**Procedure for technology transfer/Feasibility studies annual call**

This is an internally run annual call that funds small projects in size and duration, typically around £25-£30k for a 6-9 month project. The projects can aim to either test a new idea or to start moving a technology in the TRL scale. The process for these starts in September/October and ends by April. Projects are expected to run on the year that they have been awarded and the results of the project to be presented at one of the Board meetings.

These projects are considered as core research and are covered and regulated by the standard terms for RCNDE core research provided in the RCNDE collaboration agreement

Process timeline:

* Centre manager sends information and outline template to academics by mid-October
* Deadline for outlines around early Dec, and if there are too many proposals, an internal sift decides which ones are to be presented at the Jan Board meeting.
* The received outline proposals are presented (~10 mins: 5 mins ppt and 5 mins questions) at the Jan Board Meeting. Applicants get feedback during the meeting and after. \*These were presented online in 2023 and 2024.
* Applicants incorporate the feedback in their proposals and complete a full proposal template (2-3 pages) to be submitted by early March.
* Due to the increase in applications, to incorporate an initial shortlisting by members to decide which proposals to invite to full stage. Voting members asked to rank preference from 6 to 1, with 6 being the highest.
* Updated proposals are sent to Industrial members of Management board for vote (10 point system, see below)
* Selected proposals announced in late April
* Proposals start around May time
* The PI receives a letter of award along with a purchase order form NDEvR to be able to transfer the money to the University where he/she is based.

Scoring system: each Full industrial member has 10 points that can be allocated in any way, i.e., 10 points to one project or any distribution that the member decides. Only Full industrial members vote and there is only one vote per organisation. If there is an application from an industrial member they will be exempt from voting for themselves.

Templates

Initially the applicants need to complete an outline [template](https://uob.sharepoint.com/%3Aw%3A/r/teams/grp-rcndemanagementteam/Shared%20Documents/Templates/Tech%20transfer%26Feasibility%20studies%20outline%20proposal%20template_2022.docx?d=wfab5f720639248d681f800a8bb146501&csf=1&web=1&e=SaSoC9)

After receiving feedback they need to prepare a full application using this other [template](https://uob.sharepoint.com/%3Aw%3A/r/teams/grp-rcndemanagementteam/Shared%20Documents/Templates/Tech%20transfer%26Feasibility%20studies%20full%20proposal%20template_2022.docx?d=w3232dc6f1f254608a6ff0fb033a209cb&csf=1&web=1&e=cuRus8).