



## Frequently Asked Questions

### Knowledge Transfer Partnerships



#### What support is available?

Knowledge Transfer Partnerships are part funded by Innovate UK. Please see below a list of FAQs associated with the scheme. Please contact [ktp@exeter.ac.uk](mailto:ktp@exeter.ac.uk) for more details.

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The University of Exeter has a dedicated KTP team who will manage the application process and support the project through to its conclusion. We have a high success rate, with 95 per cent of applications being awarded funding.

The KTP team at Exeter can help with:

- Project Development
  - Managing the application process
  - Associate recruitment
  - Administrative support
  - Relationship management
  - Pastoral support for the KTP Associate.
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#### Is my company eligible?

To be eligible for KTP funding you must;

- be a UK registered business
- have 2 or more full time equivalent employees
- provide evidence of your ability to financially support your contribution to the project as well as financially support the exploitation of the project
- host the associate and provide them with day to day supervisory support

The business partner must provide financial accounts from the current financial year and the previous two years. For businesses less than 3 years old, the knowledge base or knowledge transfer adviser (KTA) will give further guidance.

The size, location and type of your business determines the proportion of eligible costs Innovate UK will fund. If the business is part of a group, it is the overall size of the group which should be declared.

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#### How long will the application process take?

The application process for KTPs is thorough and we recommend allowing at least 2 months to write an application. An application form involves input from the business, the academics, the KTP office and the KTP adviser.

- Once an application has been submitted, it takes approximately 3 months until a decision from Innovate UK is made. If we are successful in gaining funding we recommend allowing another 3 months to recruit a high-quality graduate.
- The timeline for starting a KTP project, from initial conversations to having a KTP Associate start at the company, will typically take 9-12 months.

#### How is the KTP project budget managed?

The University of Exeter KTP Team is responsible for managing the budget and authorising all financial administration including purchase orders, travel bookings and expense claims. All expenditure is subject to approval by the business and academic supervisors as well as the nominated KTP Adviser.

#### How much will it cost?

The cost will depend what type of company you are, as Innovate UK offers different levels of funding for KTP projects.

A breakdown of these costs can be provided on request.

#### What other costs are involved for businesses?

Businesses may want to enhance the salaries of associates to reflect pay levels in their organisation, business sector and location.

#### What is the role of the KTP Adviser?

KTP Advisers are regional representatives employed by Innovate UK. They have a key role in developing high quality new partnerships and evaluating the merits of a potential project. If a KTP project is successful then the KTP adviser will continue to support the project for its duration.



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#### How does the recruitment process work?

The University manages the recruitment process and will work closely with the business to recruit a KTP associate who is both technically capable and a good fit for the company's culture. The University will also handle any visa requirements if necessary for international candidates.

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#### What about Intellectual Property?

The standard KTP agreement for Intellectual Property (IP) is that the University owns the background IP relating to the KTP project. The business will own any IP created as part of the KTP but the university will retain a licence to this for teaching and publishing. Any publications are a collaborative effort and we work with companies to ensure that no company secrets are revealed when publishing.

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#### How does the University of Exeter claim back costs?

The University of Exeter will normally invoice the business partner every quarter in arrears with a final reconciled invoice produced upon project completion. VAT is charged at the Standard Rate of 20%.

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#### What happens if the KTP project overspends?

The standard budget outlines the financial commitment required by the business partner and the Government. Finances are closely monitored throughout the project so overspends would only occur following discussions and agreement with everyone involved. Any additional expenditure becomes 100% the responsibility of the business partner.

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#### Can investment in KTPs attract R&D tax credits?

Sometimes credits can be gained from activity directly related to the government's definition of 'R&D'. The aim of this 'R&D' is to extend scientific knowledge and understanding overall - not just new capability for the business so certain parts of a KTP project could be eligible. If businesses are considering claiming R&D Tax Credits they should discuss the detail with their local tax office or accountant.