

## Knowledge Exchange and Commercialisation (KEC) Seminars: Guidelines

### Background

The Biotechnology and Biological Sciences Research Council (BBSRC) has a responsibility to enable the optimal and successful application of the outcomes of the excellent research it funds to deliver the widest benefit to society and the economy.

BBSRC provides a variety of mechanisms to support knowledge exchange and commercialisation (KEC) to enable researchers, supported by KEC professionals, to maximise the economic and social impacts of their research through collaborative research and training, commercialisation opportunities and people and information exchanges.

BBSRC wishes to encourage universities and institutes strategically funded by BBSRC to raise awareness and understanding of the role of KEC in delivering societal and economic impact from bioscience research.

In line with our Knowledge Exchange and Commercialisation Policy<sup>1</sup>, BBSRC recognises that it is essential to take into account all of the intellectual assets associated with research activity when seeking to take forward research outcomes. BBSRC delegates responsibility to the host institution for the identification, management and application of these intellectual assets and the intellectual property arising from research funded by the Council.

### Aims and Objectives

- Enable universities and institutes strategically funded by BBSRC to deliver events aimed at engaging researchers and KEC professionals in discussions around best practice and examples of KEC **OR** events that provide a platform to facilitate KE around a particular topic relevant to BBSRC funded research and BBSRC strategic priorities
- Raise awareness of university/institute strategies, policies and procedures for the management of its intellectual assets (including the protection and exploitation of IP).
- Share best practice in KEC between different communities e.g. researchers, KEC professionals and business.
- Highlight the principles underlying BBSRC Policies on Knowledge Exchange and Commercialisation<sup>1</sup>, Intellectual Assets<sup>2</sup> and Impact<sup>3</sup>.

### Eligibility, Format and Content

To receive funding for the event, the research organisation must be in receipt of funding from BBSRC and must aim to attract BBSRC supported researchers to the event. BBSRC encourages applications that are coordinated across departments within a research organisation or between different research organisations. It is advised that attendees are invited from relevant faculties, colleges or

1 <http://www.bbsrc.ac.uk/web/FILES/Policies/knowledge-exchange-commercialisation-policy.pdf>

2 Unless stated otherwise, the ownership of all intellectual assets, including intellectual property, and responsibility for their application, rests with the organisation that generates them.

3 <http://www.bbsrc.ac.uk/web/FILES/Policies/bbsrc-impact-policy.pdf>

departments, TTO/KEC/business development offices and where the primary aim is to facilitate KE, relevant stakeholders should be invited *e.g.* representatives from industry.

There are no fixed rules with regards to content however the most successful events have involved senior members of academic staff working with their academic-related colleagues in developing the programme and communicating their research organisation's strategic vision for KEC. Possible topics for discussion include: research organisation strategy and policy surrounding intellectual asset management; intellectual property rights in biological sciences; formation of spin-out companies; licensing; consultancy; collaborative R&D; open innovation; social enterprise and BBSRC support and funding mechanisms for KEC.

A balance of activities *e.g.* formal presentations, case studies encouraging audience participation and open discussion are effective ways of addressing issues, sharing experiences and communicating vision. Feedback from previous events has shown that it is important to keep the demands on time modest, with the majority of seminars being scheduled over a half day.

Speakers might include internal or external TTO/KEC/business development professionals and others such as patent lawyers/agents and KTP advisors. Case studies from academic staff highlighting either their successes in translating research outputs toward applications or societal benefit using wider KE activities can also be helpful in demonstrating the range of benefits and pathways to applications of bioscience research. Whenever possible, a member of BBSRC Swindon Office staff will be made available to participate in the seminar free of charge.

### **Costs**

BBSRC will contribute up to £2,000 towards the costs of external speakers, room fees, time spent in organising the event and any other reasonable costs. The cost of lunch and refreshments will not be covered. A detailed invoice itemising all costs to be claimed from BBSRC is required prior to the funds being released.

### **Application Process**

Applications should be made by completing the downloadable application form and returning it to [business.unit@bbsrc.ac.uk](mailto:business.unit@bbsrc.ac.uk). When developing an application, research organisations should clearly express the objectives and how the success of the event will be measured.

### **Assessment Criteria**

Applications will be assessed against the following criteria (all equally weighted):

1. The research organisation involved is in receipt of BBSRC funding
2. Fit with BBSRC Strategic Priorities
3. The draft programme highlights clear coordination across research organisations or across various departments, schools and central offices within a research organisation

4. The target audience is diverse and includes Academics, KE professionals, Senior Management and where appropriate representatives from Industry or stakeholder groups
5. The overall aim of the seminar fits with BBSRC KEC Policy
6. The objectives are SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound) and the proposed format/programme is adequate
7. The costs are reasonable and BBSRC funding could make a difference

Feedback to applicants will be made available after the application has been made. In any case, the BBSRC decision will be final.

#### **Feedback and Measure of Success**

After the event, recipients must complete the downloadable BBSRC report form clearly demonstrating how the objectives described in the application have been met. Feedback from attendees should be included in the report form. This can be gathered using the BBSRC feedback form. If an alternative feedback form is used we ask that the categories presented on the BBSRC feedback form are included.

The report form and invoice should be sent to [business.unit@bbsrc.ac.uk](mailto:business.unit@bbsrc.ac.uk) and upon receipt of these, funds will be released to the institution.

#### **Eligibility, content and general enquiries:**

BBSRC Knowledge Exchange and Commercialisation Unit

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