



## **Encompass at the University of Strathclyde**

### **Guidance and Application Process Guide**

#### **About Encompass.....**

Encompass is a £2.7m Knowledge Transfer project led by Glasgow University with the University partners of Strathclyde and Aberdeen. The project is funded by the European Regional Development Fund (ERDF), Scottish Enterprise (SE), the Scottish Funding Council (SFC) and contributions from the University partners.

The objective of Encompass is to encourage innovation by supporting, and identifying new ways for, Scottish SMEs to access expert knowledge and knowhow from one or more of the University project partners and where the engagement supports the development of new products, processes or services that will have commercial and economy-wide benefits.

To support an academic-SME collaboration take the first steps in building a relationship funding of up to £10,000 can be applied for from the internal Encompass pathway (underwritten by the EPSRC Impact Accelerator Account) or via the Scottish Enterprise pathway (company partner must be VAT registered to reclaim VAT from the invoice process, £5,000 maximum via SE).

#### **Applying to Encompass.....**

Applying to Encompass is a competitive process and applications are reviewed by an internal review panel. For applications via Scottish Enterprise an external panel, involving the Encompass project manager and Scottish Enterprise, also review applications.

If you have identified the potential for a project with an SME partner and would like to apply for funding to support get your project off the ground, please read through this process guide, and/or contact [strathclydelinks@strath.ac.uk](mailto:strathclydelinks@strath.ac.uk).

#### **Application Criteria**

Criteria for applications:

- Minimum of two partners (one must be a Scottish SME)
- Company partner is VAT registered (for SE applications only).





- Extent to which the research to be exploited has origins attributable to EPSRC research funding (for internal applications only).
- Extent to which exploitation of the research is aligned to company needs and has the potential to generate new products, processes or services with benefits to the business, the University and the Scottish Economy.
- Will the identified business benefits (*enhanced staff skills; new markets entered, new customers, increased turnover/profit*) be increased or happen quicker as a result of the collaboration and does the company have a plan to take forward the outputs of the project?
- Extent to which the proposal demonstrates the potential to lead into a longer term engagement with the partner organisation for the mutual benefit of both partners e.g KTPs, Follow on opportunities etc.
- Demonstration that the project necessitates academic support.
- Quality of work proposed and value for money.

Please note Encompass funds are paid in arrears so the project must be carried out and costs defrayed (i.e. staff salaries and invoices paid) before funds can be transferred from the ERDF budgets to cover these costs. This is to provide a trail for audit purposes.

### **Applications to Encompass...**

Applications are accepted on an ongoing basis. Once a partnership agrees a project objective, scope, resource required and realistic timeline, the application is submitted to the review panel. Applicants are advised to allow for up to **20 days** for a decision to be reached from the panel.

The application form and internal guidance cost form can be downloaded from the R&KE portal.

### **Application procedure:**

1. Initial meeting with academic, SME contact and Encompass contact to scope out the potential project and the objectives.
2. Relevant application form sections to be completed by both the academic and SME partner, with Encompass staff support. Internal project cost form to be complete.
3. During the application process it is beneficial if:
  - I. The partnership have discussed the IP position and considered if any new IP may be generated as a result of the project and how this is to be treated in terms of ownership.





- II. Both parties have reviewed the template agreement.
  - III. Both parties have agreed realistic start and end dates for the proposed project and delivery dates for the agreed project deliverables. Projects should be complete within 3 months of funding approval
4. **Application review-** Applications are submitted for review via your Encompass point of contact. Please allow up to 20 working days (maximum) from date of application submission when considering start dates and when designing the work programme. Suggested revisions and feedback will be provided to your Encompass contact from the panel.
- I. For internal applications your internal point of contact will feedback the outcome of the review panel and for applications to SE the decision will come from SE directly to the company.
  - II. For applications to SE, SE will advise the company directly regarding the outcome of the application and if approved will issue a contract to the company. This contract is to be agreed with SE, signed and returned to SE.
5. **Project set up- Strathclyde applications-**
- I. Project cost form is signed by Department HoD or Faculty Dean.
  - II. Accounts/process agreed between academic and HoD for the end of project process (Departmental accounts agreed for salary payments, consumables, or travel costs).
- For Strathclyde and SE applications-**
- III. Template collaboration agreement to be agreed by the SME and the University, thereafter the paper copies of the collaboration agreement will be generated and signed by the SME and the University.
6. **During your project:**
- I. **Project monitoring-** Your Encompass contact will be in contact with the collaboration throughout the project to ensure deliverables are on track as per the agreed application.
  - II. **Project change request-** If for any reason there is a change to your project along the way please let your point of contact know at the earliest convenience.
  - III. **For the academic delivery team-**
    - i. Please keep records of time on the project using a **University timesheet**. By ERDF rules, only Mon-Fri 9-5 can be recorded in the timesheet.
    - ii. For all other expenditures please keep **supporting evidence** (purchase orders, travel expense claims).
7. **At the end of your project:**
- I. **A project close out meeting** should be organised with all parties present and follow on opportunities considered. At this meeting a KTP advisor or IAA member



may wish to support the meeting to advise of relevant follow on. Or, you may wish to contact Scottish Enterprise to request guidance from a SE Innovation specialist.

- II. **A final report** to be completed by both parties and signed will be complete and sent to the review panel to sign off. This should be complete **4 weeks** after the completion of the project and will detail the impacts, outputs and potential lessons for future projects.
  - III. **For Strathclyde applications-** once the final report is signed off your point of contact will submit your claims (timesheets and other supporting evidence) to Finance. Funds will be transferred, to the earlier agreed account, by the University's Finance Department.
  - IV. **For SE applications-** the University will raise an invoice for the project costs. Once the invoice is paid the company sends a copy of the invoice (stating that it has been paid) to SE along with a copy of their bank statement showing the payment has been made. The company include a copy of the invoice to SE to reclaim the costs of the project. SE will not pay VAT charged by the University, but are able to reclaim this through the quarterly VAT return.
8. Once the project is complete and the relevant financial arrangements finalised Encompass may wish to promote the outcome of the project by means of a **case study** or via the Encompass web page/ Strathclyde web pages.

### Eligible Project Costs

As these awards are funded by ERDF they can be used to support academic time (academic; researcher; technician), with a small proportion eligible to recoup any travel/consumables. University lab time/equipment use/instrument time, or the purchase of any equipment are **not** considered eligible costs via Encompass.

Actual costs are calculated by the Finance Department at the end of the project. To help cost up the application form a guidance cost form has been created and can be downloaded from the R&KE portal (via the Encompass Page), or by contacting your point of contact.

### Please note....

Please note it is the academic PIs responsibility to ensure internal resources (human and physical) are available for the project and relevant University processes followed (for example with HR or Finance).

### Encompass Contacts

The University of Strathclyde

Email: [strathclydelinks@strath.ac.uk](mailto:strathclydelinks@strath.ac.uk)

