Our Reference: RITM[xxxxxx]
Your Reference: [xxxxxxxxxxx]

[Date] [month] 20[xx]

Dear Sir or Madam

UKRI TRUSTWORTHY AUTONOMOUS SYSTEMS HUB – PUMP PRIMING FUND

I hereby confirm that [principal investigator] has been successful in their application for funding, and that the University of Southampton ("University"), as represented by the EPSRC-funded "UKRI Trustworthy Autonomous Systems Hub", is willing to offer the [institution] ("Recipient") an award of £[xxxxx] (for the avoidance of doubt, this amount is 80% FEC, in accordance with EPSRC regulations) for the project "[title]".

This offer is subject to the Recipient's compliance with:

i. the requirements of the Call as found at Appendix 1 to this letter;
ii. the Recipient's submitted proposal as found at Appendix 2 to this letter;
iii. the EPSRC's funding regulations (found at https://epsrc.ukri.org/funding/applicationprocess/fundingguide/ ; and
iv. the Pump Priming Conditions as found at Appendix 3 to this letter.

Please would you confirm the Recipient's acceptance of these terms by having an authorised person sign one copy of this letter and return it to me before commencement of the award. If you have any queries in respect of the above please do not hesitate to contact me.

Yours sincerely

[TBA]
Faculty Accountant
Faculty of Engineering and Physical Sciences
Authorised signatory for the University of Southampton

I hereby confirm that [Institute] agrees to undertake the UKRI TAS Hub Pump-Priming Project entitled "[project title]" in accordance with the grant application, the terms of this letter and the EPSRC terms & conditions of grant.

Signed _____ Date _____

Name _____ Position _____

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c.c. Applicant

Appendix 1 – UKRI Trustworthy Autonomous Systems Hub Pump-Priming Fund call document

The TAS Hub Pump-Priming Programme will support exploratory interdisciplinary research projects aligned to the aims of the TAS programme, and integrated with the TAS network, composed of the Hub and the six Nodes. In this first Pump-Priming call, we are seeking projects that broadly address the Hub's Grand Challenges [https://www.tas.ac.uk/grand-challenges/]. We anticipate that future Pump-Priming calls may target more specific themes informed by research across the wider TAS Programme.

This call is open to all researchers in UK institutions who may hold EPSRC grants enabling the inclusion of new partners to bring additional value to the programme. To ensure integration with the TAS programme, a strong link to the Hub or one of the Nodes is required in any proposal, for example, involving an existing Hub or Node Co-Investigator or building upon TAS network facilities. It is expected that each proposal has engaged with a named Co-I in the Hub.

The TAS Hub has a strong commitment to Equality, Diversity and Inclusion (EDI). We particularly welcome applications from teams which are diverse in terms of protected characteristics and disciplinary areas.

This call is intended to fund substantial research, proof-of-concept, entrepreneurial activity, exchanges, or advocacy & engagement activities.

We are inviting proposals for projects valued from £50,000 - £150,000 over a duration of up to 12 months, in any of the six categories outlined below and which add benefit to the overall aims of the TAS Programme.

Early-stage proof of concept projects primarily aimed at Early-Career Researchers (ECRs), which will de-risk the early stage of research projects (e.g., shape New Investigator Award bids), build new collaborations, nationally or internationally (leveraging our partner network and the nodes) and explore new research directions - particularly to address identified gaps.

Foundational research into the identified TAS Grand Challenges, which represent contexts of significant public concern and risk to potential economic and societal growth; this research is expected to provide the foundations of larger pieces of research to complement and inform that carried out by the Hub and Nodes.

Industry-driven application-oriented research that supports the academic-industry team to engage with stakeholders and users of trusted autonomous systems and involve them as first-class citizens in the different phases of system development, deployment and use.

Entrepreneurship training and business incubation, which takes researchers with commercially promising research projects out of the lab and helps teams determine whether there is a market for products or services that utilise their research, and if so, license or spin-out the research into a company.

Exchanges with world leading centres. Funding here is aimed at supporting an intense but time-limited collaboration with world leading centres that have partnered with the TAS Hub, providing the researcher with the flexibility and freedom to spend a substantial amount of time (typically between 3 and 12 months) at the partner centre to carry out excellent research.

Advocacy & Engagement. Funding here will support researchers to advocate for the importance of trusted autonomous systems and highlight the huge impact they have on our everyday lives. A

diverse range of activities will be supported including residencies, creation of public engagement activities, developing demonstrators for research outputs, media production, or installations.

A balanced range of projects will be funded.

Eligibility

This call is open to all researchers in UK institutions who may hold EPSRC grants.

Funding levels available

Up to £150,000 per project is available in this Call. We expect to fund a number of research and proof-of-concept projects requesting funding between £50,000 and £150,000. Entrepreneurship, exchanges and Advocacy and Engagement projects would be expected to be of sufficient extent to be valued at £50,000.

Grants will be funded at 80% of the stated FEC. The remaining 20% must be contributed by the academic or industry partners submitting the proposal. The grant can support any directly incurred (DI) costs, such as research staff time, consumables and travel to the project partners, and also directly allocated (DA) costs, such as investigator time or overheads (excluding Hub and Node Co-Is). Equipment costs over £10,000 are not permitted.

Note that any deviations from the spending profile beyond 5% is not allowed (any underspend will not be refunded nor any overspend allowed). No-cost extensions will not be allowed.

Application process and requirements

Proposals should be prepared on the provided template, addressing all the sections, and submitted in a pdf format via the online application portal: https://erpnext.tas.ac.uk/. Proposals must contain an explanation of how the proposed work fits into the frame of the TAS Hub and what added value it brings to a specific area of the programme. All proposals must also demonstrate how they will ascertain adherence to their spending profile.
The PI and/or Co-I(s) of all funded projects will be required to engage fully with the programme, including participating in Hub activities and events, alongside attending partner meetings as required during the lifetime of the project, and reporting including on commencing, mid-project, and at the end of the project. In addition, within one month of the end of the project, a final report will be submitted to the TAS Hub Executive Management Team highlighting the project outcomes and impact.

Evaluation criteria

Proposals will be shortlisted based on their innovation, relevance to stakeholders, applicant team and compatibility with the TAS Hub programme. See Evaluation Criteria document for further information.

Awards will be confirmed upon acceptance of the non-negotiable Terms and Conditions set out in the **Award Letter** attached to this call.

Schedule and deadlines

Deadline for submission of proposals: 5 pm on Friday 12th February 2021
Announcement of the winning proposals: Wednesday 31st March 2021
Project commencement: within 4 weeks of announcement.



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Appendix 2 – Submitted proposal

Appendix 3 – UKRI Trustworthy Autonomous Systems Hub Pump Priming Conditions

1) The Recipient accepts that it shall not commence the Pump Priming Project and shall receive no Funding until:
    a. the Recipient has accepted the Pump-Priming Conditions by way of agreement with submitting an application to the UKRI TAS Hub Executive Management Team (EMT) or its authorised delegates;
    b. the Pump-Priming Project has been approved by the UKRI TAS Hub EMT; and
    c. the Recipient has, if applicable, provided a fully executed agreement made with its collaborators in compliance with these Pump-Priming Conditions.
2) The Recipient shall carry out the work detailed in the proposal submitted (attached as Appendix 2 to this letter) and shall do so in accordance with good academic practice.
3) The Recipient shall be solely responsible for the manner in which it carries out the work.
4) During the course of the Project, the disclosure of confidential information may become necessary. The receiving party shall keep confidential information in confidence for a period of 5 years from the date of its receipt. The receiving party shall use reasonable endeavours not to disclose to any third party, with the exception for those involved in UKRI TAS Hub, any confidential information nor use for any purpose except as expressly permitted by the UKRI TAS Hub. These restrictions shall not apply to information which: is or, at the time of communication or disclosure, was already in the public domain when it was provided by the disclosing party; subsequently enters the public domain through no fault of the receiving party; is received from a third party who has the right to provide it to the receiving party without imposing obligations of confidentiality; or is required to be disclosed by law, by an order of any court of competent jurisdiction or governmental authority.
5) The Recipient shall, following the instruction of the UKRI TAS Hub EMT:
    a. publish all Arising IPR and Project Results in accordance with FAIR Data Principles; and
    b. make all Arising IPR and Project Results available under an open source terms, as agreed by the Leadership Executive.
6) The Project shall commence on [start date] and last for a duration of [xx] months.
7) The Principal Investigator will be required to engage fully with the programme and to attend partner meetings as required during the lifetime of the project, including; on commencing, mid project, and at the end of the project.
8) Within one month of the end of the project, a final report will be submitted to the UKRI TAS Hub EMT, highlighting the project outcomes and impact.
9) The report should be sent to:

    Dr David Maffin, Project Manager

    UKRI TAS Hub

    University of Southampton

    Southampton

    SO17 1BJ

10) All outputs from the project must be made available to the UKRI TAS Hub for posting and archiving on any of the UKRI TAS Hub Collaborators owned websites, unless publisher copyrights explicitly exclude this. In addition to this, the report must also be made available to EPSRC.



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11) The Recipient should acknowledge the EPSRC and the UKRI TAS Hub and incorporate the EPSRC and the UKRI TAS Hub logos (as seen in Appendix 1) in all marketing and other material generated in/or for the Project.
12) The Recipient should submit 2 invoices for payment of actual expenditure. The first 3 months after commencement of the Project and the final on submission of the final report. The Invoices should be accompanied by a statement of expenditure showing actual directly incurred and directly allocated costs. In any circumstances, the maximum that will be paid upon receipt of the first invoice is 75% of the total award. Invoices should include the reference found at the top of this letter and should be sent to:

    Dr David Maffin, Projects Manager

    UKRI TAS Hub

    University of Southampton

    Southampton

    SO17 1BJ

13) The amount of the award as stated above shall be 80% FEC (e.g. of the amount requested), in accordance with EPSRC regulations, and is inclusive of VAT if applicable. The permissible expenses shall be as set out in the Call document. No expenses incurred prior to the commencement of the Project can be recovered.
14) The Recipient must immediately notify the UKRI TAS Hub EMT or its authorised delegates if there is any accumulation, slippage or variation in expenditure greater or less than 5% of the quarterly funding. The Recipient agrees that the UKRI TAS Hub has the right to re-profile the award if required.
    Any deviation from the agreed allocation of funding or project duration under the award must be negotiated and approved through written consent by the UKRI TAS Hub. The approval of award changes should not be assumed and will be dependent on spend across all associated grants.
15) Payment shall be made within 30 days of receipt of invoices.