**KTP Project Outline for Dr. Terry Corner’s attention**

**(Please return with a copy of the latest audited accounts or financial statements. If the latter, full – neither abbreviated nor filleted please)**

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| **1.1** | **Knowledge Base Partner & Lead Department** |  |
| **1.2a** | **Registered Name *(not the Trading Name)* of the Company Partner** |  |
| **1.2b** | **Company Registration Number** |  |
| **1.2c** | **Town** |  |
| **Post Code** |  |
| **Company Contact name** |  |
| **Co. Contact’s Telephone Number** |  |
| **Co. Contact’s email address** |  |
| **1.3a** | **If the Company Partner is part of a Group, what is the name of the ultimate Parent Group?** |  |
| **1.3b** | **Total Number of FTEs in the Company at location where Associate would be based** |  |
| **1.3c** | **Total Number of FTEs in the Company and Group if applicable** | **Company:**  |  | **Group:** |  |
| **1.4** | Company location at which the Associate(s) will be working if different from 1.2b above | Town |  |
| Post Code |  |
| **1.5** | **Estimated project duration (months from 12 – 36)** |  |
| **1.6** | **Is the Business Partner a “virtual” business?**  |
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| **1.7** | **Outline the company’s business, clearly stating its revenue generating activities****Or funding sources if not yet generating significant revenues** |
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| 1.8 | **Describe the Long-Term, Strategic Aim(s) of the company; the Objective / Purpose of the proposed KTP project; and explain how the project fits with the Strategic Aim(s)** |
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| **1.9** | **Describe the knowledge which the company is seeking to embed within its personnel via knowledge transfer from academics / academia** |
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| **1.10** | **Summarise the expected company outcomes from a successful project: Increases in: T/O; Net Profit; jobs created; productivity for each of the 5 years post-project derived from the KTP Project** |
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| **1.11** | **Proposed Academics: Names / Departments; short descriptions of their expertise relevant to the project OR Expertise sought from Academia** |
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| 1.12 | Completed by (name, position, organisation) |  | Date |  |