



Application Guidelines

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1. Introduction

Bristol Digital Futures Institute (BDFI) pioneers transformative approaches to digital innovation. BDFI is developing in-depth and systematic understanding of sociotechnical futures to drive the creation of digital technologies for inclusive, prosperous and sustainable societies.

BDFI are pleased to announce this **Knowledge Exchange Fellowship opportunity** (up to £10,000), which aims to **accelerate the impact¹ of social science²** through:

- the application and use of social science research related to Digital Futures; and
- developing people exchanges between the university and external partners, designed around a specific project with identified outcomes and outputs.

The funding is **for creating impact from existing research and so cannot be used to extend or create research projects**. Proposals should benefit a non- academic organisation and/or UoB by sharing specific expertise or building relationships. Applicants are strongly encouraged to involve one or more non-academic Partner(s) in their project. A Partner is defined here as an organisation that will actively contribute to the project and to the impact arising. You do not need to have worked together before.

Funding is derived from the University's ESRC Impact Acceleration Account (IAA). As such, **applications are welcome from academics based in any School or Faculty at UoB where the project is based >50% in Social Sciences research** (see definitions below). **Awards can be for outward or inward fellowships.**

Outward KE Fellowships:

- Can support an outgoing UoB academic full- or part-time, but should be defined by a specific project directly related to UoB social science research and impact.
- Funds for outward KE Fellowships can be used for the salary of the Fellow (and associated superannuation and NI contributions).

Inward KE Fellowships:

- The partner organisation is expected to continue to pay the Fellow's salary unless there are exceptional circumstances.

Applicants are advised to contact the relevant member of the Impact Development team for their Faculty, to discuss the idea and its suitability for this funding. It can be helpful to have an outline or draft of your application to aid the discussion. For any queries regarding BDFI fit contact Hayley.shaw@bristol.ac.uk or lizzie.moss@bristol.ac.uk for questions on eligibility/ costs.

¹ ESRC/UKRI [define impact here](#) and add that IAA impacts may be categorised as:

- Instrumental: influencing the development of policy, practice or service provision, shaping legislation, altering behaviour and creating new products
- Conceptual: contributing to understanding, reframing debates
- Capacity building: technical and personal skill development
- Culture change and enduring connectivity: actively building lasting connections between academic and non-academic partners

² The project must be directly related to (and demonstrate the links to) existing social science research ([as defined by ESRC](#)). However, the applicant does not need to be in the Faculty of Social Sciences and Law (SSL) and nor does the research need to have come from SSL.

2. How to apply

We advise that you work with the [Research and Enterprise Division](#) (RED) to develop your application. This could include working with the [Impact Development](#) team ¹, [Policy Bristol](#), [Research Commercialisation](#) or [Public Engagement](#).

Knowledge Exchange Fellowship applications

Application form	<ul style="list-style-type: none"> - Available from bdfi-enquiries@bristol.ac.uk or the BDFI website. - Completion instructions are on the form. - The signatures at the end of the form (e.g. Head of School, partner organisation) confirm that the signatories have seen and committed to the activities described in the application. Where a signature is not possible, an email confirming their commitment is required. - Projects must have a start date of at least three months after the submission date, to allow for post-award arrangements such as finance and contracts. Where there are exceptional circumstances, please talk to RED before submitting.
Attachments required	<ul style="list-style-type: none"> - Short Letter of support from each non-academic partner describing their contribution to the project. - Workplan showing the planned activities, responsibilities, milestones and key outputs or outcomes (max one side of A4). - Figures and the FEC reference in the Costings section must come from a Full Economic Costing (FEC) on Worktribe that is at Bid Submission or Bid Awaiting Response stage.* - 1-page CV for each secondee (whether incoming or outgoing).
Process	<ul style="list-style-type: none"> - Submit the completed form and attachments to bdfi-enquiries@bristol.ac.uk by 22nd April 2022. - Applications will be reviewed, assessed and awarded by an internal Panel of relevant senior academics and professional services. - There are three possible outcomes – an award, a conditional award requiring a response from you, or rejection of your application.
Assessment criteria	<ul style="list-style-type: none"> - Does the application meet the eligibility criteria in terms of use of funds, resources, timescale and activities? - Rationale - does the proposal demonstrate the need for and the potential benefits of the activity proposed? - Viability - does the project proposal demonstrate clear objectives and milestones and are these realistic and achievable? - Viability - does the proposal demonstrate application(s) of a strong research background relevant to the proposed project? Do the applicants and any secondees have the relevant skills and knowledge? - Sustainability - does the proposal include ideas or plans beyond the period of the project and/or for future collaboration(s)? How will the legacy of the project be maintained beyond the IAA funding?

	<ul style="list-style-type: none"> - Value for money – does the impact the proposal is likely to generate justify the award requested? Is it evidently supported by relevant stakeholders and/or appropriate partners? Is the leverage and any other contribution proportionate and appropriate? - Intellectual assets and Intellectual Property - if the project involves a partner organisation, has ownership and use of these been considered, or is there a plan in place to address these issues?
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3. What to consider before submitting the application

This section offers advice on areas including planning, contractual arrangements, employment considerations, and financial costings that you can prepare for before submitting the application. The more preparation that can be done before submitting the application, the smoother and faster post-award processes can be.

In preparing your application it may be useful to reflect on common problems reported in previous Impact funding competitions:

- Research applications are not eligible (IAA awards *cannot* be used to extend or fund research projects)
- Ideas looking for an application – no vision of the eventual users or beneficiaries
- No vision of the route through to further impact – what will happen after the IAA grant?
- Partners’ capacity –the partner organisation does not have the capacity to embed the learning from the project and put it into action
- Unclear ownership and use of results / IP generated – it is unclear who owns the research results, who will own new findings or outputs, or what can be or needs to be protected
- Lack of risk management or contingency planning – the IAA is prepared to take risks and accepts that some projects will reach “honourable dead ends” but the application should demonstrate that the applicant(s) are aware of and have planned for relevant risks.

4.1 Timeframes

- There is no specific time after the contributing research that would render an application ineligible. However, there must always be a strong connection between the application and underpinning research insights, knowledge, expertise, results, or methodologies. IAA funding can only be used to support projects relating to live grants when other funds are unavailable.
- Start date: post-award administration such as budget codes, recruitment and contracts can take up to 3 months, depending on the project’s complexity and number of partners. All applications should have a **start date of at least three months after the submission date** except in exceptional circumstances (in which case please talk to RED before submitting).
- Duration: the duration and time commitment of previous fellowships has ranged from 3 months full time to 2-3 days/month over two years. Please note that all activities must be completed and all funds incurred by the end of 31st March 2023, without exception.

4.2 Budget

- The FEC quoted in the Budget section of applications must be at Bid Submission stage and preferably at Bid Awaiting Response stage of the approval process on the UoB Worktribe system. Applicants should contact their Faculty Finance team *at least three weeks* before submission to discuss the project and its costings. (Additional notes on using Worktribe are at the end of these Guidelines).
- Note that ESRC IAA does not pay Indirect or Estates costs: as these are covered by the School, you will need your Head of School's signature on the Application form and approval of the FEC.
- Wherever possible, we expect cash or in-kind contributions from all non-academic partners.
- **KE Fellowship Awards** are for up to £10,000 but please note the maximum of £4,000 allowable on DA (directly allocated) staff time.
- Please ensure the figures in the Project Budget/Costings Section 8 of the application form can be found in the FEC and vice versa. And that, if you are using a supplier, you have included any VAT in the costings.

At the time of writing, the IAA can fund the following Direct Costs at 100%

- University of Bristol investigators' and researchers' time - salary costs for all Pathways 1, 2 & 3, or teaching buy-out (which may be cheaper than salary buy-out).
- Wages for a PhD student working on a KE Fellowship project for the time they are employed on the project (this is NOT to include time spent on their PhD). Costing will be dependent on the level of work expected of the PhD student during the project (but see PhD Impact Internship Costings above).
- Events – conferences, networking, workshops etc.
- Economy / standard fare travel & subsistence.
- Consumables, resources and equipment necessary for the project: no item to be over £10,000.
- Specialist training.
- Partners' costs *only* if justified and judged necessary (i.e. that cannot be met directly by partner organisations).
- Consultancy, market research and business planning.

The IAA **cannot fund** the following costs:

- Indirect and Estates costs.
- Items of equipment exceeding £10,000.
- PhD Studentship stipends.
- IP protection costs.
- Salary costs of incoming KE Fellows or staff from other universities and research organisations (both UK and international).
- Salaries of people who are already 100% funded through existing grants (unless this extends their contract) or core staff who are on research leave.

4.3 Eligibility and working with Partners

The IAA is about funding activities that generate impact outside of academia and we actively encourage

projects that involve an external partner/partners.

- Applicants can be based in any school in the university. But all applications and projects must demonstrate a strong connection between the proposed activities and one or more UoB **social science** research project(s) or doctoral award(s), funded from any source. We use ESRC's definition of social science: www.esrc.ac.uk/funding-and-guidance/applicants/applicationclassifications-ESRC-disciplines.aspx.
- It may also help to consult ESRC & AHRC's statement on subject coverage at <https://esrc.ukri.org/files/funding/guidance-for-applicants/interfaces-between-the-arts-and-humanities-and-the-social-sciences/> Note that this remit applies to the underlying research, and not to the sector in which it is applied. Please contact Eloise.Meller@bristol.ac.uk in RED with any queries.
- Applicants may be at any career stage relevant to the Award and activities in the application, but academic staff must be on a Pathway 1,2 or 3 contract in order to be appointed as a PI.
- All applicants must have the full support of their Head of School (or supervisor) who must sign the application form to indicate they have read it and commit to its contents.
- For a **PhD student** to be involved in any project, students must consult their supervisor and PG Office to ensure they are able to spend the time required on the project, as this is explicitly outside of their PhD study. The supervisor and CDT Centre Director must give permission to release them from their studies in line with the University policy (20 hours per week/180 hours per year at the time of writing).
- If your project requires a **named Research Assistant** or you plan to recruit someone, you'll need to check with your School and/or School HR adviser on what could be involved pre- and post-award. This may include checking existing contracts or T&Cs, understanding any recruitment approvals process, or lining up the relevant UoB support so you can start the process as soon as you've won the award.
- A **Partner** is defined as an external organisation who is actively making an in-kind and/or cash contribution to the project. They may, for example, be committing resources, providing data, distribution networks, facilities or equipment, or covering the cost of specialist resource or training.
- A business or organisation that you will be paying for a service or product is not defined as a partner. They are defined as a supplier and will need a purchase order raised through the university's purchasing system ERP before they can invoice the university to be paid from your project budget.
- Applications must include a letter of support detailing the Partner's contribution in whatever form and giving both their reasons for engagement and the anticipated benefits.
- If you are proposing to work with an international partner, please consider the actual or potential benefits for the UK of such collaborations. Note that individuals must already have permission to work in the UK for the duration of the project.

4.4 Contracts, Collaboration Agreements and Contractual Arrangements

- If your application is successful, a decision will need to be made with Finance and/or RED Contracts on what is needed next in terms of a formal agreement. This could be a Contract if money is changing hands, or a Collaboration Agreement if no money is exchanged. Both are likely to include agreements with the partner over areas such as confidentiality, intellectual property and data. The team will work with the PI to produce what is best suited to the project, and the relevant terms will be produced by the University to be formally agreed and signed by both the University and the partner.
- The key questions to discuss and agree with a potential partner before finalising the application are

below. This will help with the development of a contract if needed. If you would like support during any of these discussions, please contact the Impact Development team. Helpful guidance on this can be found [here](https://uob.sharepoint.com/sites/red/SitePages/impact-development-resources.aspx). <https://uob.sharepoint.com/sites/red/SitePages/impact-development-resources.aspx>

Project inputs and outputs / use of outputs

- What intellectual assets are you and your partner bringing to the project (e.g. know-how, data, methods, models, designs, software, etc.)?
- Was any of this developed as part of another project? If so, what are the terms of that project?
- What do you (or your partner) expect to generate during the project?
- What do you or your partner want to do with the outputs from the project, either immediately or in the future (eg. share them with others, publish them openly, protect them, commercialise them, etc.)?
- Will your partner need ongoing access to any intellectual assets you brought into the project?
- Can you continue to progress the research and disseminate the results in accordance with normal academic practice?

Contributions by a partner

- Are any funds going from UoB to an external organisation? How much?
- What funding or in-kind contribution is your partner contributing (e.g. resources, facilities)? What is the value of the in-kind contribution?

General arrangements

- Will any UoB people spend time at a partner's site?
- Will a partner's staff need to access UoB sites?
- Do you or the partner want to publish the results? What arrangements should be in place for this (e.g. partner has right to review and edit publication)?
- Should the project, or aspects of the project, be kept confidential?

Data

- Who will collect or use any data, what is the data and where will the data be stored?
- Will data be anonymised? Who owns the original data or can access it?
- Who will have access to the data?
- Who will own the data collected during the project? What rights does the partner, or UoB, need to be able to use any data collected during the project?

4.5 [Data Protection](#)

Award holders are responsible for complying with the ESRC's conditions on data management including secure storage, access and anticipating costs.

4.6 Due Diligence

Please seek advice and support through your Faculty Finance team and Research Contracts prior to submission. You may wish to share Annex B of this application with your partners, which outlines the areas covered by the process that they may be asked to provide information on.

4.7 Ethics

Applicants are responsible for relevant approval of their proposed project by their School or Faculty Ethics team and for any relevant Ethics requirements subsequently.

4.8 GW4

Applications with all our GW4 partners are welcomed but please note we cannot cover the costs of other Universities. Exeter and Cardiff hold their own ESRC Impact Acceleration Accounts on which they can draw and although Bath does not, collaborators may be able to contribute time and find other funds.

4.9 Reporting

You will be expected to provide a short Final Report at the end of your project and a Follow-Up Note around six months later to capture as much impact as possible. This will include quantitative data and qualitative information to enable us to report against ESRC Key Performance Indicators.

We ask all PIs to share both successes and failures, and to discuss your project with colleagues. We are particularly keen to share case studies and learning from IAA projects across the University.

4.10 Risk

Impact Acceleration Accounts can take risks and fund projects where the outcomes are uncertain. Research shows considerable uncertainty and skew in 'impact activities' in all disciplines - some projects fail to deliver while a few will greatly exceed expectations.

4.11 Website

We would like to publish your project title and a non-confidential, accessible summary on the University website to raise the profile of IAA awards. We will assume you are happy with this unless we hear otherwise.

4. Annexes

Annex A - Notes on using the Worktribe FEC system

Any member of staff can start a project costing, but the ability to add salary details is restricted to academic staff grade K and above as a default access. Other staff who need to do this (e.g. academic staff grade J and below) can request this access on an individual basis through School Managers or the relevant finance team. **When starting a costing for an ESRC IAAA project, use the following buttons to ensure the costing is relevant.**

In the Create project/Details tab...

- Type – Research Standard Activity – Internally Funded Funder – ESRC
- Scheme – ESRC IAA
- Name of call – this is free text so it would be helpful to enter relevant details e.g. ESRC IAA October 2020
- Pre-Award Liaison – name the Finance person and the Impact Development Associate² you are working with

In the Partners tab...

- Enter cash and/or in-kind contributions from specific partners. Please include any subcontractors as Other, using the Notes to explain they are subcontractors, *not* contributing partners. This information is very valuable to RED-Contracts so please include it. The cash amount should be what UoB could invoice for, so please include VAT where appropriate.

In the Comments box...

- It is very helpful to everyone involved if you enter any background on costings decisions, or any explanations and justifications.

In the Budget tab...

- The Scheme in the Create Project/Details tab will ensure the correct calculations here for the IAA Price to Funder is the Amount Requested in the Budget section of the Application form
- DA staff costs can be covered by IAA funding but we do not expect these to exceed £4,000 PhD students paid wages by the project are DI costs
- Buy-out time for academics is a DI cost, but often cheaper than the actual PI would be as it mainly covers teaching that is often done by someone more junior.

In the Documents tab...

- Please add the documents relevant to the application – application form, workplan, letters of support, CV if the application is for a Fellowship, copies of any relevant emails. If you are adding a Draft document, please ensure it is labelled as Draft. This is a very useful place for all concerned to access this information – applicants, Finance, RED, RED teams such as Contracts.

The Risks tab...

- This has to be completed.

Tabs not being currently being used are Peer review / Benefits / Split....

Annex B – University of Bristol due diligence requirements

Governance structure	<i>There is sufficient structure in place for reviewing and maintaining oversight of all policies and procedures related to the organisation’s activities</i>
Ethical & regulatory approvals	<i>If any ethical and/or regulatory approval is required, there is a framework in place that is able to review and approve proposed activities</i>
Organisational policies	<p><i>Risk and responsibility for the organisation is addressed through appropriate policies/procedures, including but not limited to the following areas:</i></p> <ul style="list-style-type: none"> • <i>Conflict of interest</i> • <i>Anti-bribery & corruption</i> • <i>Equality & diversity</i> • <i>Health & safety</i> • <i>Business continuity & security</i> • <i>Safeguarding of children and vulnerable adults</i> • <i>Data management</i> • <i>Travel & subsistence</i>
Risk management	<i>The organisation is able to demonstrate that it monitors and manages risk</i>
Reputation	<p><i>The organisation is able to declare whether or not it has been involved with:</i></p> <ul style="list-style-type: none"> • <i>any current, pending or threatened litigation or arbitration proceedings</i> • <i>any prosecution or inquiry pending by a government or official body</i> • <i>any formal cases of fraud or suspected fraud within the last 5 years</i> <p><i>any formal investigations of research misconduct</i></p>
Insurance	<i>The organisation has sufficient insurance in place to cover all its liabilities as they relate to the scheduled work</i>
Funding	<i>The organisation is able to provide satisfactory information regarding its own source of institutional funding</i>
Financial management	<p><i>The organisation is able to manage areas of financial responsibility including but not limited to the following:</i></p> <ul style="list-style-type: none"> • <i>Procurement</i> • <i>Recording, reconciling, monitoring and reporting of expenditure & income</i> • <i>Foreign exchange</i> • <i>Cash handling</i> • <i>Archiving of financial records</i> <p><i>Reducing risk of fraudulent activity</i></p>
Audit	<i>An appropriate internal and/or external audit policy is currently in use within the organisation</i>
Staff-time & salaries	<i>Appropriate measures are in place to ensure that the organisation is able to keep track of staff time charged to projects; staff salaries are calculated on a fair and transparent basis</i>
Subcontractors or third parties	<i>Where the organisation employs the services of third parties in achieving deliverables, it is able to manage funding appropriately in line with any overall terms and conditions; the organisation also ensures that appropriate due diligence is undertaken in respect of third parties that are engaged</i>

Annex C - Safeguarding in research

"Safeguarding (preventing harm) in research is concerned with promoting safe research environments, which are free from sexual exploitation, abuse and harassment, bullying, psychological abuse and physical violence, for all individuals that are employed on, participate in, or otherwise come into contact with, the research activities." (UKRI, 2020)

A safeguarding policy will be applied to all UKRI grants from March/April 2021. The University has set up a Safeguarding Working Group whose purpose is to ensure that the University's policy is compliant with funders' terms and conditions and that it supports University of Bristol researchers and their partners. It will also advise on training and guidance for Bristol's research community.

Please identify in your application any safeguarding issues associated with your proposed activity and explain how you will mitigate any safeguarding risks during the project. Here are some reference links you may find useful:

- [Webinar: 'Preventing Harm in Research'](#)
- [Guidance on Safeguarding in International Development Research](#)
- [Preventing Harm \(Safeguarding\) in Research and Innovation](#)
- [UKRI's Safeguarding policy](#)

Annex D - Gender equality

We do not ask applicants to provide a Gender Equality Statement but we do expect applicants to have conducted meaningful and proportionate consideration as to how the project will contribute to reducing gender inequalities, as required under the [International Development \(Gender Equality\) Act](#).

RED's Research Development International team (rd-international@bristol.ac.uk) has guidance on completing gender equality statements. In particular you may find Edinburgh University's [resources and information to help researchers integrate gender equality considerations into their projects](#) useful.