

The Process

1-Check the feasibility of Your idea

Not all projects will be suitable for a SHEIR-IP. A business will be able to discuss a possible project by speaking to somebody at one of the many university-based SHEIR-IP Offices, or contact one of our SHEIR-IP Advisers.

2-Forming a SHEIR-IP

At the heart of a SHEIR-IP is the relationship between a business that has a long-term strategic or short-term tactical need and a knowledge base partner with the expertise to help the business address that need. Establishing a Partnership is not an automatic process and a good starting point is to contact the nearest university-based SHEIR-IP Office.

If their academics do not have the appropriate subject expertise, they will refer you to a potential knowledge base partner that has, or bring in one of our SHEIR-IP Advisers.

3-Completing a Grant Application and Proposal Form

For short-term tactical SHEIR-IPs (12-40 weeks)

The Partnership Grant Application and Proposal Form for a SHEIR-IP is completed jointly by the prospective knowledge base partner and business partner. The proposal is, in effect, the first stage in building the Partnership, as well as a means for providing information about the proposed participants and their objectives, and the proposed tasks and deliverables for the Associate.

The proposal is completed and submitted online.

For long-term strategic SHEIR-IPs (1-3 years)

The first stage in the process is that the prospective knowledge base partner and business partner jointly prepare an outline form, in discussion and with input and advice from the SHEIR-IP Adviser. The purpose of the outline is to assess whether the project meets the overarching criteria for SHEIR-IP support, and to confirm 'in principle' support from one of more of the public sector bodies that fund SHEIR-IP (the Sponsors). The outline is, in effect, the first part of the Partnership.

If the outline is supported, a Partnership Grant Application and Proposal Form for a SHEIR-IP is completed jointly by the prospective knowledge base partner and business partner, again with input and advice from the SHEIR-IP Adviser. The proposal provides information about the proposed participants and their objectives, and requires detail on the proposed work plan for the Associate.

When completed, the Partnership Grant Application and Proposal Form needs to be agreed first by the SHEIR-IP Adviser and then submitted by the knowledge base partner to the SHEIR-IP Programme Office for consideration at a forthcoming meeting of the Partnership Approvals Group (PAG).

4-Issue of a Grant Letter Offer

A Grant Offer Letter will be issued on behalf of the Sponsor to the knowledge base partner, with a copy going to the business partner. In the case of long-term strategic projects, this will normally happen within three weeks of a Partnership Proposal being approved for support by PAG, subject to any requirements for further information or for changes to be made to the proposal. In the case of short-term tactical projects, this will happen straight after the Sponsor has confirmed their decision on support.

The terms and conditions of the Grant Offer Letter must be accepted in writing by the knowledge base partner.

5-Recruitment of a SHEIR-IP Associate

The acceptance of the terms and conditions of the Grant Offer Letter marks the point at which the Partnership can begin to recruit and appoint their Associate(s). The process of recruitment is undertaken jointly by both the business partner and the knowledge base partner, although the Associate's contract of employment is with the knowledge base partner.

The objective must be to recruit the most appropriate Associate for the work, and SHEIR-IP Advisers and/or SHEIR-IP Offices will provide advice. Details of prospective Associates who have registered online at the SHEIR-IP website are also available. Partners should also place a 'Vacancy Notice' using the online facility on the website; this is then made available for viewing by prospective Associates on the appropriate section of the website. In any event, we place brief details of all recently approved Partnerships on the website for potential Associates to view.

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