

Call specification and guidance for applicants (Call document A)  
2017/18

*Revised June 2017: This version supersedes all previous versions.*

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Application forms are available to download online at <http://www.socsci.ox.ac.uk/esrciaa/call>. The deadline for applications is **5.00 pm on 06 October 2017**. Applications should be submitted by your departmental administrator/research support officer or institutional IAA support contact to [esrciaa@socsci.ox.ac.uk](mailto: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* | Francesca Richards, Research Impact Officer  
T: 01865 614873 | E: [esrciaa@socsci.ox.ac.uk](mailto: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](mailto:aileen.marshall-brown@socsci.ox.ac.uk)
- **The Open University** | Rebecca Coatswith, Research Impact Manager  
T: +44 (0)1908 858277 | E: [rebecca.coatswith@open.ac.uk](mailto:rebecca.coatswith@open.ac.uk)
- **Oxford Brookes University** | Dana Vilistere, Research Impact Officer  
T: +44( 0)1865 484197 | E: [dvilistere@brookes.ac.uk](mailto: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](mailto:c.d.johnson@reading.ac.uk)

## A.1 Introduction

The ESRC IAA is a block grant provided by the Economic and Social Research Council to the University of Oxford, and managed by the Social Sciences Division's Research & Impact Team. The IAA provides flexible funding options for a wide range of Knowledge Exchange (KE) activities with the intention of enhancing the impact of excellent social science research. The existing IAA funding has recently been extended and now runs to early 2019. There are three types of scheme being funded in this call:

1. **Kick-starting Impact Awards** – up to £7.5K
2. **Impact Acceleration Awards** – up to £50K
3. **Visiting Practitioner Fellowships** – up to £25K

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

In addition, there is an open call for small grants (up to £2.5K) to fund social sciences-focused KE dialogue events (**KE Dialogues Scheme**). These are intended to bring together academic researchers with non-academic stakeholders (policymakers, practitioners, professionals and users) to share knowledge, experiences and perspectives on a topic of common interest and to develop ongoing plans for collaboration. For more information please see our [website](#).

### Regional KE Partnership

As part of our ESRC IAA, the University of Oxford have formed a **Regional KE Partnership** 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) by **28 July 2017**.

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

## A.2 Aims of the funding

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

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

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

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

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

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

## 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 non-academic partners; co-producing audience specific written outputs; setting up online platforms/portals; creating resources/training materials. The activities listed above must be carried out in a genuinely collaborative manner, with significant contribution from non-academic partners. Salary costs for the Academic Leads are **not** eligible under this scheme.

### **Impact Acceleration Awards** [Up to £50K]

This scheme is intended for KE projects which may be a continuation of a previous project or a new initiative and aim to drive activity that will encourage impact from excellent research. This funding is flexible and can cover a wide array of activities which have the potential to generate or accelerate research impact. We encourage innovative ideas. Please feel free to contact us if you wish to discuss a potential project. Salary costs for the Academic Leads are **not** eligible to be included in an Impact Acceleration Award proposal. However, you may wish to use some of the funding to cover salary costs for project staff e.g. a postdoctoral researcher, a KE Officer, casual research assistance, or someone with specific technical skills.

### **Visiting Practitioner Fellowships** [Up to £25K]

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. 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.

Visiting Practitioner 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 non-academic 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 (VAT cannot be recovered so must be included in the costs where necessary). However, please note, value for money is one of the key criterion for this scheme. If you wish to cover their travel and subsistence costs to be in Oxford for the duration of the fellowship we advise against employing the person on an Oxford contract. Please contact [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) for case by case advice on the best way of covering salary costs for incoming fellows.

## A.4 Selection criteria

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

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

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

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** – An appropriate and well-justified plan for expenditure, with careful consideration taken of individual costs, including demonstrable investment (cash or in-kind) by non-academic partners/users, if appropriate
- **Sustainability** – Potential for project/activity to lead to further development of a sustained relationship with non-academic partners/users and impact in the longer term

### **Regional KE Partnership criteria**

The panel welcomes proposals with involvement from the Regional KE Partners. Such applications will be assessed against the same criteria as proposals with applicants from only the University of Oxford. For Regional KE 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 evenly 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.5 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). **Head(s) of Department approval is required for all academic leads.**
- 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 Regional KE Partnership projects you also need to abide by processes and deadlines of other departments and institutions involved in the bid. This may include endorsements/approvals and budgets from both sides of the partnership. Early contact with all departments involved is advised.
- All applications must include **at least one external non-academic/HEI partner.**
- To be eligible for ESRC IAA funding, applications must fall **within the remit of the ESRC (see A.8)** but prior funding awards from the ESRC are not required. If you are unsure if your chosen topic falls under the ESRC remit, then please contact your institutional IAA support contact.
- **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.
  - o **At least one of the Academic Leads must be from the University of Oxford.**
  - o 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 the University of Oxford Museums can be involved and should be included as Academic Partners.
- **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 a permanent academic post, or PI on a research contract awarded competitively and intended to enable the holder to establish an independent research career. If you are in any doubt of your eligibility, please contact [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) for clarification.
  - o An Academic Lead on a fixed term contract must ensure their current contract extends significantly beyond the proposed project end date.
  - o College-based academics at the University of Oxford wishing to serve as PIs must apply via a department/faculty. Awards can only be held in departments/faculties, not in colleges.
  - o 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.
  - 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.
- Retired and Emeritus Fellows are ineligible.
- 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.
- *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.*

## A.6 Eligible activities

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

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

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

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

## A.7 Eligible costs

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

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

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

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

Efficiency, cost-effectiveness and value for money should be clearly demonstrated in the application as well as a 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, please contact your institutional IAA support for further guidance.

## A.8 ESRC research areas

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

### Area and development studies

#### Demography and human geography

#### Economics

#### Education

#### Environmental planning

#### History - Economic and social history

#### Law and legal studies\* - Socio legal studies

#### Linguistics\* - Applied linguistics; Computational/corpus linguistics; Phonetics; Psycholinguistics; Sociolinguistics; Languages and linguistics; Linguistics (general)

#### Management and business studies\*

#### Political science and international studies\* - International studies and relations; Political science

#### Psychology\*

#### Social anthropology

#### Social policy

#### Social work

#### Sociology\*- Science and technology studies; Sociology

#### Tools, technologies and methods\* - Social statistics, methods and computing

## A.9 How to apply

Applications should be submitted to the Social Sciences Research & Impact Team at the University of Oxford ([esrciaa@socsci.ox.ac.uk](mailto: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.

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. For collaborative bids please also check the procedures in collaborating departments and partner universities.

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)**
- CV for Visiting Practitioner Fellows (1 page)**

\* 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.

## 1. 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 December 2017**. If you require an earlier start date, please speak to the team to check if this is feasible.
- All projects must be a maximum of 12 months in duration, and must be completed by **31<sup>st</sup> January 2019**. **No extensions will be possible after this date.**
- **ECRs** should confirm their eligibility by stating either the date of their Doctoral Award or if not yet awarded, 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. 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. The total project cost should match the FEC 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 project involves human participants or personal data, you should ensure that an ethical review is completed prior to commencing your project. Further information can be found on the research support website: [www.admin.ox.ac.uk/researchsupport/integrity](http://www.admin.ox.ac.uk/researchsupport/integrity). Projects with Academic Leads from other Regional KE Partnership universities may also need to follow the ethics approval procedures at their own institution.

## 2. Project proposal

- The project proposal should be 2 sides, maximum (Arial 11pt or similar, 2cm margins, single spacing minimum). ***Please note: Substantially altered text will be standardised for the review process and additional pages disregarded. Please use standard text sizes and spacing.***
- It should outline the nature of the work you plan to undertake in conjunction with the non-academic partner organisation and cover the following points:
  - 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.



- **Aims and objectives** – Explain what you hope to achieve from this collaboration and what impact you hope to have. Make certain to include some project-specific objectives.
  - **Description of planned activities** – Briefly outline what you plan to do, how the partners will contribute, the timetable, and key outputs of the project.
  - **Justification of the resources** – Outline in brief how you intend to spend the budget allocated to your project. This justification will aid reviewers to make an informed judgement on whether the resources requested are appropriate for the activities posed.
  - **Outcomes, benefits and impacts** – Include details of the desired outcomes from the project, including an explanation of the anticipated benefits to academic and non-academic partners and the potential impacts. If possible, include details of what the next steps might be and how the collaboration might develop beyond this funding.
- We have examples of previously successful IAA project proposals available for applicants to view via [SharePoint](#) (Oxford SSO required) or by request from your institutional IAA support.

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

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

### 4. **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 throughout the project. This may include financial management, negotiating contracts, hiring new staff and/or providing desk space as required.
- This statement must come from the **Head of Department/Faculty** rather than the Head of Institute or Centre (where relevant) and should include a signature. Where the HoD is 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 all departments involved.

## 5. Costing Output(s)

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

## 6. CV

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

### A.10 Selection process

Funding will be awarded competitively by a process of peer review. A selection panel made up of established researchers and research users with track records of KE expertise in the social sciences will make the final decisions, based on their assessment of the applications against the selection criteria outlined below. 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 **early November 2017**.

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

### A.11 Sharing best practice

We would like to 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.

We would also like to invite successful applicants to share their experiences of being ESRC IAA award holders and 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 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.12 Reporting requirements

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

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

- **Mid-project reports** – For projects exceeding 6 months in length, a progress report is required at the mid-point of activities. This report should outline progress with the delivery of the project, highlight any interim lessons learned, and outline any particular challenges with the project, partners or finances, which might delay or impede successful project completion. For awards shorter than 6 months, no mid-project report is required.

- **End-of-project report** – The end-of-project report should evaluate the project, demonstrate the impact and benefits for both the researcher and the partner organisation, and detail any future plans for ongoing engagement with the partner organisation. This report should be submitted within 1 month of the end of the project.

**Impact report** – The impact report should briefly outline further impacts achieved in the 6 months following the project’s completion. The aim is to capture any impact that has developed since the project’s completion date.

## A.13 Support

- **Downloads**
  - o **Guidance documents and application form** | Available on our website at <http://www.socsci.ox.ac.uk/esrciaa/call>.
  - o **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: [rebecca.coatswith@open.ac.uk](mailto:rebecca.coatswith@open.ac.uk)
  - Oxford Brookes University: [dvilistere@brookes.ac.uk](mailto:dvilistere@brookes.ac.uk)
  - University of Oxford: [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk)
  - University of Reading: [c.d.johnson@reading.ac.uk](mailto:c.d.johnson@reading.ac.uk)
- **Facilitator review** | Email a draft version of your application to [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk) if you would like feedback and ideas for improving the proposal. It is suggested that you email at your earliest convenience and **no later than 10 working days** before the deadline to ensure adequate time is available for review and revisions. You can also arrange a face-to-face session to talk in more depth about your plans and application drafts with the Research Impact Facilitator or Research Impact Officer. Book a session by emailing [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk).
- **Briefing session** | A briefing session will be held on 05 July 2017 to introduce the schemes, and allow potential applicants to hear from existing award holders and ask questions. For more information on the session, please visit our website at <http://www.socsci.ox.ac.uk/esrciaa/call>. Register for a place at <https://kefundingbriefing.eventbrite.co.uk>.

### 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](#)