



# ESRC Impact Acceleration Account

Global Challenges Research Fund (GCRF)

NGO Secondary Data Funding



Call specification and guidance for applicants

[Updated 11/06/2018]

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Download application forms [here](#).

The deadline for applications is **5pm, 20 July 2018**.

Applications should be submitted by your departmental administrator/research support officer to [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk). All parts of the submission should be clearly named.

### Useful contacts:

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## 1 Introduction

The Oxford ESRC Impact Acceleration Account (IAA) has been awarded a small pot of funding (£30K) from the Global Challenges Research Fund (GCRF) ([www.esrc.ac.uk/gcrf](http://www.esrc.ac.uk/gcrf)) to explore opportunities for researchers to reuse data held by Non-Governmental Organisations (NGOs) and international implementation agencies operating in an Official Development Assistance (ODA) context.

Potentially valuable data on developing countries is collected and held by NGOs, though much of it is currently unavailable or unknown to researchers. Challenges around making use of this data include lack of awareness of its existence, lack of confidence in its quality and provenance, and lack of understanding around its appropriateness for use in different contexts.

The potential for impact from these data sources is currently unknown. This additional IAA funding stream enables existing partnerships or the development of new partnerships with NGOs/agencies operating in an ODA context, to discover the extent and quality of the data being held and what potential there is for developing further research projects or realizing the impacts from this data that will benefit low- and middle-income countries.

Eligible social sciences researchers are invited to submit a proposal outlining how they will spend the available funding focusing on:

- building relationships with NGOs working in international development to explore the potential of secondary NGO data. and/or
- scoping opportunities for researchers to increase the impact of NGO data through secondary data analysis<sup>1</sup>.

Projects funded through this call must promote economic development and welfare in an OECD DAC-listed country and comply with the ODA guidelines. (See Section 3 for further information)

Applicants can choose from two different funding schemes – KE Dialogues (for building relationships) and mini-KE Fellowships (for scoping opportunities). The remainder of this guidance outlines each scheme and how to apply

## 2 Key information

- All ESRC IAA NGO data funding awarded under this call must be spent by **31<sup>st</sup> March 2019**. No extensions will be granted.
- This additional IAA funding is only open to lead applicants from the University of Oxford although collaborators from other universities can be included.
- Applications must demonstrate compliance with the ODA guidelines by including a 1-page ODA statement with their application.
- No primary research can be carried out, this funding is for relationship building and scoping.
- Eligible directly incurred costs are covered at 100%, indirect and estate costs are ineligible as are PI salary costs. Typical costs include travel, event costs, research staff time and consumables.
- The deadline for applications is **20 July 2018, 5pm**.
- For details and to download relevant documents: <https://www.socsci.ox.ac.uk/esrciaa/call>

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<sup>1</sup> The ESRC Secondary Data Analysis Initiative (SDAI) is a further mechanism for developing deeper exploration and exploitation of the data held by NGOs and other data resources created by the ESRC and other agencies. <http://www.esrc.ac.uk/funding/funding-opportunities/secondary-data-analysis-initiative-sdai-open-call/>

### 3 ODA compliance

All activity funded under this highlight notice must meet the ODA compliance criteria. Applications must relate to research on a country or countries that feature in this DAC List of ODA recipients.

The Global Challenges Research Fund is classed as [Official Development Assistance \(ODA\)](#) and as such all activity funded by the GCRF has to meet the ODA requirements. ODA compliant activity promotes the long-term sustainable growth of countries on the [OECD Development Assistance Committee \(DAC\) List](#) and is administered with the promotion of the economic development and welfare of developing countries as its main objective.

ODA compliant research is defined by the OECD as:

*“research directly and primarily relevant to the problems of developing countries. This includes research into tropical diseases and developing crops designed for developing country conditions. The costs may still be counted as ODA if the research is carried out in a developed country.”*

#### 3.1 Useful links

- OECD DAC list of countries – <http://www.oecd.org/dac/stats/daclist.htm>
- Is it ODA? Factsheet – <https://www.oecd.org/dac/stats/34086975.pdf>
- RCUK ODA guidance – <http://www.rcuk.ac.uk/documents/international/gcrfodaguidance-pdf/>
- ESRC ODA guidance – <http://www.esrc.ac.uk/research/international-research/global-challenges-research-fund-gcrf/official-development-assistance-oda/>

### 4 The funding schemes

Two schemes are open to applications under this call:

- **Knowledge Exchange Dialogues** (Up to £2.5K for UK-based projects, up to £5K for international projects) to bring together NGOs with researchers to develop and scope out ideas for collaborations on secondary data. This will likely take the form of workshops and visits with NGO partners in the UK and in Low and Middle Income Countries to explore the mutual areas of interest, the data available and the potential for collaborative work in the future.
- **Mini-Knowledge Exchange Fellowships** (up to £7.5K) to enable a researcher to spend time embedded in/visiting a NGO, looking at their data and scoping future research collaborations. Researchers will explore with NGO partners if there is potential for NGO held data sources to increase knowledge and achieve impact in developing countries, scoping the quality and usability of the data taking into account the NGOs capacity to collect, store and analyse data.

#### 4.1 How to apply

Applications should be submitted to [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) via your departmental or faculty administrator/research support officer<sup>2</sup> by **5pm, 20 July 2018**.

**\*Each scheme has different requirements so read the following sections carefully\***

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<sup>2</sup> Please check with your department for internal approval procedures and deadlines. Some departments require significant notice to check and submit proposals, so we advise that you seek guidance from your departmental administrator as soon as you are considering making an application.

## 5 Knowledge Exchange Dialogues

The KE Dialogues scheme is specifically focused on enabling researchers to meet, visit or hold workshops with NGO partners with the aim of exploring the potential of their datasets and the possibilities of collaborating in the future.

The scheme provides small grants for events/meetings to bring together academics with external stakeholders in meaningful and productive two-way discussions. Awards will be up to £2.5K for proposals relating to activities held in the UK, or up to £5K for international projects to take account of higher travel costs.

KE Dialogues supported under this call are anticipated to create the foundations for the development of strong collaborations with UK and international NGOs and implementation agencies.

- They should explore the potential of datasets held by the NGOs, and the possibilities of future collaboration.
- It is also anticipated that data from NGOs should be made accessible to researchers, and vice versa, during the lifetime of the project.
- They must include non-academic stakeholders. Relationships can either be new or build on existing ones.
- We expect a strong emphasis on building relationships with non-academics based overseas in OECD DAC-listed countries (e.g., from the public, private or third sectors) and/or with relevant international organisations with remits that include supporting development in ODA recipient countries (e.g., international aid, development, humanitarian or cultural exchange organisations).

Non-Oxford academic stakeholders are welcome as Academic Leads, but are not eligible to be PI, and academic institutions outside of Oxford will not be eligible to hold any of the award budget.

The activities do not need to be UK-based: it is acceptable for some activities to take place in developing countries. No primary research will be eligible under this funding.

### 5.1 KE Dialogues application process

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

1. **Completed KE Dialogues application form including:**
  - a. Endorsement from the Head of Department
  - b. A breakdown of costs
  - c. Details of the external partners you will engage
2. **1-page ODA compliance statement**
3. **Letter of support from external partner(s) where feasible**

#### 5.1.1 Application Form

Download the application form from the website and complete all the relevant sections, taking into account the selection criteria on which it will be judged. Include information that responds to the following considerations:

- The start date should be no earlier than **15 August 2018**.
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- The end date should be no later than **31 March 2019**.
- Include details of the relationships you are intending to build with relevant stakeholders in the **‘Academic contributors’** and **‘Non-academic contributors’** sections.
  - Please include the country next to each of the names/organisations in your list.
  - At least 50% of the academic contributors should be social scientists ([ESRC remit](#)).
  - At least 50% of all contributors should be from non-academic organisations.
- Include in the **‘Background’** section details of the development challenges and also any of the Sustainable Development Goals you aim to address through your KE Dialogue. Explain your choice of country, your choice of NGO/implementation agency partners, the data you will focus on, and why this data has potential to address the development challenges in that country. Outline the secondary data sources you wish to explore and their potential.
- Ensure that your **‘Aims and objectives’** include elements that respond to the aim and focus of this call and the ODA criteria, i.e., are you engaging with stakeholders who will be able to share datasets, or are willing to discuss the potential of their datasets? How do you intend to make best mutual use of these datasets through knowledge exchange with NGOs?
- Include in the **‘Format’** section where you intend to hold any meetings (i.e., are you intending to visit the DAC country or do you intend to bring representatives from overseas to the UK) and justify the rationale behind this choice. Consider an appropriate format for your KE Dialogue that will be sensitive to cultural differences and language barriers, creating open discussions encouraging all parties to contribute equally.
- Include in the **‘Outcomes and sustainability’** section information about the potential outcomes of the KE Dialogue, and how this will enable further engagement with NGOs, their data and the GCRF agenda. Explain how you will maintain and develop longer term sustainable relationships with your project partners, describe your longer-term impact goals and how these relate to the development challenges faced by that particular region.
- Include a breakdown of the planned expenditure in the **‘Resources’** section, requesting up to a maximum of £2,500 for UK-based projects and £5,000 for international projects. This additional budget is designed to cover the significant costs of international travel and subsistence.

### 5.1.2 Statement on ODA Compliance

Please submit a 1-page document demonstrating how you meet the ODA requirement by responding to the following questions:

- 1 Which country/ countries on the DAC list will directly benefit from this proposal? Proposals may relate to any country or countries on the DAC list; there are no priority countries.
- 2 How is the proposal directly and primarily relevant to the development challenges of these countries?
- 3 How do you expect the outcome of the proposed activities will promote the economic development and welfare of a country or countries on the DAC list?

### 5.1.3 Letters of support

For the KE Dialogues scheme there is no need to submit letters of support from the non-academic partners, unless these are easy to obtain and add value to your proposal. We understand that in the early stages of relationship building it may be counter-productive to place that burden on the partners. Letters of support are optional for this scheme.

## 6 Mini KE Fellowships

The Mini-KE Fellowships provides small grants (up to £7.5K) which allow a researcher to spend some time embedded in or visiting NGOs and implementation agencies to explore and scope out NGO datasets.

The purpose of these Fellowships includes:

- Allowing researchers an opportunity to scope out and explore NGO datasets
- Allowing NGOs to benefit from academic expertise on analysing and interpreting these datasets
- Allowing researchers and NGOs to assess together the feasibility of future secondary analysis in order to achieve impact in developing countries.
- Opening up future opportunities for new collaborative projects and ultimately create new knowledge and promote the economic development and welfare of developing countries.

Fellows will need to bear in mind when designing their project that the methods, tools, and capacity within NGOs to collect, store, and analyse data might be variable. The activities do not need to be UK-based: it is acceptable for some activities to take place in developing countries. No primary research will be eligible under this funding.

Mini KE Fellowships do not have to involve full-time working with an external organisation; one day a week over a period of three-six months may be appropriate, or a few shorter intensive visits spread over a longer period, depending on the needs of the project. It should be made clear in the application what time will be spent at the external organisation and how the project will be managed when not on site.

We want to encourage projects that include substantive NGO engagement or demonstrate genuine collaboration, co-design and co-delivery; engaging partners in two-way sharing of learning, ideas and experiences with the aim of addressing the needs of ODA countries in line with GCRF objectives.

It is expected that the KE Fellow will work closely with the external partners and contribute their knowledge and skills to the benefit of the partner e.g. by providing innovative ideas for where secondary data could improve policies and processes, improve service delivery, capacity building or service development or by providing specific expertise for an area they are working on. The partnership should in turn provide reciprocal benefits for the KE Fellow in terms of gaining practice knowledge and skills, access to data sources and networks that will feed into future research or collaborations.

### 6.1 Mini KE Fellowships application process

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

1. **Mini-KE Fellowships application form**
  - a. Endorsement from the Head of Department
  - b. Details of the external partners you will engage
2. **1-page ODA compliance statement**
3. **Letter(s) of support from external partner(s)**
4. **A breakdown of costs presented as an X5 admin output**
5. **1-page CV for early career Secondee applicants**

### 6.1.1 Application Form

Download the application form from the website and complete all the relevant sections, taking into account the selection criteria. Include information that responds to the following:

- The start date should be no earlier than **15 August 2018**.
- The end date should be no later than **31 March 2019**.
- Include in the '**Background**' section details of the development challenges and also any of the Sustainable Development Goals you aim to address through your mini KE Fellowship. Explain your choice of partner, the secondary data you will focus on, and why this data has potential to address the development challenges in that country and how it fits with your research.
- Ensure that your '**Aims and objectives**' include elements that respond to the aim and focus of this call and the ODA criteria, i.e., are you engaging with stakeholders who will be able to share datasets, or are willing to discuss the potential of their datasets? How do you intend to make best mutual use of these datasets through knowledge exchange with NGOs? What do you hope to achieve through spending time embedded with your partner organisation?
- Give a clear '**Project plan**' which explains what you will be doing, how you will embed two-way knowledge exchange into the activity, how each of the partners will contribute etc. Include a timeline and key outputs and milestones for the project.
- Explain what you think the '**Outcomes and benefits**' of this project will be – for you, the partners and in the wider ODA context. Outline how this will enable further engagement with NGOs, their data and the GCRF agenda. Explain how you will maintain and develop longer term sustainable relationships with partners, describe longer-term impact goals and how these relate to the development challenges faced by that particular region.
- Use the '**Project management**' section to give details of how the fellowship placement/visits will be managed in practice, how you will ensure collaborative working with partners, delivery of outputs and how progress will be monitored.

### 6.1.2 Statement on ODA Compliance

Please submit a 1-page document demonstrating how you meet the ODA requirement by responding to the following questions:

- 1 Which country/ countries on the DAC list will directly benefit from this proposal? Proposals may relate to any country or countries on the DAC list; there are no priority countries.
- 2 How is the proposal directly and primarily relevant to the development challenges of these countries?
- 3 How do you expect the outcome of the proposed activities will promote the economic development and welfare of a country or countries on the DAC list?

### 6.1.3 Letter of support from external partners

- A letter of support (1 side, maximum) from at least one of the partner organisations with whom the project is proposed. The organisation should demonstrate an understanding of the proposed activities, their role and contribution to the project.
- The letter should describe how the project will benefit the partner organisation; and outline the support that will be provided to the applicant and the arrangements that will be made to host the secondment. Include a named individual from this organisation responsible for the project.

### 6.1.4 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 research administrator or finance officer to produce the X5 costing for you (using the instruction in the main 2017/18 ESRC IAA Call Doc B which can be found on [Sharepoint](#)).

## 7 Eligibility to apply

- Applications are welcomed from members of **any department or faculty** at the University of Oxford, although the underlying research behind the project must be based in a social sciences discipline. Approval from the **Head of Department** 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**.
- Activities must be based at least **50% within the [ESRC social sciences remit](#)**.
- The **Academic Lead** must hold an academic post or be a 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.
  - o An Academic Lead on a fixed term contract must ensure their current contract extends significantly beyond the proposed project end date.
  - o Early Career Researchers (ECRs) may not serve as Academic Leads but may apply as KE Fellows or Co-applicants supported/mentored by an established academic as Academic Lead. 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.
- A **KE Fellow** should be an academic employed by a department or faculty who will spend time working closely with or be embedded within an external non-academic organisation/s.
  - o Early Career Researchers (ECRs) may apply as KE Fellows
  - 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.
- College-based academics at Oxford wishing to serve as an Academic Leads or KE Fellows must apply via a department or faculty. Awards can only be held in departments or faculties, not in colleges.
- 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 funding will not transfer with you.*

## 8 Eligible costs

Eligible costs can include:

- Salary buy-out/teaching replacement for established researcher KE Fellows
- Salary costs for ECR KE Fellows (standard grade 7.1)
- Staff costs for project staff, postdoc/RA time etc.
- Travel and subsistence (for researchers, external partners or delegates)
- Project costs (publishing, venue hire, transcription, IT, catering)
- Consultancy/professional fees e.g. for external partners

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



## 9 Selection process and criteria

Funding will be awarded competitively by a process of peer review. A selection panel made up of 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.

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

### For this call, proposals will be primarily assessed for:

1. **Academic track record** – a high quality research base (commensurate with career stage) is vital for any high quality knowledge exchange activity; does the researcher have appropriate skills and knowledge for the project outlined.
2. **Scope and quality of partners** – engagement of a range of relevant NGO stakeholders, building new relationships as well as strengthening existing partnerships; developing links to NGOs and implementation agencies working in DAC listed countries.
3. **NGO data use** – applications showing how opportunities for NGO secondary data reuse will be developed, taking into account the context, capacity of partners and associated challenges.
4. **Potential** – applications showing the potential of the relationships and scoping work to lead onto future collaboration or to create/accelerate impact from NGO data will be prioritised
5. **Multi-/Inter-disciplinarity** – applications with interdisciplinary collaboration are encouraged
6. **Activities and management** – the panel will be looking for a convincing and appropriate project plan including strong management plans (for the KE Fellowships) including how time will be spent with the external organisation and how the project will be managed when not on site.

Additionally funded projects will be *required* to be fully **ODA compliant** (section 3) to be considered for funding and must address at least one of the **objectives** for this funding outlined in section 1.

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

The ESRC IAA panel aim to support high quality KE proposals which (a) show strong potential to reaccelerate and deliver impact arising from excellent social science research and (b) demonstrate commitment to developing productive partnerships with non-academic partners.

- **Contribution** – Contribution to knowledge for external partners beyond the academy and likely importance of the research expertise to those partners;
- **Design & methods** – Effectiveness of project design and methods, particularly involvement of external partners at all stages of the project (co-design, co-delivery and user involvement in dissemination are encouraged); an engaged, practical and appropriate project format and scale, enabling two-way dialogue; innovative approaches are encouraged
- **Usefulness** – Timeliness of the outcomes for external partners and the ability of the project to meet external partners' needs;
- **Value for money** – Value for money, including demonstrable investment (cash or in-kind) by external partners, if appropriate;
- **Sustainability** – Potential for project to lead to further development of a sustained relationship with external partners and impact in the longer term

## 10 Sharing best practice

We would like to use successful applications as an exemplar 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.

We would also like to invite successful applicants to share their experiences of participating in KE 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 KE and impact activity 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, to publicise their project via their departmental/personal websites.

## 11 Reporting requirements

In order to meet the conditions of their grant, award holders will need to submit periodic reports. Reporting requirements are intended to be light-touch and reports should be brief. Reports will be the key mechanism to collect critical information for reporting to the funders. A schedule of reporting dates will be provided with award offer letters. Award holders (PIs) will be contacted with an email reminder closer to the dates that reports are due for submission. The emails will include a number of questions to help shape your reports and will include: how each activity addressed the GCRF agenda, non-academic partner(s) engaged in secondment activities; and any financial contributions, the anticipated or achieved impact(s) of the project.

## 12 Support

### Downloads

- **Guidance documents and application form** | Follow this [link](#) to our SharePoint site
- **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](mailto:esrciaa@socsci.ox.ac.uk) for further advice and assistance.

**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 Senior Research Impact Facilitator or Research Impact Officer. Book a session by emailing [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk).

### Get some inspiration for your KE 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
- [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 video

**Remember the deadline for applications is 5pm, 20 July 2018!**