



Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

SFC GUIDANCE

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Knowledge Exchange and Innovation Fund: Strategy Guidance for AY 2025-26 to AY 2029-30: Annex A



Annex A: KEIF strategy pro-forma

Institution:

KEIF strategy lead¹:

Email:

Telephone:

Section A: Overview

1. Institutional context

Please provide a brief statement containing contextual information about the institution. The information provided may be anything that the institution considers relevant to the KEIF such as mission, economic context, institutional strengths, or KE&I focus. (max 250 words)

2. Overview of strategic ambitions

Please provide overview of 5-year approach to KE&I that will be supported by KEIF. You should highlight broad areas which you are targeting/focusing on and describe how KEIF funding will align with your institutional mission and internal strategies. (max 250 words)

3. Alignment to Scottish Government priorities

Describe how your KEIF strategy aligns with Scottish Government priorities, such as the National Strategy for Economic Transformation and Scotland's National Innovation Strategy. Please provide specific information on how the KEIF strategy will contribute to these priorities. (max 250 words)

¹ Personal data collected as part of the pro-forma return will be used for internal purposes only for the purpose of assessment and assurances relating to sign-off. No personal data will be shared or published wider. For further information relating to how the SFC processes and manages information, including data subjects rights, [please refer to our privacy notices](#).

Section B. KE&I Capacity

4. Platform Grant

Please confirm (or otherwise) that your institution will match fund the Platform Grant (cash/in kind) and provide high level details. Please provide narrative on how the Platform Grant will be used to support and enhance capacity and improve performance in KE&I. (max 200 words)

5. Overall capacity for KE&I

Please provide an estimated number of staff (FTE) directly supported by KEIF and an estimate of staff who have KE&I as a significant part of their role. This may include both professional services staff and those in academic/leadership roles.

Section C: Outcome Grant activities

6. KE metric activity

Provide narrative on ambitions and approaches to SFC KE metric areas. This should reflect the institutional forecast data submitted via KE return template (example provided at annex B). Describe how activities and resources will be prioritised to deliver on Scottish Government ambitions with explicit reference to KEIF support and what it will enable. (max 500 words)

7. Graduate start-ups and spin-outs/Entrepreneurial Support

Provide narrative on ambitions and approaches to entrepreneurial support and how this will be reflected in graduate start-up and/or spin-outs survival rates reflecting the institutional forecast data submitted via X. Describe how activities and resources will be prioritised to deliver on Scottish Government ambitions with explicit reference to KEIF support and what it will enable. (max 500 words)

Section D: Wider KE&I activities

8. Wider Societal Impact

Provide narrative on ambitions and approaches to activities that are likely to be non-income generating which add societal and economic value to Scotland and beyond, making explicit reference to KEIF support. Types of non-income generating KE&I activity may include public engagement and public policy. (max 500 words)

9. Collaboration

This section allows institutions to set out specific ambitions and approaches to working collaboratively across the sector and alongside SFC supported innovation infrastructure (ICs, Interface, Converge). Describe how your institution will collaborate and contribute to Scottish Government priorities ensuring a more cohesive KE&I system. (max 500 words)

10. Regional approaches

Describe the role your institution aims to play at regional level and consider how this may include colleges and the potential for shared services with explicit reference to KEIF support. (max 250 words)

Section E: Equality, Diversity and Inclusion

11. Embedding and promoting EDI

The promotion and advancement of equality, diversity and inclusion (EDI) should be reflected across KEIF strategies. This section allows institutions to set out approaches to drive inclusive KE&I. This section should also be used to suggest national EDI measures that can be developed to evidence progress in the future. (max 250 words)

12. EIA

Please confirm that an EIA has been undertaken and submit this with the KEIF strategy.

Section F: KE&I Culture

13. Promoting positive KE&I culture

Institutions should describe the approach they will take to support a positive KE&I culture over the next five years. Institutions are encouraged to suggest methods of measuring this. (max 200 words)

14. Knowledge Exchange Concordat principles

Please confirm commitment to the principles of the Knowledge Exchange Concordat.

G: Any other information

Institutions may wish to use this section to provide any relevant KE&I information not otherwise covered through KEIF supported activity. (max 250 words)

H: Court/Board approval

Please confirm that this KEIF strategy has been agreed at Court/Board level and provide date of approval.

I confirm that this KEIF strategy has been agreed at Court/Board level.

Signature:

Principal

Agreed by Court/Board on