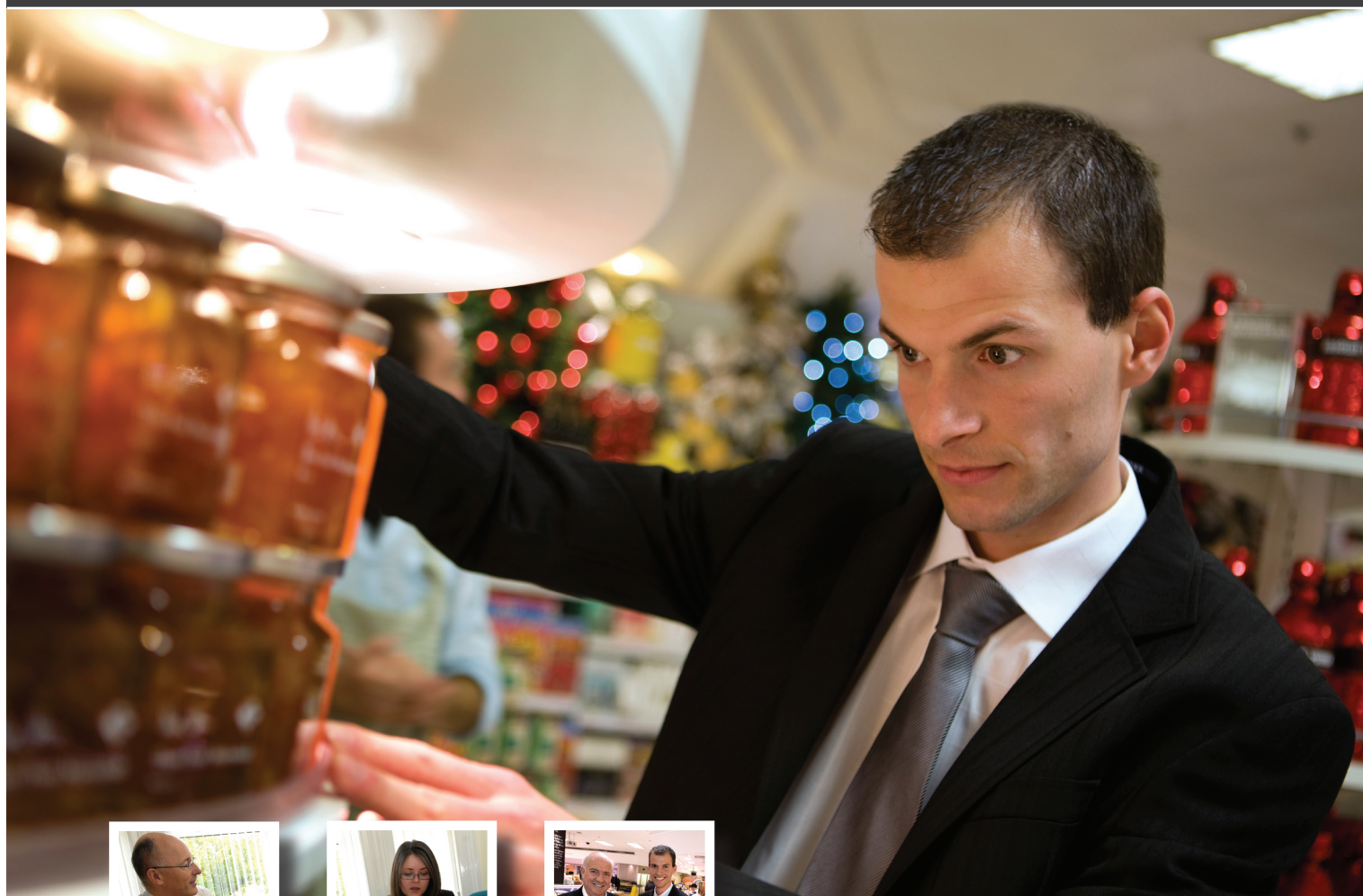

KTP PROJECTS

10-40 WEEKS OR 1-3 YEARS

Understanding the differences



Knowledge Transfer Partnerships

	KTP PROJECTS	
	Shorter projects	Classic projects
1 Basis of the scheme	Part of the KTP programme.	Part of the KTP programme.
2 Basis for projects	Must be driven by business needs.	Must be driven by business needs.
3 Project goals	Tackling shorter-term, more tactical issues.	Tackling longer-term, more strategic issues.
4 Nature of a Partnership	<p>Involves a company partner¹, 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 partner¹, 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>
5 Project duration	10 to 40 weeks.	1 to 3 years.
6 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.
7 Company eligibility	Micro businesses and SMEs ² . 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.
8 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.
9 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.
10 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.

¹The term 'company' includes private sector businesses, qualifying public sector organisations such as NHS Trusts, and third sector organisations including charities.

² Company with fewer than 250 employees.

Knowledge Transfer Partnerships

KTP PROJECTS		
	Shorter projects	Classic projects
10 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>
11 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.
12 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.
13 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.
14 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.
15 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.
16 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.
17 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.
18 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

KTP PROJECTS		
	Shorter projects	Classic projects
19 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.
20 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.
21 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>
22 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>
23 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.
24 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.

Knowledge Transfer Partnerships

KTP PROJECTS		
	Shorter projects	Classic projects
25 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>
26 Other support available to the Partnership	None.	Company and knowledge base supervisors attend a new partners and supervisors workshop before the project starts.
27 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>
28 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>
29 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>
30 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