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## Collaborative Venture Fund (CVF)

**What is it?**

Internal funding, taken from the University HEIF allocation, up to a value of £2500. The CVF funding can be enhanced up to £5000 if the company are prepared to match the funding in cash but please contact the CRM team to discuss this before completing an application form. The money is designed to seed fund an academic to work with an external organisation that they have not substantially worked with before. The organisation can be of any size, anywhere and in any sector (except other Universities) and there should be the real prospect of developing a longer term non-UKRI income generating relationship e.g. Innovate UK, Consultancy, KTP, etc. and/or development of Impact Case Study material.

It does not cover development of relationships with the goal of academic to academic collaborative research or development of UKRI targeted funding bids.

**Timescales**

Our expectation is that the work should be completed and funds used within 3 months or by the end of the financial year whichever is soonest. If you anticipate the work taking longer than 3 months or if it’s likely to run into the next financial year (after 31st July) this should be discussed with the CRM team on ext. 3573.

**Potential Outcomes**

Funding is intended to be used as a catalyst for ongoing collaboration with the strong potential for future non-UKRI funding of activities and development of Impact Case Study material. This should be reflected in the “Projected outcomes” section of the application form.

**How to Apply**

Before completing the application form, contact your School Business Development Manager (BDM) or the central Research & Enterprise BDM (ext. 2356) to discuss whether the work you are considering is within the scope of the CVF and to help you put together your application which may strengthen the outcome. For application queries, contact the CRM team (ext. 3573).

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## Collaborative Venture Fund (CVF)

**What’s Covered And What’s Not**

An academic can have only one active CVF award at any one time.

Organisations that have already benefited from a CVF covering the same or a closely linked project are not eligible.

**Academic to academic relationships**

It does not cover development of academic to academic relationships with the goal of collaborative research or development of UKRI targeted funding bids.

**Equipment/consumables**

Can be purchased if it allows the relevant work to be done with the organisation**.** Any equipment purchased for the project will remain the property of the University of Huddersfield.

**Conference attendance**

If the conference is non-academic driven, industry/sector focussed on the key area of interest and an opportunity to meet numerous potential collaborators then this can be covered. A follow up plan/strategy to ensure the potential collaborators become engaged should be submitted with the application.

**Conference/Meeting Hosting**

This can be covered if there is a strong, clear rationale why this is necessary and how it will drive the anticipated related relationship and income generation. Travel/accommodation costs for attendees would not be covered.

**Consultants/training**

The fund cannot be used for external consultants/training for personal development.

**Staff time**

Academic staff time at a blanket rate of £200 per day maximum is covered.

**Support to deliver the project**

It can be used to pay a PhD student to do work to support the project.

**Travel costs**

Reasonable travel costs incurred for University academic staff and researchers. Reasonable estimates should be provided within the application. Travel and/or accommodation costs for attendees would not be covered where we are hosting an event.

**Additional Information**

**Project Costs**

The application should give a detailed breakdown of the total costs for the project. As this is internal funding it doesn’t need full economic costing (FEC) nor does it require formal costing unless the external organisation is making a monetary contribution towards the project in which case a formal costing should take place to cover the funded element and be approved through standard procedures.

**IP Ownership & Legalities**

If the work is covered by a confidentiality or non-disclosure agreement, before publishing anything in relation to the work in question, approval must be sought from the company. As the funds only allow small amounts of work to be undertaken and form part of the relationship development with the organisation, this should be considered when IP ownership is discussed.  Any queries should be directed to your school BDM or central R&E.

**Submitting the Form**

The form should be fully completed including details of the costs and signed by the Lead Academic, a Senior Employee from the organisation and the School Dean/Head/Director.

The form should then be scanned and emailed to [crm@hud.ac.uk](mailto:crm@hud.ac.uk) and the original form retained by the BDM.

**Application Approval**

The Lead Academic and the BDM will receive notification by email of the outcome of the application.

Funding for successful applications cannot be transferred without a cost centre therefore, if one has not been provided on the application form this will be required before any funds can be transferred. An email notification will be sent once the funds have been transferred.

Where the external organisation has agreed to match the CVF value, it is the Schools responsibility to invoice the external organisation and ensure payment is received. No additional spending over the CVF value is to be permitted until the external organisation’s contribution has been received.

**Feedback Forms**

On completion of the project a feedback form will be issued to the BDM who is required to obtain feedback from both the Lead Academic and the external organisation. It is the responsibility of the BDM to ensure this feedback is followed up and entered onto Dynamics.