Higher Education Innovation Fund (HEIF)

Social Sciences Knowledge Exchange Fellowships: Public & Community

Call specification and guidance for applicants (Call document A)
2019/20

Contents

The deadline for applications is <u>5pm on Monday 30th September</u>.

<u>Applications should be submitted through IRAMS.</u>

This KE Fellowships call is being funded via our divisional HEIF allocation. This means that all Social Sciences Division departments are eligible to apply along with social scientists from other academic divisions. This call is only open to University of Oxford researchers.

Useful contacts:

A.1 Introduction

These HEIF-funded Knowledge Exchange (KE) Fellowships are designed to support engagement and knowledge exchange with external organisations. This document provides guidance for applicants to the **Public & Community** KE Fellowships, which seek to support social sciences researchers (from any Division at Oxford) to **work with the public and/or public-facing & community organisations** on high-quality, creative and innovative projects which generate mutual benefit between the public and researchers, and ultimately enhance the quality or impact of excellent social sciences research.

For this call, 'the public' is defined as individuals, groups, young people and their families who do not have a formal relationship with a HEI, or groups that have been established to support particular communities or causes.

This call encourages proposals for both 'outgoing' and 'incoming' Public & Community Fellowships will involve an academic spending time working closely with/embedded in a public-facing or community organisation/s over a period of 6-9 months or conversely a public/community practitioner spending time at the University of Oxford working with researchers. Partners could include (but are not limited to) community-led initiatives, charities, social enterprises, local authorities, or arts partners.

Researchers who are planning activity which is mostly public-focused are welcome to apply, we would still expect them to have appropriate partnerships in place to assist with the planning and delivery of events (i.e. local council cooperation for street activity, museum partners involved in the co-designing of activity based at their venue) or who can facilitate relationships between academic partners and the public or particular communities (i.e. organised community groups, charities).

A.2 Scope of call

Proposals can be based on research from any department in the Social Sciences Division, and from social sciences researchers based outside of the Social Sciences Division.

Proposals should not exceed £25K in eligible costs. For 2019-20, £50K is available in total for this scheme. The average award in 2018/19 was £15,484.

Due to the timeframe of the funding, fellowships must be completed by the end of July 2020.

The funding aims to provide support either for new KE activity or to provide follow-on support for pre-existing KE activities. Applications building on previous activity must clearly demonstrate the need for further funding and the potential for future collaboration that this will unlock.

Applications need to focus on clearly defined KE activities 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 and beyond the University of Oxford.

We want to encourage projects that include substantive public and/or community engagement or demonstrate genuine collaboration or co-design of research with the public/community organisations. Research which only analyses material from partners 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.

> **Activities could support the public engaging with research at any stage – getting them involved in the design, conduct, or dissemination of research. Researchers can take several approaches to engaging the public with their research, including (but not limited to):**
>
> - **collaborative** approaches (asking them to be active research collaborators where they are directly affected by an issue being researched)
> - **consultative** approaches (e.g. seeking public views on forecasts or research findings)
> - **informative** approaches (e.g. reaching new audiences through events or media)
>
> **External project partners could include:**
> - Community led initiatives
> - Charities
> - Social enterprises
> - Local authorities
> - Arts partners
>
> **Examples of the kinds of activity that may be supported include (but are not limited to):**
> - 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, briefings, exhibitions, public events, participative research, citizen science etc.
> - Listening to public/community needs and engaging with them on a particular issue
> - Responding to particular needs of public/community
> - Partnership building
> - Gaining access to relevant groups
> - Developing and growing relationships with particular groups of the public and/or communities
> - Academic placements with public or community-oriented organisations
> - Practitioner placements at the University
> - 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 by the public/community groups
> - User-led and co-produced research, where researchers are engaging directly with the public in jointly shaping the research agenda and in applying social science to current issues relating to policy, strategy or practice

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 KE component.

A.2.1 KE Fellowships

The range of possible KE activities and partners is broad. The KE Fellows – whether from Oxford, or from within an external organisation - will work closely with their partners. **If the KE Fellow is an 'outgoing' academic working with the public or embedded in a community organisation**, they will work to share their knowledge to the benefit of the both their research/the academic field and the

public/community organisations e.g. by increasing public knowledge, changing attitudes or behaviour, 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. Researchers will benefit from the practice, knowledge and perspectives of the public or community partners, feeding this experience back into their research to enable it to be more relevant and useful to end users.

If the KE Fellow is an 'incoming' partner from an external organisation, they will benefit from working closely with researchers, e.g. learning/using research skills, utilising data, literature and equipment not normally accessible to them or 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.

Funding will be provided flexibly to cover project costs as required. This can include costs to cover salary or salary buy-out of the academic or incoming partner as well as well-justified direct project costs for projects of around 6-9 months (e.g. event costs). KE Fellows (whether outgoing academics, or incoming practitioner partners) will be expected to spend the majority of the project time (no less than 50%) working within their partner organisation; significant partner engagement is required.

In terms of salary costs, the award can be used as follows:

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); or
b) Hourly-paid research assistance roughly equivalent to the value of a term's buyout (this must be supported through your faculty/department) ;

For early career researchers (ECRs) undertaking the KE Fellowship, supported by a senior researcher as PI, the award can provide salary costs for the duration of the award, either full-time or part-time. 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). However, salary rates above 7.1 can also be used for existing employees on higher points of the scale.

For incoming visiting Fellows from external organisations – salary costs may be eligible. Please see A.4 (Eligible Costs) for further guidance.

A.3 Eligibility

- Applications are welcomed from members of **any department or faculty at the Social Sciences Division, but also social scientists working in other Divisions** at the University of Oxford. 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 partner** organisation.

- The **Principal Investigator** 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 for clarification.

    o An Academic Lead on a fixed term contract must ensure their current contract extends significantly beyond the proposed project end date.

- o Early Career Researchers (ECRs) may not serve as Academic Leads but may apply as KE Fellows. ECRs are defined as being **within four years** of the submission of their doctoral thesis. This limit can be extended in exceptional circumstances e.g., extended periods of illness, maternity or paternity leave, etc.

- A **KE Fellow** should be an academic employed by a department or faculty who will spend time working closely with or be embedded within an external non-academic organisation/s or a practitioner from the partner organisation who will spend time at the University.

  - o Early Career Researchers (ECRs) may apply as KE Fellows

  - o DPhil students are only eligible to apply as an ECR KE Fellow if they will have submitted their thesis and are awaiting examination at the point their project will commence. Masters students are not eligible to apply.

- 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, <u>not</u> 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 any of the following

- Salary costs for ECRs
- Salary buy-out/teaching replacement for KE Fellows
- Salary costs of project staff, e.g. Research Assistants
- 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 <u>not</u> provided on a full economic cost (FEC) basis. Estates and indirect costs are <u>not</u> covered by this funding but 100% of direct costs will be covered

Applicants are expected to demonstrate in their proposal that there is a genuine commitment from project partner organisations. Clear details of any combination of cash or in-kind contributions to project costs are desirable although not essential.

* In certain circumstances it may be appropriate to cover some costs at the partner organisation, if the participation of the partner organisation is essential to the success of the project, but would otherwise be prohibited by cost. **Please also note that VAT cannot be recovered so must be included in the costs where necessary. If the KE Fellow is incoming from an external organisation, or a partner is delivering services in aid of the project, any additional costs including VAT need to be checked and factored in to the budget at application stage.**

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

DEADLINE: Monday 30ᵗʰ Sept, 5pm

Applications should be submitted to the Social Sciences RIE team via IRAMS.

1. Complete the online section of the application
2. Download and complete the statement of support template from IRAMS
3. Combine the statement of support with the other supporting documents into a single PDF
4. Upload the single PDF file to IRAMS containing all the relevant supporting documents

The statement of support comprises:

☐ **Application form, including:**
   a. **2-page project proposal**
   b. **CV (for ECR fellow applicants)**

Applicants should also **include the following supporting documents**:

☐ **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**

*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

- Apply through IRAMS. Complete the online form and download the statement of support. Complete the statement and create a combined PDF which includes **all** of the documents listed above.

- The earliest **start date** under this call is **01 November 2019**.

- Projects should plan to be completed in the 2019/20 academic year, no later than **31 July 2020**. No extensions can be given after this date.

- **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 ECRs).

- **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 reasonable/full 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 in IRAMS 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.

Project proposal

- The project proposal should be <u>2 sides, maximum</u> (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:

  - **Rationale and research background** – a section outlining the rationale for this work, the background to the proposed partnership and how your research relates to and supports this proposal.

  - **Aims and objectives -** include elements that respond to the aim and focus of this call and the selection criteria, i.e. what do you hope to achieve by engaging with the public or a particular community group? What kind of impact do you hope will come from this partnership? Make sure that you have some objectives which are specific to the timeline of the project**.**

  - **Description of planned activities** – include details of what you plan to do, how the fellowship placement/visits will be managed in practice, how you will ensure collaborative working with partners, delivery of outputs and how progress will be monitored. Include a timeline of key project outputs and milestones.

  - **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 the public/community organisation and academic researchers, 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 each partner organisation with whom the project is proposed. The organisation should demonstrate an understanding of the proposed activities, their role and contribution to the project.

- The letter should describe how the project will benefit the partner organisation; and outline the support that will be provided to the applicant. A named individual from this organisation will be required to be responsible for overseeing the project.

- The letter should describe how the project will benefit the partner organisation; and outline the support that will be provided to the applicant and the arrangements that will be made to host the secondment. Include a named individual from this organisation responsible for the project.

- 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 head of department 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.

Costing

- A detailed breakdown of the project costs is required. In IRAMS, please give a clear breakdown of the resources requested up to a maximum of £25,000.

- You are also asked to provide an FEC costing. 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. (See Call Doc B for instructions for this costing)

- The total requested in IRAMS should match the PRICE on your X5 costing output

- Include the X5 admin output as part of your combined PDF of supporting documentation.

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 KE expertise in the social sciences will make the final decisions, based on their assessment of the applications against the selection criteria outlined below.

Applicants will be notified of the outcome of their application in **late October 2019**. 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 on the public and/or community groups arising from excellent social science research and (b) demonstrate commitment to developing productive partnerships the public and/or community organisations.**

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

- **Quality and potential of partnership -** applications showing the potential of the relationships and scoping work to lead onto future collaboration will be prioritised.

- **Contribution** – Contribution to knowledge for external partners beyond the academy and likely importance of the research expertise to those partners;

- **Design & methods** – Effectiveness of project/activity design and methods, particularly involvement of external partners at all stages of the project (co-design, co-delivery and policy-making involvement in dissemination are encouraged);

- **Usefulness** – Timeliness of the outcomes for external partners and the ability of the project/activities to meet external partners' needs;

- **Value for money** – Value for money, including demonstrable investment (cash or in-kind) by external partners, if appropriate;

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 KE activities. This may take the form of helping to deliver a briefing or training session, sharing ideas with other colleagues or helping to provide materials to raise the profile of KE 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 report** – 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**
    - **Guidance documents** | Follow this link to our SharePoint site
    - **Exemplar successful applications** | We have a number of previously successful HEIF KE Fellowship 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 for further advice and assistance.

- **Facilitator review** | Email a draft version of your application to impact@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 ESRC IAA Manager or Research Impact Facilitator for your Department. Book a session by emailing impact@socsci.ox.ac.uk.

Get some inspiration for your KE and impact activities:

- [Social Sciences Division impact case studies](link) – lay summaries of successful impact stories
- [ESRC IAA funded project summaries](link) – short summaries of projects funded to date
- [TORCH KE Fellowships info](link) – similar scheme run by the Humanities Division
- [Oxford Impacts case study series](link) - filter to view Social Sciences Division case studies
- [ESRC Celebrating Impact Prize](link) - watch winners' impact videos
- [ESRC Impact case studies](link) – read case studies or watch videos
- [National Centre for Universities and Business](link) – read success stories
- [National Coordinating Centre for Public Engagement](link) – read case studies

Other useful links:

- [Oxford's KE and Impact pages](link)
- [ESRC Knowledge Exchange](link)
- [ESRC Impact Toolkit](link)
- [Research England's Knowledge exchange pages](link)