

## **Frequently Asked Questions**

### **What is a Knowledge Transfer Partnership?**

A relationship formed between a company and an academic institution ('Knowledge Base' partner), which facilitates the transfer of knowledge, technology and skills to which the company partner currently has no access. Each partnership employs one or more recently qualified people (known as an Associate) to work in a company on a project of strategic importance to the business, whilst also being supervised by the Knowledge Base Partner.

Projects vary in length between 12 and 36 months. The Associates are either postgraduate researchers, university graduates, or individuals qualified to at least NVQ (Level 4) or equivalent.

### **What are the aims of Knowledge Transfer Partnerships?**

To:

- Facilitate the transfer of knowledge through projects undertaken by high calibre, recently qualified people under joint supervision from a company and an academic institution
- Provide company-based training for recently qualified people to enhance their business and specialist skills
- Stimulate and enhance business-relevant training and research undertaken by the academic institutions
- Increase the interaction between businesses and academic institutions, and awareness of the contribution academia can make to business development and growth

### **Benefits to Company Partners**

Business performance outputs vary from case to case, given the rich variety of the projects. According to Knowledge Transfer Partnership figures, 52% of companies who completed a final report had an increase in the overall value of the business whilst 62% had an increase in sales.

Latest Knowledge Transfer Partnership information shows that the business benefits that can be expected are, on average:

- An increase in annual profit of over £290k
- 8 genuine new jobs created
- Investment in plant and machinery of over £220k
- Commercial benefits from application of IP~24%

### **Companies benefit from:**

- Opportunities to develop competitive advantage by linking with academia
- The high calibre of graduates accessible through Knowledge Transfer Partnerships
- Transfer of knowledge/expertise
- Embedding of innovation culture

### **How long have Knowledge Transfer Partnerships been running?**

Knowledge Transfer Partnerships were launched in 1975 as Teaching Companies Scheme (TCS). In 2003 Knowledge Transfer Partnerships replaced TCS.

## Who funds Knowledge Transfer Partnerships?

Knowledge Transfer Partnerships is currently funded by fifteen Government organisations led by the Technology Strategy Board. Each Partnership is part-funded by Government with the balance of the costs coming from the company partner.

## When can I apply for a Knowledge Transfer Partnership?

At almost any time throughout the year. The Partnerships Approvals Group (PAG) meets approximately every six weeks.

Your Knowledge Transfer Partnerships Adviser must be satisfied that your proposals meet the Knowledge Transfer Partnerships criteria before a submission is made.

## Who are the company partners?

- Stable UK-based companies of all sizes from all industrial sectors
- Charities and not-for-profit organisations
- Education institutions (LEAs and schools)
- Health organisations (hospitals and NHS Trusts)

## Benefits to Academic Institutions

Knowledge Transfer Partnerships provide academic institutions with the potential to:

- Apply knowledge and expertise to important business problems
- Develop business-relevant teaching and research materials
- Identify new research themes and undergraduate and postgraduate projects
- Publish high quality research papers
- Gain a relevant and improved understanding of business requirements and operations
- Potentially impact the Research Assessment Exercise (RAE)
- Lead rewarding collaborations with innovative businesses
- Assist strategic change in businesses
- Supervise and act as mentors for postgraduates working on company-based projects

## What is in it for the Knowledge Base?

- Income
- Higher degree registrations
- Graduate career opportunities
- IP - negotiated with the company
- Strategic relationship with company
- Published papers
- Teaching materials, case studies and projects
- New research themes - commercial relevance
- Staff development - commercial awareness

## How are partnerships funded?

Each Knowledge Transfer Partnership is part funded by a Government grant to the Knowledge Base Partner. This contributes to the costs that the Knowledge Base Partner incurs through participating in that particular Knowledge Transfer Partnership, whilst the balance of the costs directly

attributable to a Knowledge Transfer Partnerships Associate's Project is borne by the company partner.

### **What does the grant for a Knowledge Transfer Partnership and the company's contribution pay for?**

The largest part of the costs of a Knowledge Transfer Partnership is the employment costs of one or more Knowledge Transfer Partnerships Associates and the cost of staff from the Knowledge Base Partner who are directly involved in the Partnership. The remainder includes provision for equipment and travel costs, the Knowledge Base Partner's indirect and administrative costs and costs associated with the personal and professional development of the Knowledge Transfer Partnerships Associate(s).

### **How is the amount of a grant calculated?**

The amount of a grant to the Knowledge Base Partner and, therefore, the amount the company has to pay, is determined almost entirely by the number of Knowledge Transfer Partnerships Associates to be employed, the length of their project, whether the company is, or is part of, a Small or Medium-sized Enterprise and, in some cases, e.g. in London, the location of the Company Partner and/or the Knowledge Base Partner, and whether the company has collaborated on a Knowledge Transfer Partnership in recent years.

The financial arrangements for any potential Knowledge Transfer Partnership should be discussed with a Knowledge Transfer Partnerships Adviser.

### **How much should a company expect to contribute?**

The budget for any individual Knowledge Transfer Partnership, and a company's contribution to it, depends on the details of the specific Partnership. However, annual company contributions per KTP Associate employed could be at around the following levels for a first Knowledge Transfer Partnership:

- Contribution by an SME company, that is one with fewer than 250 employees\* can expect to contribute 40% of the project costs
- Contribution by a large company or group, i.e. with more than 250 employees\* or a company that does not qualify as an SME, would be around 60% of the project costs
- Currently, average annual project costs are around £60,000

*\* Where a company is part of a group, the company size is determined by the number of employees in the group as a whole. There are also balance sheet and turnover criteria.*

### **What other costs are involved for companies?**

Companies will need to cover the full overhead costs of their own participation in a Knowledge Transfer Partnership. These include management and supervisory effort, additional materials, capital equipment and accommodation. They are also expected to contribute to the cost of equipment purchased specifically for the use of a KTP Associate during their project work above the contribution provided for in the grant. Companies should also be prepared to enhance the salaries of Associates to reflect pay levels in their organisation, business sector and location. Companies are invoiced by their Knowledge Base Partners, normally quarterly.

### **What types of companies are eligible for a Knowledge Transfer Partnership?**

Companies and organisations from a broad range of industrial and commercial sectors are eligible to

participate. Searching current partnerships on the Knowledge Transfer Partnerships website provides a good idea of the types of companies and organisations currently engaged on Knowledge Transfer Partnerships.

### **Why should I become an Associate?**

Knowledge Transfer Partnerships can help Associates enhance their career prospects by providing them with opportunity to manage a challenging project central to a company's strategic development and long-term growth.

### **How do Partnerships advertise vacancies?**

Partnerships use a variety of methods to attract the right Associate.

- Advertise on the Knowledge Transfer Partnerships website. You can view current vacancies on the KTP website. If you are interested in a particular Knowledge Transfer Partnership you should contact the partners directly. You may also wish to view recently approved partnerships also available on the website. It is likely that these partners will be recruiting in the near future unless the vacancy has already been filled (it will be listed as 'No Vacancy' if this is the case)
- Receive details of suitable individuals from the Knowledge Transfer Partnerships database. You may post your details by submitting a 'profile', which can be viewed by partners that are currently recruiting for a Knowledge Transfer Partnership. To do this click on 'register' on the left hand side of the Knowledge Transfer Partnerships Home Page and complete your details. Select 'interested in becoming a Knowledge Transfer Partnerships Associate' from the drop down menu. You will receive an email confirmation and you can then log in to the site and post your profile for recruiters
- Advertise locally, nationally or in journals such as 'Prospects Today', trade journals or using on-line vacancy sites such as jobs.ac.uk and Monster.co.uk

### **Are there opportunities to undertake further training and development?**

A key feature of Knowledge Transfer Partnerships is that every Associate should spend at least 10% of their time on other training and personal development opportunities. The Knowledge Base partner will consider offering the opportunity to obtain a higher qualification.

### **Who is responsible for preparing the bid proposal?**

Both the Company Partner and the Knowledge Base (Glyndwr University). The submission is a joint effort based on equal involvement in the proposed Project. Working together enables both parties to identify with the aims and objectives of the project and take joint responsibility from the conception of the Project to its execution. The University's Research & Knowledge Transfer Office is available to assist with drafting proposals on request.

### **Where are the proposals and grant claims sent?**

Proposals and grant claims are sent to the national KTP Programme Office. Managed under contract for the Technology Strategy Board (TSB), which acts on behalf of all the KTP Sponsors (the other public sector bodies funding KTPs) by a company called Momenta. The office is responsible for the day-to-day operation, management and administration of KTPs. Momenta also maintains the KTP database and website.

### **Can a KTP Partnership have more than one Associate?**

Yes if there is a clearly defined Project for each Associate although it is more typical that just one KTP is run at a time. However, where multiple projects are identified, the same procedure for bid submission and recruitment will be applicable for each project.

### **How is the KTP Associate recruited?**

They are recruited as a result of open advertising and a recruitment exercise conducted jointly by the Company Partner and the Knowledge Base.

### **Where will the KTP Associate be based?**

The Associate will be based at the Company Partner's site and will work under the direction of the Industrial Supervisor. However, the Associate will be 'employed' by the Knowledge Base (i.e. Glyndwr University). The terms and conditions of this contract of employment will take into account the operational business needs of the Company Partner.

### **What is the KTP Associate paid?**

The Associate should be paid at a market rate for the job being done. The KTP budget includes a contribution to the total cost of employment and not just the salary. If it is found that there is a need to set the salary level higher than that covered by the budget, it will be the responsibility of the company to meet the additional cost.

### **How frequent will the contact be with the Academic Supervisor?**

Typically the Academic Supervisor will meet with the Associate one half day a week at the Company site. In addition the Supervisor and Associate will meet on a monthly basis to discuss the Project(s). The Supervisor will also be contactable at all times outside of the formal meetings.

### **What happens regarding Intellectual Property Rights and Confidentiality?**

An agreement between the Company Partner and the Knowledge Base covering Confidentiality, Intellectual Property Rights and other such issues is signed at the beginning of the project.

### **Who employs the Graduate?**

The graduate is employed by the University but is based at the Company full time, working to Company hours and with Company holidays. All administration relating to the graduate's employment is the responsibility of the University.

### **What Information Does The Company need to Provide?**

The Company will provide details, including background, of markets served and market position, strategic objectives for the Programme and details of recent financial performance, in order to complete the funding proposal. Confidentiality will be strictly maintained throughout the life of the Programme and beyond.

### **How is project progress monitored?**

The Programme will be based around the structured work plan included in the proposal, according to the Company objectives. Successful progression of the Programme rests with the graduate, university specialist, and a company supervisor who will meet regularly to monitor progress. Quarterly meetings are also held with the attendance of company managers and a KTP consultant.

### **Can the company employ the graduate at the end of the project?**

Though it is not obligatory, 75% of graduates are offered permanent positions by the company on completion of the project.