Step-by-step guide

This step-by-step guide explains how we can help you to develop a Knowledge Transfer Partnership (KTP).

STEP 1 — IDEA

I am working with an organisation, and we have an idea for a KTP project – what should I do?

Please arrange a meeting with a member of the Business Development Team who will explain the KTP scheme, the application process, and help assess whether your project is suitable for a KTP.

STEP 2 — PROJECT DEVELOPMENT

I would like to apply - what is the next step?

The KTP application process involves two main stages:
- An initial scoping discussion supported by the completion of an informal fact-finding form
- Submission of a full proposal via the online portal

Fact finding and partnership building
Fact-find forms are not submitted as part of the application process but help to ensure a strong and cohesive application.

The fact-find form outlines:
- The challenges the project aims to tackle
- The proposed approach to addressing these challenges
- The anticipated benefits for both the University and company.

STEP 3 — MEET YOUR REGIONAL ADVISOR

The draft fact-find document is completed, what is the next step?

Innovate UK allocates a Regional Advisor to each KTP based on the location of the organisation for the life of the project.
Once the KTP Adviser is identified the fact finding form can be shared and used as the basis for discussions around the KTP project. The advisor will also require at least 2 years of audited accounts from the partner to confirm the kTP is affordable.

If the Advisor is happy with the proposed project; we will begin work on the full proposal.

STEP 4 — FULL PROPOSAL

The advisor has give the go ahead for the proposed KTP- what next?

We will support you and your partner organisation in preparing the full project proposal, which is completed and submitted online.
Submission deadlines occur every three months throughout the year.
This detailed document should clearly outline the project work plan, business case, and key outputs and deliverables.

STEP 5 — COSTINGS

How much funding I am able to apply for?

We will collaborate with you to complete the costings for your project. Projects typically cost around £85,000-£100,000 per year.

Organisations receive a grant fund towards the cost of the project is variable.
SMEs 67%, large organisations 50% and third sector 75%

STEP 6 — SUBMIT

How do I submit my completed application?

We are responsible for submitting your completed proposal via the online portal.

STEP 7 — SUBMITTED

Once the proposal is submitted what happens next?

Innovate UK reviews all proposals
Notification of success is sent out within eight to 12 weeks.
The success rate for applications is around the 80% mark.

If your KTP is approved, we'll assist you with contracts, recruitment, and ongoing project administration.