

# Higher Education Innovation Fund

## Social Sciences Knowledge Exchange Fellowships

Call specification and guidance for applicants (Call document A)  
Summer 2016



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Download application form [here](#). The deadline for applications is **Monday, 19 September 2016, 5pm.**

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

Useful contacts:

#### Social Sciences Divisional Research and Impact (R&I) Team Contacts

- Application process enquiries  
E: [impact@socsci.ox.ac.uk](mailto:impact@socsci.ox.ac.uk)
- Research Impact Facilitator, Aileen Marshall-Brown (*Proposal development support*)  
E: [aileen.marshall-brown@socsci.ox.ac.uk](mailto:aileen.marshall-brown@socsci.ox.ac.uk) | T:01865 614881

## A.1 Introduction

The Social Sciences Division has received funding from the Higher Education Innovation Fund (HEIF) to support a number of knowledge exchange (KE) fellowships over the next academic year (2016/17), with the intention of enhancing the impact of excellent social sciences research being carried out at University of Oxford.

The current call seeks proposals for KE fellowships which should involve either:

- (a) an academic spending time working closely/embedded with an external non-academic organisation/s [**outgoing fellowship**] or
- (b) a person (or persons) from an external non-academic organisation (e.g. practitioner/policy-maker/user) spending time embedded in a department/research unit working alongside academic researchers here at University of Oxford [**incoming fellowship**].

Please contact the Divisional Research and Impact team ([impact@socsci.ox.ac.uk](mailto:impact@socsci.ox.ac.uk)) to explore any ideas for knowledge exchange activity that could potentially be funded under this scheme.

## A.2 Scope of the call

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

**Proposals should not exceed £25K in eligible costs and fellowships should be completed within the 2016/17 academic year no later than 31 July 2017.**

The funding aims to provide support either for new knowledge exchange 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.

Applications need to focus on clearly defined knowledge exchange activities and outcomes rather than on research outcomes (although depending on the context these may still be acceptable alongside knowledge exchange outcomes).

Proposed partnerships should clearly extend beyond the academy and beyond the University of Oxford.

We want to encourage projects that include substantive user engagement or demonstrate genuine collaboration, co-design and co-delivery. Research which only analyses material from user groups or disseminates findings to user groups without substantive collaboration is unlikely to be prioritised.

The funding will support new collaborative partnerships and/or the further development of pre-existing collaborations with external partners.

**Examples of the types of activities that may be supported include:**

- Policy or evidence seminars (encouraged to exchange and develop ideas)
- High-level stakeholder, practitioner meetings/workshops
- Activities to facilitate the development and management of relationships with external users/stakeholders
- The co-development of tools that emerge from research that can maximise the use of research outputs in practitioner communities
- User-led research, where researchers are engaging directly with users in shaping the research agenda and in applying social science to current issues relating to policy, strategy or practice
- User-led public engagement activities – web, social media, briefing papers, public events, podcasts, citizen science

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

- Research consultancy
- Knowledge Transfer Partnerships (KTPs) as these are funded via a separate route
- Studentships or internships for Research Council-funded DPhil students, where these are funded through Research Council Doctoral Training Grants
- Academic conferences with no clear knowledge exchange component are not likely to be prioritised for funding.

### **A.2.1 Outgoing KE Fellowships**

The range of possible knowledge exchange activities and partners is broad. The outgoing KE fellows will work closely with the external partners and contribute their knowledge to the benefit of the partner e.g. by providing innovative ideas for improving policies and processes, by contributing to improved service delivery, capacity building or product/service development or by providing specific expertise for an area they are working in. The partnership will in turn provide reciprocal benefits for the Fellow in terms of gaining practice knowledge, access to networks/data sources/technology that will feed into future research or collaborations.

Funding will be provided to cover salary or salary buy-out of the academic of up to **£20K**, with a further **£5K** for project expenses, for projects of around 6-9 months to undertake fellowships which develop new and exciting projects in conjunction with partner organisations. KE Fellows will be expected to spend the majority of the project time (no less than 50%) working within the partner organisation; significant partner engagement is required.

There are two streams: (i) Established researchers; and (ii) Early career researchers (ECRs)

For established researchers, the award is intended to provide the following options:

- a) A period of buy-out from a current contract with a college, department or faculty (subject to agreement of all parties);
- b) Hourly-paid research assistance roughly equivalent to the value of a term's buyout (this must be supported through your faculty/department) ;
- c) Any similar justified resources required to develop and/ or cement the collaboration, e.g. events, website development, exhibition curation etc.

For early career researchers (ECRs), the award is intended to provide salary costs for the duration of the award, either full-time or part-time up to the £20K limit. The award size has been calculated based on six months of salary at the Division's standard entry level for postdoctoral researchers - grade 7, point 1 (<https://www.admin.ox.ac.uk/finance/epp/payroll/scales/grades6andup>).

### A.2.2 Incoming KE Fellowships

Incoming KE 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 external partner enabling their research to be more relevant and useful to end users.

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. Incoming KE 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.

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. However, please note, value for money is one of the key criterion for this scheme.

NB: For international visitors, please request visa advice from your departmental administrator to determine if salary costs can be covered. Please contact [impact@socsci.ox.ac.uk](mailto:impact@socsci.ox.ac.uk) for further advice on covering salary costs for incoming fellows.

### A.3 Eligibility

- 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**.
- 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 [impact@socsci.ox.ac.uk](mailto:impact@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 outgoing KE Fellows. 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.
- An **outgoing 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 outgoing 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.
- An **incoming KE Fellow** should be a person (or persons) from an external, non-academic organisation who will work closely with or be embedded within a department or faculty at the University of Oxford.

- 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.*

## A.4 Eligible costs

Eligible costs can include:

- Salary buy-out/teaching replacement for KE Fellows
- Salary costs of project staff
- Travel and subsistence (for researchers, external partners or delegates)
- Project costs (publishing, venue hire, transcription, IT)
- Consultancy/professional fees e.g. for external partners
- Equipment

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

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. Payments will not be made for miscellaneous expenses or unspecified items. If you are unsure about the eligibility of a specific expense, please contact us for further guidance.

## A.5 How to apply

**Applications should be submitted to the Social Sciences R&I team ([impact@socsci.ox.ac.uk](mailto:impact@socsci.ox.ac.uk)) via your departmental or faculty administrator/research support officer\*.**

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 external partners**
- Statement of support from the Head of Department**
- A breakdown of costs presented as an X5 admin output**
- CV for early career fellowship applicants or for visiting practitioners (1 page)**

*\*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.*

## Application form

- Download the form from our SharePoint site and complete all relevant sections <https://sharepoint.nexus.ox.ac.uk/sites/socsci/ke/Funding/Forms/AllItems.aspx>.
- The earliest **start date** under this call is **01 Nov 2016**.
- Projects should plan to be completed in the 2016/17 academic year, no later than **31 July 2017**.
- **ECR's** should confirm their eligibility by stating either the date of their Doctoral Award or the date of their thesis submission.
- **List of publications** | Applicants should provide a list of publications relevant to the proposed project to demonstrate their experience and the quality of their research in this area (applicants' career stage will be taken into consideration when assessing relevant experience so as not to disadvantage Early Career Researchers).
- **Resources** | Please provide a detailed list of resources requested up to a maximum of £25,000. Please give enough detail in the description of costs to enable a fair assessment by the panel. The TOTAL of requested resources should match the PRICE on the costing output (see below).
- **Additional budget information** | Please provide headline budget information in this section. This should match the figures on the costing output(s) (see below). 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.
- **Declaration of Interest** | According to the University'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 Research Services [guidance page](#).
- **Research Integrity and Ethics** | All awards must, in addition, meet current University requirements and policy concerning research integrity and ethics. If your fellowship 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).

## Project proposal

- The project proposal should be 2 sides, maximum (Arial 11pt or similar, 2cm margins, single spacing minimum).
- It should outline the nature of the work you plan to undertake in conjunction with the 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.
  - o **Aims and objectives** – outline what you hope to achieve from this collaboration, what impact you hope to have, and include some project specific objectives.
  - o **Description of planned activities** – briefly outline what you plan to do, how the partners will contribute, the timetable, and key outputs of the project.
  - o **Justification of the resources** – Outline in brief how you intend to spend the budget allocated to your project. This justification will aid reviewers to make an informed judgement on whether the resources requested are appropriate for the activities posed.

- **Outcomes and benefits** - Include details of the desired outcomes from the project, including an explanation of the anticipated benefits to both parties 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 a number of previously successful 2-page project proposals available to view via [SharePoint](#).

#### **Letter of support from external partners**

- A letter of support (1 side, maximum) should be provided by the partner organisation 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, and subsequently offer a conditional award pending presentation of a letter of support.

#### **Statement of support from the Head of Department**

- A short statement of support from the **Head of Department for the Academic Lead** (1 side, maximum) should be provided. It should explain the benefit of the project to both the applicant and the department/faculty and detail any contributions the department/faculty plan to make to the project. In cases with multiple Academic Leads from the same department, a single collective support statement from their Head of Department is adequate.
- It is important for the department/faculty to give support because they will be responsible for providing administrative and HR support to applicants throughout the project. This may include financial management, negotiating contracts, hiring new staff and providing desk space as required.
- This statement must come from the **Head of Department/Faculty** rather than the head of institute or centre (where relevant), and should include a signature. Where the HoD is one of the Academic Leads, the proposal should be approved by either a Deputy Head or Research Director/Coordinator.
- Where proposals include staff time for researchers based in a different department to the Academic Lead(s), a statement should be provided by both departments involved.

#### **Costing**

- 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.

## A.6 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 a track record of Knowledge Exchange expertise in the social sciences will make the final decisions, based on their assessment of the applications against the selection criteria outlined below.

Applicants will be notified of the outcome of their application in **late October 2016**. Results will be issued by email. Feedback from the panel review will be available on request.

## A.7 Selection criteria

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

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

- **Contribution** – Contribution to knowledge for external 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 external 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 external partners/ potential users and the ability of the project/activities to meet external partners/users’ needs;
- **Value for money** – Value for money, including demonstrable investment (cash or in-kind) by external partners/users, if appropriate;
- **Sustainability** – Potential for project/activity to lead to further development of a sustained relationship with external partners/users and impact in the longer term

## A.8 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 a KE Fellow 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 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.

## A.9 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 and will assist the SSD Research & Impact Team in monitoring 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 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.

- **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.10 Support

- **Downloads**
  - o **Guidance documents and application form** | Follow this [link](#) to our SharePoint site
  - 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 email [impact@socsci.ox.ac.uk](mailto:impact@socsci.ox.ac.uk) for further advice and assistance.
- **Facilitator review** | Email a draft version of your application to [aileen.marshall-brown@socsci.ox.ac.uk](mailto:aileen.marshall-brown@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 KE facilitator. Book a session by emailing [aileen.marshall-brown@socsci.ox.ac.uk](mailto:aileen.marshall-brown@socsci.ox.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

### Other useful links:

- [Oxford’s KE and Impact pages](#)
- [ESRC Knowledge Exchange](#)
- [ESRC Impact Toolkit](#)
- [HEFCE Knowledge exchange pages](#)