

ESRC Impact Acceleration Account

Open call for proposals 2017/2018 Knowledge Exchange Dialogues Scheme Call specification and guidance for applicants (Call document A)

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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* | Francesca Richards, 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** | Rebecca Coatswith, Research Impact Manager
T: +44 (0)1908 858277 | E: rebecca.coatswith@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

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 (public, private, civil society) 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 **termly** basis with proposals for small amounts getting a quicker response.

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: **Impact Acceleration Awards**, **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

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.

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 involving partners from one or more of the regional partner universities.

A.3 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** – some of the funding available is earmarked for activities with a local/regional focus. National and internationally focused applications will not be disadvantaged.

A.4 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) via your departmental or faculty administrator/research support officer or institutional IAA support contact (see page 1).

Panel Review

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 termly basis. A list of the 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:

- **29th Sept 2017**
- **1st Dec 2017**
- **9th Mar 2018**
- **15th Jun 2018**

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

A.5 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). **Approval from the Head(s) of Department for each Academic Convenor 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.
- 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.

- **Academic Convenors** can be included from any of the four Regional KE Partnership institutions. Anyone named on the application as an Academic Convenor 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 Convenors must be from the University of Oxford.**
 - o Any Academic Convenor 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 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 for clarification.
 - o An Academic Convenor 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 Convenors but are not eligible to be designated as PI unless they have a permanent contract. 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 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.7 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.8 ESRC research areas

Applications to the ESRC IAA KE Dialogues **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 studies¹ - 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 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.

* 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.10 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.11 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.12 Support

- **Guidance documents and application form** | Available on our website at <http://www.socsci.ox.ac.uk/esrciaa/call>.
- **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: denise.pasquet@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

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