Knowledge Exchange Seed Fund

2024/25 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. Applicants (PIs) can be academic, research or research support staff from the University of Oxford or Oxford University Innovation. Research support staff applying as PIs must do so in conjunction with an Oxford academic or researcher as project partner. College-only post holders can apply, but awards must be held within a Department or Faculty, so college-only applicants need to seek approval from a Head of Department and their associated finance team before applying. Co-applicants can include other academics, researchers and research support staff, DPhil students, teaching staff, museum staff, as well as 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 as 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 larger changes to the original budget (>£400), 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 **Monday 30th June 2025**.

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 30th June 2025. Project accounts will close on 31 July 2025. 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 **Friday 5th September 2025**, using the Final Project 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.

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.

Further Information / Contacts

4.4.   The KE Seed Fund Manager may be contacted at keseedfund@admin.ox.ac.uk.

We wish you every success with the progress of your project; if you have any queries about 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 30th June 2025.	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.