

HEIF Annual Monitoring Statement 2018-19

Guidance document

For the attention of	Accountable officer
Also circulated to	Nominated knowledge exchange contact
Purpose	Guidance to support the completion of the 2018-19 HEIF Annual Monitoring Statement
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How to access and return the 2018-19 HEIF Annual Monitoring Statement (AMS)

1. The 2018-19 Annual Monitoring Statement is distributed and collected by Research England via the institutional extranet system hosted by the Office for Students.
2. In late November 2019 Research England will send an email to the Head of the Institution (CC'd to the KE contact) for all HEIs who were in receipt of Higher Education Innovation Funding (HEIF) in 2018-19.
3. The email will provide instructions on how to access the institution specific file on the extranet containing the following documents:
 - **Document A** – A word template containing narrative questions to be completed and uploaded.
 - **Table B** – An excel worksheet to be completed and uploaded.
 - **AMS Guidance 2018-19** – This guidance document.
4. The completed document A and table B must be uploaded and any validations cleared by 12.00pm on Friday 28 February 2020.

Section 1 – Respondent contact details

5. We have pre populated Document A to show the contact information currently held by Research England for your Accountable Officer, the knowledge exchange main contact and any additional contacts you wish to be CC'd into communications about your HEIF. If there have been any changes, they should be noted at question 1.

Section 2 – HEIF allocation spend profile 2018-19

6. Question 2 requires the completion and return of the HEI specific prepopulated spreadsheet 'Table B'. This will enable you to report the actual HEIF spend during the year and to provide a breakdown of how the funding was allocated across pre-determined 'type of expenditure' and 'infrastructure categories' detailed below.
7. Research England will use the information provided in this table to:
 - Confirm that HEIF allocations have been spent in the funding period in accordance with the conditions of grant.
 - Confirm that any previously reported underspends have been fully resolved in the subsequent funding period.
 - Collate sector wide information on the use of HEIF, including any changes resulting from the Industrial Strategy uplift, to inform funding policy.
 - Inform research evaluation undertaken to estimate the benefits delivered by HEIF (return on investment) by linking HEIF allocations through infrastructure categories with HE-BCI outputs.

New requirements to 2018-19 return

8. New to the 2018-19 AMS return is an additional column that will be pre-populated to show the HEIF actual spend that you reported in 2017-18. If you have not previously received a HEIF allocation, this will display as zero.
9. If you previously reported 100% spend of your HEIF allocation, (including any top ups) this additional column is only for reference.
10. If you have previously reported an underspend for 2017-18, the total actual expenditure for 2018-19 should also reflect the 2017-18 underspend being resolved in 2018-19.
11. Therefore the total actual expenditure across 2017-18 and 2018-19 should be equal to your institution's combined 2017-18 and 2018-19 HEIF allocations. In the worked example shown at Figure 1 below, this combined total is £4,000,000. The excel workbook will contain a validation check for this comparison and you will be asked for an explanation if you have not reported that a previous underspend has been resolved in the subsequent year.

Worked example – reporting a resolved underspend

12. In the worked example shown at Figure 1, the HEI had previously reported a £34k underspend in their 2017-18 return. As agreed in advance with Research England they resolved the underspend early in the following year and have reflected this in the reported spend for 2018-19.

Figure 1 – Example showing how to report resolving a previous underspend.
(NB infrastructure categories with the % breakdowns have been removed from this example for simplicity.)

Table B Use of 2018-19 HEIF allocation for University of Poppleton

UKPRN: 99999999

Note: All monies should be returned in units of £1,000 rounded to the nearest £1,000

Breakdown by expenditure category	Breakdown by infrastructure category	2017-18	2018-19
Ai. Total HEIF Allocation		2,000	2,000
Aii. Total funds used (£000s)		1,966	2,034
<i>Of your total allocation, how much has been allocated to the following types of expenditure (the sum of B, C and D should equal Aii):</i>			
B. Dedicated KE staff	Funds used (£000s)	957	1,210
<i>Infrastructure breakdown categories removed for simplicity in this example</i>		100%	100%
C. Academic staff KE activity (including buying out academic time to engage in KE)	Funds used (£000s)	571	564
<i>Infrastructure breakdown categories removed for simplicity in this example</i>		100%	100%
D. Other costs and initiatives	Funds used (£000s)	438	260
<i>Infrastructure breakdown categories removed for simplicity in this example</i>		100%	100%
Total funds used (£000s)		1,966	2,034

Types of expenditure

13. The excel sheet at Table B will require you to break down your actual expenditure by 'type of expenditure'. These are:

- a. **Investment in dedicated KE staff:** Costs of employing and supporting staff involved directly in KE (e.g. KE offices; enterprise offices). This can include staff salaries and investment in office infrastructure (including top-up of central HEI funds).
- b. **Investment in academic staff:** E.g. training of academics and buying the time of academics for KE activity, as well as leadership in KE
- c. **Expenditure towards other costs:** E.g. all forms of projects including proof of concept, seed funding and pump-priming, and costs of managing KE activities.

Infrastructure categories

14. Within each 'type of expenditure' we require you to estimate the proportion of allocated funds (or of time supported from the funds) that has been focused on the following categories of infrastructure/activity. The percentages within each 'type of expenditure' must sum to 100%. The infrastructure categories are:

- a. Facilitating the research exploitation process (non technology transfer)
- b. Commercialisation of research (technology transfer)
- c. Skills and human capital development
- d. Supporting the community & public engagement
- e. Knowledge sharing and diffusion
- f. Enterprise and entrepreneurship
- g. Exploiting the physical assets of the HEI

Worked example – breakdowns by infrastructure categories

15. Figure 2 provides a worked example of how the above infrastructure categories would be reported for an institution that has chosen to allocate half of its £2m HEIF allocation to dedicated knowledge exchange staff who are supporting the following activities:

- University Research Contract office to negotiate on behalf of the university where required for contract research. (£280k)

- Tech transfer office to support programme of commercialisation activities. (£340k)
- CPD development team to work with local business partners to develop and deliver bespoke CPD content and programmes to meet local business needs. (£150k)
- Fixed term post in the alumni office for the development of regional alumni networks initiative. (£50k)
- Public engagement team to lead organisation of 'Festival of ideas' in partnership with local council. (£100k)
- Part time post in human resources team to develop mentoring programme for entrepreneurial skills for academic staff and students. (£30k)
- Business development officer to manage the exploitation of specialist laboratory equipment with external partners. (£50k)

Figure 2 – Worked example to report above activities by infrastructure categories
(Only expenditure type 'dedicated KE staff' shown in example)

Breakdown by expenditure category	Breakdown by infrastructure category	2018-19
Ai. Total HEIF Allocation		2,000
Aii. Total funds used (£000s)		2,000
<i>Of your total allocation, how much has been allocated to the following types of expenditure (the sum of B, C and D should equal Aii)</i>		
B. Dedicated KE staff	Funds used (£000s)	1,000
Of the funds allocated to dedicated KE staff, please estimate the % of this money (or % of KE staff time) that has been focused on the following categories of infrastructure/activity (should sum to 100%) <i>Refer to 'category guidance' tab for category definitions.</i>	<i>Facilitating the research and exploitation process (non TT)</i>	28%
	<i>Commercialisation (technology transfer)</i>	34%
	<i>Skills and human capital development</i>	15%
	<i>Knowledge sharing and diffusion</i>	5%
	<i>Supporting the community/public engagement</i>	10%
	<i>Enterprise and entrepreneurship</i>	3%
	<i>Exploiting the HEI's physical assets</i>	5%
	Total dedicated KE staff (should sum to 100%)	

Validation checks

16. The spreadsheet contains four validation checks, in two forms:

- a. **Mathematical checks** – Checks 1 and 2 are basic checks to confirm that information has been entered correctly, e.g. that all the infrastructure categories under a given expenditure type total 100%. Do not upload table B with a failure at validation check 1 or 2.
NB: If you use decimal places for your infrastructure category breakdowns, you may find that automatic rounding causes a validation failure even though the total displays as 100%. In this case please round manually and re-enter the data so that it totals 100%.
- b. **Policy checks** – Checks 3 and 4 verify that allocations have been spent in full e.g. where if the total spend does not equal your total HEIF allocation. You may submit the return with a validation failure at checks 3 or 4 provided that an explanation has been given on the 'HEIFValidation' worksheet.

17. If you are unable to resolve a validation error, contact KEPolicy@re.ukri.org.

Section 3 – Progress against strategic goals

18. Question 3 will ask you to provide a further update on the progress you have made in achieving the main intended outcomes and impacts of your five year knowledge exchange strategy 2016-21, including any reference to relevant KPIs. Answers may be provided in any format, but they should not exceed 2,000 words in length.

Background

19. In August 2016 we asked you to provide us with an institution wide strategy for KE as the basis for funding (see [HEFCE 2016/16](#)).

20. In the strategy request we asked for details of the main intended outcomes and impacts of your strategy (question 4) and information about how you would monitor and evaluate your progress (question 6). You can access a copy of your published strategy here:

<https://webarchive.nationalarchives.gov.uk/20180319120947/http://www.hefce.ac.uk/ke/heif/strategies/>

Section 4 – HEIF allocation spend profile 2019-20

New requirement to the 2018-19 return

21. It is a general condition of Research England's knowledge exchange funding that we do not fund in advance of need (see [HEFCE 2016/16](#)). We therefore expect each HEIF allocation to be spent in full by the end of the funding period (academic year), unless you have received advance permission from Research England.

22. The 2018-19 AMS is retrospective, looking backwards and issued mid-way through the 2019-20 allocation period. This section is new to the AMS and the purpose of questions 4a and 4b is to enable you to flag to Research England if you anticipate that there is a risk of underspend in the current allocation period.

23. Research England will engage with any institutions reporting the risk of underspend further into the funding period.