



Guidance for the portal:

Signing Up to the KE Concordat

Higher education providers (HEPs) are invited to sign up to the KE concordat principles and, if desired, participate in the development year for England (2020-21). Non-English HEPs are invited to sign up to the principles and, if desired, participate in the development year for England. Should a non-English HEP choose to participate in the development year for England, this does not exempt them from participating in the process being developed in their own nation, in which they are expected to participate. The relevant devolved Higher Education Funding Body will be made aware of a HEP's participation in the development year for England, in addition to being given the details of the named contact provided in the pro forma.

The names of the HEPs that sign up to the principles and those agreeing, in addition, to participate in the development year will be made publicly available on the KE concordat portal.

To become a signatory of the KE concordat, we ask that the head(s) of HEPs electronically sign the *Letter of Commitment to the Knowledge Exchange Concordat* pro forma.

Submitting the Action Plan

When the HEP agrees to participate in the development year, the named contact given on the signatory pro forma will be added to an authorised user pool on the KE concordat portal. The named contact will need to create a password which will grant the contact access to the online submission system.

The downloadable action plan template will assist HEPs in completing the web form to be made accessible from the online submission system. The downloadable template is intended to allow HEPs to internally draft content for the action plan ahead of submitting a final version via the online submission system.

It will be possible, using the online submission system to update and edit submissions and save progress as the HEP works through the sections. The online form will set the appropriate constraints for the length of individual sections.

The named contact should submit the final version of their action plan via the online submission system.