

Research Funding Competition 2018-19 Guidance Notes

Background

This is a general funding call to support research active staff responding to the University's vision and mission as expressed in Strategy 2020.

The scheme is intended to be flexible and will support a variety of research projects including funding to support ECRs in pump priming their research, funding to support preparing grant applications or 4* papers, creating impact from research or other initiatives to achieve the University research objectives.

How it will work

Any staff on a research or academic contract can apply for funding. Early Career Researchers are encouraged to apply. Professors can only apply for Impact grants of existing research that will be going forward for a REF Impact Case Study. Professors may be co-applicants to support ECRs research.

Applications that address impact, interdisciplinary/collaborative projects and/or preparation to response to external funding calls will be given priority.

Projects should commence on 3rd September 2018 and be completed by 31st July 2019.

Applications will be considered for funding up to a max of £7,000.

Spend under this initiative **MUST** be completed within the financial year 2018/19 i.e. by 31 July 2019. Any underspend **CANNOT** be taken over to financial year 2019/20, there will be no exceptions. Any overspend will be the responsibility of the applicants' associated school to pay.

Examples of activity supported by the funding

Directly Incurred Staff	Research Assistant for a specific research project OR fund an intern (an undergraduate or masters' student) to assist with lab/field work, data gathering/data entry, data analysis and interpretation or output preparation across the year or during the summer.
Purchase or hire of equipment/consumables	E.g. specialised equipment/materials/consumables/small capital items, which are critical to delivering an existing or future project. The emphasis here is on small equipment requests for the reason that separate capital funding is available to the University and should be under the procurement threshold of £2,000.

Travel and Subsistence	Extended visit to research facility or field station elsewhere in the UK or overseas to conduct/observe research or participate in joint research e.g. preliminary scoping visit ahead of applying for collaborative EU project funding. Applications could also be to fund travel to a conference either to present a paper or a poster OR to attend a conference the theme of which would enhance work in your area of expertise.
Other	Fees-only MSc by Research studentships will be eligible.

Costing guidance

The Research Funding competition 2018/19 will take a similar format to a Charity funder, therefore, no Directly Allocated (DA) staff costs, or estates, or indirects are to be included in the price to funder, but should be added as a cost to HEI to show the time contribution required for DA staff.

It is expected that the School will allocate the academic (DA staff) the time required for the project and they will be honouring that time commitment at the application stage. If a member of staff has already been given a research allowance in their work allocation, then it might be able to cover the work in the proposal and therefore they may not require any additional research time. If they have not been given an allowance, then the school is committing to that time.

Costing Directly Incurred Staff

Research Assistant posts grade/point - **NonAcademic AUG2017 NA-04/22** (unless they are a current RA already employed at the University, then you should use their salary rate, as per the HR/staff lookup on Worktribe)

Intern salary grade/point – **NonAcademic AUG2017 NA-02/ 08**

Other - MRes fees only studentship costed at **£4,680 in 2018/19**.

How to Apply

Applications **MUST** be prepared on **Worktribe**, including costings, ethics, benefits and the Case for Support (please see template attached) should be uploaded onto Worktribe before submitting for approval by your School Director of Research. Please speak to your School Research and Innovation Officer or Manager for guidance. Email applications will not be accepted.

If you wish to apply, an **intention to submit a bid** will have to be made by **5pm on Tuesday 10th April 2018**. This will be done by creating a new project in Worktribe and thereby notifying your school research and innovation manager your intention to respond to the funding call. Applications created after this date will **NOT** be accepted (these will be aborted/closed by your R&IM).

The deadline for applications is by **5pm on Monday 7th May 2018**. Successful candidates will be announced in the week commencing **20th August 2018**.

If you were a successful candidate in the internal funding competition 2017/18, applications for 2018/19 will be accepted but awards will be dependent on submission of the final report and whether the aims and objectives were achieved for the previous project.

Timeline

Applicants should take careful note of the following dates:

Competition opens for applications	Monday 19th March 2018
Intention to Submit, i.e. project created in Worktribe	Tuesday 10th April 2018
Application Deadline	Monday 7th May 2018
Successful Applicants will be notified	w/c 20th August 2018
Carry out research project initiatives	3rd September 2018 – 31st July 2019

Project Criteria

Bids should be well specified and coherent and must demonstrate a sound business case, a robust research methodology, a carefully worked out budget and clear outcomes.

Applications will be scored against the following criteria:

1. Quality
2. Realistic and Achievable
3. Alignment to Strategy 2020 and School Objectives
4. Impact of Research
5. High quality outcomes (including publications)
6. Project leading to future external funding
7. Justification of resources

You must be able to manage your normal research/work-load when undertaking the additional activity for which you have applied. Approval by your School Director for Research will assume that arrangements have been agreed.

An individual may lead on only one application; however, s/he may also take part in a consortium/joint application (but should not be the named lead) on a second bid.

Time-lines for planning and delivery must be included in the application.

Please seek advice as appropriate from the external funding team within the Research and Innovation Office (RIO) for costings and HR for recruitment processes. It is also recommended that you are fully aware of the regulations of spend within the Financial year, for guidance please talk to your School Research and Innovation Officer.

Successful applicants will be asked to attend a mandatory information session on post award information. Guidelines will also be provided on how to use the folio number and recruit research assistants and student interns. It must be noted that the applicant should endeavour to conduct their research as outlined in the application and any changes must

be justified and approved by the Research and Innovation Office. Applicants therefore should consider the logistics of the research carefully and plan accordingly.

You will be required to write a report at the end of the project. The report should detail outcome and impact or likely future impact of completed research together with a brief account of your experiences of managing the project. A template for the final report will be sent to successful applicants in May 2019.

Spend **MUST be completed by 31st July 2019.**

Decision-making Process

Each application will be initially be reviewed by two reviewers (one from someone within the relevant school and one from someone outwith that school from nominated reviewers from each school) in order to give an informed and then an independent decision on each application. The scores from both reviewers will be combined and ranked by RIO and a cut-off point will be agreed by the Dean of Research and Innovation. Each application above the cut of point will proceed to round two.

Applications in round two will be allocated to two members of the funding panel (comprising the School Directors of Research and chaired by the Dean of Research and Innovation). The SDoRs will independently review each application and derive a score for each application. The final scores for each application from the two SDoRs will be combined and the panel will undertake a ranking process. Applications will be funded from the top down to a cut-off point of available funds.

Applications below the funding threshold may be considered for funding by the relevant School.

Professor Jessie Kennedy, Dean of Research and Innovation