



Knowledge Exchange Seed Fund

Requirements & Conditions

This document, together with the Award Letter (sent by email), sets out the requirements and conditions under which the Grant is made. The Principal Investigator (PI) is responsible for ensuring that the grant and the funded project are run in accordance with these requirements and conditions.

1. Introduction

- 1.1. This Seed Fund is an internal grant scheme to support Knowledge Exchange activities and projects. It is supported by the University's Higher Education & Innovation Fund (HEIF).
- 1.2. The PI must be a researcher or staff member at the University of Oxford. Co-applicants can include other researchers; DPhil students; teaching staff; museum staff; research facilitators and other professional services staff; and external partners.
- 1.3. A University cost centre is needed to host an award. College-based activities can occur, but funds must be managed through a Faculty or Department.

2. Finance

- 2.1. The grant for the project is set up as a Departmental Project Single Task.

- 2.2. The total grant allocated is the amount agreed by the KE Seed Fund Panel, with reference to the original budget proposed in the application form, and that has been communicated to the PI and Departmental Finance Officer in the Award Letter, together with the Departmental Budget Code from which the Departmental Finance Officer can draw down funds directly.
- 2.3. The funding should be spent according to the original budget headings in the application form. Permission to vire between budget headings will be allowable up to a cost limit of £400. For any significant changes to the original budget (>£400), then the PI must first discuss these with the KE Seed Fund manager, Research Services.
- 2.4. Funds that are not spent directly on the development, delivery and evaluation of the KE Seed Fund project will be rejected or reclaimed from the PI's department in the event of a financial review.
- 2.5. All invoices against the grant need to be raised and the funds spent by **28 June 2024**.
- 2.6. **Under no circumstances will extensions be given**, due to HEIF funding regulations. Awardees should therefore ensure all project expenses are claimed and processed by 28 June 2024. Project accounts will close on 31 July 2024. After this time, any outstanding claims will not be processed and any remaining funds will be withdrawn from the project account.

3. **Evaluation and Reporting**

- 3.1. The PI shall be responsible for the management, evaluation and monitoring of the project and results.
- 3.2. The PI shall submit a final project report by **3 September 2024**, using the Final Report Template that has been provided. This Report will document the outcomes and impacts of the project and the successes, challenges and lessons learnt. Project reports are to be submitted to keseedfund@admin.ox.ac.uk.
- 3.3.

4. Communications

- 4.1. The KE Seed Fund's contribution to supporting the project is to be appropriately acknowledged in any publicity including any dissemination of the results.
- 4.2. Suggested acknowledgment wording: "This project is supported by the University of Oxford's Knowledge Exchange Seed Fund."
- 4.3. The University will make public the details of the project via internal and external communication channels to raise awareness of the scheme and the funded projects, and to provide inspiration to others with regard to Knowledge Exchange activities and best practice.

5. Further Information / Contacts

5.1. Simon Guillaumé, KE Specialist, Research Services:

keseedfund@admin.ox.ac.uk.

We wish you every success with the progress of your project; if you have any queries with these Requirements & Conditions, please do not hesitate to contact the KE Seed Fund manager.

KE Seed Fund 2022-23 – Agreement

Please highlight yes or no:

I have read and I understand the KE Seed Fund requirements and conditions.	Yes	No
I confirm my acceptance of the grant.	Yes	No
I understand that all project funds must be spent, claimed and processed by 30 June 2023.	Yes	No

Please sign to confirm you have accepted and agreed:

Name: _____

Signature: _____

Date: _____

Please email your signed agreement to keseedfund@admin.ox.ac.uk.