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| **CADDA Knowledge Transfer Voucher (CKTV) Funding**  **APPLICATION FORM**  **TO BE SUBMITTED BY THE LEAD ACADEMIC**  **The completed application must be emailed by 5pm on Thursday 11th September 2025 as a pdf file to:** [cadda@kent.ac.uk](mailto:cadda@kent.ac.uk)  Add the subject line: **CADDA CKTV Funding Application** to your email. All applications will be acknowledged.  Before applying, **please read the document** [CADDA Knowledge Transfer Voucher (CKTV) Funding: Operational Guidelines](https://www.cadda.org/funding/) carefully that outlines eligibility requirements and details of the call.  **Further information and guidance on this funding opportunity can be found** [**here.**](https://www.cadda.org/funding/) | |
| **1. General Information** | |
| **Project Title** |  |
| **Keywords** | *(Provide 4 keywords distinct from the title that best match the theme/area of the application – delete this guidance in final application)* |
| **Lead Applicant Name & Position** |  |
| **Institution & Department** |  |
| **Confirm member of CADDA Community of Practice and Event Attended** |  |
| **Email contact** |  |
| **2. Additional Applicants and Partners** | |
| **Co-Applicant Name & Position** | *(Please replicate these headings for all additional applicants and partners – delete this guidance in final application)* |
| **Institution & Department** |  |
| **Email contact** |  |
| **Details of any CADDA event attended** |  |
| **3. Industrial/Non-Academic Partner(s) Details** | |
| **Name of Partner** | *(Please replicate these headings for all additional partners. All applications must have at least one industrial partner who meets the co-funding requirements as in the call documentation. Additional partners may be named e.g. clinical, NHS. Delete this guidance in final application)* |
| **Name of Partner Lead Collaborator** |  |
| **Department** |  |
| **Email Contact** |  |
| **Short Description of Partner Field/Expertise** |  |

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| **4: Provide a short description of the CADDA objective(s) addressed by the proposal** | | | |
| *(Refer to call documents for objectives. Maximum 200 words)* | | | |
| **5. Project Details** | | | |
| **Proposed start date** | |  | |
| **Proposed end date** | |  | |
| **Requested funding** | | Total requested form CADDA KTV (Maximum £50,000) **£\_\_\_\_\_\_\_\_\_**  Co-fund contribution (required – see call details) **£\_\_\_\_\_\_\_\_\_**  Total value of project **£\_\_\_\_\_\_\_\_\_** | |
| **Project type** | | Project involving a single University and single non-academic partner  Project involving a single University and multiple non-academic partners  Project involving multiple universities and multiple non-academic partners | |
| **Ethical and social issues** (delete text in box to right when completing, maximum 400 words) | | * *Does the project raise any ethical or social issues? If yes, please specify. Is ethical approval required/in place?* * *Does the project involve use of animals? If yes, please specify. Justification for use of animals must be made, including appropriate calculations of animal requirements. Detail if ethical approval is in place or needs to be obtained.* * *Does the project involve the use of human participants or samples? If yes, please specify and confirm that ethical approval for the study is in place. If not, describe how this will be sort and confirm that any approvals will not delay the start of the project.* | |
| **6. Financial Details** | | | |
| Provide detailed costs for the work plan. Funds will be paid in areas for direct costs only. **No overheads or indirect costs will be supported by CADDA.** Complete the table detailing funding requested from CADDA and the total cost of the project.  Detail non-academic contributions. Note – overheads and indirect costs cannot be considered as an in-kind contribution from non-academic partners in line with our Research England Funding agreement.  Provide a justification of resources (no more than 1 page, see below) | | | |
| **Requested costs**  **Summary of Resources Requested for Project**   |  |  |  |  | | --- | --- | --- | --- | | **Summary Fund Heading** | **Fund Heading** | **Partner Contribution(s)** | **Requested CADDA Contribution (no overheads/indirects or directly allocated costs)** | | **Directly Incurred Costs** | Staff |  |  | | Travel and Subsistence |  |  | | Consumables |  |  | | Other Costs |  |  | |  |  |  | |  |  |  |  | |  | **Total** | **£** | ***(Max £50,000) £*** |   Insert rows as required to complete the table  **Breakdown of Project Partner(s) Contributions** *(Ensure the application meets co-fund contributions as outlined in the call documentation. If more than one partner contribution, ensure all partners are named with a contact and contribution(s) detailed)*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Partner Organisation** |  | | **Name of Partner Contact** |  | | | **Contact Details** |  | | | | | | **Direct Contribution** | Description | Value (£) | **Indirect Contribution** | Description | Value (£) | | Cash |  |  | Use of facilities/equipment |  |  | | Equipment/Materials |  |  | Staff time |  |  | | Secondment of Staff time |  |  | Other |  |  | | Other |  |  |  |  |  | | **Sub-total A** |  |  | **Sub-total B** |  |  | |  |  |  |  |  |  | | **Total Contribution A + B** | **£** | |   Total project value (CADDA requested funding + Partner contribution(s)) = **£** | | | |
| **Justification of Resourses** | | *(Provide a justification for all the requested resources here, maximum 1 page)* | |
| **Name and contact of authorised officer (Finance Officer or Head of Department) who has approved the research organisation costs:** | |  | |
| **Additional information** | | *If you wish to provide any further detail on co-funding or finance, please provide here (maximum 200 words)* | |
| **7a. Project Summary** | | | |
| *Project Summary (one page maximum). Include a summary that could be released to the general public and placed on the website of up to 200 words. On this page also include an outline of the objectives and anticipated outcomes e.g. benefits to partners, how a particular diagnostic/technology etc will be future developed towards application and commercialisation, how future development beyond the award will be supported. Include a description as to why CADDA CKTV funding is the most appropriate route to forward this project and the timeliness of the project. This summary page document should also include a plan with timelines (including time for putting a collaborative agreement in place should funding be awarded), milestones and deliverables.* ***This guidance should be deleted in the final application form.*** | | | |
| **7b. Project Workplan** | | | |
| *Project Description (two pages).* A referenced background, including summary information on any previous work in the applicant(s) group that led to the application and the specific work-packages to be undertaken. In this section you should identify the major risks and briefly describe appropriate risk mitigation strategies. ***This guidance should be deleted in the final application form.*** | | | |
| **8. Additional Documentation** | | | |
| Please attach the following:   * A two-page CV for each academic and non-academic applicant and any named staff on the application. * Letters of support from industrial/public partners, providing details of support and matching funding. | | | |
| **9. Declaration & Compliance** | | | |
| **I confirm the project does not duplicate existing funded work.** | | |  |
| **The proposed activities fall within the scope of the CKTV** **scheme.** | | |  |
| **I confirm that the lead academic, co-applicants, industry partners and named researchers are all registered as CADDA** [**Community of Practice members**](https://www.cadda.org/academia/)**.** | | | |
| Industrial partners should ensure they are not in breach of complying with the UK obligation on subsidy control by accepting CKTV funding and agree this when submitting an application. Please indicate by ticking the box that you understand you are complying to this obligation. Guidance is found at: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities> | | |  |
| **10. Privacy Notice** | | | |
| **Privacy notice**: The information you provide will only be used by CADDA and the University of Kent for the purpose of the CADDA KTV Funding call and administration in line with the University of Kent [policy](https://www.kent.ac.uk/about/assurance-and-data-protection). By providing your information you are consenting to its use for this purpose. The University of Kent carries out the processing of personal data in accordance with the [UK Data Protection Act 1998/General Data Protection Regulation (GDPR)](https://ico.org.uk/). | | | |
| **11. Signature (By signing this application form I submit the application to CADDA for funding under the CKTV scheme on behalf of all applicants and agree to the above Privacy Notice & Declaration and Compliance)** | | | |
| **Lead Academic Name and Signature** |  | | |
| **Date** | | | |

**If you have any questions,** please contact [cadda@kent.ac.uk](mailto:cadda@kent.ac.uk)