

**Knowledge Exchange Funding for the Social
Sciences – Call for Proposals**

Call specification and guidance for applicants (Call document A)
Trinity Term 2016 – Kick-starting Impact Awards

Revised June 2016: This version supersedes all previous versions.

Contents

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

Application forms are available to download online at <http://www.socsci.ox.ac.uk/esrciaa/call>. The deadline for applications is **19 September 2016, 5pm**. Applications should be submitted through your departmental administrator/research support officer or institutional IAA support contact to esrciaa@socsci.ox.ac.uk. All parts of the submission should be clearly named.

Useful contacts:

Institutional IAA support contacts | Academics are encouraged to approach their local support team in the first instance. The lead contacts for the IAA are follows:

- **University of Oxford** | Research & Impact Team, Social Sciences Division
 - o *First line enquiries* | Stacey McGowen, Research Impact Officer
T: 01865 614873 | E: esrciaa@socsci.ox.ac.uk
 - o *IAA operational lead* | Aileen Marshall-Brown, Research Impact Facilitator
T:01865 614881 | E: aileen.marshall-brown@socsci.ox.ac.uk
- **The Open University** | Fiona McKerlie, Research Impact Manager
T: +44 (0)1908 858415 | E: fiona.mckerlie@open.ac.uk
- **Oxford Brookes University** | Dana Vilistere, Research Impact Officer
T: +44(0)1865 484197 | E: dvilistere@brookes.ac.uk
- **University of Reading** | Charlotte Johnson, Research & Enterprise Development Manager
T: +44 (0)118 378 4495 | E: c.d.johnson@reading.ac.uk

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 of Oxford by the ESRC, and managed by the Social Sciences Division's Research & Impact Team. The ESRC IAA provides flexible funding options for a wide range of knowledge exchange activities with the intention of enhancing the impact of excellent social science research. 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.

In the current round, applications will *only* be accepted for the **Kick-starting Impact Awards (up to £7.5K)**. The panel intend to allocate a maximum budget of £45K for this call. The full annual call for applications to all four IAA schemes will open in October 2016 with a deadline in February 2017.

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 universities to work together on collaborative projects that are both inter- and multi-disciplinary and multi-institutional, bringing in non-academic 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 Open University, Oxford Brookes and the University of Reading are eligible to make applications to this scheme as long as they partner with at least one academic from the University of Oxford. If you would like assistance in finding regional partners, please complete an [Expression of Interest Form](#) and send it to your institutional IAA support contact (see page 1).

The IAA review panel warmly welcomes applications to this scheme involving partners from one or more of the regional partner universities.

A.2 Aims of the funding

Under this current call, applications will be accepted for the Kick-starting Impact Awards only. A full call for applications to all four IAA schemes will open in October 2016 with a deadline in February 2017. For more information about the other available schemes, please consult our [website](#).

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

Kick-starting Impact Awards are small flexible grants which are intended to facilitate new knowledge exchange 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 knowledge exchange activities. The activities must be carried out in a genuinely collaborative manner, with significant contribution from non-academic partners.

We are looking for projects delivering knowledge exchange activity (A.3) with strong impact potential arising from excellent social science research (A.6).

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

The funding aims to provide support for new knowledge exchange activity or to provide follow-on support for pre-existing knowledge exchange 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 (**A.3**) 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. 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. Research which only analyses material from user groups or disseminates findings to user groups without substantive collaboration is unlikely to be prioritised.

A.3 Eligible activities

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

- 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 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 include:

- Academic-led research
- Research consultancy
- Academic conferences or seminars with no clear knowledge exchange 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.4 Eligibility to apply

- Applications are welcomed from members of **any department or faculty** at the University of Oxford, the University of Reading, Oxford Brookes University or the Open University (the Regional KE Partnership institutions). **Approval by the relevant Head(s) of Department is required for applications.**
- To be eligible for ESRC IAA funding, applications must fall **within the remit of the ESRC (see A.6)** 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.
- **Academic Leads** can be included from any of the four Regional KE Partnership institutions. Anyone named on the application as an Academic Lead should be currently employed by their institutions as a permanent postholder or fixed-term researcher at any career stage.

- **At least one of the Academic Leads must be from the University of Oxford.**
- Any Academic Lead from the University of Oxford should be a member of academic staff in a department or faculty. Colleagues from Oxford Colleges and Oxford University Museums can be involved and should be included as Academic Partners.
- Approval from the Head of Department for each Academic Lead is required.
- **At least one of the Academic Leads should be designated a Principal Investigator (PI).** The PI(s) must be a current employee of one of the four Regional KE Partnership institutions, 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.
 - PI's on fixed term contracts must ensure their current contract extends significantly beyond the proposed project end date.
 - College-based academics at Oxford wishing to serve as PIs must apply via a department/faculty. Awards can only be held in departments/faculties, not in colleges.
 - Retired and Emeritus Fellows are ineligible.
 - Early Career Researchers (ECRs) may serve as Academic Leads but are not eligible to be designated as PI. 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.
- Project staff, not already employed by one of the Regional KE Partnership universities, must be able to demonstrate their eligibility to work in the United Kingdom.
- All applications must include **at least one external non-academic/HEI partner.**
- **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. For collaborative projects you also need to abide by processes and deadlines of other departments involved in the bid. Early contact with all departments involved is advised.**
- *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, we can enter into negotiations with them to provide support for your project from their ESRC IAA allocation.*

Regional KE Partnership eligibility

Collaborative applications between Regional KE Partnership universities are warmly welcomed by the panel. Researchers from any of the IAA Regional KE Partnership institutions may apply as Academic Leads and/or PIs. At least one of the Academic Leads must be an academic employed by the University of Oxford, but this person does not necessarily need to be a PI.

Applicants from regional partner institutions must gain institutional approval from their university before submitting an application. Contact your institutional IAA support for more details.

NB In order to demonstrate genuine collaboration between partner universities we would strongly suggest that the activity and budget be shared amongst partners in a balanced way.

A.5 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, 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. Academic lead salary costs, estates and indirect costs are not eligible under this scheme. Eligible costs are funded at 100%.

Funding 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. 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 as well as the balance of budget between Academic Leads and partners. Payments will not be made for miscellaneous expenses or unspecified items. If you are unsure about the eligibility of a specific expense, contact your institutional IAA support for guidance.

A.6 ESRC research areas

Applications to the ESRC 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* - 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 at the University of Oxford (esrciaa@socsci.ox.ac.uk) via your Oxford departmental or faculty administrator/research support officer or, for PIs from other Regional KE Partnership universities, your institutional IAA support **.

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 non-academic partners**
- Statement(s) of support from the Head of Department for each Academic Lead**
- FEC breakdown(s) of costs for each partner university presented as X5, pFACT or AMS/WORKTRIBE admin output(s).**

****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 to seek their guidance as soon as you are considering making an application. For collaborative bids please also check the procedures in collaborating departments.**

Application form

- Download the application form from our website (<http://www.socsci.ox.ac.uk/esrciaa/call>) and complete all relevant sections.
- The earliest **start date** under this call is **01 November 2016**. If you require an earlier start date, please speak to the team to check if this is feasible.
- There is no minimum or maximum project length but all projects must be completed by **March 2018**. **No extensions will be possible after this date.**
- **ECRs** 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 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).
- **Resources** | Please provide a detailed list of resources requested up to a maximum of £7,500. 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).
- **Additional budget information** | Please provide headline budget information in this section. This should match the figures on the costing output(s) (see below). In the case of regional KE partnership projects, please provide combined figures for all regional KE partnership budgets, i.e. the overall budget should combine figures from multiple costing outputs.
- **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/>.

- **Research Integrity and Ethics** | All IAA awards must, in addition, meet current University of Oxford 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. Projects with Academic Leads from other regional KE partnership universities may also need to follow the ethics approval procedures at their own institution.

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.
- The proposal should outline the nature of the work you plan to undertake in conjunction with the non-academic partner organisation(s) 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** – Explain what you hope to achieve from this collaboration and what the wider impact potential is beyond this project.
 - o **Description of planned activities** – Describe what activities 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** – 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.
 - o **Outcomes and benefits** – 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.
- A number of previously successful IAA project proposals are available to view via [SharePoint](#) (Oxford SSO required) or can be requested from your institutional IAA support.

Letter(s) of support from non-academic partner(s)

- A letter of support (1 side, maximum) 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.

Statement(s) of support from the Head(s) of Department

- A short statement of support from the **Head of Department for each Academic Lead** (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. In cases with multiple Academic Leads from the same department, a single collective support statement from their Head of Department is adequate.
- 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 one of the Academic Leads, 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 Academic Lead(s), a statement should be provided by both departments involved.

Costing Output(s)

- A detailed FEC 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 your institutional costing and pricing software, X5 (Oxford), pFACT (Brookes and Reading) or AMS/WorkTribe (Open). **In the case of Academic Leads from different Regional KE Partnership universities, please provide a costing on behalf of each university.**

A.8 Selection process

Funding will be awarded competitively through a process of peer review. A selection panel made up of 10 established researchers and research users with a track record of knowledge exchange 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 at least one representative of each of the Regional KE Partnership institutions.

Applicants will be notified of the outcome of their application in the **middle of October 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 the ESRC remit); and

(b) demonstrate genuine 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 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 stages of 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** – Value for money, 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;

Regional KE Partnership criteria

The panel wishes to warmly encourage proposals with involvement from the Regional KE Partners. Such applications will be assessed against the same criteria as Oxford only proposals. For regional partnership applications, reviewers will additionally be looking for genuinely collaborative proposals that progress the aims of the regional partnership set out in section A.1. It is expected that budgets will be balanced appropriately between the project partners, as a signal of shared responsibility for delivery of the project, with each Academic Lead actively engaged in the proposed project.

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 Academic Leads. 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 for collecting critical information to report to the ESRC and will assist 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.

- **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 projects shorter than 6 months, no mid-project report is required.

- **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 6 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 contact their institutional IAA support for assistance:

The Open University: fiona.mckerlie@open.ac.uk

Oxford Brookes University: dvilistere@brookes.ac.uk

University of Oxford: esrciaa@socsci.ox.ac.uk

University of Reading: c.d.johnson@reading.ac.uk

Applicants are also encouraged to contact their departmental administrators for information about internal eligibility requirements and application procedures.

Get some inspiration for your knowledge exchange and impact activities:

[ESRC IAA funded project summaries](#) – short summaries of projects funded to date
[Social Sciences Division impact case studies](#) – lay summaries of successful impact stories
[TORCH KE Fellowships info](#) – similar scheme run by the Humanities Division
[Oxford Impacts case study series](#) - filter to view Social Sciences Division case studies
[ESRC Celebrating Impact Prize](#) - watch winners' impact videos
[ESRC Impact case studies](#) – read case studies or watch videos
[National Centre for Universities and Business](#) – read success stories
[National Coordinating Centre for Public Engagement](#) – read case studies

Other useful links:

[Oxford's KE and Impact pages](#)

[ESRC Knowledge Exchange](#)

[ESRC Impact Toolkit](#)

[HEFCE Knowledge exchange pages](#)