**University of St Andrews KE and Impact Fund 2017/18**

**Guidance Notes for Applicants**

1. The fund is open to the University of St Andrews academic staff.
2. This funding will target projects which are based on research conducted (solely or jointly) at the University of St Andrews, and which also enhance the institution’s achieved impact, whether for future REF assessment exercises, or more generally.
3. The funding will prioritise activities that would not be eligible or covered by follow-on grant funding, RCUK Impact Accelerator Accounts or other similar sources of funding.
4. Calls are open to all disciplines including interdisciplinary projects.
5. There will be two calls for the Main KE & Impact awards each year and six rounds of the Small KE and Impact awards. If there is an urgent need, Small KE and Impact applications can be submitted at any time.
6. The **total fund for July 2017 – June 2018** is in the region of £200k. There is approximately £140k available for Main awards (divided between 2 calls) for the Main award and £60k for Small awards (divided between 6 calls).
7. It is recognised that successful awards could lead to subsequent proposals to the fund in future.

Main KE & Impact Awards, including PhD Internships

**Suggested applications from £2,500 to £12,500**

**Deadlines for proposals: 4th October 2017 and 14th March 2018**

* Proposal applications will be assessed by an interdisciplinary Review Group, must have the support of the School/Department, should be reviewed in advance with School’s Director of Impact (DoI) and be submitted by email by the DoI with a specific (rather than general) note of support.
* Applications requesting over £12,500 in a single application will be considered, but success will be in light of strategic priorities and the number of competing applications.
* Decisions normally will be communicated within 2-3 weeks of the proposal deadlines.

Small KE & Impact Awards

**Suggested applications from £500 to £2,500**

**Deadlines for proposals: 4th October 2017, 22nd November 2017, 24th January 2018, 14th March 2018, 2nd May 2018 and 20th June 2018**

* Proposal applications will be assessed by an interdisciplinary Review Group, must have the support of the School/Department, should be reviewed in advance with School’s Director of Impact (DoI) and be submitted by email by the DoI with a specific (rather than general) note of support.
* If an immediate need is demonstrated, a small fund application will be considered between calls in an expedite manner.
* Applications will be considered on their individual merit using the criteria for selection (below). Please note that the same conditions of funding will apply.

What can I apply for?

* Public engagement, which includes engagement with specific target audiences such as school children, will only be funded if it is an activity which is based on research conducted at the University of St Andrews, and could lead to demonstrable changes or benefits to the target audience(s). NB: A plan for capturing evidence of impact is requested as part of the application.
* Activities which can be used to leverage support from other external sources are encouraged. External & internal matched funding, in cash or in-kind, should be sought where applicable. This includes any funding from the School or Department. NB: It is recommended that other potential sources to support the application have been demonstrably explored.
* Flexible PhD internship up to 3 months FTE with an external host organisation.
* Travel costs can be included if they are part of the mechanisms to achieve impact, e.g. travel and meetings with non-academic partners.
* The purchase of equipment is allowable if this is an essential part of the proposal to create impact.
* This scheme will not fund research projects, internal salary time costs, activities where the main focus is academic or the target audience is mainly academic.

Types of projects which could be funded:

This is not a prescriptive list of project types and any research-based projects which are aimed at the creation of impact will be considered.

* **Events, exhibits, websites which engage the general public** with research-based knowledge and improve understanding.
* **Workshops, conferences and networking events** specifically targeted at external organisations and non-academic users of research.
* **Provision of training or expertise** which will benefit practitioners or other non-academics.
* **Practical applications of research** to improve the environment, reduce pollution, recycle waste products, or improve sustainability, health, quality of life, understanding of health issues, deliver new treatments or therapies, affect clinical practice or guidelines, etc.
* **Engagement with intermediary groups**, such as NGOs, policy makers or local government which will influence subsequent policy and practice.
* **Strategic engagements** with industry/business/SMEs or other external organisations.
* **Early stage commercialisation**, proof of concept, development of prototypes, market research.
* **PhD internships** (arrangements can be flexible and are expected to total 1 to 3 months’ FTE)to work with an organisation in the private, public, or third sector.

The PhD internships should be organised with the organisation separately and are intended for relationship building with the University. They will be paid pro-rata at the [RCUK stipendiary rate](http://www.rcuk.ac.uk/media/news/170104/) (£14,553 in academic year 2017/18), which is about £3,638 for the equivalent of 3 months’ full time work. RCUK-funded researchers will continue to be in receipt of their PhD stipend and their stipendiary period will be extended in line with the placement duration.

**PhD Internship application process**

Applications for internships which promote new collaborations will be prioritised for funding.

1. *Stage 1*: As an Expression of Interest, please complete and submit, by the Main Award deadline, the “University of St Andrews KE and Impact Fund 2017/18” application. We suggest that preliminary negotiations start before this application in submitted.
2. *Stage 2*: If the Stage 1 funding is approved in principle, a completed “University of St Andrews KE & Impact Fund PhD Internship” form will need to be submitted within 4 weeks of email notification. This form scopes the project in more detail to provide clear objectives, expectations and structure to the proposed work to ensure that the internships are successful for all parties. It will require the signatures of the doctoral student, their supervisor and the host organisation mentor.
3. *Stage 3*: Upon Stage 2 approval of the internship project, a “University of St Andrews PhD Internship Placement Agreement” must be signed by the doctoral student, their supervisor, the host organisation mentor and the VP Research & Innovation.

NB: PhD internships will have the same deadlines as the Main fund regardless of the total requested. Students must comply with the University UKBA attendance monitoring policy (Tier 4 visa holders).

Conditions of funding:

* Funded projects will typically last 1-12 months. The grant spend **must be completed within 15 months of the funding decision.**
* A record of any activities and impact which results from the award must be entered in Pure. If there is no information related to the project in Pure when funding is awarded, RPO staff will open a new impact case study and add the information provided on the application form.
* Pure should be populated by the researcher(s) involved with information on any events and evidence of impacts as the project progresses.
* Approximately halfway through the project an update on spend may be requested by RPO.
* Final project reports will be required (RPO will provide a proforma) upon completion of the project and Pure entries must be up to date by the end of the grant and no later than 15 months after the funding start date.
* Participation at an annual event to showcase the projects and outcomes may be requested.

Criteria for selection:

**Essential:**

* Foundation of good quality research, conducted wholly or in part, at the University of St Andrews which will link to any resulting impact. For PhD internships, this may be linked to the School/Dept. or supervisor’s work.
* Clarity on the planned or intended non-academic target audience(s) or partners
* Clear and realistic plans to engage with external partners/audiences
* Clear and realistic plans for capturing evidence of activities or impacts as they arise
* Appropriate levels of costing, provided by FAS where appropriate, in support of the application

**Desirable:**

* High quality and/or innovative approach to engagement with wider community, external organisations, beneficiaries or users of research
* Long-term development of legacy/relationship building or a sustainable relationship with wider community, external organisations, beneficiaries or users of research
* Opportunity to gain additional funding from external partners
* Raise profile of University of St Andrews in wider community
* Contribute to strategic initiatives, e.g. REF2021, Global Challenges, etc.

**University of St Andrews KE and Impact Fund 2017/8**

**Application form** to be submitted by School/Departmental Director of Impact with a statement of support to [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk).

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| Application to: | Main KE & Impact Award  Small KE & Impact Award |
| Name of Principal investigator(s)/applicant(s) |  |
| School/Department |  |
| Title of project |  |
| Start date & duration |  |
| **Brief outline** of project, covering main activities to be undertaken with the funding requested, proposed timescale for completion of activities and any milestones. Please provide dates.  **Suggested max 500 words** |  |
| **Brief outline** of mechanisms to capture evidence of impact, as applicable. |  |
| **Brief description** of underpinning research, and how it relates to the anticipated impact. This must be research carried out wholly or jointly by researchers at the University of St Andrews.  **Suggested max 200 words** |  |
| Please give details of any funding which has supported the **underpinning research** above e.g. RCUK grant, funded PhD project, funded Fellowship, **giving the source of funding, grant code etc** |  |
| Publications – Please list **between 1 to 5 references** to the underpinning research noted above.  If nothing has been published to date, please give estimated date(s) for this. |  |
| Total costs overall. Where applicable, please provide itemised estimates for any specific equipment, events, etc. Please contact your FAS team where applicable for accurate costs.  NB: If possible, **please prioritise** costs, indicating which are essential to the project and those which could be optional extras. |  |
| Total funding from other sources to support this current proposal e.g. from the School/Dept. List amount, source and if funding has been confirmed.  NB: Where applicable, it is recommended that you have already explored other potential sources to support your application. |  |
| **Total funding requested from the KE & Impact Fund** |  |
| Intended beneficiaries – **briefly describe** which group or individuals (outside academia) will benefit  **Suggested max 200 words** |  |
| Area(s) of intended impact (e.g. health, economy, public understanding). Describe the intended changes or benefits and plans for capturing evidence of this.  **Suggested max 300 words** |  |
| Non-academic collaborators on this project or ***For PhD internships***, please list the organisation interested in hosting the researcher. |  |
| Academic collaborators on this project – please identify any which are potential or ***For PhD internships***, has the intern been identified? Please comment on the selection process. NB: Students must comply with the University UKBA attendance monitoring policy (Tier 4 visa holders.) |  |
| Other potential outcomes, e.g. new collaboration/partnership, new KE funding, new intellectual property, implementation by non-academic partners or users?  **Suggested max 100 words** |  |
| Any other relevant information, e.g. does this relate to a potential REF impact case study, is this project strategically important for your School/Dept. or will it raise the profile of the University of St Andrews more widely?  **Suggested max 100 words** |  |