

Knowledge  
Transfer  
Partnerships

KTP PROJECTS

**10-40 WEEKS OR 1-3 YEARS**

*Understanding the differences*



[www.ktponline.org.uk](http://www.ktponline.org.uk)

Technology Strategy Board  
Driving Innovation

investing  
in **your** future  
European Regional Development Fund  
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Solutions  
for Business

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government

# Knowledge Transfer Partnerships



*KTP allows you to tap into new thinking and new resources at a cost effective level*

## Knowledge transfer: the solution for your organisation

When different people come together, great things can happen. Ever wondered what could happen if you could access the right expertise and resources to turn big challenges facing your organisation into big opportunities through technology and innovation?

Are you an organisation<sup>1</sup> wanting to grow by increasing your competitive advantage?

Or are you a public or not-for-profit organisation wanting to streamline processes or improve quality of delivery?

For over 30 years, more than 5,000 organisations have been realising the benefits of Europe's largest knowledge transfer scheme, the Knowledge Transfer Partnerships (KTP) programme.

KTP can help you;

- 🔄 Find an innovative solution to help your organisation grow
- 🔄 Access highly qualified people to spearhead new projects
- 🔄 Access experts who can help take your organisation forward.

Spare five minutes to find out more and see how KTP could turn your business around. Whether you are a commercial, not-for-profit, small or large organisation, read on.

## What is KTP?

Knowledge Transfer Partnerships (KTP) is a UK-wide programme enabling organisations to improve their competitiveness, productivity and performance. KTP achieves this by helping organisations to access knowledge, technology or skills from the UK's knowledge base, which includes universities, further education (FE) colleges and research and technology organisations (RTOs). Many universities and colleges in the UK are recognised worldwide for their, often groundbreaking, research; imagine if you could tap into this to help take your business forward. KTP is also part funded by Government.

## How does a KTP work?

The knowledge sought is embedded into the organisation from the knowledge base through a project, or projects, undertaken by a recently qualified person recruited to specifically work on that project (known as the Associate).

<sup>1</sup>The term 'organisation' and 'company partner' includes private sector businesses, qualifying public sector organisations such as NHS Trusts, and third sector organisations including charities.

## What kind of KTP projects are available?

KTP is all about knowledge transfer. However, depending on what you want to achieve, a KTP project can vary in duration. Classically, KTPs last between one and three years and aim to help organisations address strategic needs.

However, from 2009, the programme will include KTPs of shorter duration (lasting 10-40 weeks) that are principally aimed at micro-sized organisations and SMEs<sup>2</sup>. Such KTPs aim to address short term, more tactical issues. They also act as a stepping-stone for those organisations that have not worked with universities, colleges or RTOs before to realise the benefits of such collaboration. A shorter KTP may:

- ☞ Lead to a classic KTP
- ☞ Run in parallel with a classic KTP or
- ☞ Follow-on from a classic KTP.

Partnerships may have more than one shorter KTP running in parallel or sequentially, but a series of shorter projects should not be used to replace one classic KTP.

## What KTP should I apply for?

The best thing to do is contact a local KTP Office or KTP Adviser (see 'How can I get involved?'). This way they can understand your needs and advise on the best approach. Classic and shorter KTPs offer different levels of support and funding, which reflect the business needs and determine the project plan and duration.

## What will it cost my organisation?

One of the great things about KTP is that it is part-funded by Government, so there is less risk to you if you want to invest in developing your organisation through partnering with a knowledge base. The cost of a KTP to you depends on the duration of your project and the size of your organisation. The typical annual cost for a classic KTP project is £60,000. A typical 10-week shorter KTP project will cost around £9,500.

For both projects, contribution by an SME would be 40% of the project cost, and contribution by a large organisation would be around 60% of the project cost. For more information, see the 'Understanding the differences' leaflet and consult your local KTP Office or Adviser.

## The process

Once the scope of a project, with the relevant university, college or RTO, has been agreed and approved through an application process, a recently qualified person (Associate) can then be appointed to facilitate the transfer of knowledge between the knowledge base and your organisation.

The Associate works within your organisation on a project central to your needs and is jointly supervised by your personnel and a senior academic.

## Ongoing support

The level of support varies according to the type of KTP and the investment made. All KTPs are jointly supervised by both the organisation and knowledge base partner.

## The outcomes

At the start of a KTP, the application process involves setting out a proposal for what the project will achieve. This is a working document, which is not only part of the grant application, but provides a project plan to help the delivery of successful outcomes. For all concerned, this plan sometimes brings structured project planning and management into the business for the first time.

A range of KTP case studies can be viewed at [www.ktponline.org.uk](http://www.ktponline.org.uk) showcasing the outcomes achieved by recent projects.

## How can I get involved?

Visit [www.ktponline.org.uk](http://www.ktponline.org.uk) and go to 'contact us' where you will be able to locate your local KTP Office and/or KTP Adviser to find out more. For all other enquiries, e-mail [ktp-help@ktponline.org.uk](mailto:ktp-help@ktponline.org.uk)

*Those businesses that stand up and push themselves forward will gain. Those that don't will get passed by*

<sup>2</sup>Company with fewer than 250 employees.

# Knowledge Transfer Partnerships

## About the funding organisations

KTP is funded by the Technology Strategy Board with 18 other funding organisations. These funding organisations include Research Councils, Regional Development Agencies, the devolved administrations and a number of other Government departments recognising the importance of knowledge transfer to economic development and wealth creation.

KTP is one of a number of programmes led by the Technology Strategy Board aiming to accelerate business innovation. As the lead funding organisation, the Technology Strategy Board promotes innovation in many ways. As well as investing in programmes and projects like KTP, much of its work is in spreading knowledge, understanding policy, spotting opportunities and bringing people together to solve problems or make new advances.

The Technology Strategy Board was established by the Government in 2007 and is sponsored and funded by the Department for Innovation, Universities & Skills (DIUS).

## When and why was KTP set up?

KTP was established over 30 years ago and was initially aimed at helping apply science and engineering knowledge and technology from universities to businesses. The success of the scheme has meant it has now expanded to include all academic disciplines and business sectors, including public sector bodies such as NHS trusts, and not-for-profit organisations, and has attracted many more funding organisations.



# Knowledge Transfer Partnerships

	KTP PROJECTS	
	Shorter projects	Classic projects
<b>1</b> Basis of the scheme	Part of the KTP programme.	Part of the KTP programme.
<b>2</b> Basis for projects	Must be driven by business needs.	Must be driven by business needs.
<b>3</b> Project goals	Tackling shorter-term, more tactical issues.	Tackling longer-term, more strategic issues.
<b>4</b> Nature of a Partnership	<p>Involves a company partner<sup>1</sup>, knowledge base partner and an Associate undertaking a single project on behalf of the company partner.</p> <p>Associate may be based at the company premises (employed by the knowledge base partner), or may be based at the knowledge base if already employed by the company partner.</p>	<p>Involves a company partner, knowledge base partner and one or more Associates, each Associate undertaking a separate project on behalf of the company partner.</p> <p>Associate is based at the company premises and employed by the knowledge base partner.</p>
<b>5</b> Project duration	10 to 40 weeks.	1 to 3 years.
<b>6</b> Relationship between 10-40 weeks and 1-3 year KTP projects	Projects may be stand-alone, lead to, run in parallel with, or follow-on from a classic KTP. Partnerships may have more than one shorter KTP running in parallel or sequentially.	Projects may be stand-alone, follow-on from, run in parallel with, or lead to a shorter KTP. Partnerships may have several KTPs running in parallel or sequentially.
<b>7</b> Company eligibility	Micro businesses and SMEs. Depending on the individual criteria of the funding organisation, may include large enterprises and third sector organisations, and some public sector organisations.	Micro businesses, SMEs and large enterprises. Some funding organisations' criteria accommodate third sector organisations and some public sector organisations.
<b>8</b> Participating companies	Might be more appropriate for companies engaging for the first time with a knowledge base.	Might be appropriate for companies that already have some experience of working with the knowledge base.
<b>9</b> Participating knowledge bases	Higher Education Institutions, Further Education Colleges and qualifying Research and Technology Organisations.	Higher Education Institutions, Further Education Colleges and qualifying Research and Technology Organisations.
<b>10</b> Prerequisites for support	There must be clear benefits to each of the participants – the company partner, the knowledge base partner and the Associate. The knowledge must be embedded into the organisation.	There must be clear and quantifiable benefits to each of the participants – the company partner, the knowledge base partner and the Associate. The knowledge must be embedded into the organisation.

# Knowledge Transfer Partnerships

KTP PROJECTS		
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<b>10</b> Prerequisites for support (continued)	<p>The potential outcomes/benefits will not occur, or are most unlikely to occur to the same extent, without a KTP project (ie there is additionality).</p> <p>The company partner must be financially sound.</p>	<p>The potential outcomes/benefits will not occur, or are most unlikely to occur to the same extent, without a KTP project (ie there is additionality).</p> <p>The company partner must be financially sound.</p>
<b>11</b> Who prepares an application?	Applications are jointly prepared by the company partner and the knowledge base partner.	Applications are jointly prepared by the company partner and the knowledge base partner, under guidance of a KTP Adviser.
<b>12</b> Application process	Applicants prepare a Grant Application and Proposal form online.	Applicants must submit an Outline form, which is a first filter. If this is supported, they prepare a Grant Application and Proposal form. Both forms are in MS Word.
<b>13</b> Other management processes	All processes are online, including Local Management Committee (LMC) meeting Records, Grant Claims, and Final Reports. Both partners participate in management processes, except Grant Claims which are submitted by the knowledge base partner.	Some processes are online, including Grant Claims and Revisions, others are MS Word-based. Only the knowledge base partner is involved in management processes, except the Final Report which involves both partners.
<b>14</b> Funding organisation criteria	Proposals must satisfy overarching programme criteria and specific funding organisation criteria.	Proposals must satisfy overarching programme criteria and specific funding organisation criteria.
<b>15</b> How many funding organisations can a project have?	A single funding organisation provides grant support. Support is decided at the proposal stage.	More than one funding organisation may provide grant support. Support is decided at the Outline stage, subject to a satisfactory proposal being submitted.
<b>16</b> Grant Application and Proposal Forms	May be submitted at any time.	Must be submitted to meet specific deadlines approximately every six weeks throughout the year.
<b>17</b> Review of proposals	Decisions are made online, although funding organisations may hold selection panels. Proposals are considered by alternative funding organisations in parallel.	Decisions are made at a Partnership Approvals Group (PAG), at which the lead funding organisation is present. PAG meets approximately nine times per year.
<b>18</b> How long do decisions on proposals take?	Typically 4-8 weeks after submission of a proposal.	Decisions on Outlines can take 2-4 weeks. Decisions on proposals are available approximately 4 weeks after the submission deadline, although amendments may be requested by PAG before a firm offer of support is made.

# Knowledge Transfer Partnerships

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<b>19</b> How many chances do applicants get?	If the proposal is not supported it may not be resubmitted.	If the proposal is not supported, it may, after revision, be resubmitted once.
<b>20</b> What does a KTP cost?	The cost depends on the duration of the KTP. An assumed standard weekly rate is used to determine the grant level; the weekly rate is currently set at £950.	The cost depends on the duration of the KTP. Currently, an average project costs around £60,000 per year.
<b>21</b> What will KTP cost the company partner?	<p>The company partner pays the balance of the costs for a project to the knowledge base partner after the grant has been deducted, and also may be required to further top up the grant to an amount agreed between partners at the outset of the project. If the company partner is providing the Associate, it meets the Associate's employment costs in full and may be required to make a contribution to the knowledge base partner's costs.</p> <p>Companies also need to cover the full costs of their own participation in a Partnership; these include management and supervisory effort, additional materials, capital equipment etc.</p>	<p>The company partner pays the balance of the costs for a project to the knowledge base partner after the grant has been deducted, and also may be required to further top up the grant to an amount agreed between partners at the outset of the project, eg for Associate employment costs.</p> <p>Companies also need to cover the full costs of their own participation in a Partnership; these include management and supervisory effort, additional materials, capital equipment etc.</p>
<b>22</b> What is the grant rate?	<p>The grant rate depends upon the size of the company – normally it will be 60% for a micro business or SME, and 40% for a large enterprise. The rate is not dependent on the costing model used by the knowledge base partner.</p> <p>The location of the company partner may affect the level of grant support if EU Convergence Funds have been deployed by the funding organisation.</p>	<p>The grant rate depends upon the size of the company and on whether it has participated previously in KTP. In addition, the grant rate depends upon whether or not the knowledge base partner uses Full Economic Costing.</p> <p>Additional funding may be available if the company and/or knowledge base partners meet the criteria for London Weighting.</p>
<b>23</b> Who pays the grant?	Grants will generally be administered and paid directly by the funding organisation. Grants are eligible for payment after LMC meetings have been minuted.	Grants are administered and paid on behalf of all the funding organisations by the Technology Strategy Board. Grants are eligible for payment after LMC meetings have been minuted.
<b>24</b> Management involvement	Associates are jointly supervised by the knowledge base partner and the company partner (see point 25). LMC meetings involving the supervisors and Associate take place at the start, mid-way through and four weeks from the end of a project.	Associates are jointly supervised by the knowledge base partner and the company partner (see point 25). LMC meetings involving all key participants take place at the start and generally every three or four months throughout a project.

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<b>25</b> Adviser involvement	<p>Review of Grant Application and Proposal Form and Final Reports.</p> <p>Further involvement at proposal stage at discretion of (and cost to) the funding organisations. Advisers have no involvement in LMC meetings.</p>	<p>Meetings with company and knowledge base partners prior to submission of Outlines, review in advisory capacity of Outlines and Grant Applications and Proposal Forms, LMC meetings, Associate coaching and mentoring, review of Final Reports, review of nominations for KTP awards.</p>
<b>26</b> Other support available to the Partnership	None.	Company and knowledge base supervisors attend a new partners and supervisors workshop before the project starts.
<b>27</b> Recruitment of Associates	<p>May already be an employee of the knowledge base partner or the company partner, or may be recruited specifically for the project by both the partners and employed by the knowledge base partner.</p> <p>Associates can be part-time employees. Associates can be SET returners.</p> <p>Associates must be qualified to NVQ Level 3 equivalent or above (possibly to NVQ Level 4 for some funding organisations).</p>	<p>Recruited specifically for the project by both the partners and employed by the knowledge base partner.</p> <p>Associate must be a full-time employee. Associates can be SET returners.</p> <p>Associates must be recently qualified to NVQ Level 4 equivalent or above, such as a graduate or postgraduate.</p>
<b>28</b> Supervision of Associates	<p>Jointly supervised by the knowledge base partner and the company partner. The lead supervisor will oversee the Associate's day-to-day work, and will be the person located at the premises where the Associate is based. The other supervisor must spend ½ day a week with the Associate at their premises.</p>	<p>Jointly supervised by the knowledge base partner and the company partner. The company supervisor oversees the Associate's day-to-day work. The knowledge base supervisor must spend ½ day a week at the company's premises with the Associate.</p>
<b>29</b> Associate training	<p>Two online modules.</p> <p>CPD Certificate issued upon successful completion.</p>	<p>One online module, three 5-day residential modules.</p> <p>Associate registered for and works towards Diploma in Management, accredited by the Chartered Management Institute. Associate receives coaching and mentoring support from a KTP Adviser.</p>
<b>30</b> Will participation count towards the knowledge base partner's RAE rating?	KTP will count toward the next RAE	KTP will count toward the next RAE