Innovation Accelerator Fund Guidance

Contents

1. Definitions

Co-investigators	Persons other than the Principal Investigator who are involved in the activities associated with the project.
Experimental Development	Acquiring, combining, shaping, and using existing scientific, technological, business, and other relevant knowledge and skills with the aim of developing new or improved products, processes, or services. For example, activities aiming at the conceptual definition, planning and documentation of new products, processes, or services. Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes, or services in environments representative of real-life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product, and which is too expensive to produce for it to be used only for demonstration and validation purposes.
IAF Administrator	Synnovis employee responsible for supporting and monitoring IAF projects and liaising between Principal Investigators and the IAF Panel.
IAF Panel	Approving committee which determines the suitability of IAF proposals against pre-defined criteria. The panel is made up members of Synnovis and Clinical Leads from Guy's and St Thomas' and King's College NHS Foundation Trusts.
Industrial research	The planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes, or services or for bringing about a significant improvement in existing products, processes, or services. It comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation.
Innovation Accelerator Fund (IAF)	Synnovis owned and administered fund, through which, Synnovis and its partner Trusts are encouraged to grow competitively by increasing their research, development, and technical innovation.
Intellectual Property	Property (such as an idea, invention, or process) that derives from the work of the mind or intellect.
Principal Investigator	The person with overall responsibility for managing and overseeing the project.
Translational Research	In the context of the IAF, translational research is research which can be directly translated to benefit the clinical service and patients.

2. Purpose

This document outlines the responsibilities of IAF applicants and investigators and provides details on how to apply for funding and the application process.

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3. Introduction

The Innovation Accelerator Fund (IAF) was launched in February 2022 to support initiatives that drive innovation in pathology and in our laboratories. The aim of the IAF is to position Synnovis and its partner Trusts at the forefront of pathology and diagnostic development, through investment in research, innovation and development activities. The IAF supports translational research that brings benefit to the partnership and the patients it serves and activities that consider environmental and social sustainability.

The IAF consists of three funding award levels: Agile, Progressive, and Transformative. Key details of the award levels are outlines in table 1 below.

Table 1: Key Features of IAF Award Levels

Award Level	Agile	Progressive	Transformative
Funding Amount	Up to £20,000	£20,001 - £85,000	£85,001 - £500,000
Project Duration	Typically, up to six months	Typically, up to two years	Typically, up to three years
Award Purpose	Agile Award projects provide a means for a rapid response to an unmet clinical need or commercial opportunity, or fund "What if" questions that have the potential to influence on operations and need a rapid result. They are more reactive rather than proactive in nature.	Progressive Award projects must be well planned, align with research, innovation and development strategies and demonstrate innovative and long-term thinking to improve pathology services. Can have applications from across all operational aspects of the business.	Transformative Award projects must be large scale and have a significant impact across multiple operational units. They must align with pathology priorities and seek to transform operational entities with the goal of improving patient care and outcomes, using novel approaches and technologies.
Application Type	Form submission.	Form submission with some applicants invited to present to the IAF Panel.	Expressions of interest followed by invited full application submission. Shortlisted applicants are required to present to the IAF Panel and may also be required to present to the Synnovis Group Board.
Frequency of Application Rounds	Application window is open year-round with cap on annual spend.	Application window opens biannually.	Application window opens annually.

4. Eligibility and Criteria

4.1 Investigator Eligibility

Although IAF projects may include cross-organisational collaboration, the Principal Investigator must be an employee of Synnovis or Guy's and St Thomas' or King's College Hospital NHS Foundation Trust. Those in roles outside of the laboratories and students are eligible to apply, as long as the project is of benefit to pathology and meets the project eligibility criteria outlined in section 4.2 of this document. Laboratory and clinical collaboration is encouraged. Colleagues who have not completed their probation period are not eligible.

Trust led applications should involve or be supported by Synnovis investigators and demonstrate a clear benefit to pathology, patients, and Synnovis. If no Synnovis investigators are identified, the benefits to pathology and Synnovis must be clearly outlined in the application. Physicians working in practices associated with the partnership are not eligible to apply, however they may be named as co-applicants on projects that meet the eligibility criteria and require GP support.

4.2 Project Eligibility

The IAF supports projects which demonstrate innovation to establish new products, processes, or services that benefit pathology, and activities that consider environmental and social sustainability. IAF projects must involve research, innovation and development and address a clear clinical or commercial opportunity. The IAF does not support projects which aim to undertake discovery research with unknown or uncertain translational value, activities which could be considered as routine or business as usual, or the implementation of assays or tests that have already been established.

Research, innovation and development includes activities that span over industrial research or experimental development (see definitions in section 1 of this document), and that intend to accomplish an indivisible task of a precise economic or technical nature with clearly pre-defined goals.

Projects that will be considered for funding through the IAF must meet the following criteria:

- Be an integral part of strategic development plans rather than routine developments.
- Represent an advance in the level of technical innovation relative to current products/processes.
- Be designed to help meet market requirements, especially around higher added value products with increased functionality and benefits.
- Where applicable, have well defined plans to commercialise the results of the activity (typically within one year of project completion).
- Include a clearly defined plan for implementation.

Projects that will not be considered for funding through the IAF include:

- Projects that could be considered as routine or periodic changes to products, test processes or services, even if such changes represent improvements.
- Projects to fund the planned acquisition of capital equipment or replacement of obsolete equipment as part of normal practice.
- Projects that involve the routine transfer of well-established technology to a new site unless a case can be made that significant technical uncertainty must be addressed.
- Projects that solely aim to validate or implement an already established test.
- Projects that involve discovery research with unknown or uncertain translational value.
- Projects where the primary benefit is not to pathology laboratories and services.
- Trust led projects that are not supported by Synnovis laboratories.

Please note that in addition to the criteria above, Transformative Award projects must also meet the following requirements:

- Be large-scale and aim to transform operational entities.
- Aim to have a significant impact across multiple operational units.
- Aim to significantly improve existing services and/or create new services to positively impact patient care.
- Seek to deliver cross-organisational system change.
- Aim to increase laboratory efficiencies, capacities or capabilities.
- Align with organisational priorities and goals.
- Be achievable within the organisation's capacity.
- Consider environmental sustainability and social responsibility.
- Include a clear strategic and competitive advantage for commercial benefit.
- Involve innovation to develop a new technology or novel application of an existing technology.
- Be able to demonstrate measurable outcomes that benefit pathology and ultimately the service.

Proposals that include outsourcing work to a third party may be considered for funding but the intention to outsource any component of work must be clearly outlined in the application.

IAF projects may consist of several work packages across different areas of the partnership/Synnovis and this is expected to be the case for larger awards. For applications with multiple work packages that make up a single project, the interdependence of each work package, technical and/or economic, should be clearly described in the application.

IAF awards can be a source of match funding for academic or industry funding schemes including business to business collaborations. Please contact the IAF administrator to discuss proposed collaborations before initiating the application process. Where there is collaboration between companies in different countries, only the eligible project costs of the Synnovis based activity will be considered for IAF support.

Please contact IAFAdministrator@synnovis.co.uk if you would like to discuss the funding eligibility of an idea or project.

4.3 Eligible Costs

4.3.1 Personnel Costs

Annual salary costs for personnel e.g., researchers, technicians and other supporting staff to the extent employed on the project are eligible. The cost of temporary staff directly involved in the project, or more likely, required to back-fill permanent employees who will be released from their normal daily tasks to deliver the project, is also eligible. Personnel costs cover research, innovation and development staff and a proportion of research, innovation and development management only. Senior management or clinical oversight of the project is an overhead cost rather than directly attributable as either a personnel or consultancy cost.

Total costs of employment should be included, i.e., pro rata base salary and all applicable pension, taxes and bonuses. Please use the staff cost estimator available at https://sel.synlab.co.uk/iaf/ to ensure that Synnovis personnel costs are calculated accurately. Contact Synnovis' Finance Business Partners by emailing IAFqueries.finance@synnovis.co.uk for advice relating to personnel costs.

For guidance on recruitment, please see section 6.1 Pre-Application Advice.

4.3.2 Material and Equipment Costs

Material costs e.g., reagents and consumables, and equipment costs are eligible in so far as they relate to the technical aspects of the project. Examples of other material costs may include estate work or IT costs associated with a project. The most accurate costings available for materials should be included in the application and quotations should be obtained and provided. If quotations have not been provided, reasons to their absence should be outlined. Software licenses and software hosting costs for the project may be eligible if they can be clearly justified. Production or operations materials are not eligible (e.g., buying production software licenses for example). Note that original invoices for all materials will be required.

All equipment must be physically housed within the pathology partnership for it to be eligible and original invoices are required. Production or operations equipment are not eligible although some proportion may be considered if the equipment is used exclusively for conducting the project for a period. Rental of equipment for the duration of the project is considered a material cost. Project equipment may include computers and servers, but these must be justified as being required for the project. Equipment costs may also include software purchased outright (perpetual licences, with no recurring cost) if required for delivery of the project.

Equipment, reagent and consumables costs will usually exclude VAT. Contact Synnovis' Finance Business Partners by emailing IAFqueries.finance@synnovis.co.uk for advice relating to equipment and material costs.

For guidance on selecting and liaising with suppliers, please see section 6.1 Pre-Application Advice.

4.3.3 Other Costs

If the guidelines above do not cover all costs of a potential application, the applicant is urged to consult with the IAF Administrator and contact Synnovis' Finance Business Partners by emailing IAFqueries.finance@synnovis.co.uk co.uk for advice.

5. Ethical, Regulatory and Governance Responsibilities

5.1 Investigator Responsibilities

Research supported by the Innovation Accelerator Fund must adhere to current ethical standards, safety practices, relevant legal requirements, local organisational policies and other guidelines. Investigators should ensure they are aware of, and keep up to date with, all the regulatory, ethical and governance requirements that may apply to their area of research and work with the teams and individuals within their organisations who have a corporate responsibility to ensure that these requirements are adhered to within the organisations.

It is the responsibility of the Principal Investigator to ensure that all required ethical, regulatory, and governance mechanisms have been approved and documented for their project. All necessary ethical, regulatory and governance requirements must be outlined in the application and in place at the outset of the project. It is not within the remit of the awarding panel to determine the specific requirements needed for each project. Failure to complete the required documentation will result in delays or failure to approve projects.

The expectations and requirements of professional codes of conduct and standards, including arrangements for managing consent and information governance should be addressed in the planning and conduct of the study. For all research involving people as participants, their tissues or data, the relevant principles of Good Clinical Practice (GCP) should be followed.

IAF funding approval is subject to confirmation that the necessary requirements have been met (including NHS governance of clinical samples) and subsequently documented.

5.1.1 Use of Patient Material

Research projects supported by the IAF are required to comply with ethical principles and guidelines if they involve the use of material from human subjects. Compliance with these principles and guidelines helps to protect the autonomy, dignity and well-being of patients, and the integrity and credibility of research results. Where applicable, Research Ethics Committee (REC) review and approval is mandatory to ensure that applications to the IAF are scientifically sound and ethical.

The use of patient samples for purposes other than what was consented for initially, or the obtaining of new samples, requires collaboration with clinical colleagues. Clinical colleagues can assist and guide in using Trust capabilities and mechanisms to ensure all permissions and ethical requirements are met when using patient samples.

For the avoidance of doubt, ethical principles and guidelines are applicable when using residual biological material from patients that remains following routine diagnostic investigations. For example, performing additional research tests that are surplus of clinical requirements; the storage of samples to aid research commercialisation; incidental findings in genetic research. Please note that this is not intended to be an exhaustive list. For comprehensive guidance the applicant is directed to the Human Tissue Authority and Human Tissue Act legislation. Provisions for exceptions are outlined in table 2 below:

Table 2: Consent exemptions under the Human Tissue Act

Assay Performance Assessment	Quality Assurance	Clinical audit
This term is intended to encompass use of material in the evaluation and assessment of in-vitro diagnostics. Surplus material can be used to calibrate and assess the comparative performance of medical devices without specific consent. Please note patient material from Guy's and St Thomas' Hospitals and King's College Hospitals should not be transferred to a third-party laboratory for this purpose.	This term is intended to encompass the systematic monitoring and evaluation of the various aspects of a laboratory assay to ensure that standards of quality are being met. This includes separate examination or testing of tissue in order to ensure a high-quality service and effective clinical procedures and diagnostic tests. In practice, this term could cover a review of the whole diagnostic process including checking how information relating to tissue is recorded. This review is not, for example, limited to checking the accuracy of apparatus. The provision of external quality assessment is also included.	A process to review explicit criteria, and the implementation of change, to continuously improve patient care and outcomes. This is a means of finding out whether what is being done is appropriate and is being done correctly. For example, questions asked should include: Are guidelines being followed? Is best practice being applied? Tissue stored in diagnostic archives may need to be reviewed as part of the clinical audit process

5.2 Declaration of Interests

As part of Synnovis' commitment to ethical practice across all sectors of the business, an obligation is placed on the recipients of IAF awards to declare any interest that would interfere with or compromise the performance of projects supported by the IAF.

Declarations of interest of all participants or proposed participants in a project must be disclosed at the time of funding application. Declaration of interest extends to the project participants, his/her partner, members of his/her family, or other group(s) with whom the participant has a relationship that has an interest. An apparent conflict of interest exists when an interest would not necessarily influence the researcher but could result in the researcher's objectivity being questioned by others. Intentionally failing to reveal a known interest will be regarded as misconduct and may be subject to further action.

Please note that declarations of interest may be accessed under the Freedom of Information Act. Where a conflict of interest appears to have been revealed, Synnovis may need to consult with the Principal Investigator to ensure that the conflict of interest does not compromise the project. It should be stressed that the existence of a conflict of interest does not automatically disqualify a researcher from participating in an IAF award.

There are different types of conflict of interest. For example, the following list, which is not exhaustive, gives some of the more common conflicts of interest areas.

1. A current proprietary interest in a substance, technology, or process (e.g., ownership of a patent), considered in or otherwise related to the subject matter of the project.
2. A current financial interest, e.g., shares or bonds, in a commercial entity with an interest in the subject of the project (shares > £10,000 except share holdings through general mutual funds or similar arrangements where the expert has no control over the selection of shares).
3. Positions such as employment, consultancy, and directorship with current or expected financial remuneration with any commercial entity which has an interest in the subject matter related to the project. Consultancy is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
4. Performance of any paid work or research during the past four years commissioned by an organisation with interests in the subject-matter of the proposed project endeavor. Also included is any other non-funded interest in such an organisation with interests in the subject-matter of the proposed project during the past four years.
5. With respect to the above, an interest in a competing substance, technology or process, or an interest in or association with, work for or support by a commercial entity or organisation having a direct competitive interest should similarly be disclosed.

6. Guidance on Preparing an Application

6.1 Pre-Application Advice

Prior to completing an application, the Principal Investigator may contact the IAF Administrator by emailing IAFadministrator@synnovis.co.uk if they wish to discuss the proposal and level of award sought. The Principal Investigator may also contact Synnovis' Finance Business Partners by emailing IAFqueries.finance@synnovis.co.uk for advice relating to project costs and contingency planning or Synnovis' Project Management Office by emailing PMO@synnovis.co.uk for advice on projects which require support services such as IT or include multiple work packages. For guidance on intellectual property, please contact legal@synnovis.co.uk.

Please note that all quotations used to raise purchase requisitions need to be obtained through Synnovis' Procurement department and where possible, items should be purchased from suppliers already approved by Synnovis Services. Any new suppliers are required to comply with the SYNLAB Supplier Code of Conduct and be onboarded as a supplier with Synnovis. Investigators can obtain quotations in the work up of applications, but new quotations must be sourced by Procurement for any successful projects. It is important that staff do not discuss contracts or enter into any agreements with suppliers directly. In the case that a contract is required, for example for the rental of a piece of equipment, the appropriate Category Manager and Synnovis' Legal Team should be contacted in the first instance. If you do not know who the relevant Category Manager is, please contact the IAF Administrator. If you have any queries, please contact procurement@synnovis.co.uk.

A Vacancy Authorisation Form (VAF) is to be completed in the case of all new positions. If you are unsure of the process, please contact recruitment@synnovis.co.uk. Following the VAF approval, the recruitment team will advise of the next steps which will include advertising the post.

6.2 Application Forms

IAF application forms can be found at https://sel.synlab.co.uk/iaf/ during application windows. Only the form fields in the application forms can be edited. The majority of fields are free text; however, some fields require an option to be selected from a dropdown list. You can move through the fields using the tab key. Contact IAFAdministrator@synnovis.co.uk if you have any queries.

6.3 Application Contents

Table 3 below indicates the sections present in each application form.

Table 3: IAF Application Form Sections

Section	Agile	Progressive	Transformative Expressions of Interest	Transformative Application
Investigator Details	✓	✓	✓	Updated if required
Project Details	✓	✓	✓	Updated if required
Case for Change		✓	✓	Updated if required
Objectives		✓	✓	✓ SMART objectives
Benefits			✓	✓ Includes measurements
Risks and Constraints				✓ Includes Risk Assessment
Financial Assessment	✓	✓	✓ (Approximate)	In-depth and accurate
Environmental Sustainability				✓
Patient Impact Assessment				✓
Quality Impact Assessment				✓
Workstreams				✓
Outcomes		✓	✓	Updated if required
Intellectual Property			✓	✓ In-depth (if applicable)
References		✓	✓	✓
Responsibilities	✓	✓	✓	✓
Declarations	✓	✓	✓	✓

6.4 Guidance on Completing the Financial Assessment

Please see section 4.3 of this document for guidance on eligible costs.

Details of the required staff time commitment should be included in the financial assessment even if the funding application does not include staff costs. The job title and band of the staff required, the amount of time anticipated to be required, and details of how the work would be carried out without affecting routine service delivery should be included. If the funding requested does not include any staffing costs, please explain why this is. Costs for staffing resource must be included in all Transformative Award applications. To ensure accurate calculation of staff costs, please use the staff cost estimator available at https://sel.synlab.co.uk/iaf/. The tax and VAT treatments can be complicated. Your finance business partner will help you to plan the cost of your project appropriately and determine if costs are SA or SS.

The IAF is a funded from two streams, Synnovis Analytics (SA) and Synnovis Services (SS). SA and SS function as two separate companies and as such, it is critical that all spend is allocated and recorded accurately. Synnovis Analytics provides pathology test services and employs all laboratory staff and cannot reclaim on purchase, i.e., the real cost of a purchase that is £100 + £20 VAT would be £120. Synnovis Services provides fully managed laboratory services including IT and LIMS platforms. SS can reclaim from HMRC the VAT it has paid on purchases, i.e., the real cost of a purchase that is £100 + £20 VAT would be £100.

Synnovis Analytics provides pathology services, primarily diagnostic testing for the health and welfare of patients. HMRC classifies this as an 'exempt' supply for the purposes of VAT, so

You need to make sure that you capture the 'real' cost, including any irrecoverable VAT, in your IAF applications. Your Finance Business Partners will help you with this, but there are a few guidelines below to point you in the right direction.

Type of Spend	Funding Stream	VAT Amount to be Included
Equipment, materials, reagents, consumables.	SS	No, it is fully recoverable, so just use the ex VAT cost in your application.
IT hardware, software, licenses, etc.		
Bought-in services (from Trust or 3rd Party suppliers), e.g., testing, assay development, consultancy, etc. Agency staff.	SA	Yes, please add 17% to the ex VAT costs to represent the estimated irrecoverable VAT you'll suffer.
Use of existing lab equipment.	SS	No, just use an estimate of the ex VAT cost in your application.
Staff time (new or existing laboratory employees).	SA	No, VAT not applicable; use the staff cost estimator.
Staff time (new or existing IT, Project Management, etc., employees).	SS	No, VAT not applicable; use the staff cost estimator or get quote from relevant team.
Reimbursement of expenses, e.g., travel, accommodation, etc.	SA	Yes, include all VAT.

Vouchers		There are further complexities around gifts and reimbursement of expenses which may add hidden costs…please speak to you Finance Business Partner.

The most accurate costings available should be included in the application. Please note that all quotations used to raise purchase requisitions need to be obtained through Synnovis' Procurement department. Investigators can obtain quotations in the work up of applications, but new quotations will need to be sourced by Procurement for any successful projects. If you have any queries, please contact procurement@synnovis.co.uk. Quotations should be obtained and provided. If quotations have not been obtained, reasons to their absence should be outlined.

Please note that it is not possible to grant additional IAF funding to projects and it is therefore strongly recommended that proposals include suitable contingency planning. It is recommended that investigators seek guidance from Synnovis' Finance department by emailing IAFqueries.finance@synnovis.co.uk to ensure accurate costings are established.

When completing this section of the form, the total costs for each category and each year of the project will automatically be calculated in the application form once you have provided the cost breakdown requested.

6.5 Guidance on Completing the Declaration of Interest

Declarations of interest of all participants or proposed participants of a project must be disclosed at the time of award application. Declaration of interest extends to the project participants, his/her partner, members of his/her family, or other group(s) with whom the participant has a relationship that has an interest. The existence of a conflict of interest does not automatically disqualify a researcher from receiving an IAF award. Please see section 5.2 of this document for further details and examples of conflicts of interest.

It is the responsibility of the Principal Investigator to ensure that any conflicts of interests are disclosed on behalf of all project investigators. Intentionally failing to reveal a known interest will be regarded as misconduct and may be subject to further action.

The appropriate statements from the dropdown options in the Declarations of Interest section of the application form must be selected and details of any conflicts of interest provided. The Principal Investigator must enter their full name, insert a picture of either their electronic or written signature into the image box and select the date of signing to confirm that the information provided is true and complete and that they agree that any deliberate omission, falsification or misrepresentation will be grounds for rejecting the application and subsequent action.

6.6 Additional Guidance for Transformative Award Applications

It is recommended that investigators engage with service-users, representative groups or other stakeholders in preparation of Transformative Award applications to inform the design, conduct, analysis and reporting of the proposed project. The UK Standards for Public Involvement provide guidance on including public engagement in health and social care research.

As Transformative Award projects are large and complex, they must be overseen by a Project Manager. The Project Management Office will determine the associated costs, which must be covered by the IAF award, and assign a Project Manager to oversee any successful awards. A GANTT chart illustrating the timescales for each of the different work packages is required for Transformative Award applications.

Please see the Guidance for Completing the Transformative Award Risk Assessment and Quality Impact Assessment document [HT-IAF-13] for guidance on completing these sections of the Transformative Award application form.

7. Application Process

7.1 Application Submission

All application documents must be submitted to the IAF Administrator by emailing IAFAdministrator@synnovis.co.uk and applications will not be processed until all required documentation is received. The IAF Administrator will perform an initial review of the application and any supporting documentation and in turn, notify the applicant of any omissions or errors to be rectified before resubmission. Complete applications will be submitted to the IAF Panel for review. The IAF Administrator will contact the applicant if the IAF Panel has any queries relating to the application or proposal.

The IAF Panel members each review the applications independently, and the outcome is determined using pre-defined criteria based on the panel members' individual assessments. Following this assessment, some applicants may be invited to present to the IAF Panel in support of their application. The IAF Administrator will contact the applicant to notify them if a presentation has been requested, or with the outcome of their application and any next steps.

The Transformative Award application process is two-stage, with an initial call for expressions of interest. This enables prospective applications to be assessed against the criteria and scope of the Transformative Award. Following this review, selected applicants will be invited to submit a full application.

7.2 Applicant Presentations

Applications to the Agile Award will not usually require a presentation. Some applicants to the Progressive Award may be asked to deliver a 10-minute presentation to the IAF Panel on Microsoft Teams, outlining the merits and goals of their proposal. Please note that not being invited to present does not indicate whether or not a Progressive Award application will be approved for funding. Detailed presentations to the IAF Panel are required for all shortlisted Transformative Award applications and applicants may also be required to present to the Synnovis Group Board.

If a presentation is required, the IAF Administrator will email the Principal Investigator their allocated timeslot and details of how to join the meeting. Please note that it may not be possible to reschedule presentation dates or allocated timeslots. The amount of time allocated for presentations is fixed for all applicants and presenters will be stopped if the allocated time is exceeded, with assessments based on the presentation up to that point.

7.3 Application Assessment

Agile and Progressive Award applications are anonymised before being shared with the IAF Panel for independent review and scoring. The outcomes of applications are determined using pre-defined criteria based on the panel members' individual assessments of the technical, commercial, and financial merits of the proposal as well as the incentive effect of the IAF award. To aid the IAF Panel in their decision making on Progressive and Transformative Award applications, advice from Subject Matter Experts (SMEs) may be sought. The IAF has non-panel advisors with expertise covering Equality, Diversity and Inclusion, Finance, Intellectual Property, Project Management and Quality and Risk. Additional SMEs may be selected based on the expertise required to assess specific aspects of a proposal and may be a member of one of the partnership organisations or an external academic or Industry expert. All IAF Advisors and SMEs are under strict non-disclosure terms.

Where applicable, an assessor may look to set up a meeting with one or more technical staff to review the project plan. The meeting format is an informal technical discussion rather than a PowerPoint Presentation and a demonstration or tour of existing systems may be appropriate to give context. The normal agenda of a technical assessment is:

- Understand current research, innovation and development activity.
- Review the overall goal of the proposed project and the technical approach.
- Review the technical activities and the challenges involved.
- Discussion of the innovative aspects of the project and the resources need for successful delivery.
- Understand the expected outputs and the plans towards commercialisation of outputs.

The IAF Administrator will contact the applicant to notify them if additional information or a presentation is required, or with the outcome of their application and any next steps.

7.4 Application Outcomes

The IAF Panel will endeavour to process applications in a timely manner and may expedite the process where an urgent need has clearly been identified. The typical approval timeframes from the close of the application window (or date of submission for Agile Award applications) are shown in table 4 below.

Table 4: Typical Amount of Time from Application Submission or Close of Application Window to Outcome

Award Level	Typical Assessment Timeframe
Agile	Four to six weeks
Progressive	Two to three months
Transformative	Up to six months

Outcome decisions on Agile and Progressive Awards are made by the IAF Panel. IAF Panel recommendations on Transformative Awards are sent to the Synnovis Group Board for subsequent review and ratification. Outcome decisions are final, and feedback is available to unsuccessful applicants. If the project is approved for funding, the IAF Administrator will arrange an initiation meeting with the Principal Investigator to confirm the project milestones and timeline and provide details on how to access the funds.

It is the responsibility of the Principal Investigator to ensure that all relevant ethical, regulatory, and governance approvals have been identified at the time of application and documented as being completed and in place (as applicable) before any successful award disbursements will be made.

8. Award Conditions

8.1 Requirements and Deliverables

Principal Investigators must submit regular progress and expenditure updates to the IAF Administrator throughout the lifetime of their project and provide details of any outputs and manuscript submissions. Principal Investigators may also be required to present to the IAF Panel, the Synnovis Group Board and provide poster and/or conference/symposia presentations on their project.

All applications are assigned a reference number by the IAF Administrator at the outset, and for successful applications this reference number must be included against all spend relating to the project. The IAF Administrator serves as a liaison with finance and assists with tracking and monitoring spend for all award levels.

If investigators fail to provide progress and expenditure updates or if a project fails to meet agreed milestones or findings indicate the project may not be successful, the project may be ended early, and any unspent funds returned to the IAF. Significant delays to the start of a project may result in the withdrawal of the approval.

8.2 Changes to Initial Proposal and Agreement

The scope and plan of awarded projects must not deviate from the original proposal and projects must be completed by the completion deadline stated in the award agreement. Any such changes must be approved by the IAF Panel, and it is the responsibility of the Principal Investigator to notify the IAF Administrator of any concerns around the delivery of the project or agreed timelines at the earliest opportunity.

It is not possible to grant additional IAF funding to projects and it is therefore strongly recommended that proposals include suitable contingency planning.

8.3 Equipment Purchased through the IAF

The proper use and maintenance of equipment and systems is an important element of the research process. Appropriate procedures should be in place and responsibilities assigned to ensure training and support for use, regular servicing and calibration of equipment by trained staff, appropriate records of calibration, servicing, faults, breakdowns and misuse.

Any equipment purchased through the IAF is owned by Synnovis.

8.4 Intellectual Property

Intellectual property resulting from activities supported by the IAF are subject to the relevant contractual terms of the partnership members agreement (MA). Please contact legal@synnovis.co.uk to discuss intellectual property rights for a potential application.

A summary of exclusivity provisions in the contracts between Synnovis and GSTT/KCH and overview of intellectual property rights (IPR) and commercialisation of IP is provided below.

PLEASE NOTE THIS IS A SUMMARY ONLY AND SHOULD NOT BE RELIED ON IN PLACE OF THE CONTRACTS THEMSELVES.

PART B - INTELLECTUAL PROPERTY RIGHTS/IP COMMERCIALISATION
BACKGROUND AND INTRODUCTION
11. IPR ownership generally is addressed in the MA.
12. Each PSA/Laboratory Service Agreement ('LSA') sets out the ownership rights in relation to IP derived from RI&D activities.
13. Each of the GSTT and KCH PSAs and LSAs contain identical provisions around IP ownership.

CONTRACTUAL POSITION – MEMBERS' AGREEMENT
14. Except for bespoke commissions (by the Members, GSTT, KCH, their affiliates or third parties or as otherwise provided in the PSAs/LSAs (see below)), the LLP has sole ownership of any and all intellectual property rights created by the LLP ("LLP IPR").
15. The LLP (as procured by the Members) grants a non-exclusive, worldwide, royalty-free licence to each Member to use the LLP IPR in the Members own business provided there is no material adverse impact on the business of any other Member or the LLP.
16. Sub-licences may only be granted intra-group.

CONTRACTUAL POSITION - CUSTOMER CONTRACTS ('PSAs'/'LSAs')
17. The Trusts own the IP where Synnovis is paid to support Trust-led R&D (in accordance with Schedule 15 (Research and Development) (including new or improved tests or assays).
18. IP is jointly owned in:
(i) SOPs created by Synnovis (for the provision of Services); and
(ii) where IP is created - either solely by Synnovis or jointly with the Trusts in support of R&D (under Schedule 15 (Research and Development) which is not part of a wider Trust led and documented project (again, including new or improved tests or assays and IP which is created).
19. Where IP is jointly owned each Party is free to license to transfer the IP to third parties without the other's consent or to account to the other Party for any sums received as a consequence.
20. Synnovis owns any IP it has created solely by itself (including new or improved tests or assays) as a result of Synnovis R&D which falls outside paragraphs 17 and 18 above.
21. IP funded through the Innovation Accelerator Fund is subject to the same ownership rules as set out above