**BDFI - ESRC Impact Acceleration Account**

**Application Form**

**Knowledge Exchange Fellowship**

*Please read the separate guidance notes* [*here*](https://www.bristol.ac.uk/bristol-digital-futures-institute/news/KE-fellowship)*. We recommend contacting* [*Hayley.shaw@bristol.ac.uk*](mailto:Hayley.shaw@bristol.ac.uk) *to discuss your ideas before applying. This Application Form should be completed in no more than* ***5 sides of A4*** *in minimum 11 font size (you can delete the italics in each section). Please spell out all acronyms.*

*The application should include the following attachments and may be rejected without them:*

* *a Letter of Support from each partner describing their contribution to the project*
* *a Workplan showing the planned activities, responsibilities, milestones and key outputs or outcomes (max one side of A4)*
* *a 1-page CV for each secondee (whether incoming or outgoing)*

*Please send your completed application form together with relevant attachments to* [*bdfi-enquiries@bristol.ac.uk*](mailto:esrc-iaa@bristol.ac.uk)

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| --- | --- | --- | --- |
| **1. Award being applied for**  Knowledge Exchange Fellowship Outward Inward | | | |
| **2. Project title and start/end dates**  *Applications must have a start date of at least three months after the submission date to allow for post-award administration. Please contact us in advance if you wish to discuss an earlier start date.*  Title:  Start date: End date: | | | |
| **3. Applicant(s)**  PI *– name, department, email*  Co-I(s) – *name, department, email*  *If anyone named above is an Early Career Researcher (ECR), please identify them. The ESRC advises that an ECR can be self-defined “taking into account how they might expect their peers to perceive their career stage”*  Do any of the people involved have a formal role, equity stake or other interest in the partner organisation(s)? Yes No *If Yes, please provide details in a separate attachment* | | | |
| **4. Non-academic partner(s)**  *Name(s), organisation, role, email* | | | |
| **5. Project details**   * *What do you plan to deliver and/or find out, and how will this be achieved? Please demonstrate the need for and the potential benefits of the activity proposed.* * *What will the PI (and any Co-I) bring to the project? What does the partner contribute?* * *What will be the output and/or outcome of the project? How will impact be realised and who will be the beneficiaries?* * *How will the work be continued after this award? Who will be responsible for the output’s future use, maintenance and/or credibility?* * *What commitment have you secured from your partner(s), beneficiaries and/or stakeholders? Are there any risks, ethical or data concerns relating to the project? How will you handle these? Are there any risks specific to the project (eg overseas travel) and what are your contingency plans?* | | | |
| **6. Background on which this Application is based**   * *Identify the research on which your proposal is based, and the link(s) between the research and the proposal. Please note that that your application must be at least 51% based on social science research. Please reference any existing Pathways to Impact plans that show relevant activity to date, and/or any related IAA awards.* * *What are the relevant skills and knowledge of the applicant(s)/secondee(s)?* | | | |
| **7. Current or potential knowledge assets\* or intellectual property**  *\*Knowledge assets includes knowhow, data, methods, models, designs, software, or inventions and may or may not be formally registered intellectual property*  *This is particularly important if you have an external partner that may wish to use or own the output(s) from your project. But it is also important to consider how output(s) generated within the university may be used in the future, eg. through stakeholders or other agents.*  *You must tell us*   * *if there are any background knowledge assets or any information already associated with the project (this may or may not be formally registered Intellectual property)* * *if you expect to generate any knowledge assets during the project and what you or y0our partner would like to do with them eg. share them with partners, publish them openly, use them for further research and teaching, protect them, commercialise them, etc.* * *if confidential information may be exchanged.* * *Please contact eloise.meller@bristol.ac.uk if you would like to discuss anything relating to these questions – we can advise or direct you to the relevant University support eg. RED Research Contracts or RED Research Commercialisation.*   *NB The University must ensure that the intellectual assets obtained in the course of the research or impact development are used to the benefit of society and the economy. IP created by University employees during IAA projects will be owned by the University in line with the University’s terms of employment. To comply with State Aid rules and to develop fair collaborations we cannot agree to licence or assign IP to company partners without a firm, project-related justification and significant cash or in-kind partner contributions. A formal collaboration agreement will be required, and collaboration arrangements must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice.* | | | |
| **8. Project Budget from Worktribe Ref……\*** | | *Description/detail* | *Costs £* |
| **Directly Incurred** | Staff costs |  |  |
|  | Travel |  |  |
|  | Equipment |  |  |
|  | Consumables |  |  |
|  | Other (please specify) |  |  |
| **Directly Allocated** | Investigators |  |  |
|  | Indirect costs |  |  |
|  | Estates |  |  |
|  | Technicians |  |  |
| **Total Project costs at 100% FEC (A)** | | |  |
| **Total Direct (invoiceable) Partner Contribution(s) (B)** | | |  |
| **Indirect, Estates and any other School Contribution\* (C)** | | |  |
| **IAA Award requested (A-B-C)** | | |  |
| *\*NB Indirect and Estates costs are not eligible under ESRC’s rules for the Impact Acceleration Award: they must be covered by the School or Department(s) hosting the project. The FEC should be available on Worktribe and be at Bid Submission or Bid Awaiting Response stage. We strongly recommend you work with your Faculty Finance team to complete the FEC and that you allow three weeks for this.* | | | |
| **9. Partner Contribution (where applicable)** | | | |
| Partner name | (Partner one) | (Partner two if applicable) |  |
| Value of any Direct Contribution (B above) £ |  |  |  |
| Value of any in-kind Partner contribution £ | *Details of staff time, equipment, facilities, data, and its estimated value* |  |  |
| 10. Signatures to confirm this application has been seen and authorised | | | |
| Lead applicant  Name:  Signature:  Date: | | | |
| Head of School  Name:  Signature:  Date: | | | |
| If applicable, Incoming/Outgoing Knowledge Exchange Fellow  Name:  Signature:  Date: | | | |
| Partner Organisation  Name:  Signature:  Date: | | | |