**University of Essex**

**Enterprise Project Fund Application Form**

A maximum of **£6,000** (including VAT) is available under the Enterprise Project Fund **Develop** strand of knowledge exchange funding. Funding can be used to help progress activities and projects which will help you access external knowledge exchange funding or help the commercial development and application of your research & expertise outside the university.

This type of activity can be useful for developing your commercialisation project further and understanding the needs of new and existing markets. Funding is available to Essex academic staff conducting knowledge exchange activities and could include:

* Assessing the market for your research as a product or service
* Testing the viability of your idea in practice
* Developing potential new intellectual property and expertise
* Developing new, non-accredited CPD, short course or executive education training programmes for external organisations

Projects should be aligned to one or more of the following overarching themes:

* Our economy
* Our environment
* Our health & wellbeing
* Our society & communities
* Our digital world

Please read the Enterprise Project Fund guidance notes for further details on eligibility criteria. If you have any queries or questions, please contact your Knowledge Exchange Manager in the Research & Enterprise Office.

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| **YOUR DETAILS** |
| **Lead academic name** |  |
| **Title** |  |
| **Email address** |  |
| **Phone**  |  |
| **Department** |  |
| **Knowledge Exchange Manager (KEM)** |  |

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| **PROJECT DETAILS** |
| **Project Title** |  |
| **Themes** | [ ]  Our economy[ ]  Our environment[ ]  Our health & wellbeing[ ]  Our society & communities[ ]  Our digital world |
| **Project Objectives**(max 150 words) |  |
| **Proposed start date** |  | **Proposed end date****(*Funds must be spent by the end of June 2023*)** |  |
| **Academic/s involved:** | Title | Name | Department |
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| **SECTION A: PROJECT PROPOSAL** |
| Please use the space below to detail the proposed project work. You will need to write this using language that a non-specialist would be able to understand. **This section must not exceed 3 pages.**You will need to include:* A brief introduction, including the background to the proposal and details of any work already undertaken. Detail any funding already obtained, including any funding previously secured for knowledge exchange activity or to explore the pathway to commercialisation.
* Details of the staff involved and their previous activity in this area. Also detail any existing commitment to support the work from the School/Department/Faculty and/or any external organisation.
* A description of the project work to be undertaken, and the expected knowledge exchange outcomes and follow-up plans. Include specific explanation of what the funding will be used for.
* A timetable for project delivery and details of any risks, assumptions or dependencies related to successful completion of the project and how these would be managed.
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| **Description of research background** **or expertise that this application applies to** (max 200 words) |  |
| **What (if any) investigations into this new product/service/ research expertise have you already undertaken?** (max 150 words) |  |
| **Have you applied for other funding to support this activity? (****internal or external)** |  |
| **Are any external organisations involved already? If so, who and are there any IP ownership considerations.** |  |
| **What are the desired outcomes from applying for this funding?** (max 150 words) |  |
| **Project Plan**Please include:* A timeline
* People/ organisations involved
* Details of knowledge exchange activity
* Key deliverables of the project/activity
* Consideration of any potential IP arising
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| **Section B: Project Funding required** |
|  | Amount (£)  |
| Equipment |  |
| External (consultants, services etc.) |  |
| Travel |  |
| Consumables |  |
| Staff costs – research/project assistance |  |
| Other |  |
| Total Project Cost (including VAT)  |  |

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| **Section C: Sustainability, next steps and commercialisation** |
| What steps will you take to measure the success and sustainability of your project?  |  |
| What would the next steps to commercialisation/implementation be and what resources would be required? |  |

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| **Declaration** |
| I agree to undertake the work described in the project proposal and to submit a report/case study to the Research and Enterprise Office on completion of the project. |
| **Signature(Lead Academic Applicant)** |  |
| **Date** |  |

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| **Head of School/Department Approval** |
| I agree to the work described in the project plan to be undertaken. |
| **Signature****(Head of School)** |  | **Date** |

**FOR OFFICE USE ONLY**

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| **Project Approval by:** |  |
| **REO** |  |
| **RCP record No** |  |
| **Project Decision Date** |  |
| **Date Applicant Notified** |  |