**University of St Andrews KE & Impact Fund 2020/21**

**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, UKRI Impact Accelerator Accounts or other similar sources of funding.
4. Calls are open to all disciplines including interdisciplinary projects.
5. If there is a demonstrable urgent need, KE & Impact applications can be submitted at any time.
6. 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 £2,000 to £10,000**

**Deadlines for proposals: 9 November 2020 and 26 April 2021**

* Proposal applications (a) should be reviewed in advance with the School’s Director of Impact (DoI), (b) must have the support of the School/Department, and (c) must be submitted by email to [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk) by the DoI with a specific (rather than general) note of support.
* Proposal applications will be assessed by an interdisciplinary Review Group.
* Applications requesting over £10,000 in a single application will be considered, but success will depend on strategic priorities and the number of competing applications in the round.
* Decisions normally will be communicated within 2-3 weeks of the proposal deadlines.

Small KE & Impact Awards

**Suggested applications from £500 to £2,000**

**Submissions will be clustered and considered for funding during the first weeks of November 2020, February 2021 and May 2021.**

* Proposal applications (a) should be reviewed in advance with the School’s Director of Impact (DoI), (b) must have the support of the School/Department, and (c) must be submitted by email to [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk) by the DoI with a specific (rather than general) note of support.
* Proposal applications will be assessed by The VP Research & Innovation and the Research Impact Team. If it is deemed necessary due to conflict of interest or other factors, additional reviewers will be approached.
* If an immediate need is demonstrated, a Small fund application will be considered between reviewing time frames 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.
* Decisions normally will be communicated within 2 weeks of the reviewing times.

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 internships for up to 3 months FTE with an external host organisation can be applied for at any time.
* Travel costs can be included if they are part of the mechanisms to achieve impact, e.g. 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 primarily academic.

**Covid-19 update: Regarding all such research that involves engagement of fieldworkers and working with collaborators [https://www.st-andrews.ac.uk/research/covid-19/]**

If another person is undertaking work on a St Andrews researcher’s behalf it is important that:

* the activity is permissible, safe, [ethical](https://www.st-andrews.ac.uk/research/integrity-ethics/), and culturally appropriate
* the fieldworker or collaborator is not subjected to pressure or coercion from those in St Andrews to undertake this work, or assume risks, such as through threat of financial or other disadvantage
* the relationship between the St Andrews researcher and the fieldworker or collaborator must be in line with pre-COVID norms as appropriate to the situation. For example, paying individuals to collect certain types of data might be an established pre-COVID norm in some situations, but where participatory collaboration is the norm this may be unethical.

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 (positive non-academic change or benefit) 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 non-academic 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, etc.
* **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.

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 [UKRI stipendiary rate](https://www.ukri.org/skills/funding-for-research-training/) (£15,285 for academic year 2020/21), which is £3,821.25 for the equivalent of 3 months FTE. UKRI-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 the “University of St Andrews KE & Impact Fund 2020/21” application. We suggest that preliminary negotiations with relevant parties start before this application is 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 successful Stage 1 email notification. This PhD Internship 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. This document is a legal document aimed primarily to ensure the safety of the student.

NB: Students must comply with the University UKBA attendance monitoring policy (Tier 4 visa holders).

**Please contact** [**impact@st-andrews.ac.uk**](mailto:impact@st-andrews.ac.uk) **if you are interested in pursuing a PhD internship**.

Conditions of funding:

* **Funded projects from the Nov and Feb rounds must be completed by 31 July 2021**. If there is any change to the expected timings or scope of the project, the staff member must contact the Impact Team as soon as possible.
* A record of any activities and impacts which result from the award must be entered in Pure. If there is no information related to the project in Pure when funding is awarded, the Impact Team will open a new impact entry and add 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.
* Final project reports will be required upon completion of the project (the Impact Team will provide a proforma) 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:**

* External & internal matched funding, in cash or in-kind, including any funding from the School or Department
* 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 the 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 2020/21**

**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.  If this is an urgent request, please specify the reason.  **Max 500 words** |  |
| **Brief description** of underpinning research, and how it relates to the anticipated impact. The research must be carried out wholly or jointly by researchers at St Andrews.  **Max 200 words** |  |
| If this is a rapid response application, please explain why this application requires immediate consideration, that is, why it cannot wait for the open call. |  |
| Please give details of any funding which has supported the **underpinning research** above, e.g. RCUK/UKRI grant, funded PhD project, funded Fellowship, **giving the source of funding, grant code, etc.** |  |
| Publications – Please list **up to** **5 references** to the underpinning research noted above.  NB: If nothing has been published to date, please give estimated date(s) for publication. |  |
| Costing – Where applicable, please provide itemised estimates for any specific equipment, events, etc. Please contact your FAS team where applicable for accurate costing.  NB: Where possible, please **prioritise** costs, indicating which are essential to the project and those which could be optional extras. |  |
| Total funding, cash or in-kind, from other sources to support this current proposal, e.g. from the School/Dept. List amount, source and if funding has been confirmed. |  |
| If there is no additional funding to support this application, what avenues have been explored? |  |
| **Total funding requested from the KE & Impact Fund** |  |
| Intended beneficiaries – **Briefly describe** which group or individuals (outside academia) will benefit.  **Max 200 words** |  |
| Area(s) of intended impact (e.g. health, economy, public understanding). Please describe the intended changes or benefits and plans for capturing evidence of this.  **Max 300 words** |  |
| For public display/exhibition of your work/project at a University of St Andrews facility, please attach the email/letter from the Director of Museums, Director of the Byre Theatre and or relevant Director/ Head of Unit confirming access to usable space for your display/exhibition. |  |
| **Brief outline** of mechanisms to capture evidence of impact, as applicable. |  |
| Non-academic collaborators on this project.  ***For PhD internships***, please list the organisation interested in hosting the researcher. |  |
| Academic collaborators on this project – Please identify any which are potential.  ***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, additional KE funding, new intellectual property, implementation by non-academic partners or users?  **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?  **Max 100 words** |  |