

Knowledge Exchange Funding for the Social Sciences – Call for Proposals

Call specification and guidance for applicants (Call document A)

Michaelmas Term 2015/16

Contents

A.1 Introduction	2
A.2 Aims of the funding	2
A.3 The Schemes	3
A.4 Eligibility	5
A.5 Eligible costs	6
A.6 ESRC research areas	6
A.7 How to apply	7
A.8 Selection process.....	9
A.9 Selection criteria	10
A.10 Sharing best practice.....	10
A.11 Reporting requirements.....	10
A.12 Support.....	11

Application forms are available to download online at <http://www.socsci.ox.ac.uk/esrciaa/call>. The deadline for applications is **12 February 2016, 5pm**. Applications should be submitted through your departmental administrator/research support officer to esrciaa@socsci.ox.ac.uk. All parts of the submission should be clearly named.

Useful contacts:

Social Sciences Division Research & Impact Team contacts for the IAA

- *First line enquiries* | Stacey McGowen, Research Impact Officer
E: esrciaa@socsci.ox.ac.uk | T: 01865 614873
- *Application support & facilitation* | Aileen Marshall-Brown, Research Impact Facilitator
E: aileen.marshall-brown@socsci.ox.ac.uk | T:01865 614881

Regional KE Partnership support | Academics from our partner institutions are encouraged to approach their local support team in the first instance. The lead contacts for the IAA are as follows:

- *The Open University* | Fiona McKerlie, Research Impact Manager
E: fiona.mckerlie@open.ac.uk | T: 01908 858415
- *Oxford Brookes University* | Dana Vilistere, Research Impact Officer
E: dvilistere@brookes.ac.uk | T: 01865 484197
- *University of Reading* | Charlotte Johnson, Research & Enterprise Development Manager
E: c.d.johnson@reading.ac.uk | T: 0118 378 4495

A.1 Introduction

Subsequent to a successful pilot of the [Impact Acceleration Account \(IAA\)](#), the Economic and Social Research Council (ESRC) awarded the University of Oxford an additional £985K to fund Knowledge Exchange (KE) and Impact activities across the social sciences for the period 2014-2018. This funding will be distributed via a series of regular funding calls over the next few years.

The IAA is a block grant provided to the University by the ESRC, and managed by the Social Sciences Division's Research & Impact Team. [Oxford's ESRC IAA](#) panel receives applications for funding from any department or faculty in the University. However, applications must fall within the remit of the ESRC, as well as supporting the strategic aims of the department/faculty. The ESRC IAA provides flexible funding options for a wide range of KE activities with the intention of enhancing the impact of excellent research being carried out at Oxford. The 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.

There are four types of scheme being funded in this call, **Kick-starting Impact Awards, Impact Acceleration Awards, Outgoing KE Fellowships and Incoming Visiting Practitioner Fellowships**. The intention is that these schemes are flexible and allow researchers to be as creative and responsive to stakeholder needs as possible. Please get in touch with Aileen Marshall-Brown and Stacey McGowen in the Research & Impact Team (see Contents page) to explore any ideas for KE activity that could potentially be funded under these schemes.

In addition there is an open call for small grants (up to £2.5K) to fund social sciences-focused knowledge exchange dialogue events (**KE Dialogues Scheme**). These are intended to bring together academic researchers with external 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 our [website](#).

Regional KE Partnership

The University of Oxford have formed a **Regional KE Partnership** for the ESRC IAA with the Open University, Oxford Brookes University and the University of Reading, designed to build on existing, and to explore new, regional stakeholder partnerships.

The aim is to encourage researchers in the four HEIs to work together on collaborative projects that are both inter- and multi-disciplinary and multi-institutional, bringing in external partners and stakeholders from the local region and beyond at the beginning of the process to co-design, develop and deliver research and other activity that has impact.

Researchers from the regional partner institutions should make applications to the IAA as Co-Investigators with a Principal Investigator from the University of Oxford. If you would like assistance in finding an Oxford PI, please complete an Expression of Interest form and send it to your institutional IAA support (see Contents page).

A.2 Aims of the funding

We are looking for social science knowledge exchange projects which:

1. fall under the research remit of the ESRC
2. deliver KE activity based on excellent research with strong impact potential; and
3. demonstrate a commitment to developing/strengthening ongoing collaboration with external partners

The funding aims to provide support either for new knowledge exchange 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 need to focus on clearly defined knowledge exchange activities and outcomes rather than on research outcomes (although depending on the context these may still be acceptable alongside knowledge exchange outcomes).

Proposed partnerships should clearly extend beyond the academy and beyond the University of Oxford. We want to encourage projects that include substantive user engagement or demonstrate genuine collaboration, co-design and co-delivery. Research which only analyses material from user groups or disseminates findings to user groups without substantive collaboration is unlikely to be prioritised. The funding will support new collaborative partnerships and/or the further development of pre-existing collaborations with external partners.

Examples of the types of activities that may be supported include:

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

Examples of activities that are **not** eligible for these schemes include:

- Research consultancy
- Knowledge Transfer Partnerships (KTPs)*
- Studentships or internships for Research Council-funded DPhil students, where these are funded through Research Council Doctoral Training Grants
- Academic conferences with no clear knowledge exchange component are not likely to be prioritised for funding. However, those involving a knowledge exchange component (such as a workshop with external partners) may be considered eligible to receive funding for that component only, not for the whole event. Proposals for such activities should demonstrate how they will benefit non-academic participants and how the proposed activity will develop the knowledge exchange beyond the workshop or conference.

A.3 The Schemes

Kick-starting Impact Awards [Up to £7.5K]

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 external 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

* KTPs are a specific initiative for placing graduates within businesses or organisations. For more information please see: <https://www.gov.uk/guidance/knowledge-transfer-partnerships-what-they-are-and-how-to-apply>.

manner, with significant contribution from external partners. Salary costs for the PI and Co-I are **not** eligible to be included in a Kick-starting Impact Award proposal.

Impact Acceleration Awards [Up to £50K]

This scheme is intended for larger 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. We encourage innovative ideas. Please feel free to contact us if you wish to discuss a potential project. Salary costs for the PI and Co-I 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 postdoc, a KE Officer, casual research assistance, or someone with specific technical skills.

Outgoing KE Fellowships [Up to £25K]

Under this scheme funding is provided to cover salary costs or salary buy-out of the academic (outgoing fellow) and for project expenses to undertake fellowships which develop new and exciting projects in conjunction with partner organisations. KE Fellows will be expected to spend the majority of the project time embedded within or working very closely with the partner organisation (either on their premises or virtually); significant partner engagement is required.

The outgoing KE fellows will work closely with the external partners and contribute their knowledge to the benefit of the partner e.g. by providing innovative ideas for improving policies and processes, by contributing to improved service delivery, capacity building or product/service development or by providing specific expertise for an area they are working in. The partnership will in turn provide reciprocal benefits for the Fellow in terms of gaining practice knowledge, access to networks/data sources/technology that will feed into future research or collaborations.

There are two streams: (i) Established researchers; and (ii) Early career researchers (ECRs)

For established researchers, the award provides any combination of the following options:

- a) A period of buy-out from a current contract with a college, department or faculty (subject to agreement of all parties);
- b) Hourly-paid research assistance roughly equivalent to the value of buyout (this must be supported through your faculty/department) ;
- c) Any similar justified resources required to develop and/ or cement the collaboration, e.g. events, website development, exhibition curation etc.

For early career researchers (ECRs), the buy-out is calculated to provide salary at a minimum of grade 7, point 1 (<https://www.admin.ox.ac.uk/finance/epp/payroll/scales/grades6andup/>) which is the Division's standard entry level for postdoctoral researchers.

Visiting Practitioner Fellowships [Up to £25K]

Under this scheme, funding will be provided to enable individuals from non-academic partner organisations to visit Oxford and be embedded within departments/faculties or research groups for an appropriate length of time. Incoming Visiting Practitioner Fellows will be expected to have a KE project or planned programme of KE or engagement activity for the duration of their time at Oxford.

Incoming Fellows will benefit from working closely with researchers, learning/using research skills, utilising data, literature and equipment not normally accessible to them and developing critical analysis skills. The aim is that this involvement with research will feed into their normal practice and forge closer relations between the University and their organisations and networks. Researchers will benefit from the practice knowledge and perspectives of the external partner enabling their research to be more relevant and useful to end users.

Funding will cover travel and subsistence costs, accommodation and other directly incurred project costs, but can also in certain circumstances cover buyout of their time or consultancy fees, where appropriate. However, please note, value for money is one of the key criterion for this scheme.

NB: For international visitors, please request visa advice from your departmental administrator to determine if salary costs can be covered.

A.4 Eligibility

- Applications are welcomed from **any department or faculty in the University** as long as the proposed activities fall within the **remit of the ESRC** (see below). College-based academics must apply via a department/faculty. Awards can only be held in departments/faculties, not in colleges. **The relevant Head of Department's support is required for applications.**
- Applications should be led by a Principal Investigator (PI) who is a current employee of the University of Oxford, holding an 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 for clarification.
 - o PI's on fixed term contracts must ensure their current contract extends significantly beyond the proposed project end date.
 - o Early Career Researchers (ECRs) should apply as a Co-I with an established researcher as the PI in order to ensure that the project is adequately supported by the department via a permanent member of staff. 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.
 - o Retired and Emeritus Fellows are ineligible for funding.
 - o 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.
 - o Project staff, not already employed by the University, must be able to demonstrate their eligibility to work in the United Kingdom.
- All applications should have **at least one** external non-academic/HEI partner (though exceptions may be made in certain disciplines such as Education).
- Co-investigators can be included from any academic institution. Colleagues from Oxford Colleges and Oxford University Museums can be involved and should be included as academic partners.
- **Many departments have internal eligibility criteria and other guidelines. Please consult your departmental administrator for more details.**
- *NB: If you move to another HEI during the course of your project, your IAA funding will not transfer with you. If, however, your new institution is an ESRC IAA holder, we can enter into negotiations for them to provide support for your project from their allocation.*

Regional KE Partnership eligibility

Researchers from the IAA Regional KE Partnership institutions (Reading, OU and Brookes) may apply for all schemes (except for the KE Fellowships scheme) as a Co-Investigator. The Principal Investigator should be from University of Oxford in all cases.

The KE Fellowships scheme is not open to partner HEIs due to excessive complications with regard to funding of posts. However, if partner HEIs identify a postgraduate close to completion or a postdoctoral researcher who wants to apply to the scheme they can apply to be employed by the University of Oxford for the duration of that fellowship.

Co-Investigators from regional partner institutions must gain institutional approval from their university before submitting an application to this scheme.

A.5 Eligible costs

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

- Salary buy-out/teaching replacement for PIs and Co-Is (Outgoing KE fellowship's only)
- Salary costs of project staff (internal and external)
- Travel and subsistence (for researchers, external partners or delegates)
- Project costs (publishing, venue hire, transcription, IT, equipment)
- Consultancy/professional fees e.g. for technical experts

Funding for these schemes is not provided on a full economic cost (FEC) basis. Estates and indirect costs are not eligible.

Funding salaries of external 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 external partners. Applicants are expected to demonstrate in their proposal that there is a genuine commitment from project partner organisations. Any combination of cash or in-kind contributions to project costs is encouraged.

Efficiency, cost-effectiveness and value for money should be clearly demonstrated in the application. Payments will not be made for miscellaneous expenses or unspecified items. If you are unsure about the eligibility of a specific expense, please contact us for further guidance.

A.6 ESRC research areas

Applications for the ESRC IAA schemes **must** fall under the ESRC's remit. For more information visit: <http://www.esrc.ac.uk/funding-and-guidance/applicants/proposal-classifications-ESRC-disciplines.aspx>.

The following list highlights the research areas that fall within the ESRC remit by subject and then by topic*:

Area and development studies

Demography and human geography

Economics

Education

Environmental planning

History - Economic and social history

Law and legal studies* - 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

* 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.

A.7 How to apply

Applications should be submitted to the Social Sciences Research & Impact Team (esrciaa@socsci.ox.ac.uk) via your departmental or faculty administrator/research support officer**.

Submissions should include **ALL** of the following components. Please include your name and the title of your project on all attachments.

- Application form**
- 2-page project proposal (Word or PDF, Arial 11pt or similar)**
- Letter(s) of support from external partners**
- Statement of support from the Head of Department**
- Statement of support from Regional KE Partnership HEI (when researchers from that HEI are co-applicants on the proposal)**
- A breakdown of costs presented as an X5 admin output**
- CV for early career fellowship applicants or for visiting practitioners (1 page)**

**Please check with your department if they have any internal approval procedures you should follow. Some departments require several weeks' notice to authorise and submit proposals so we advise that you contact your departmental administrator as soon as you are considering making an application, to seek their guidance.

Application form

- Download the PDF form from our website (<http://www.socsci.ox.ac.uk/esrciaa>) and complete all relevant sections. Once you have completed the form save your changes. If you experience difficulties or technical issues with the PDF version of the application, please contact esrciaa@socsci.ox.ac.uk for an alternative version.
- Under **project details** please indicate which scheme you are applying to. Applicants are allowed to apply for more than one scheme at the same time, but must do so in **separate applications** and by checking the relevant box under project details. Such applications will be considered in full but may only be partially awarded.
- The earliest **start date** under this call is **1 April 2016**. If you require an earlier start date, please speak to the team to check if this is feasible.
- Only academic partners should be included as **Co-Investigators**. All non-academic partners should be listed as **External Partners**.
- **ECR's** should confirm their eligibility by stating either the date of their Doctoral Award or the date of their thesis submission.
- If your department or any of the partner organisations have 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.
- **List of publications** | Applicants should provide a list of publications relevant to the proposed project to demonstrate their experience and the quality of their research in this area (applicants' career stage will be taken into consideration when assessing relevant experience so as not to disadvantage Early Career Researchers).
- **Conflicts of Interest** | According to the University'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 Research Services guidance page:

<https://www.admin.ox.ac.uk/researchsupport/integrity/conflict/>.

- **Research Integrity and Ethics** | All IAA awards must, in addition, meet current University requirements and policy concerning research integrity and ethics. If your research 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.

Project proposal

- The project proposal should be 2 sides, maximum (Arial 11pt or similar, 2cm margins, single spacing minimum). NB Substantially altered text will be standardised for the review process and additional pages disregarded. Please use standard text sizes and spacing.
- The proposal should outline the nature of the work you plan to undertake in conjunction with the partner organisation using the following suggested subheadings:
 - o **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.
 - o **Aims and objectives** – outline what you hope to achieve from this collaboration and what the wider impact potential is beyond this project.
 - o **Description of planned activities** – briefly outline what you plan to do, how the partners will contribute, the timetable, and key outputs of the project. Please ensure that the timetable for your project is realistic and that your plan is sufficiently flexible to allow for unanticipated delays.
 - o **Justification of the resources** – explain in brief how you intend to spend any funding allocated to your project. You do **not** need to include a detailed costing in this section as you are submitting an X5 costing, which will contain this information.
 - o **Outcomes and benefits** - Include details of the desired outcomes from the project, including an explanation of the anticipated benefits to both parties and the potential impacts. If possible, include details of what the next steps might be and how the collaboration might develop beyond this funding.
- A number of previously successful IAA project proposals available to view via [SharePoint](#).

Letter of support from external partners

- A letter of support (1 side, maximum) should be provided by the partner organisation 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.

Statement of support from the Head of Department

- A short statement of support from the Head of Department (1 side, maximum) 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 to applicants throughout the project. This may include financial management, negotiating contracts, hiring new staff and 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.
- Where proposals include staff time for researchers based in a different department to the PI, a statement should be provided by both departments involved.

Costing

- A detailed breakdown of the project costs is required. This should be presented in the form of an admin output from the University's costing and pricing software, X5. Please ask your administrator or finance officer to produce the X5 costing for you. Please ensure you give enough detail in the description of costs to enable a fair assessment by the panel.

CV

- Single page CVs are required for ECR Outgoing KE Fellows and for Incoming Visiting Practitioner Fellows (where the individual has already been identified).

Statement of support from the Regional KE Partnership HEI

- For applications involving researchers from HEIs in the Regional KE Partnership, it is a requirement that approval is sought from the home institution before the proposal is submitted. Proof of this approval should be included in the submission in the form of a statement of support similar to the Head of Department statement (see above).

A.8 Selection process

Funding will be awarded competitively by a process of peer review. A selection panel made up of 10 established researchers and research users with a track record 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. The panel includes a representative of each of the regional partners.

Applicants will be notified of the outcome of their application in late **March 2016**. Results will be issued by email. Feedback from the panel review will be available on request.

A.9 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 ESRC remit) and

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

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

- **Contribution** – Contribution to knowledge for external 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 external partners/users at all stages of the project (co-design, co-delivery and user involvement in dissemination are encouraged);
- **Usefulness** – Timeliness of the outcomes for external partners/ potential users and the ability of the project/activities to meet external partners/users' needs;
- **Value for money** – Value for money, including demonstrable investment (cash or in-kind) by external partners/users, if appropriate;
- **Sustainability** – Potential for project/activity to lead to further development of a sustained relationship with external partners/users and impact in the longer term

A.10 Sharing best practice

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. Applications will be saved and shared via our SharePoint site and with our Regional KE Partners.

We would also like to invite successful applicants to share their experiences of being ESRC IAA award holders and participating in knowledge exchange activities. This may take the form of helping 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.

Short summaries of the awarded projects will be prepared, in consultation with the PI and Co-Is. 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.11 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 Research & Impact Team in monitoring project progress and managing any arising issues.

Reporting requirements are intended to be light-touch and reports should be brief. A schedule of reporting dates will be provided with award offer letters. Award holders (PIs) will be contacted with email reminders closer to the dates that reports are due for submission.

- **Progress reports** – For projects up to 18 months in length, a progress report is required at the mid-point of activities. For projects exceeding 18 months, reports are required every 6 months. These reports 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.

- **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. The final 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 12 months following the project's completion. The aim is to capture the impact that has developed since the project's completion date.

A.12 Support

- **Downloads**
 - **Guidance documents and application form** | Follow this link to our website <http://www.socsci.ox.ac.uk/esrciaa/call>.
 - **Exemplar successful applications** | We have a number of previously successful IAA applications available via [SharePoint](#).
- **Email queries** | Applicants in any doubt about their eligibility or any other aspect of their application are advised to email esrciaa@socsci.ox.ac.uk for further advice and assistance. Applicants are also encouraged to contact their departmental administrators for information about internal eligibility requirements and application procedures.
- **Briefing sessions** | Briefing sessions will be held to introduce the schemes, and allow potential applicants to hear from existing award holders and ask questions. For more information, please visit our website at <http://www.socsci.ox.ac.uk/esrciaa/seminars>.
- **Facilitator review** | Email a draft version of your application to aileen.marshall-brown@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.
- **Drop-in surgeries** | These sessions are designed for applicants to talk in more depth about their plans and application drafts with the Research Impact Facilitator. Book a session by emailing aileen.marshall-brown@socsci.ox.ac.uk. Sessions can take place by telephone if convenient.
- **Get some inspiration for your knowledge exchange and impact activities**
 - o [ESRC IAA funded project summaries](#) – short summaries of projects funded to date
 - o [Social Sciences Division impact case studies](#) – lay summaries of successful impact stories
 - o [TORCH KE Fellowships info](#) – similar scheme run by the Humanities Division
 - o [Oxford Impacts case study series](#) - filter to view Social Sciences Division case studies
 - o [ESRC Celebrating Impact Prize](#) - watch winners impact videos
 - o [ESRC Impact case studies](#) – read case studies or watch videos
 - o [National Centre for Universities and Business](#) – read success stories
 - o [National Coordinating Centre for Public Engagement](#) – read case studies
- **Other useful links**
 - o [Oxford's KE and Impact pages](#)
 - o [ESRC Knowledge Exchange](#)
 - o [ESRC Impact Toolkit](#)
 - o [HEFCE Knowledge exchange pages](#)