

# TOP TIPS GUIDE

## HOW TO WRITE A SUCCESSFUL KNOWLEDGE TRANSFER PARTNERSHIP (KTP) PROJECT APPLICATION

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An easy-to-read guide to help you identify,  
scope and apply for your KTP project.

This guide is intended primarily for academics but may  
also provide useful pointers for business partners.



UNIVERSITY OF  
**SURREY**

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# WHAT IS A KTP?



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A **Knowledge Transfer Partnership (KTP)** is a dynamic and powerful mechanism that forges strategic collaborations between **forward-thinking businesses** and the **UK's world-class universities**. Designed to unlock innovation, the KTP programme enables companies to access cutting-edge academic expertise and apply it to real-world challenges.

Each partnership is driven by a highly skilled graduate or postgraduate - known as a **KTP Associate** – who acts as a catalyst for change; delivering an impactful innovation project that bridges the gap between research and commercial application.

**For academics**, KTPs offer a **unique opportunity to see their research translated into tangible outcomes**, fostering deeper engagement with industry and enhancing societal relevance of their work.

**For businesses**, KTPs provide a **structured pathway to accelerate innovation**, improve **productivity**, and gain a **competitive edge**.

With a legacy spanning over **50 years**, KTP's have consistently supported UK organisations to drive growth, shape the future of industry, and contribute meaningfully to regional economic development.



KTPs are a unique and impactful way to bring together the strengths of academia and industry to deliver strategic innovation and impact. They enable companies to access the latest academic thinking and acquire new capabilities to tackle specific, business-critical challenges.

**Key features:**

- **A mutually beneficial, three-way partnership** between a business, academic experts (a minimum of two academics), and a graduate or postgraduate (the KTP Associate).
- A strategic innovation project lasting **between 12 and 36 months**, depending on the complexity and scope of the desired outcomes.
- **A business-driven initiative** that addresses key organisational needs, unlocking new opportunities for growth, efficiency, and competitiveness.
- **A co-created partnership**, allowing academics to **apply their research in a real-world setting and generate measurable impact** beyond the university.
- Led by a **KTP Associate**, jointly recruited and employed by the university, but based within the business to ensure seamless integration and delivery.
- Supported throughout by a dedicated Innovate UK **Knowledge Transfer Adviser**, who offers expert guidance at every stage and ensures the project stays on track.

KTPs are **co-funded** by a grant from UKRI through Innovate UK and by the business partner. A typical 24-month KTP project costs around £190,000. Grant funding covers:

- 67% of the project cost for small and medium-sized businesses.
- 50% of the project cost for large businesses.

The remaining cost is contributed by the business partner, making KTPs a **highly cost-effective route to innovation**.

Innovate UK is the UK's innovation agency, and a key part of UK Research and Innovation (UKRI) and central to delivering the UK Government's Innovation Strategy. Its mission is to help UK businesses grow through innovation, by supporting development and commercialisation of new products, processes and services to stimulate innovation in the UK economy.

# WHY DO A KTP?

## KTPS ARE TRUE PARTNERSHIPS, DESIGNED TO BENEFIT ALL THREE PARTNERS

Innovate UK invests over £50 million annually to support KTP projects, driving collaboration between business and academia to foster innovation and growth.

The University of Surrey has had a 100% success rate for KTP applications since 2012.

### ACADEMIC BENEFITS:

- Secure research income - typically £80-120k per project, per year.
- Create business-relevant teaching and research.
- Strengthen your REF submission with a high-quality impact case study.
- Publish in leading journals and conferences with 3\*/4\* outputs that elevate your profile.
- Apply your expertise to real-world challenges, driving innovation and practical solutions.
- Identify new research themes and open doors to future funding opportunities.
- Build rewarding, long-term collaborations with industry partners.
- Explore research commercialisation through IP, patents, licensing, and royalties.
- Create opportunities for student projects and work-based learning enriching the academic experience.



### ASSOCIATE BENEFITS:

- Accelerate their career with a fast-tracked development pathway.
- Lead transformative projects that deliver measurable impact.
- Bridge academia and industry in a role that drives innovation.
- Apply their expertise to solve real-world business challenges.
- Receive mentoring from the university, the business, and the Knowledge Transfer Adviser.
- Invest in their future with a dedicated budget for personal and professional development.

### BUSINESS PARTNER BENEFITS:

- Embed cutting-edge expertise to generate new knowledge and expand the organisation's capabilities.
- Gain a competitive advantage through accelerated innovation and the potential to create valuable IP.
- Access world-class academic expertise and university resources - privileged and cost-effective.
- Boost revenue and profitability by unlocking new markets, developing new products or services, and improving productivity and processes.
- Receive strategic guidance from a highly experienced Knowledge Transfer Adviser.

# WHAT MAKES A GOOD KTP PROJECT?

A KTP project is designed to **tackle one or more challenges faced by the business partner**. While projects can vary widely, every KTP must demonstrate:

- **Clear business impact** - how the project addresses a real need.
- **Strategic alignment** - how it fits the company's long-term goals and vision.
- **Market potential** - a genuine opportunity and a viable route to market.
- **Knowledge transfer** - how new knowledge will be embedded and exploited within the business.
- **Innovation** - what makes the project distinctive and innovative.

## Academic Commitment

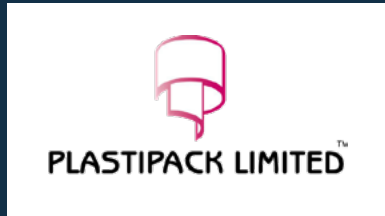
At least two academics jointly commit a minimum of 10% of their time to the KTP project. The academic team is designed to address the business partner's knowledge gap and may be from the same department or multi-disciplinary.

## Building Lasting Partnerships

A KTP is more than a project – it's a powerful mechanism to build and grow a lasting collaboration with UK businesses. Through KTP, you can unlock opportunities for ongoing engagement, innovation, and impact.

Whether you want to **renew an existing relationship, energise a current connection, or kick-start a brand new one**, the **Surrey Innovation and Enterprise Hub** are here to support you every step of the way. From project development to long-term collaboration, we provide expert guidance and resources to ensure your KTP delivers **maximum value – for your research, your partners, and the wider economy**.

The following pages provide a few examples of the University of Surrey's completed KTP projects.



# PLASTIPACK

## PROJECT TITLE:

To develop new high performance water cover products and enhance existing products using light-matter interactions and to enable bespoke product design for new and existing markets.

## BUSINESS PARTNER:

Plastipack is a Hastings-based specialist manufacturer of energy and resource saving water covering products for swimming pools and water storage solutions.

## ACADEMIC EXPERTISE:

Expertise in optical properties and product characterisation from the Department of Physics and the ATI was provided by Professor Stephen Sweeney, Dr Steve Clowes, and Dr Marian Florescu.

## KEY OUTCOMES:

- 2 published scientific papers.
- REF 2021 Impact Case Study.
- PTY placements and MSc student projects.
- Patented new product and licensing agreement.
- Created new jobs.
- Entered new countries and markets through the design of bespoke products.
- Increased profitability.
- Won Institute of Physics Business Innovation Award.
- Built new testing facility.



## **PARTNERSHIP:**

Prior to the KTP project Plastipack undertook a 12 month KTP project and an Impact Acceleration Account project with the University of Surrey. During the KTP project Plastipack employed a PTY placement student and they have continued to recruit a PTY placement student each year.

“As a result of the research and innovations achieved, we have been able to increase the sales share of our premium performance products. This has, in no small part, been due to the development of the unique testing facility designed in collaboration with the KTP partnership with the University of Surrey. We have been able to focus our efforts on the creation, promotion and growth of better-performing, longer-lasting and more sustainable materials.”

**Tim Fielder, Product Development Manager,  
and the team at Plastipack Ltd**

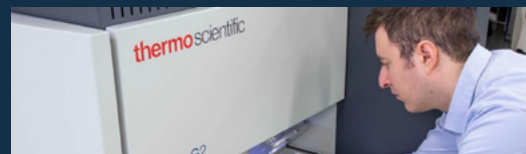
“Working with industry has been incredibly interesting and it was rewarding to see the work of the partnership lead to real benefits for the company and the development of new products.”

**Dr Steven Clowes, Department of Physics**

“I believe the KTP is the best funding scheme for innovation that truly benefits all parties. As an Associate you are exposed to an exciting field environment with access to top knowledge and facilities at the University while being simultaneously strongly stimulated by market driven applications and business related situations.”

**Dr Remi Wache, KTP Associate**

# THERMO FISHER SCIENTIFIC



## PROJECT TITLE:

To develop an innovative product through cutting-edge R&D in lasers and optics, leveraging advanced analytical tools such as XPS depth profiling of varied materials.

## BUSINESS PARTNER:

Thermo Fisher Scientific, a global leader in medical equipment and analytical instruments, generates annual revenues of around \$40 billion. Its portfolio includes Applied Biosystems, Invitrogen, Fisher Scientific, Unity Lab Services, Patheon and PPD, making it a powerhouse in life sciences and healthcare innovation.

## ACADEMIC EXPERTISE:

The project was led by Dr Mark Baker from the Department of Mechanical Engineering Sciences and Professor Stephen Sweeney from the Advanced Technology Institute (ATI) at the University of Surrey. Together, they brought experience in materials science and laser physics, ensuring the project was grounded in world-class research. The collaboration turned an innovation conceived by Dr Baker into a reality – an achievement made possible through

Innovate UK funding and the strong commitment of the Business Partner. Without this support, the development of this breakthrough would have been highly unlikely.

## KEY OUTCOMES:

- A working prototype validated across advanced materials.
- A patent submission and three peer-reviewed publications.
- Numerous international conference presentations showcasing the technique's unique capabilities.
- KTP Associate transitioned into a permanent role with the business.
- Jointly funded PhD student continued applications research.
- Engaged students in real-world innovation, with five final-year projects in Engineering and Physics contributing valuable insights and case studies for papers, conference presentations, and future teaching. Dr Baker has integrated a case study into his Engineering Management module.

## **PARTNERSHIP:**

This KTP shows how academia and industry collaborate to deliver cutting edge science, expand product portfolios, and create economic and reputational benefits. It reflects a long-standing relationship that extends beyond this KTP, including sponsorship of multiple EngD and PhD studentships. This project further strengthens a strategic alliance built on innovation, research excellence, and long-term impact, accelerating technological breakthrough and delivering real-world benefits for science and industry alike.

“The main personal achievement for me has been developing working knowledge in an entirely new area of science and research – lasers and laser optics. It is unlikely I would have been exposed to any of these things in the absence of the KTP.”

**Dr. Simon Bacon, KTP Associate**

“I particularly like the KTP programme because it is very well structured. It’s a real route to innovation. Working with the university made the process as painless as possible.”

**Richard White, Thermo Fisher Scientific**

“The KTP with Thermo Fisher Scientific laid the foundation for a breakthrough scientific technique and a new commercial instrument. Five years after the KTP began, the first product, Hypulse, was launched - transforming XPS depth profiling and strengthening both academic and industry innovation.”

**Mark Baker, Professor of Surface Science and Engineering**



**VINTAGE BENTLEY**

# WILLIAM MEDCALF – VINTAGE BENTLEY

## **PROJECT TITLE:**

To prepare for expansion the KTP aimed to formalise its supply chain and embed new knowledge and skills, enabling the development and deployment of advanced engineering techniques that push the capabilities of vintage cars beyond what was previously considered possible - while preserving their original charm and character.

## **BUSINESS PARTNER:**

William Medcalf Ltd - now known as Vintage Bentley - is a specialist in the Vintage Bentley Marque and an advanced automotive engineering business with over 40 years of heritage. A family-owned business, its founder and CEO developed a lifelong passion for Bentleys after experiencing an extraordinary 28,000-journey across the US in the family's Vintage Bentley at just five years old.

## **ACADEMIC EXPERTISE:**

The project was led by Professor James Aitken, from the Surrey Business School (Business Transformation) at the University of Surrey, who focused on the supply chain aspects of the project. Meanwhile, Dr Guohong Tian from the School of Engineering (Automotive) concentrated on the engineering R&D side of the project. Initially, the project had a strong engineering focus, but thanks to the flexibility of the KTP programme, the project evolved into a combined Engineering and Business initiative, enabling a broader impact.

## **KEY OUTCOMES:**

- Developed a unique, predictive, and adaptable method that transformed the processes and changed the company's business model.
- The engineering team from the University of Surrey designed advanced models to enhance vehicle performance and speed.
- Achieved major improvements in operations and supply chain, boosting productivity and profitability.
- Academics gained valuable exposure to real-world business demands and practical research application.
- KTP Associate was recruited by the business at the end of the KTP.

## **PARTNERSHIP:**

The KTP provided the opportunity to deploy research in a practical environment, to test theory and support the business in moving forward. It provided a unique platform to develop future business leaders, through the Associate, while adding value to the company. The relationship between the business and university not only flourished but has endured to the present day.

“The University of Surrey commenced a KTP with Vintage Bentley in 2016 to research engine improvements and supply chain enhancements. The relationship between the business and university not only flourished but has endured. Since the KTP finished the two organisations have continued to collaborate through workshops, guest lectures and research. One recent example of the on-going relationship is the publication of a case study within a textbook used by MSc and MBA students. This type of activity highlights the value of the partnership beyond the project and illustrates what can be achieved by viewing the KTP as a platform for a lasting and fruitful relationship.”

**Professor James Aitken, Surrey Business School**

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“If it weren’t for the KTP and our collaboration with the University of Surrey, we would still be scratching around in the weeds.”

**William Medcalf, CEO, Vintage Bentley**

“It’s been great experience working as a KTP Associate. I get to see how industry works. With the help of the academics and the KTP, I get to develop both my soft and technical skills in both engineering and supply chain. I certainly didn’t expect to leave university and end up in this programme.”

**Miss Dongni Pan, KTP Associate**



## HOW DO I APPLY FOR A KTP?

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An easy-to-read guide  
to help you apply for a KTP.

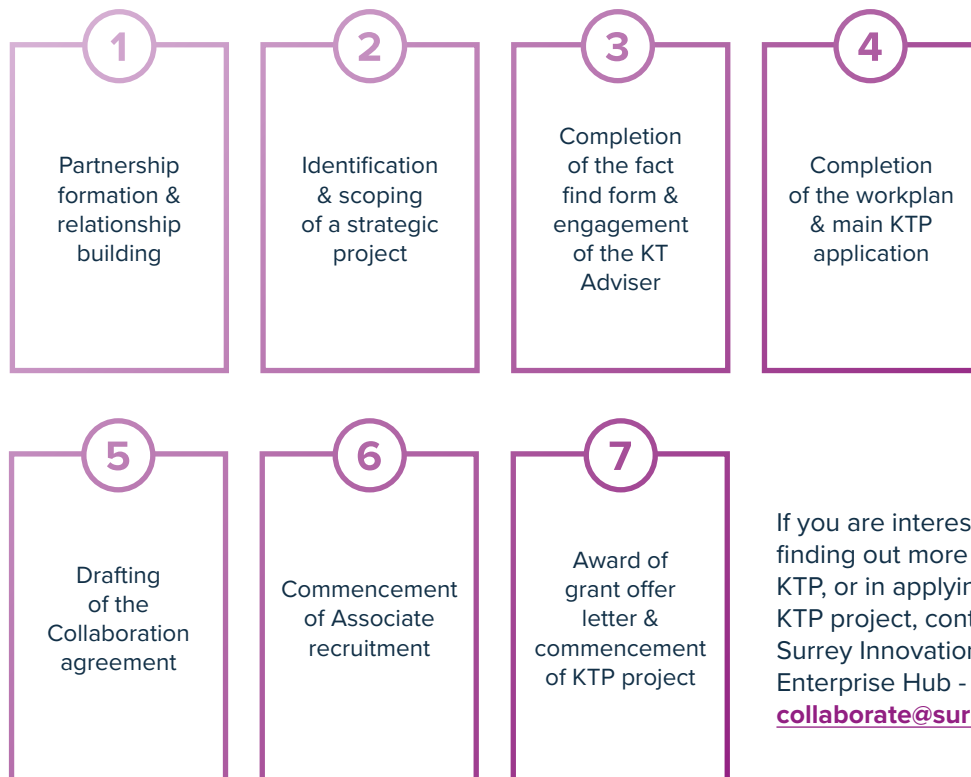


A Knowledge Transfer Partnership (KTP) **application is led by the University**, developed **in collaboration with a business partner**, and supported by an experienced Knowledge Transfer Adviser. This unique partnership combines **academic expertise** with **commercial insight** to drive innovation and growth.

The **Surrey Innovation and Enterprise Hub** are your point of contact for all KTP-related matters at the University of Surrey, including applications. With over 35 years combined experience, we provide end-to-end support, managing the entire process from partnership formation to project closure. Our role goes beyond the project itself - we help build lasting relationships with the business partner, ensuring continued impact and collaboration beyond the KTP.

KTP is open for applications all year round. However, formal deadlines occur every two to three months, which makes forward planning essential. To avoid delays, agree on a realistic timeline with all partners early in the process.





If you are interested in finding out more about KTP, or in applying for a KTP project, contact the Surrey Innovation and Enterprise Hub - [collaborate@surrey.ac.uk](mailto:collaborate@surrey.ac.uk)

# PARTNERSHIP FORMATION & RELATIONSHIP BUILDING

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## THE BUSINESS PARTNER

The business partner must:

- Be a **UK-registered** company.
- Be **financially capable** of making the required contribution to the cost of running a KTP.
- Demonstrate commitment to the project, including **senior management buy-in** and strategic direction.
- Demonstrate they have the **capacity to support the project and the KTP Associate**.
- Be willing to **provide additional resources** from their workforce and facilities.
- **Make significant use of the new embedded capability** to transform the business.
- Be able to **commercially exploit the outcomes** of the KTP project.

Building a strong partnership takes time and patience. Networking is key - expect to reach out to several businesses and attend multiple meetings before finding the one that is the right fit for you and for KTP. Practice makes perfect – so **Keep Talking Please**.

For further support and top tips on how to find a business partner refer to the “[How to collaborate with SMEs](#)” guide and contact the Surrey Innovation and Enterprise Hub at [collaborate@surrey.ac.uk](mailto:collaborate@surrey.ac.uk)



## TOP TIPS:

**Leverage your network:** Start with existing contacts and connections.

**Attend sector events:** Conferences, trade shows, and networking events.

**Use professional platforms:** LinkedIn and industry forums.

**Engage with local business groups:** e.g. Chambers of commerce and Innovate UK Business Connect.

**Highlight mutual benefits:** KTP can drive innovation and growth for both parties.

**Be persistent and patient:** Building trust and alignment takes time.

## INTRODUCTORY MEETING

- The Surrey Innovation and Enterprise Hub will schedule and facilitate an exploratory meeting with at least 2 academics and the business partner to discuss the business needs, the academic expertise, and the KTP Programme.
- Further scoping sessions will be scheduled, as required, and facilitated by the Surrey Innovation and Enterprise Hub team to identify a project that meets the KTP criteria.

A KTP is a relationship. It is a journey that requires regular, meaningful, open dialogue, the sharing of ideas, and collaborating within a trusted relationship. **Keep Talking Please**

## 2

# IDENTIFICATION & SCOPING OF A STRATEGIC PROJECT

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The business partner should have a strategic project in mind, even though the finer details or delivery approach maybe unclear. Open discussions are encouraged to shape a project that delivers value for all partners. “**K**ee**P** **T**alking **P**lease!”

Each partner plays a specific role in supporting and delivering the KTP. The Surrey Innovation and Enterprise Hub will facilitate these scoping discussions, ensuring clarity and alignment from the start.

## KTP CRITERIA

- The project must be **strategically relevant** to the business, with high **impact, innovation and challenge**.
- **Objectives must be clearly defined and agreed** by all parties.
- A **sound business case** is essential - delivering transformation, return on investment, and productivity gains.
- Partners should have **realistic expectations** of what can be achieved.
- **Intellectual Property (IP)** arrangements both background and arising - must be clear from the outset.
- The team must be **committed to collaboration**, sharing knowledge flexibly throughout project delivery.
- The project should be **intellectually challenging**, with quantifiable benefits and impact for all three partners.
- There must be a **clear need for the academic input**, and the business must be capable of making significant use of the knowledge, and skills transferred.
- The team should provide conjoined **support and motivation for the KTP Associate**, who works within the business.
- All partners must demonstrate ownership of the project - this is a true partnership.
- The academic team must commit **at least 10% their time weekly** (avg.), including virtual meetings with the Associate.
- Partner Commitments:
  - **Support and guide the Associate** throughout the project.
  - Hold **monthly operational meetings** between all partners, face-to-face at the business premises.
  - Attend **quarterly Local Management Committee (LMC) progress meetings** with all partners and with the Knowledge Transfer Adviser.

Once the Surrey Innovation and Enterprise Hub KTP Manager confirms that your proposed project meets the KTP criteria, the team will be invited to complete the Fact Find Form.

### 3

## COMPLETION OF THE FACT FIND FORM & ENGAGEMENT OF THE KT ADVISER

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Once the KTP Manager confirms that the proposed project meets the KTP criteria, the team will be invited to complete the Fact Find Form (FFF). This marks the start of formal engagement with the Innovate UK Business Connect Knowledge Transfer Adviser, who will guide the team through the application process.

The FFF summarises the proposed project and ensures that the team fully consider the alignment to the KTP criteria before beginning the main application.



Key questions for the partnership to address include:

**Innovation - What are the partners trying to achieve?**

- How does the project align with the strategic aims of the business?
- What is the scope and the objectives of the project and how is it innovative?

**Challenge and Cohesion - What is the knowledge transfer?**

- What knowledge or capability is the business missing, and how does the academic input fill this gap?
- What is the challenge, and why can't the business partner achieve this by hiring an individual or using consultancy?

**Impact - What will be the legacy of the KTP?**

- What will the business be able to do at the end of the KTP that it cannot do now?
- What is the potential quantifiable financial benefit and return on investment over five-years?
- What is the benefit and potential impact for each of the three parties?

Once the Fact Find Form is completed, the next step is to engage with your Knowledge Transfer Adviser (KTA). The KTA provides expert guidance throughout the application process, ensuring your proposal is robust and aligned with KTP requirements.

# EXPERT SUPPORT FOR YOUR KTP

## OUR TRACK RECORD

The **Surrey Innovation and Enterprise Hub** has maintained a **100% success rate for KTP applications** since 2012, backed by **35 years of combined expertise** in delivering Knowledge Transfer Partnerships.

## YOUR SUPPORT TEAM

The Surrey Innovation & Enterprise Hub **KTP Manager** is there at every stage to:

- Support both the business and the academics in meeting their respective objectives.
- Provide mentoring and guidance to the Associate.
- Offer consultancy and strategic input to the business.

Each KTP project is also supported by a dedicated **Knowledge Transfer Adviser (KTA)**, employed by Innovate UK Business Connect, who:

- Facilitates partnership development.
- Guides the team through the application process, tailoring support where needed.

- Monitors and supports progress throughout the life of the KTP.

The KTA also provides access to a **national body of KTP experience** and promotes **best practice in knowledge transfer**.

## GETTING STARTED

The Surrey Innovation & Enterprise Hub team has a close working relationship with all the KTAs. Once we confirm the project has potential for funding – based on a well-articulated FFF – we will liaise with the assigned KTA to begin formal engagement.

### To bring the KTA on board, we require:

- A clear and complete fact find form.
- A full set of the business partner's most current financial accounts to demonstrate affordability for the KTP.

Once the KTA is engaged, we can move forward to the main application and workplan.



## 4a COMPLETION OF THE WORKPLAN

This stage involves finalising the detailed project plan, including timelines, deliverables, and responsibilities for each partner. The workplan ensures clarity and alignment before the KTP project officially begins.

The **Surrey Innovation and Enterprise Hub** run a **mandatory workshop** with both partners to provide guidance on completing the workplan and main application. We will also facilitate further meetings and workshops as required, often involving the KT Adviser, to support you through the process.

A detailed workplan forms part of the application and acts as a **step-by-step guide for the project**. A template will be provided by the KTP Manager.

The workplan should be completed in parallel with the application. The initial input is completed by the academics, with the business ensuring alignment to the business case.

**IMPORTANT:** Do not begin developing the workplan until the **business case is fully developed** and the expected **project outcomes for commercial success and legacy creation** are agreed.

### The work plan should:

- Be broken down in to **work packages and tasks** (each task: minimum 0.25 months, maximum duration of 1 month).
- Describe what **tasks** need to happen, detailing **when, where** and with **whom**.
- Outline the **outputs of each task**, linking them to the delivery of the business case.
- Demonstrate continuous **knowledge transfer and embedding** to all parties and include regular meetings.
- Include references to **strategic decision points, reporting points, milestones, publications, and conferences**.

### Standard activities (must be included):

- **KTP Associate inductions.**
- **10% of the project ring-fenced for Associate Development.**
- Annual leave entitlement in line with the business partner's policy.
- **A mini-project (1-2 weeks).**
- Project planning and management activities.

A completed workplan should confirm a **realistic and justifiable duration** for the **KTP** project, which must be **between 12 and 36 months**.

# COMPLETION OF THE MAIN KTP APPLICATION

Completing the main KTP application is an **iterative process** that should be undertaken **jointly by the business and academic teams**.

The Surrey Innovation and Enterprise Hub facilitate workshops and provides guidance to help you navigate the application questions. The KT Adviser will also offer valuable support throughout. Our goal is to simplify the process, reduce administrative burden, and give you confidence that your application is on track.

**TIP:** Attendance by both the business team and academic team at the workshops and commitment to the application reduces the time it takes to complete the application.

Costing is managed by the Surrey Innovation and Enterprise Hub via **Worktribe**. **Academics should take the time to discuss the application with their line manager to ensure alignment and approvals.**

## TOP TIPS FOR COMPLETING THE APPLICATION:

- **Think Business-led, not research-led:** A KTP application is different from a research grant application - the project should be business-driven and present a sound business case.
- **Understand the Intellectual Property (IP):** Clarify the Background IP each party brings, what Arising IP may be generated, and agree on ownership expectations.
- **Start with market awareness:** We recommend the business partner completes the market awareness sections first, as these are often the most challenging.
- **Use our application template:** The Surrey Innovation and Enterprise Hub will provide a Word template with essential 'tips' for each question.
  - Avoid using overly technical language.
  - Define acronyms.
  - Assume your application will be assessed by a non-specialist.
- **Tell a clear story:** Write a coherent, compelling, simple narrative - be clear and concise throughout.
- **Answer what's being asked:** Read each question carefully and respond only to what is required.
  - Address each bullet point in turn.
  - Keep answers focussed and relevant.
  - Reflect – does this answer the question?

If the application is in scope, the assessors will score it holistically, using four key criteria:

### **IMPACT, CHALLENGE, INNOVATION & COHESIVENESS**

Each area will be scored out of 10 marks. Assessors will also consider the viability of the overall project including consideration of project affordability and commercialisation of outcomes.

- **Meet the first draft deadline:** A good-quality draft of the application should be ready at least one month before the planned submission month.
- **Be prepared for iteration:** The KTP Manager and the KT Adviser will review and provide feedback. This is an iterative process to ensure quality.
- **Register on the Portal:** Once the application is considered near completion by the KTA, the KTP Manager will upload it to the Innovation Funding Service portal (IFS). As part of this, all Local management Committee (LMC) members will be invited to register on the IFS to review and contribute to the online application.
- **Before Submission, Ensure:**
  - All team members are registered and have completed an EDI survey.
  - The Business Partner has completed the company-specific sections and declarations.
  - The Joint Commitment Statement, signed by an authorised signatory of the University and the Business Partner, is uploaded.

**The KTP Manager will submit the application via the IFS only once all requirements are met and we are confident in its quality.**

The **Surrey Innovation and Enterprise Hub** is the only **recognised party** authorised to **submit** a University of Surrey **KTP** application, working in collaboration with the Knowledge Transfer Adviser.

Results are typically announced 8 to 10 weeks after the call closes. Due to the **high success rate of our applications**, we begin progressing the KTP collaboration agreement and the recruitment of the KTP Associate during this period - so your project is ready to start as soon as approval is confirmed.

# COLLABORATION AGREEMENT

While awaiting the outcome of the KTP application, the Surrey Innovation and Enterprise Hub team will support you in putting the KTP Collaboration Agreement in place and, where possible, initiating the recruitment process for the KTP Associate.

## KTP COLLABORATION AGREEMENT

The University of Surrey uses a **standard KTP Collaboration Agreement template**, a formal agreement between the University and the business partner. This agreement includes clauses covering:

- Roles and responsibilities
- Project governance
- Intellectual Property (IP) ownership
- Confidentiality and publication rights

- Associate management
- Commitment to the project
- Payment of the company contribution

Before the draft agreement is finalised, we will work with the partners to discuss and agree on **expectations around Arising IP**. Once these details are confirmed, the Surrey Innovation and Enterprise Hub team will send the agreement to the business partner for review and signature.

Once the collaboration agreement is signed by both parties, we can begin the recruitment process for the KTP Associate. Due to the high success rate of our KTP applications, we may be able to advertise the role “subject to funding” before we receive the outcome.

**Please note:** Interviews will not take place until we receive the Grant Offer Letter from Innovate UK.

# KTP ASSOCIATE RECRUITMENT

The KTP Associate is formally employed by the **University of Surrey** but will be **based within the business** to ensure close collaboration and knowledge transfer.

The Surrey Innovation and Enterprise Hub team will **initiate, manage, and advise** on the recruitment process, supporting the academic and business teams to draft a **compelling job advert and job profile** that attracts a diverse pool of high-calibre candidates. We will ensure the recruitment channels, selection process, salary, and conditions of service are agreed by both partners.

The final decision on which candidate to appoint rests with the partnership. Drawing on extensive experience in recruiting KTP Associates, the Surrey Innovation & Enterprise Hub team is committed to helping secure a candidate with the skills and qualities needed to deliver a successful KTP project.

## WHAT MAKES A SUCCESSFUL ASSOCIATE

- **Cultural & Team Fit** – Able to integrate into the business environment, work collaboratively, and adapt to the company culture.
- **Technical Expertise & Growth** – Strong academic foundation with the ability to develop skills, apply knowledge commercially, and drive project success.
- **Project Management & Communication** – Organised, proactive, and equipped with excellent communication and soft skills to manage tasks, transfer knowledge, and embed innovation effectively.

From the date of receiving the **Grant Offer Letter**, the partnership has up to **9 months** to recruit a suitable candidate for the role of KTP Associate. This individual will ideally be a recent graduate, postgraduate, or postdoctoral researcher with the relevant skills and expertise, and the potential for further development.

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# AWARD OF GRANT OFFER LETTER & COMMENCEMENT OF KTP PROJECT

Once the Grant Offer Letter is received from Innovate UK, the partnership has up to 9 months to appoint a KTP Associate.

**The KTP project officially commences on the date the Associate starts work.** The KTP project concludes on the Associate's final day of employment.

The Surrey Innovation and Enterprise Hub team provide comprehensive post-award project management support to ensure partnership harmony and the successful delivery of the KTP project.

Support includes:

- **Inductions:**
  - Comprehensive handbook for all partners with key information and tips to help you to manage your KTP project.
  - Access to the official Innovate UK KTP guides.
  - Induction meetings with each partner to review the handbooks and expectations.
- **Relationship management:** ongoing advice and guidance and regular check-ins to foster strong collaboration and resolve issues early.
- **Associate support:** Guidance to help the Associate understand their role, navigate KTP, and lead the project effectively.
- **Progress meetings:** Monitoring project progress and acting as the secretariat for quarterly Local Management Committee (LMC) meetings.
- **Grant claims:** Managing all grant claims and serving as a central point of contact for Innovate UK.
- **Independent Partnership Support:** Regular check-ins with the business and the Associate to ensure smooth delivery.
- **Partnership development:** Encouraging identification of further and value-add opportunities during and after the KTP project.

# TALK TO THE SURREY INNOVATION & ENTERPRISE HUB

The Surrey Innovation and Enterprise Hub are here to guide you through every stage of your KTP journey - from initial discussions and application support to post-award project and relationship management and future collaboration opportunities.

**In addition to the support already outlined in this guide for KTP projects, please contact the Surrey Innovation and Enterprise Hub if you:**

- Would like to find out more about KTP or hear about similar projects in your area of interest.
- Need a business partner to proceed with your innovation project.
- Would like to discuss innovation project ideas and eligibility.
- Have been approached by a business who is interested in your research and wants to collaborate or hire you as a consultant.
- Are looking for support to facilitate meetings or workshops with business partners.
- Are seeking funding to support a collaboration with industry.
- Need support to scope and develop your innovation funding application, e.g. an Innovate UK application.
- Would like someone to visit your School and present a seminar on collaboration with industry, consultancy, Knowledge Transfer Partnerships, Innovate UK or other business-led funding schemes where academics can be partners.

**[collaborate@surrey.ac.uk](mailto:collaborate@surrey.ac.uk)**

# OTHER GUIDES FOR INNOVATORS INCLUDE:

- [Collaborator Guide](#)
- [Inventor Guide](#)
- [Protocol on Student Intellectual Property](#)

Top tips guides include:

- [How to collaborate with SMEs](#)
- [How to write a successful Innovate UK Grant application](#)
- [How to successfully scope, deliver and manage your consultancy project](#)

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