabilities and Skills

Describe the technical data and analytical capabilities of the unit, with specific reference to KE and commercialisation data, including proposals for the use of these to tackle KE data opportunity spaces.

Note: demonstrating clear plans to commission or secure additional capabilities using our investment where needed to meet programme requirements.

Agility and flexibility

Describe proven experience of delivering priorities with high levels of agility and rapid responses to emerging priorities, including in policy-orientated contexts.

Strategic and trusted partnerships

Outline evidence of building strong trusted relationships with relevant stakeholders, including a focus on evidencing collaboration, partnership models, and specific approaches with the KE sector.

Delivery, governance and funding

Applicants should focus on demonstrating credibility, value for money and delivery capacity supported by detail provided in the 'Risks', 'Governance', 'Measuring progress and completion', and 'Summary of unit costs' sections below.

Wider benefits

Demonstrate how wider benefits will be realised beyond those immediate to the unit and Research England.

Total funding profile per year

Applicants must clearly demonstrate how the total funding requested is allocated.

Note: for financial assurance purposes, applicants must provide the total expected profile by year across the full duration of the grant. This should show how funding is distributed annually rather than setting out granular cost lines. Where additional funding is identified, for example from the higher education provider (HEP) or other sources, these must be explicitly outlined and profiled by year within the table.

Revenue funding	Principal use of funds	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Total (£)
Organisation's own funds							
Research England (primary)							
Other 1 (name source)							
Other 2 (name source)							
[add or delete additional lines as necessary]							
Total							

Risks

Identify the key risks associated with establishing and operating this unit with Research England, how they will be mitigated and their probability versus their impact.

Depending on the information provided in this section, we may also request a full risk register to support our assessment process.

Risk	Mitigation	Probability and impact

Governance

Describe the governance and management structures and arrangements and identify the project manager responsible for delivery. For Governance, state:

- Who is ultimately responsible for project delivery and success
- Members of the top-level Governance group and frequency of meetings

Impact assessment: Equality and diversity

Detail how equality, diversity and inclusion has been considered and addressed in this unit.

Confirmation of approval for proposal

Proposals will only be considered if they have appropriate senior accountable officer approval. We cannot accept bids from individuals.

Attach a supporting statement or letter from the head of the lead provider/organisation and other project partners as appropriate.

Attach a supporting statement or letter from Director of Finance (or equivalent).

NB: All letters from partners should ideally be submitted as one PDF document.

Measuring progress and completion of the unit

Research England will monitor progress and success of the unit against agreed success criteria (KPIs)–. We will incorporate success criteria in Annex B of the grant letter. At application stage, applicants are asked to propose initial set-up and early delivery milestones for Year 1 only (e.g. governance arrangements, recruitment, commissioning processes). Further milestones and KPIs will be agreed collaboratively on an annual basis.

Month	Payment profile, funding paid quarterly	Year of activities	Relevant workstream	KPI description	Specific target*
[Month, year]	[£]	[State specific period this covers e.g. Delivered by end of Year 1]	[Workstream name]	[Describe KPI]	[Target]

