**University of St Andrews Impact & Innovation Fund 2023/24**

**Guidance Notes for Applicants**

*Impact funding requirements and eligibility are listed below. Innovation here refers to funding for early-stage commercialisation. Please note there are different thresholds of funding for each of the two streams to reflect the nature of the work to be undertaken.*

1. The fund is open to 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 for or covered by follow-on grant funding, UKRI Impact Accelerator Accounts or other similar sources of funding.
4. Calls are open to all disciplines as well as interdisciplinary projects and PhD internships (see below).
5. Only one application per person per round is allowable.
6. If there is a demonstrable urgent need, Impact & Innovation Fund applications will be considered between reviewing time frames in an expedited manner. In such cases, applications will be considered on their individual merit using the criteria for selection. Please note that the same conditions of funding will apply. Please contact [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk) if you are applying for rapid response/urgent funding.
7. Decisions normally will be communicated within 2-3 weeks of the proposal deadlines
8. This scheme is intended to seed nascent projects; thus, although applicants are not limited in the number of times they can apply to the scheme, it is expected that established projects will seek alternate external funding opportunities.

*\*\** **This scheme will not fund research projects, salary costs for permanent members of staff, activities where the main focus is academic, or the target audience is primarily academic**. **Upper limits are not guaranteed, and levels of funding will be at the discretion of the review panel and commensurate with the plans and objectives.**\*\*

**\*\*If you have had IIF or KEI funding in the past, please note that the IIF report and Pure updates for that funding will be needed before you can reapply. If your funding in still on-going, you will be asked to explain how your current funding request fits with the previously funded project. The report template can be found on** [**https://impact.wp.st-andrews.ac.uk/files/2021/07/St-Andrews-Impact-Narrative-Report-Form.docx**](https://impact.wp.st-andrews.ac.uk/files/2021/07/St-Andrews-Impact-Narrative-Report-Form.docx)**.\*\***

Main Impact & Innovation Fund Awards, including Impact PhD Internships

**Deadlines for proposals: 9 October 2023 and 15 April 2024**

**Impact Main award: Suggested applications from £5,000 to £15,000**

* Proposal applications (a) should be reviewed in advance with the School’s Director of Impact & Innovation (DOII), (b) must have the support of the School/Department, and (c) must be submitted with a specific (rather than general) statement of support from the DOII. **NB**: If this work is part of a potential REF2028, specifics of how the funding would elevate the ICS will be required.
* Proposal applications will be assessed by an interdisciplinary Review Group.
* Applications requesting over £15,000 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.

**Innovation Main award: Suggested applications from £7,500 to £25,000**

* + Proposal applications (a) should be reviewed in advance with the School’s Director of Impact & Innovation (DOII), (b) must have the support of the Schools/Departments, and (c) must be submitted with a specific (rather than general) statement of support from the DOII. **NB**: If this work is part of a potential REF2028, specifics of how the funding would elevate the ICS will be required.
  + For external partnerships, please provide letters of support where applicable.
  + Innovation proposals must be based on a technology previously disclosed and assessed by the [Technology Transfer Centre](https://www.st-andrews.ac.uk/research/support/technology-transfer/) (TTC) and include the Technology ID number provided by TTC (e.g. 23-T00123). TTC will only provide a statement of support for proposals for previously disclosed technologies; please approach the TTC team at least 2 weeks before the application deadline.
* Proposal applications will be assessed by an interdisciplinary Review Group, which includes the Strategic Lead for Innovation at Eden Campus.
* Applications requesting over £30,000 in a single application will be considered, but success will depend on strategic priorities and the number of competing applications in the round.

Small Impact & Innovation Fund Awards

**Deadlines for proposals: 9 October 2023, 22 January 2024 and 15 April 2024**

**Impact Small award: Suggested applications up to £5,000**

* Proposal applications (a) should be reviewed in advance with the School’s Director of Impact & Innovation (DOII), (b) must have the support of the School/Department, and (c) must be submitted with a specific (rather than general) statement of support from the DOII. **NB**: If this work is part of a potential REF2028, specifics of how the funding would elevate the ICS will be required.
* 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.

**Innovation Small award: Suggested applications up to £7,500**

* + Proposal applications (a) should be reviewed in advance with the School’s Director of Impact & Innovation (DOII), (b) must have the support of the Schools/Departments, and (c) must be submitted with a specific (rather than general) statement of support from the DOII. **NB**: If this work is part of a potential REF2028, specifics of how the funding would elevate the ICS will be required.
  + For external partnerships, please provide letters of support where applicable.
  + Innovation proposals must be based on a technology previously disclosed and assessed by the [Technology Transfer Centre](https://www.st-andrews.ac.uk/research/support/technology-transfer/) (TTC) and include the Technology ID number provided by TTC (e.g. 23-T00123). TTC will only provide a statement of support for proposals for previously disclosed technologies; please approach the TTC team at least 2 weeks before the application deadline.
* Proposal applications will be assessed by The VP Research & Innovation, and representatives from the Research Impact and the TTC teams. If it is deemed necessary due to conflict of interest or other factors, additional reviewers will be approached.

**Allowable costs**

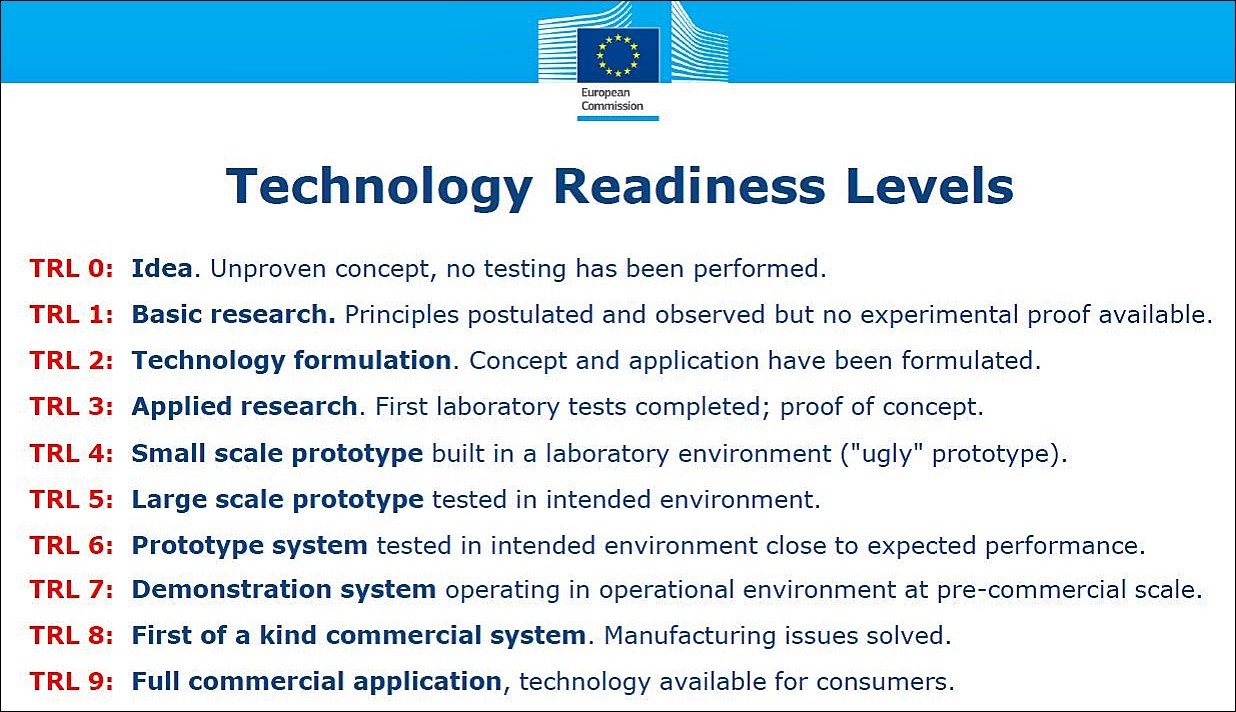
* Travel costs can be included if they are part of the mechanisms to achieve impact, e.g. meetings with non-academic partners.
* The purchase of equipment may be allowable if this is an essential part of the proposal to create impact. If unsure, please contact the Research Impact team (impact@st-andrews.ac.uk).
* If [Buying Goods or Services Outside the UK](https://www.st-andrews.ac.uk/staff/money/vatguidelines/buyinggoodsandservicesfromoverseas/), please read the following [guidance](https://www.st-andrews.ac.uk/staff/money/vatguidelines/buyinggoodsandservicesfromoverseas/) that can be found on the university webpages.
* Non-permanent staff time

**Impact awards**, can include**:**

* 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.

**Innovation award**, can be used to**:**

* Strengthen user engagement
* Strengthen the exchange of knowledge through culture change and capability development, including through the development of skills
* Support knowledge exchange and commercialisation at early stages of progressing research outputs and outcomes to the point when they would be supported by other funding
* Support new, innovative and imaginative approaches to knowledge exchange and Impact, including processes that enable “fast failure” and appropriate learning
* Support activities that enable impact to be achieved in an effective and timely manner including secondments and people exchange
* For commercialisation of research, we would expect to fund in Technology Readiness Levels (TRL) 3 to 6.



**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.

**Impact award**

* **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
* **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

**Innovation award**

* **Strategic engagements** with industry/business/SMEs or other external organisations
* **Early-stage commercialisation**, proof of concept, development of prototypes, market research, etc.

**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/) (£18,622 for academic year 2023/24), which is £4,656 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 Impact & Innovation Fund 2023/24” 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 Impact & Innovation 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. Please request this form by emailing [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk).
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.  
   Please request this form by emailing [impact@st-andrews.ac.uk](mailto:impact@st-andrews.ac.uk).

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**.

**Staff costings**

Awards will be made following approval by the committee and subject to FAS confirmation of costs (minor discrepancies are expected due to inflation and travel restrictions, for example).

## For 2023/24, we request that applicants use Worktribe to obtain accurate staff[[1]](#footnote-2) salary costs. To see more information please visit <https://www.st-andrews.ac.uk/researchfundingsupport/applyingforfunding/>.

Worktribe calculates staffing costs for existing or unnamed staff members. It is the responsibility of the applicant to obtain these costs before putting into the application.

Staffing costs are often the largest component of a grant. You must follow the [University's rules for the employment of staff](https://www.st-andrews.ac.uk/hr/supportandadvice/).[[2]](#footnote-3)

You should discuss new research posts with the Higher Education Role Analysis (HERA) team to [establish the correct grading](https://www.st-andrews.ac.uk/hr/gradingrewardandconditions/roleanalysisheraoverview/) before submitting a grant application.

### **Support for costings**

Finance Advice and Support (FAS) will act as the first point of support. Please submit any queries to your regular [FAS contact](https://www.st-andrews.ac.uk/finance/financialadviceandsupportteams/).

You can also contact FAS within Worktribe by using the @ function.

**Impact types, indicators** **and evidence**

As part of the application, impact types and associated success indicators should be identified. These will be finalised, with input from the Review Panel, at the award stage. Please refer to our [Evidence for Impact Types and Case Study Examples](https://impact.wp.st-andrews.ac.uk/research-impact-evidence/) resource or the REF2021, Panel Criteria and Working Methods, Annex A (<https://impact.wp.st-andrews.ac.uk/files/2022/01/Annex-A-Impacts-and-Indicators.docx>) and Research Impact Evidence.

**Conditions of funding:**

* Funded projects will typically last 1-12 months. The grant spend **must be completed within 15 months of the funding decision.** If there is any change to the expected timings or scope of the project, the staff member must contact the Research 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 Research 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 Research 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
* Clarity on the route to, and the likely delivery of, impact
* Clear and realistic plans to engage with external partners/audiences
* Clear timescales for completion of activities including “fast-fail” milestones
* Clear and realistic plans for capturing evidence of activities or impacts as they arise
* Value for money

**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. University strategy, REF, etc.

1. Please note that permanent staff salary costs are not permitted. [↑](#footnote-ref-2)
2. https://www.st-andrews.ac.uk/hr/supportandadvice/  
    [↑](#footnote-ref-3)