**Knowledge Exchange Funding for**

**the Social Sciences – Call for Proposals**

Call specification and guidance for applicants (Call document A)

2019/20

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Applications are to be submitted through [IRAMS](https://researchsupport.admin.ox.ac.uk/applying/howto/irams). Deadlines this year are:

* 3 February 2020
* 18 May 2020

For **IAA support** from the Research & Impact Team, Social Sciences Division

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# A.1 Introduction

**The IAA review panel are looking for creative, practical and innovative proposals that engage non-academic partners in two-way sharing of learning, ideas and experiences with the aim of accelerating the economic and societal impacts of excellent social science research.**

The ESRC Impact Acceleration Account (IAA) is the second block grant provided by the Economic and Social Research Council to the University of Oxford, managed by the Social Sciences Division’s Research, Impact & Engagement Team (RIE). The IAA provides **flexible funding options for a wide range of Knowledge Exchange (KE) activities with the intention of enhancing the impact of excellent social science research**.

We **particularly encourage collaborative applications with our O²RB regional partners**, Oxford Brookes, Reading and Open Universities.

**This call is conceived as a stage-gated programme**. Within this programme there are four Stages for which funding is offered, providing for knowledge exchange activities at different levels of development.

The intention is to fund projects from the point at which it is agreed they should enter the programme through subsequent Stages (as needed), if agreed outcomes are well met and appropriate, effective continuation activity is planned (as judged by the IAA Review Panel).

**Please contact us to discuss a potential project -** [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk)**. We can guide you as to which Stage to apply for first, advise you about eligibility and assist you in developing a project proposal which suits IAA funding.**

1. **Knowledge Exchange Dialogues** – up to £2.5k

For more information please see separate guidance available through our [website](https://www.socsci.ox.ac.uk/current-funding-opportunities).

1. **Kick-starting Impact Awards** – up to £10K
2. **Impact Acceleration Awards –** up to £25K
3. **Top-up Awards** – up to £10K

# A.2 Aims of the funding

**We are looking for projects delivering knowledge exchange activity (A.6) with strong impact potential arising from excellent social science research (A.8).**

**Projects should also demonstrate a commitment to developing/strengthening ongoing collaboration with non-academic partners.**

The funding aims to provide support for new KE activity or to provide follow-on support for pre-existing KE activities. Applications building on previous activity must clearly demonstrate that the potential exists for ‘timely’ impact generation for which funding has not already been allocated.

Proposals must focus on clearly defined KE activities (**A.6**) and outcomes rather than on research outcomes (although depending on the context these may still be acceptable alongside KE outcomes).

Proposed partnerships should clearly extend beyond the academy. The funding will support new collaborative partnerships and/or the further development of pre-existing collaborations with non-academic partners.

**We want to encourage projects that include substantive user engagement or demonstrate genuine collaboration, co-design and co-delivery with non-academic partners.** Research activities which only analyse material from user groups or disseminate findings to user groups without substantive collaboration are unlikely to be prioritised.

This funding aims to **facilitate the creation of new collaborative partnerships and the further development of pre-existing collaborations with our O²RB partner institutions** (Oxford Brookes, Open and Reading Universities) and we welcome applications which demonstrate genuine collaboration, co-design and co-delivery. The Review Panel will look particularly positively on applications that are built on such partnership activity.

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# A.3 The Stages

Projects supported by the IAA might start at a small scale, or at a very early point, for example, funding for initial conversations with partners. This stage-gated programme will support the project as it grows, through piloting, to carrying out a fully developed impact project. However, projects may come to the fund at any point in their development and receive funding at any Stage, as appropriate. The top-up award is only open to previous IAA awardees (from IAA 1 or 2).

**1. Knowledge Exchange Dialogues** *[Up to £2.5k]*

To fund social sciences-focused KE dialogue events, intended to bring together academic researchers with non-academic stakeholders (policymakers, practitioners, professionals and users) to share knowledge, experiences and perspectives on a topic of common interest and to develop ongoing plans for collaboration. **For more information please see separate guidance available through our** [**webpage**](https://www.socsci.ox.ac.uk/current-funding-opportunities).

**2. Kick-starting Impact Awards** *[Up to £10K]*

Kick-starting Impact Awards are small flexible grants which are intended to facilitate new KE projects. They may be used, for example, to fund pilot-scale projects or stakeholder engagement activities which lay the foundation for future collaborations or engage existing partners in new KE activities. Activities might include: workshops/seminars; policy briefings; policy/practice conferences with non-academic partners; co-producing audience specific written outputs; setting up online platforms/portals; creating resources/training materials. The activities listed above must be carried out in a genuinely collaborative manner, with significant contribution from non-academic partners. Salary costs for the PI are **not** eligible under this scheme.

**3. Impact Acceleration Awards** *[Up to £25K]*

This scheme is intended for KE projects which may be a continuation of a previous project or a new initiative and aim to drive activity that will encourage impact from excellent research. This funding is flexible and can cover a wide array of activities which have the potential to generate or accelerate research impact, including people exchange projects with well-developed project plans (outgoing or incoming KE fellowships). We encourage innovative ideas. Salary costs for the PI are **not** eligible to be included in an Impact Acceleration Award proposal. However, you may wish to use some of the funding to cover salary costs for project staff e.g. a postdoctoral researcher, a KE Officer, casual research assistance, or someone with specific technical skills.

4. **Top-up Awards** *[up to £10k]*

**This scheme is only open to researchers who have held a previous IAA award during IAA 1 (2014-2019) or IAA 2**. Its purpose is to provide continuation funding where a project is going well, achieving and exceeding its outcomes and there is opportunity to achieve impact of demonstrably greater reach (with different partners, for example) or to deepen the impact and make it more sustainable.

# A.4 Selection criteria

**The panel aim to support high quality proposals which:**

**(a) show strong potential to accelerate and deliver impact arising from excellent social science research (fitting the ESRC remit); and**

**(b) demonstrate genuine commitment to developing lasting and productive partnerships with non-academic partners.**

**(c) are generated, where possible, through collaboration with our regional partners – Oxford Brookes, Open and Reading Universities**

The panel will also consider the following criteria when reviewing the applications:

* **Contribution** – Contribution to knowledge for non-academic partners/users beyond the academy and likely importance of the research expertise to those partners/users
* **Design & methods** – Effectiveness of project/activity design and methods, particularly involvement of non-academic partners/users at all points in the project (co-design, co-delivery and user involvement in dissemination are encouraged)
* **Usefulness** – Timeliness of the outcomes for non-academic partners/potential users and the ability of the project/activities to meet non-academic partners/users’ needs
* **Value for money** – An appropriate and well-justified plan for expenditure, with careful consideration taken of individual costs, including demonstrable investment (cash or in-kind) by non-academic partners/users, if appropriate
* **Sustainability** – Potential for project/activity to lead to further development of a sustained relationship with non-academic partners/users and impact in the longer term

# A.5 Eligibility to apply

* Applications are welcomed from members of **any department or faculty** at the University of Oxford. **Head(s) of Department approval is required.**
* Many departments have internal eligibility criteria, approval processes and other guidelines to which all applicants should adhere. Please consult your departmental administrator for internal deadlines and further information.
* All applications must include **at least one external non-academic/HEI partner**.
* To be eligible for ESRC IAA funding, applications must fall **within the remit of the ESRC (see A.8)** but prior funding awards from the ESRC are not required. If you are unsure if your chosen topic falls under the ESRC remit, then please contact your institutional IAA support contact.
* The PI must be a current employee, holding a permanent academic post, or PI on a research contract awarded competitively and intended to enable the holder to establish an independent research career. If you are in any doubt of your eligibility, please contact [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) for clarification.
* A PI on a fixed term contract must ensure their current contract extends significantly beyond the proposed project end date.
* College-based academics and those from GLAM who wish to serve as PIs must apply via a department/faculty. Awards can only be held in departments/faculties, not in colleges.
* Early Career Researchers (ECRs) may serve as Co-Is but are not eligible to be designated as the PI for the project unless they have a permanent contract. ECRs are defined as being **within four years** of the submission of their doctoral thesis. This limit can be extended in exceptional circumstances e.g., extended periods of illness, maternity or paternity leave, etc.
* Current postgraduate students are not eligible to apply; however, postgraduate students who have submitted their thesis and are awaiting examination are eligible to apply as ECRs.
* Retired and Emeritus Fellows are ineligible.
* Project staff, not already employed by the University must be able to demonstrate their eligibility to work in the United Kingdom.
* *NB: If you move to another university during the course of your project, your IAA funding will not transfer with you. If, however, your new institution is an ESRC IAA holder, you can enter into negotiations with them to provide support for your project from their ESRC IAA allocation.*

# A.6 Eligible activities

**Examples of the types of KE activities that may be supported include (but are not limited to):**

* Academic placements with a civil society, business or public sector organisation
* Practitioner placements at a university
* Policy or evidence seminars (encouraged to exchange and develop ideas)
* High-level stakeholder meetings
* Practitioner meetings/workshops
* Activities to facilitate the development and management of relationships with non-academic users/stakeholders
* The co-development of tools and resources that emerge from research that can maximise the use of research outputs in practitioner communities
* User-led and co-produced research, where researchers are engaging directly with users in jointly shaping the research agenda and in applying social science to current issues relating to policy, strategy or practice
* User-led public engagement activities, where researchers are engaging directly with the public to inform and inspire, consult and listen or collaborate with them – web, social media, briefing papers, exhibitions, public events, participative research, citizen science etc.

Examples of activities that are **not** eligible include:

* Academic-led research
* Research consultancy
* Academic conferences or seminars with no clear KE component
* Knowledge Transfer Partnerships (KTPs)
* Studentships or internships for Research Council-funded DPhil students, where these are funded through Research Council Doctoral Training Grants

# A.7 Eligible costs

Eligible costs are in line with the ESRC’s guidelines and can include:

* Travel and subsistence (for researchers, non-academic partners or delegates)
* Other direct project costs (printing, venue hire, event costs, transcription, IT or equipment)
* Salary costs of project staff e.g. RAs, admin, KE staff
* Consultancy/professional fees e.g. for technical experts, external partners

**Funding is not provided on a full economic cost (FEC) basis. PI salary costs, estates and indirect costs are not eligible under this scheme. Eligible costs are funded at 100%.**

Salary costs/day rates of non-academic partners will only be considered in cases with strong justification. It is not expected that more than 50% of any grant would be allocated to non-academic partners. Applicants are expected to demonstrate in their proposal that there is a genuine commitment from project partner organisations. Whilst not essential, any combination of cash or (quantified) in-kind contributions to project costs is desirable, and particularly welcome from for-profit partners.

Efficiency, cost-effectiveness and value for money should be clearly demonstrated in the application as well as a balance of budget between academics and partners. Payments will not be made for miscellaneous expenses or unspecified items. If you are unsure about the eligibility of a specific expense, please contact your institutional IAA support for further guidance.

# A.8 ESRC research areas

Applications to the IAA **must** involve social science research that falls under the ESRC’s remit. The following list highlights the research areas that fall within the ESRC remit by subject and then by topic. For more information on the disciplines covered by the ESRC remit visit: <http://www.esrc.ac.uk/funding-and-guidance/applicants/proposal-classifications-ESRC-disciplines.aspx>.

|  |
| --- |
| **Area and development studies** |
| **Demography and human geography** |
| **Economics** |
| **Education** |
| **Environmental planning** |
| **History** - Economic and social history |
| **Law and legal studies[[1]](#footnote-2)** - Socio legal studies |
| **Linguistics\*** - Applied linguistics; Computational/corpus linguistics; Phonetics; Psycholinguistics; Sociolinguistics; Languages and linguistics; Linguistics (general) |
| **Management and business studies\*** |
| **Political science and international studies\*** - International studies and relations; Political science |
| **Psychology\*** |
| **Social anthropology** |
| **Social policy** |
| **Social work** |
| **Sociology\***- Science and technology studies; Sociology |
| **Tools, technologies and methods\*** - Social statistics, methods and computing |

# A.9 How to apply

Applicants should contact the Social Sciences Research & Impact Team at [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) to discuss a potential application. Applications are to be submitted via [IRAMS](https://researchsupport.admin.ox.ac.uk/applying/howto/irams).

Please check with your department for internal approval procedures and deadlines. We advise that you seek guidance from your departmental administrator as soon as you are considering making an application, to take into account any notice they may need in order to assist. For bids including academic collaborators, please also check the procedures in collaborating departments or partner universities. We welcome academic collaboration across disciplines and between institutions, with the IAA Regional Partnership members (O²RB – Oxford Brookes, Open University and Reading University) and all others.

Submissions should include **ALL** of the following components, to be submitted as a combined PDF through IRAMS:

* **Case for Support**
* **2-page project proposal** (Arial 11pt or similar, 2cm margins, single spacing minimum)
* **Letter(s) of support from non-academic partners**
* **Statement(s) of support from the Head of Department**
* **FEC breakdown(s) of costs for each partner university presented as X5 admin output(s)**

1. **IRAMS application form**

Go to [IRAMS](https://researchsupport.admin.ox.ac.uk/applying/howto/irams) and complete the application form for the Stage you are applying for.

* The earliest **start date** under this call is **6 weeks after the call deadline**. If you require an earlier start date, please speak to the team to check if this is feasible.
* All projects must be a maximum of 24 months in duration
* All IAA awards must, in addition, meet current University of Oxford requirements and policy concerning **research integrity and ethics**. If your project involves human participants or personal data, you should ensure that an ethical review is completed prior to commencing your project. Further information can be found on the research support website: [www.admin.ox.ac.uk/researchsupport/integrity](http://www.admin.ox.ac.uk/researchsupport/integrity).
* Please provide a detailed list of resources requested. Please give enough detail in the description of costs to enable a fair assessment by the panel. The TOTAL of requested resources should match the PRICE on the costing output (see below).
* If your department has stated a willingness to provide additional **contributions (cash or in-kind)** for the project, please state the details of this in the relevant section. If they are contributing to the project in-kind, where possible please estimate the monetary value of this contribution.

1. **Case for Support**

* Download from IRAMS the Case for Support and complete all relevant sections.
* **Co-Investigator details** | Please complete for Co-Is who are ECRs. The date of their Doctoral Award or, if not yet awarded, the date of their thesis submission, should be completed to confirm their eligibility (since this fund is not open to DPhil students). Please also complete for Co-I’s from other Universities.
* **External Partner** | Please provide details of the external partner organisations here. Please attach a separate sheet providing the requested information for additional partner organisations (if you need to list more than 3).
* **List of publications** | Applicants should provide a list of five publications relevant to the proposed project to demonstrate their experience and the quality of their research in this area (an applicant’s career stage will be taken into consideration when assessing relevant experience so as not to disadvantage ECRs).
* **Additional budget information** | Provide information about any additional funds sought/received from other sources. If any of your partner organisations has stated a willingness to provide additional **contributions (cash or in-kind)** for the project, please state the details of this in the relevant section. If they are contributing to the project in-kind, where possible please estimate the monetary value of this contribution.
* **Declaration of Interest** | According to the University of Oxford’s policy, please use the space provided on the application form to disclose activities/relationships with any of the external organisations partnering in your project that might give rise to conflicts of interest or the perception of conflicts, and describe how, if necessary, they will be managed or avoided. Conflicts of interest may be financial or non-financial or both. For more information on declaring interests, please see the University of Oxford Research Services guidance page: <https://www.admin.ox.ac.uk/researchsupport/integrity/conflict/>.

1. **Project proposal**

* The project proposal should be 2 sides, maximum (Arial 11pt or similar, 2cm margins, single spacing minimum). ***Please note: Substantially altered text will be standardised for the review process and additional pages disregarded. Please use standard text sizes and spacing*.**
* It should outline the nature of the work you plan to undertake in conjunction with the non-academic partner organisation and cover the following points:
  + **Rationale and research background** – Outline the rationale for this work, the background to the proposed partnership and how your research relates to and supports this proposal.
  + **Aims and objectives** – Explain what you hope to achieve from this collaboration and what impact you hope to have. Make certain to include some project-specific objectives.
  + **Description of planned activities** – Briefly outline what you plan to do, how the partners will contribute, the timetable, and key outputs of the project.
  + **Justification of the resources** – Outline in brief how you intend to spend the budget allocated to your project.  This justification will aid reviewers to make an informed judgement on whether the resources requested are appropriate for the activities posed.
  + **Outcomes, benefits and impacts** – Include details of the desired outcomes from the project, including an explanation of the anticipated benefits to academic and non-academic partners and the potential impacts. If possible, include details of what the next steps might be and how the collaboration might develop beyond this funding.
* We have examples of previously successful IAA project proposals available for applicants to view via [SharePoint](https://sharepoint.nexus.ox.ac.uk/sites/socsci/ke/Exemplar%20proposals/Forms/AllItems.aspx?FilterField1=Scheme&FilterValue1=KE%20Fellowship&OverrideScope=RecursiveAll&ProcessQStringToCAML=1#ServerFilter=FilterField1=Scheme-FilterValue1=KE%20Fellowship-OverrideScope=RecursiveAll-ProcessQStringToCAML=1)

1. **Letter(s) of support from non-academic partner(s)**

* A letter of support (suggested length: 1 A4 page) should be provided by the non-academic partner organisation(s) with whom the project is proposed. The organisation should demonstrate an understanding of the proposed activities, their role and contribution.
* The letter should describe how the project will benefit the partner organisation and outline the support that will be provided to the applicant. A named individual from this organisation will be required to be responsible for overseeing the project.
* If you are organising an event such as a workshop with multiple partners, it is not necessary to obtain a letter of support from each partner. Instead you should demonstrate in the proposal any prior engagement or expressions of interest you have had from the partners.
* In instances where obtaining a support letter is particularly difficult/inappropriate at the proposal stage, we may accept applications without one, and subsequently offer a conditional award pending presentation of a letter of support.

1. **Statement(s) of support from the Head(s) of Department**

* A short statement of support from the **Head of Department** (1 side, maximum) should be provided. It should explain the benefit of the project to both the applicant and the department/faculty and detail any contributions the department/faculty plan to make to the project.
* It is important for the department/faculty to give support because they will be responsible for providing administrative and HR support throughout the project. This may include financial management, negotiating contracts, hiring new staff and/or providing desk space as required.
* This statement must come from the **Head of Department/Faculty** rather than the Head of Institute or Centre (where relevant) and should include a signature. Where the HoD is the PI, the proposal should be approved by either a Deputy Head or Research Director/Coordinator.
* Where proposals include staff time for researchers based in a different department to the PI, a statement should be provided by all departments involved.

1. **Costing Output(s)**

* A detailed breakdown of the project costs is required. Please ask your departmental research administrator/finance officer to produce the costing for you. This should be presented in the form of an admin output from X5 (costing and pricing software).

# A.10 Selection process

Funding will be awarded competitively by a process of peer review. A selection panel made up of established researchers and research users with track records of KE expertise in the social sciences will make the final decisions, based on their assessment of the applications against the selection criteria outlined below.

Applicants will be notified of the outcome of their application approximately one month after the deadline.

Results will be issued by email. Feedback from the panel review will be available on request.

# A.11 Sharing best practice

We would like to invite successful applicants to share their experiences of being ESRC IAA award holders and participating in KE activities.

* We will invite all awardees to join the Impact Forum, a community of practice for all those working on impact. The Forum meets termly to share information, ideas and experience.
* We may ask awardees to deliver a briefing or training session, sharing ideas with other colleagues or helping to provide materials to raise the profile of research impact in the social sciences. We will contact applicants on an individual basis with requests for support when appropriate.
* We would like to use successful applications as exemplars for future applicants. Please bear this in mind if your application is successful. All sensitive data will be removed from applications before they are shared. You will be given an opportunity to opt-out of sharing your proposal.
* Short summaries of the awarded projects will be prepared, in consultation with the PIs. These summaries are intended for a lay audience and will be shared via the Social Sciences Division website. We will provide these materials to award holders for their own use and to publicise their project via their departmental/personal websites.

# A.12 Reporting requirements

In order to meet the conditions of their grants, award holders will need to submit periodic reports. Reports will be the key mechanism to collect critical information for reporting to the ESRC and will assist the SSD Research & Impact Team in monitoring project progress and managing any issues that arise.

A schedule of reporting dates will be provided with award offer letters. Award holders (PIs) will be contacted with email reminders closer to the date that a particular report is due for submission.

* **Mid-project reports** – For projects exceeding 6 months in length, a progress report is required at the mid-point of activities. This report should outline progress with the delivery of the project, highlight any interim lessons learned, and outline any particular challenges with the project, partners or finances, which might delay or impede successful project completion. For awards shorter than 6 months, no mid-project report is required.
* **Mid-project meeting –** Awardees who feel they may want to apply for the next Stage of IAA funding should indicate this in their mid-project report and we will arrange a meeting with the IAA Manager/Research Impact and Engagement Team as appropriate, to think about next steps.
* **End-of-project report** – The end-of-project report should evaluate the project, demonstrate the impact and benefits for both the researcher and the partner organisation, and detail any future plans for ongoing engagement with the partner organisation. This report should be submitted within 1 month of the end of the project.
* **Impact report** – The impact report should briefly outline further impacts achieved in the 6 months following the project’s completion. The aim is to capture any impact that has developed since the project’s completion date.

# A.13 Support

* **Downloads**
  + **Guidance documents and application form** | Available on our website at <https://socsci.web.ox.ac.uk/esrc-iaa>
  + **Exemplar successful applications** | We have a number of previously successful IAA applications from IAA 1 available via [SharePoint](https://sharepoint.nexus.ox.ac.uk/sites/socsci/ke/Exemplar%20proposals/Forms/AllItems.aspx)
* **Email queries** | Applicants should speak to the ESRC IAA Manager regarding which Stage to apply for, eligibility questions, as well as for support in developing a project proposal that works for the IAA - [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk)
* **Facilitator review** | Email a draft version of your application to [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) if you would like feedback and ideas for improving the proposal. It is suggested that you email at your earliest convenience and **no later than 10 working days** before the deadline to ensure adequate time is available for review and revisions. You can also arrange a face-to-face session to talk in more depth about your plans and application drafts with the ESRC IAA Manager. Book a session by emailing [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk).

**Get some inspiration for your Knowledge Exchange and impact activities:**

* [ESRC IAA funded project summaries](https://socsci.web.ox.ac.uk/esrc-iaa) – short summaries of projects funded to date
* [Social Sciences Division impact case studies](https://socsci.web.ox.ac.uk/impact-case-studies) – lay summaries of successful impact stories
* [TORCH KE Fellowships info](http://torch.ox.ac.uk/knowledge-exchange) – similar scheme run by the Humanities Division
* [Oxford Impacts case study series](http://www.ox.ac.uk/research/research-impact/impact-case-studies) - filter to view Social Sciences Division case studies
* [ESRC Celebrating Impact Prize](http://www.esrc.ac.uk/research/celebrating-impact-prize/) - watch winners’ impact videos
* [ESRC Impact case studies](http://www.esrc.ac.uk/news-events-and-publications/impact-case-studies/) – read case studies or watch videos
* [National Centre for Universities and Business](http://www.ncub.co.uk/success-stories.html) – read success stories
* [National Coordinating Centre for Public Engagement](https://www.publicengagement.ac.uk/case-studies) – read case studies

**Other useful links:**

* [Oxford’s KE and Impact pages](http://www.admin.ox.ac.uk/researchsupport/impactke/)
* [ESRC Knowledge Exchange](http://www.esrc.ac.uk/collaboration/knowledge-exchange/)
* [ESRC Impact Toolkit](http://www.esrc.ac.uk/research/impact-toolkit/)

1. \* These subject choices include other research topic areas that fall outside of ESRC remit; it is an essential requirement that your **primary** research **topic** area is in the social sciences. [↑](#footnote-ref-2)