

Guidance document - HEIF Annual Monitoring Statement (AMS) 2019-20

For the attention of	Nominated knowledge exchange contact
Purpose	Guidance to support the completion of the 2019-20 HEIF Annual Monitoring Statement
Enquiries to	Sacha Ayres, 07895 209010, KEPolicy@re.ukri.org

How to access and return the 2019-20 HEIF AMS

1. The 2021-20 AMS is distributed and collected by Research England via the institutional extranet system hosted by the Office for Students.
2. An email is sent in November to Heads of Institution and nominated KE contacts for all HEIs who were in receipt of HEIF in 2019-20. The email contains a request to submit annual monitoring and separate technical guidance of how to access the OfS portal. The guidance is available on request from KEPolicy@re.ukri.org.
3. The OfS portal will provide access to the following documents:
 - **Document A** – Narrative question template to be completed and uploaded as a MS Word document.
 - **Table B** – Financial reporting to be completed and uploaded as an MS Excel file.
 - **AMS Guidance 2019-20** – This guidance document.
4. The completed files must be uploaded to the OfS portal by **12.00pm on Friday 26 February 2021**.
5. The remainder of this document contains explanatory notes about the information being requested and worked examples of how to complete the financial reporting spreadsheet.

Knowledge Exchange contact details

6. We have pre-populated Document A to show the contact information currently held by Research England for the Head of Institution, 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**.

Table B - HEIF allocation financial reporting 2019-20

7. **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.
8. 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.

How to report resolution of previous underspends.

9. The Table B spreadsheet also includes a column that will be pre-populated to show the HEIF actual spend that you reported in 2018-19. For providers who have not previously received a HEIF allocation, this will display as zero.
10. If you previously reported 100% spend of your HEIF allocation, (including any top ups) this additional column is only for reference.
11. If you have previously reported an underspend for 2018-19, the total actual expenditure for 2019-20 should also reflect the 2018-19 underspend being resolved in 2019-20. 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. Refer to Annex B (Figure 1) for a worked example of this.

12. If you have previously reported the resolution of an underspend, your total expenditure will show as greater than your HEIF allocation and trigger a validation check. Please note the reason in the explanation box.
13. Table B will require you to break down your actual expenditure by '**Type of expenditure**':
- a. **Investment in dedicated KE staff:** Costs of employing and supporting staff involved directly in KE (e.g. KE offices; enterprise offices).
 - b. **Investment in academic staff:** Cost of KE training for academics and buying the time of academics for KE activity, as well as supporting salaries for leadership in KE.
 - c. **Expenditure towards other costs:** Non staff costs related to all forms of KE projects including proof of concept, matched and seed funding and pump-priming or events.

Infrastructure categories

14. Within each 'type of expenditure' we also 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 listed below, and examples of included activities are provided at **Annex A** with a worked example of how to breakdown activity provided at **Annex B** (figure 2):
- 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

Validation checks

15. 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.

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

Progress against strategic goals

17. **Question 3** asks 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. Responses may be provided in any format, but they should not exceed 2,000 words.

Background

18. 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](#)). 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 through the archived HEFCE website here: <https://webarchive.nationalarchives.gov.uk/20180319120947/http://www.hefce.ac.uk/ke/heif/strategies/>

Accountability for additional funding provided in 2020-21 and new government priorities

New requirement for the 2019-20 AMS return

19. New to the 2019-20 AMS return are two additional questions in the narrative section to provide accountability for the 2020-21 HEIF allocations. In July 2020 we published the HEIF policy and priorities document [RE-P-2020-03](#) in which we set out that due to Covid-19, accountability requirements for the 2020-21 HEIF allocations would be collected separately from the remainder of the new five year funding period via the AMS.

20. In **question 4** we are looking for an overview description of how you are using your HEIF allocation this 2020-21 allocation period.

21. In **question 5** we are looking to understand the pressures on your institution caused by the covid-19 pandemic and how you have changed your use of HEIF in response to these pressures. The word limit for responses is 2,000 but please don't feel required to fill the word limit, concise responses to provide the relevant information are sufficient.

HEIF allocation spend profile 2020-21

22. It is a general condition of Research England's knowledge exchange funding that we do not fund in advance of need (see [RE-P-2020-03 HEIF policies and priorities 2020-21 to 2024-24](#)). 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.
23. The 2019-20 AMS is retrospective, looking backwards and issued mid-way through the 2020-21 allocation period. The purpose of **question 6** is to enable you to flag to Research England if you anticipate that there is a risk of underspend in the current allocation period.
24. Research England will engage with any institutions reporting the risk of underspend further into the funding period.

Annex A - Infrastructure categories

Provided below are examples of activities that may be found within each infrastructure category, these are not exhaustive lists.

Facilitating the research exploitation process (non-technology transfer)

E.g. Business development including facilitating collaborative research, contract research, developing capabilities and supporting academics to exploit research exploitation opportunities and providing client, legal support and IP advice; Consultancy services including consultancy delivery, managing academic consultancy activities and supporting case making; External relations including identification and engagement with strategic partners, external research fundraising, network management and events and student placements; Press communications and marketing including both online and offline marketing and communications; Dialogue with policy-makers; Supporting access points for external organisations.

Commercialisation of research (technology transfer)

E.g. Support for intelligence and analysis including due diligence and market analysis; Support for knowledge ownership including patenting, IP, legal, licensing, start up and marketing advice; Investment funding including seed funding start-ups and spin-offs, supporting translational funding applications, management of investment networks and collaborative investment funds; Pro-active business development including identifying and engaging with key partners.

Skills and human capital development

E.g. Supporting development and delivery of CPD/short courses for career development, bespoke training, business skills and entrepreneurship etc.; Lifelong learning including for academics and students, professional and personal education and employability; Work placements and project experience for apprenticeships, internships or work experience and support for work-based placements and student consultancy projects; Curriculum development with external partners.

Supporting the community & public engagement

E.g. Supporting public engagement in research (PER) including pilot initiatives to public engagement; Developing community and social capital including hosting participative community projects, programmes and events, working with at-risk social groups; Supporting student and staff volunteering such as voluntary services, community projects, study or work abroad programmes and young person mentoring; Supporting knowledge diffusion including public lectures, exhibitions or museum education (noting overlap with specific knowledge sharing and diffusion category); Supporting social cohesion such as hosting information hubs or working with local charities.

Knowledge sharing and diffusion

E.g. Facilitating engagement between academics and external organisations through meetings, conferences with external partners, networking events, award ceremonies and academic/business staff exchanges; Formation and management of alumni networks including mentoring/coaching services on employability, entrepreneurship and research commercialisation or management of investor/business angel networks and associated competitions; Support of engagement with KE professional network activity such as staff placements and exchanges.

Enterprise and entrepreneurship

E.g. Enterprise and entrepreneurship training for academics and students, including support for staff engagement in enterprise, enterprise-related careers advice to students, social enterprise and entrepreneurs in residence.

Exploiting the physical assets of the HEI

E.g. Support for science parks including managing specialist facilities, providing value-added services for established firms and marketing and media activity; Providing start-up or entrepreneurship support including leasing flexible spaces, providing value-added services for start-ups, virtual incubation services and accelerator schemes; Supporting business enabling facilities including managing specialist equipment and specialist spaces with associated support services to support other KE activity.

Annex B – Financial reporting worked examples

Worked example – reporting a resolved underspend

In the worked example shown at Figure 1, the HEI had previously reported a £34k underspend in their 2018-19 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 2019-20.

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 2019-20 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	2018-19	2019-20
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

Worked example – breakdowns by infrastructure categories

Figure 2 provides a worked example of how 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	2019-20
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%)	