

## ESRC Impact Acceleration Account

### Open call for proposals 2015/16 Knowledge Exchange Dialogues Scheme Call specification and guidance for applicants (Call document A)

#### Contents

A.1 Introduction.....	2
A.2 Aims of the funding .....	2
A.3 Application process.....	3
A.4 Eligibility.....	4
A.5 Eligible activities .....	5
A.6 Eligible costs.....	5
A.7 Award letter.....	5
A.8 Reporting requirements .....	6
A.9 Sharing best practice .....	6
A.10 Support .....	6

#### Associated documents:

- Application form [pdf]

#### Useful contacts:

**Institutional IAA support contacts** | Academics from our partner institutions are encouraged to approach their local support team in the first instance. The lead contacts for the IAA are:

- **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](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** | Fiona McKerlie, Research Impact Manager  
T: +44 (0)1908 858415 | E: [fiona.mckerlie@open.ac.uk](mailto:fiona.mckerlie@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

This call is for **Knowledge Exchange Dialogues** funded via the University of Oxford's ESRC Impact Acceleration Account (IAA). It is intended to provide small amounts of funding (up to £2,500) to bring together academics with external stakeholders in meaningful and productive two-way discussions. Please get in touch with your institutional IAA support contact (see page 1) if you would like to apply.

This scheme will have a **continuous open call** to attract the best proposals in a responsive timeframe. Assessment of the gathered field will be carried out on a **quarterly** basis with proposals for small amounts getting a quicker response. There is a total of £90K to be allocated under this scheme over the period 2014-2018, which can be used for international, national, regional/local interactions.

This document provides guidance to applicants on the application and selection process. If you require further advice, please contact your institutional IAA support contact (see page 1).

Separately to this scheme, the ESRC IAA also funds projects via competitive calls for the following schemes: **Kick-starting Impact Awards, Impact Acceleration Awards, Outgoing KE Fellowships and Visiting Practitioner Fellowships**. For more information visit [Oxford's ESRC IAA webpages](#).

## A.2 Aims of the funding

**Are there a couple of key organisations that you want to get to know better? Do you want to do some sector wide engagement to get different perspectives on the topic of your research? Have you identified some individuals from outside the academy that could help with your research? Or maybe you want to check with stakeholders that your research is helping them in the way you intended?**

Through this call we aim to fund a number of social sciences focused knowledge exchange forum and dialogue events. These are intended to bring together, in conversation, academic researchers with external stakeholders (policymakers, practitioners, professionals, and users) to share their differing knowledge, experiences and perspectives on a topic/theme of common interest. The aim is to engage with external stakeholders from business, government and civil society sectors.

**Building good relationships** with individuals and organisations outside of the academy is a key component of successful knowledge exchange and an important way to ensure your research has impact. For engagement of research 'users' to be effective, this should be a **two-way process**, involving interaction and listening. **Face-to-face** interaction is crucial as it helps to build trust and confidence between those involved. These grants are intended as a first step in developing new collaborations that will, in turn, open up opportunities for new projects. In this respect they play a crucial role in instigating collaborative research and KE activities and in accelerating impact.

There is not a **one-size-fits-all solution**, so this funding is designed to be **flexible to your needs**. With a maximum budget of £2,500 you can apply for a single forum event, a series of dialogues or a combination of both.

For example, you might arrange a KE forum bringing together relevant academics (regardless of discipline or career level) and external stakeholders in an event with a format that engages participants equally and enables two-way conversations around a common topic of interest. The event should have clear aims, objectives and outcomes. This type of event might allow participants to: develop new networks, discover common interests/language, look at challenges in a joined up way, share knowledge from different perspectives, co-develop a research agenda or explore future plans for collaboration.

Alternatively the funding could enable researchers to start smaller scale conversations with key external stakeholders that might be necessary as groundwork to build up into a KE forum or other form of collaboration. A number of 'getting to know you' meetings with the same partner may be required to enable a mutual understanding to develop and to allow the exchange of ideas. Again appropriately scaled aims, objectives and outcomes are required.

### **Regional KE Partnership**

University of Oxford is partnering with three other HE institutions – The Open University, Oxford Brookes University and the University of Reading – to create a **Regional KE Partnership**.

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

If you would like to explore a new collaboration with one of the partners or have an existing relationship that you would like to build on, please contact your institutional IAA support.

Researchers from the regional partner institutions should make applications to this scheme with at least one academic from the University of Oxford. If you would like assistance in finding an Oxford partner, please complete an [Expression of Interest Form](#) and send it to your institutional IAA support contact (see page 1).

## **A.3 Application process**

There is a simple application process for this call:

**Application** – Applications should be submitted on the KE Dialogues pro forma that can be downloaded from the [ESRC IAA webpages](#). More detailed information about what to include in each section is given in the form. There is no fixed deadline for submission. Completed application forms should be submitted to the Oxford Social Sciences Division Research & Impact Team ([esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk)) via your departmental or faculty administrator/research support officer or institutional IAA support contact (see page 1).

**Selection criteria** – Applications demonstrating the following will be prioritised:

- **Academic track record** – a high quality research base (commensurate with career stage) is vital for any knowledge exchange activity
- **Scope and quality of contributors** – engagement of a broad range of stakeholders, building new relationships as well as strengthening existing partnerships
- **Format** – an engaged, practical and appropriate event format enabling two-way dialogue (avoiding standard dissemination), innovative approaches are encouraged
- **Potential** – applications showing the potential of the relationships to lead onto future collaboration or to create/accelerate impact

Desirable but not essential criteria:

- **Multi-/Inter-disciplinarity** – applications with cross-divisional collaboration are encouraged. We can assist in finding suitable researchers from across the university.
- **Local/Regional** – £30K of the funding available is earmarked for activities with a local/regional focus. National and internationally focused applications will not be disadvantaged.

**Evaluation** – Applications will be considered by the ESRC IAA Panel.

Applications requesting **up to £1,000** will be reviewed immediately upon receipt and a decision will be communicated to the applicant by email within **10 working days**.

A gathered field of applications requesting **between £1,000 and £2,500** will be reviewed by the ESRC IAA panel on a quarterly basis. A list of the quarterly assessment dates is provided below. Results will be announced by email within a month of the assessment dates.

**Gathered field deadlines** - You can submit your full application at any time, and it will be evaluated after the next assessment date. All dates fall on a **Friday** and the cut off time is **5pm**.

The next deadlines are:

- **04 December 2015**
- **04 March 2016**
- **03 June 2016**
- **30 September 2016**

In exceptional circumstances and with adequate justification, applications may be considered for review before the gathered field deadline.

## A.4 Eligibility

- 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).
- To be eligible for ESRC IAA funding, applications must fall **within the remit of the ESRC**<sup>1</sup>, 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.
- Anyone named as an **Academic Convenor** should be currently employed by any one of the four Regional KE Partnership institutions as a permanent postholder or fixed-term researcher at any career stage.
  - **At least one of the Academic Convenors must be from the University of Oxford.**
  - Any University of Oxford Academic Convenor should be a member of academic staff in a department or faculty. College-employed academics should be included as Contributors unless they have departmental affiliations.
- **At least one of the Academic Convenors 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](mailto: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 Convenors 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.

---

<sup>1</sup> See <http://www.esrc.ac.uk/funding-and-guidance/applicants/proposal-classifications-ESRC-disciplines.aspx>

- 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 partner** as a Contributor.
- Ideally, **at least half** of the proposed Contributors should be non-academics. The Panel appreciate that on occasion individual circumstances may preclude this.
- Many departments have internal eligibility criteria and other guidelines. Please consult your departmental administrator for more details.

#### **Regional KE Partnership eligibility**

Researchers from the IAA Regional KE Partnership institutions (Reading, OU and Brookes) may apply to this scheme as a Principal Investigator, but at least one of the Academic Convenors must be an academic employed by the University of Oxford.

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

### **A.5 Eligible activities**

Examples of the types of activities eligible for support include:

- Policy or evidence seminars/symposia/fora
- High-level stakeholder, practitioner meetings/workshops
- Stakeholder roundtable discussions
- Participative workshop formats e.g. World Café, Open Space, etc.
- Small meetings to facilitate the development of relationships with external users

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

- Research seminars or lectures with academic speakers and a mainly academic audience
- Academic conferences with no clear knowledge exchange component are not likely to be prioritised for funding. However, those involving a knowledge exchange component (such as a workshop with external partners) may be considered eligible to receive funding for that component only, not for the whole event.

### **A.6 Eligible costs**

A maximum of £2,500 is available per proposal to fund directly incurred costs. Academics cannot charge their time under this funding. Eligible costs include:

- travel expenses for participants
- venue and catering costs
- other event costs e.g. equipment, printing, IT/AV support (honoraria are not eligible)
- administrative support (NB only if you do not have access to existing core departmental support staff and need to buy-in additional admin support/casual staff)

Efficiency, cost-effectiveness and value for money should be clearly demonstrated in the application. Payments will not be made for miscellaneous expenses or unspecified items. If you are unsure about the eligibility of a specific expense, please contact your institutional IAA support contact (see p. 1).

### **A.7 Award letter**

You will be issued with a letter by email communicating the outcome of your proposal and the terms and conditions of your award (if successful). Feedback from the panel may be sought via the Oxford Research Impact Facilitator [aileen.marshall-brown@socsci.ox.ac.uk](mailto:aileen.marshall-brown@socsci.ox.ac.uk).

## A.8 Reporting requirements

We are required to report to the ESRC about IAA-funded activity, and so successful applicants are asked to submit two brief reports. The Research Impact Officer will contact award holders with a reminder when reports are due for submission.

- **Final report** - The final report should evaluate the project; demonstrate the impacts and benefits for both the researcher and the partner organisation and detail any future plans for ongoing engagement. 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 since the project completion date, in a similar format to the final report. The aim is to capture impacts that develop beyond the project's completion date.

## A.9 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 being an ESRC IAA award holder 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 KE 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 Academic Convenor(s). 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.

## A.10 Support

**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](mailto:fiona.mckerlie@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)

**One-to-one support** | The Social Sciences Division Research Impact Facilitator, Aileen Marshall-Brown, is available to support University of Oxford PIs to develop their plans and offer feedback on applications. She can also help Oxford PIs to find and engage academic and external contributors if required. Get in touch via [aileen.marshall-brown@socsci.ox.ac.uk](mailto:aileen.marshall-brown@socsci.ox.ac.uk).

**Equipment hire** | The Division has audio/visual equipment which University of Oxford applicants can hire, free of charge, to cover their event, please contact Stacey McGowen for further information [esrciaa@socsci.ox.ac.uk](mailto:esrciaa@socsci.ox.ac.uk).