CADDA Knowledge Transfer Voucher (CKTV) Funding: Operational Guidelines

CADDA General Background Information

Technology is transforming product development and operations for all areas of diagnostics. Diagnostics are used in approximately 70% of clinical decision-making and have the ability to help transform human and animal health. The vision of CADDA is to provide a conduit by which new innovative diagnostic tools are delivered to **human and animal health** services. Through coalescing and harnessing the breadth of world class expertise in the UK across universities and research institutes, industry, SMEs, clinicians/end users, NGOs, regulators and investors we aim to help bring high quality innovative diagnostics faster to application and market. CADDA is a project co-Funded through the UKRI Research England RED fund, the University of Kent, The University of Manchester, University College London (UCL) and several further partners. **Indeed, the three universities have contributed significant funding to support the CADDA project by foregoing all indirect costs and overheads, without which the overall project, and support this will provide to others including the CKTVs, would not be possible.**

General Information on CADDA KTVs

CADDA KTV funds (CKTVs) will support **CADDA challenge competitions,** co-funded **pump priming awards** for research (**involving at least one industry partner** and one academic partner) across the diagnostics pipeline aimed at testbed adoption of knowhow or technology into SMEs/commercial partners, scale up, clinical validation, business development and access to expertise. Other opportunities might include

  ➢ facilitating SME access to technologies, equipment and knowhow through the partners
  ➢ support for secondment of CADDA partner experts to commercial entities to embed specific knowhow into SMEs
  ➢ for partner-SME mentoring or consultancy.

Funds are therefore available, through a competitive process, to support proposals that focus on strategic work to forward diagnostics development towards application and commercialisation. Projects must have explicit industrial support as outlined in detail below. CKTV projects should act as a springboard for further development and funding applications (with direct or implicit industrial and, where appropriate, clinical collaboration) and **an important aspect of the review process will be to demonstrate how any project will be further developed beyond any CKTV award**. CADDA may be able to provide support by introducing potential partners, please contact us if you wish to find out more.

Funding will be available for projects of up to 12 months duration maximum, and to an award value of up to **£50,000** with appropriate match funding as outlined below. **Note that indirects/overheads will not be funded in line with the funding award from Research England and only direct costs may be claimed as outlined in detail below.** Awards will be limited in number and the competition for awards is likely to be strong - in addition to meeting the criteria required for consideration, applications will be ranked and awards will be made on the basis of a scoring system. Unsuccessful bids in one round may be subsequently submitted to a future round for consideration after discussion with CADDA management without any guarantee of being successful.

Funding will be made to the academic partner(s) based upon award of a CADDA Knowledge Transfer Vouchers (CKTVs). Awardees will be required to act as advocates of CADDA, present at CADDA events, produce a detailed report at the end of the award, and provide follow up reporting metrics on the impact of the award as required by CADDA and Research England. Two agreements will also be needed for all awards. One, that will be a template agreement for all awards with the University of Kent, for the use, management and release of the funds (see details below) and a second collaborative agreement between the partners involved in the work that will outline how the partnership will work and how issues such as confidentiality, IP etc have been agreed. No funds will be released, and the project cannot start, until the second project-specific agreement is in place.

CADDA Aims and Objectives (For more information see http://www.cadda.org)

CADDA, through delivery of its vision, aims to fill an unmet need for coordinated diagnostics development in England/UK, supporting transition of diagnostics technology, business development and data analysis from academic partners into SMEs and application.

Our overall objectives are to:

- Bring elements of diagnostics development and application together, working in teams across disciplines, to deliver new diagnostic tools faster with the highest commitment to quality, ethics and compliance.
- **Develop a stakeholder diagnostic Community of Practice (CoP)**, a connected **community of practice** that **at a single point of entry** captures the breadth of required expertise in the UK across universities and research institutes, industry, SMEs, the NHS, clinicians/end users, regulators and investors to bring high quality innovative diagnostics faster to market.
- **Deliver CADDA community-wide targeted knowledge transfer, knowhow, and best practice activities** to support diagnostics development, translation of technologies and commercialisation. Delivery instruments will include Fairs, Conferences, Workshops and Sandpits – with focus on specific themes such as needs/disease, elements of the supply chain, NHS and clinical need and access to samples and material, operational and business support, data and AI, governance and ethics, diversity, technology development, regulatory requirements. **Horizon scanning documents** will be developed and disseminated. A Mobile Diagnostics Café to visit SMEs and engage with their needs, facilitate follow-on support, in-house development and 'latest technology' workshops providing a flexible approach to CADDA support.
- **Support SMEs to undertake their own operational research,** project management, supply chain and logistics, product/market fit strategies and scale up/flexible manufacturing, economics, **diagnostic market needs and global diagnostic healthcare challenges, regulatory pathway guidance.** Direct support and access for individual or teams of SMEs to work with CADDA partners on the diagnostic technology journey through business mentoring, support and consultancy. Mathematical and simulation modelling to support operational expansion of particular diagnostic products and SMEs operational and strategic functions. Data analytics and AI development and support for specific diagnostic needs. Identify emerging workforce needs, appreciate EDI landscape and areas of company expertise needed to enhanced diagnostic development.
- **Undertake exemplar diagnostics knowledge transfer and development projects involving academics in partnerships with combinations of industry (including SMEs) in potential partnerships with NHS and other providers, and regulatory bodies**, case study demonstrators of how diagnostics are developed and transferred into SMEs and examples of successful business development for commercialization, application and partnership with NHS and end users.
- **Deliver innovation through co-funded competitions (CKTVs) to accelerate diagnostics innovation in SMEs and those working in the diagnostics development pathway**. Funding to academic practitioners to allow project teams to directly access CADDA expertise, resources, equipment and knowhow that ultimately lead to further funding and development of diagnostics along the application and commercialization pathway.
- **Provide leadership and vision to the UK academic/industrial community** in the field of diagnostics, supporting new collaborative models to accelerate innovation and deliver change, ensuring the UK academic research agenda is world-leading and the go-to place for collaborative research.

- Create an environment promoting **application of new technologies**.
- Consider the **wider impacts of CADDA outputs**, promoting public engagement and discussion with the regulatory, environmental, economic and social science communities.

Eligibility criteria for CKTV funding

- The work must be relevant to the objectives and deliverables of CADDA
- Applications are made by the academic partner and funding will directly support activities in the academic sector, however up to 20% of the project value can be subcontracted to industry to buy a service or to an additional SME to facilitate involvement
- Applications must be led by an academic at one of the partner institutions (Kent, Manchester, UCL) but co-applicants from other institutions are encouraged
- **All** applications must have direct industrial relevance, and applications must exhibit industrial interest/participation by letters of support from at least one industrial partner. In addition, the human or animal diagnostic need and timeliness must be articulated.
- Up to £50,000 support can be requested for direct costs to a proposed project (e.g. staff, consumables). CADDA **will only fund directly incurred costs and will not fund indirect/overhead costs, estates costs or PI/investigator costs**. All costs must be fully justified.
- Applications **MUST** include match funding from non-academic partners. This may **be in-kind or cash** (or a combination of both) and must be auditable. For SME (for definition of SME see https://www.gov.uk/government/publications/fcdo-small-to-medium-sized-enterprise-sme-action-plan/small-to-medium-sized-enterprise-sme-action-plan) involvement this should constitute a minimum of 25% of the total cost of the project (e.g. if £50,000 is requested from CADDA a minimum contribution of £16,666 needs to be made by the SME(s) from a total project cost of £66,666+) whilst for larger companies this should constitute a minimum of 50% of the total project costs (e.g. if £50,000 is requested from CADDA a minimum contribution of £50,000 needs to be made from a total project cost of £100,000+).
- **Applicants must be members of CADDA (i.e. formally registered on the CADDA Community of Practice) and at least one of the applicants must have participated in a CADDA activity (e.g. attended a CADDA event).**
- Applications may be accepted from academic teams from different universities, but funded partners must be UK based. Academic partners on applications can be international but international partners cannot receive funding.
- 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. Guidance is found at: https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities

Activities funding will/will not support

Examples of how funding might be used include support of staff appointments working directly on the project (PDRA, Technician, staff secondment), travel and subsistence costs in line with UKRI policy – **but NOT** for academic time commitment. Additional eligible costs include use of core facilities equipment, consumables and travel fully associated with pursuance of the described project activities. Support will not be provided for personal remuneration, PhD/MSc student stipends or fees and equipment purchase or maintenance (including computers).

The application must provide a Justification of Resources for all requested support.

General information on PoC funding calls

There will be at least four CADDA calls for applications for CKTV funding and these will be open calls. Whilst CADDA will host workshops and events on specific themes to encourage discussions and emergence of groups who may make bids for CKTVs (or other funding), it is not intended that the calls will be targeted to specific thematic areas (although CADDA reserves the right to highlight specific areas of interest in calls).

The first call will open May 19th 2025 (deadline September 11th 2025, 5pm), projects not to commence before 1st November 2025.

Calls for CKTV applications will be announced via e-mails to all **Community of Practice members**, via the CADDA website and LinkedIn account and through our partner networks.

CKTV funding: Specific Application Guidelines (Please use Template provided)
Please ensure you complete all sections (font size 11pt minimum)
Applications should be sent as a pdf to the CADDA email account by 5pm on the deadline day, 11th September 2025. Email: cadda@kent.ac.uk

Late applications will not be considered. It may be possible to roll late applications onto any future call rounds subject to agreement from CADDA management.

1. General Information (maximum one page)
1.1.   Project Title
1.2.   Keywords; four keywords (distinct from the title) must be supplied that best match the theme of the application
1.3.   Details of Principal (and co-) academic investigator(s) (*please provide full contact details*)
1.4.   Details of Industrial/Public/non-academic partner(s) (*please provide full contact details*)
1.5.   Confirmation of CADDA membership (*include details of attendance at any events*)
1.6.   CADDA objective(s) addressed by the proposal
1.7.   Projected start date, period of funding, requested value of award and co-fund contribution
1.8.   Project type – please tick whichever apply
☐ Project involving a single University and single non-academic partner
☐ Project involving more than one University/public partner
☐ Project with multiple university and multiple non-academic partners
1.9.   Please address the following points:
- 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.

2. Project Summary and Plan (maximum three pages)
Project Summary (one page). 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.

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

3. Financial Details (maximum one page)

3.1 Funds will be paid in areas for direct costs only. NO overheads or indirect costs will be supported by CADDA.

3.2 Include a breakdown table detailing funding requested from CADDA and the total cost of the project.

3.3 Detail non-academic contributions. Note – overheads and indirects cannot be considered as an in-kind contribution from non-academic partners.

3.4 Justification of resources.

A summary of the financial headings for completion on the application form are provided below.

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)**

Breakdown of Project Partner(s) Contributions

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					

4. Appendix:

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.

Evaluation Process

- Applications must be received by the announced deadline date by e-mail to cadda@kent.ac.uk
- Initial screening will be performed by the CADDA Management team. Applications that do not comply with guidelines for format, which do not meet the eligibility criteria or are late will not be considered in that round of funding. In the case of failure to meet eligibility criteria or format, applicants will be given brief feedback.
- Application review will be undertaken by a panel consisting of the CADDA Management team, advisory board and external reviewers with appropriate expertise where required. A minimum of two reviews per application will be sought and aid the panel in ranking applications.
- Applications will be scored on the following aspects, each aspect marked out of 5. The aspects are (a) Relevance to the objectives of CADDA, (b) Quality of the proposed activities, (c) Value for money and why CADDA fund most appropriate, (d) Potential impact of project on diagnostic development, (e) Potential for further funding and development beyond the proposed CADDA funded project, (f) Identification of risks and proposed mitigation strategies, and (g) Track record of applicants. In making judgements on the relevance to the objectives of CADDA, reviewers will be asked to assess if the application is likely to lead to definite outputs in the form of a product moved closer to application and/or commercialization, publications and further grant applications. In addition to a basic score, reviewers will be asked to provide short textual commentaries that outline the reasons for the scores awarded (to provide the basis for feedback to applicants).
- Application-specific reviews will be undertaken within 6 weeks of the closing date of the application call. Expert reviews will be considered at a funding panel meeting consisting of members of the management and advisory boards 4-8 weeks after the closing of application calls
- Initial scores will be withheld whilst panel members introduce and speak to each application. All members of the panel will contribute to the discussions and scores for each application will then be subject to review by the entire panel within the meeting and ratification or modification in light of discussions will generate a finalised overall score.
- At the end of discussions, all projects will be ranked by score and the overall process and ranking will be discussed before a finalised ranked order is obtained. Following ranking, a cut-off for success will be defined.
- The final ranked list, indicating the point of cut-off for success for award will be agreed by the Funding Panel and will be signed-off by CADDA Directors.
- After ratification, the Directors will formally write to successful (and unsuccessful) applicants. In all cases, feedback will be provided to applicants, whenever possible.

Payment of Awards

The CKTV awards will be paid to the lead University institution up to 3 months in arrears. CADDA, through the University of Kent, will transfer the funds to the awarded institution and the awarded institution is responsible for disbursing the funding, monitoring the spend and reporting on the spend. No grant can be awarded and started until approval that all procedures have been followed (including collaboration agreements between all participants within each project) and this should be considered in specifying a start date for the project. Awards must start within 3 months of the proposed start date on the application. Lead institutions will be expected to provide invoices alongside a breakdown of the costs being claimed for in any 3-month period. **For each project a collaboration and IP**

agreement must be in place before funding is released and CADDA will require evidence these are in place before releasing funds. At the completion of the award the lead institution must provide a full breakdown of the spend of the award. The final 10% instalment will be withheld until the final report and a full and detailed financial expenditure report has been submitted at the completion of the award.

Monitoring and Reporting

For awards longer than 6 months in length, a one-page update on progress will be required 3 months after the project has started. This will update on progress against milestones, highlight any problems and how these will be resolved. At the completion of the project a final written report will be required of a maximum of two pages in length that describes the objectives, milestones and outputs from the project and matches this against those from the application. The final report must include a public summary (up to 2000 characters) for use by CADDA and detail any future plans.

It is expected that the PI on an award will give a presentation at a CADDA meeting. CADDA will request an update on outputs 6 and/or 12 months after receiving the final report.

Upon completion of the award, a full and detailed financial expenditure report will be required to be sent to the University of Kent. It is anticipated that any underspend should be returned to the University of Kent and will be returned to the CKTV funding pot.

Confidentiality, Conflicts of Interest and Data Storage

All proposals will be treated in confidence in line with standard UKRI practice. Proposals will be made available to members of the CADDA Management Board and external reviewers (when required) on the understanding that they are treated in absolute confidence and that copies are destroyed (or deleted) at the completion of the review process. All management board members and potential reviewers will be asked to confirm by email that they will treat all applications with confidentiality and declare any conflicts of interest with the applicants and institutions of the applicants before they are sent full proposals in pdf format by email. Conflicts of interest would include:

➢ Being employed by the same institution as an applicant
➢ Being actively involved in research collaborations with the applicant(s) or within the last 3 years
➢ In receipt of personal remuneration from an applicant's organisation
➢ Personal/family relationship with the applicant(s)
➢ Working with the applicant(s), for example on a joint grant/project, as co-author or PhD Supervisor
➢ Holding a current position on the governing body or an honorary position within the institution(s) of the applicant(s)

In the case of a conflict of interest a reviewer will be disqualified from reviewing a particular proposal where the conflict of interest arises. If the individual is a member of the management board they will be excused from being present when the application in question is discussed. If the CADDA Directors are conflicted they will be expected to abstain from passing comment on the application and to be absent when the application in question is discussed. If one is absent another will chair the discussions on the particular proposal. In the event that all are conflicted, they will be excused from discussion and review of the proposal and a senior member of the Advisory board will be asked to chair discussions on the proposal.

CADDA
Centre for Advanced Diagnostics Development and Application

www.cadda.org   Email: cadda@kent.ac.uk

Reviewers and the Review Panel will use the application and all information within it for the sole purposes of reviewing the application, monitoring of subsequent awards and agreeing the amount of the award. Details of the award and the information within it will be made available to UKRI under the obligations of the RED Fund award in confidence.

CADDA will make publicly available details on the PI and Institution/organisation, details of any industrial partners, the amount of the award and the length of the project alongside the title and public abstract. CADDA will use this information for research related activities, including but not limited to, transfer of CKTV funds, statistical analysis in relation to evaluation of CADDA, study of trends and policy and strategy studies. To meet UKRI obligations for public accountability and the dissemination of information, details of successful awards may also be made available on the CADDA web site and other publicly available databases, and in reports, documents and mailing lists. Making publicly available any additional information in the award other than that stated in the application form as being for public release will only be upon agreement of the PI of the application. All applications and data within applications, reports and confidential information will be held on a secure server at the University of Kent for 10 years.