



LEEDS
BECKETT
UNIVERSITY

Your guide to KTPs

Knowledge Transfer Partnerships (KTPs)
help businesses innovate for growth





Table of Contents

1. Introduction
2. What is a KTP?
3. How is the project funded?
4. What is the project budget?
5. How do I pay for the company share of the costs?
6. Intellectual Property & Legals
7. How is the associate managed?
8. What support/benefits do I get from the University?
9. The KTP team at Leeds Beckett





KTPs are a fantastic way for organisations to partner with universities to make a positive shift or change. Part-funded by the UK Government via Innovate UK they have been helping organisations grow turnover and profit for almost 50 years.

Here at Leeds Beckett we have a large and varied portfolio of active KTP projects and an experienced team. We're here to support your organisation through development, application and delivery of your KTP. We have put together answers to some of our most frequent asked questions but if you have further questions then please don't hesitate to contact us:

KTP@leedsbeckett.ac.uk

Jo Griffiths

**Head of Funding Support and Knowledge Transfer Partnerships
Research & Enterprise Service**



What is a KTP?

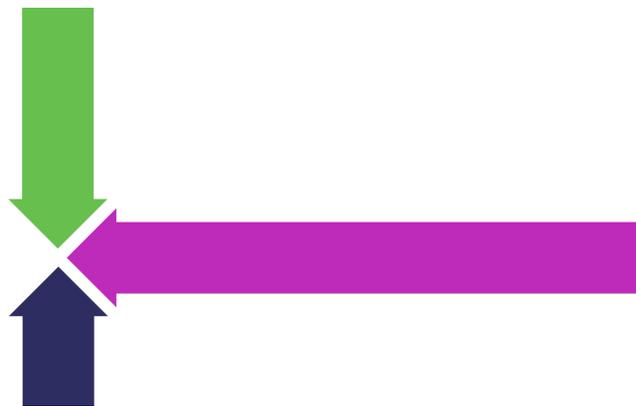
Since 1975, Knowledge Transfer Partnerships (KTPs) have been helping businesses innovate for growth.

They are collaborative partnerships which are developed to solve a specific, strategic challenge. They can be for almost any kind of project;

There are two types of KTP:

- **Classic KTPs** focus on developing new or better products and service
- **Management KTPs** focus on developing better businesses by enhancing processes and building management capability.

A KTP project can last between 12 and 36 months, depending on the challenge and the needs of the business.





How is the project funded?

If successful the project is jointly funded by Innovate UK and the partner organisation.

The grant equates to:

67% of project costs for micro, small and medium-sized businesses

50% of project costs for large businesses





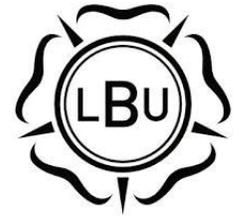
What does the funding cover?

There are differences in the way we calculate the budgets for each project and this will be discussed with you in detail. Budgets are always calculated across seven budget headings.

- 1. Associate salary** (including national insurance, pensions etc) – based on market rate.
- 2. Associate Personal Development** – this is a standard amount for KTP fixed at £2,000 per year.
- 3. Travel & Subsistence** –this is based on travel/subsistence costs for both the academic and the Associate. The budget is split evenly over the project. The standard travel and subsistence amount is £1,250 per 12 months.
- 4. Consumables** – includes the Associate equipment such as laptop. Standard consumable costs are £2,000 per 12 months.
- 5. Estates Costs** – only applicable if the associate needs to use University premises for the project (ie labs).
- 6. Academic Supervision costs** – based on half a day a week.
- 7. Additional Associate Support** - These are the indirect costs associated with the running of the project.

REMEMBER: as the partner organisation you are only responsible for between 33% and 50% of these costs - details on P3 of the different funding intervention available.

As a condition of the funding we must use Full Economic Costing (FEC) to calculate the project costs. It includes a contribution to cover the KTP office time in managing the project and to cover the cost of employing the associate (HR, finance, IT service etc). The FEC rate is calculated yearly.



How do I pay for the company share of the costs?

Leeds Beckett University are the grant holders and we are responsible for paying the associate salary and project costs up front (including consumables, travel / subsistence and personal development expenses). We submit a quarterly claim to Innovate UK to recover these costs once the associate starts employment. No costs are incurred until the associate starts employment.

We will invoice you, the company, for your share of the project costs quarterly in arrears once the associate has started. We can provide you with an invoice schedule to help with budget planning.

NOTE: For SMEs the cost of the project should be eligible for R&D Tax Credits. We recommend you speak to your accountant at an early opportunity.





Intellectual Property & Legals

Each project is covered by two agreements.

The Joint Commitment Statement is signed before the funding proposal is submitted and declares a commitment to work together on the project.

Once awarded each project is governed by a Collaboration Agreement which is signed by all parties including the associate. This covers IP, finance, data protection etc.

We will discuss Intellectual property during scoping but broadly:

Any background IP of either party is retained by that party but a royalty free license to use that background IP is granted to the other partner for the life of the project

In most cases the foreground IP created by the project is the company's to exploit for commercial gain, the university retains the right to to publish any results of the project in academic papers and journals and to use for the purposes of teaching but would not do so without consulting with the company and addressing any concerns around confidentiality.

NOTE: in a small number of cases the background IP of the academic team will be protected and a separate licensing agreement may be required but this will be discussed.





How is the associate managed?

The associate is officially employed by the university and will be line-managed by a member of the Funding Support Team. They will gain access to the university pension scheme and other employee benefits.

They will be based in the company and daily supervision will be undertaken by the company supervisor assigned to the project. The employment contract will mirror the terms and conditions of the company (including annual leave, hours etc). The associate should feel to all intents and purposes part of the company team (with a desk, company email etc).

The associate will be subject to a six month probationary period which will be led by the university with input from the company.

KTPs are intended as a development role. Associates should spend up to 10% of their time on their own personal development and have £2k per year to spend on personal development activities including training, conferences etc

At the end of the project the company will have an opportunity to recruit the associate directly into the business.



What support/ benefits do I get from the University?



The associate is officially employed by the university and will be line managed by a member of the Funding Support Team. We will meet with the associate monthly and provide mentoring support. We also look after the governance of the project, arranging meetings and dealing with all financial and grant-related activities

The academic team will provide the equivalent of ½ day per week supporting the associate to manage the project. How this is delivered depends on the type of project and what is needed at that time. For example some of the supervision may be delivered on campus or virtually. Your academic team should meet with you and the associate face to face for a monthly project meeting which will be organised by the associate and held at your premises.

As a partner of the university, you are able to access other benefits including:

- use of facilities (including city centre meeting rooms and workspace)
- Invitations to events and access to PR opportunities etc.





The KTP team at Leeds Beckett

Jo Griffiths, Head of Funding Support and Knowledge Transfer Partnerships

Kirstie Frenneaux, Funding Support Manager

Rosi Newman, Funding Support Manager

Laura Forester-Green, Funding Support Manager

Kerry Woodhead, Funding Support Coordinator

Email: KTP@leedsbeckett.ac.uk