

## White Rose Collaboration Fund: Information for Applicants 2018 – Autumn Call

### Background

The White Rose University Consortium invites applications for projects to support and encourage emerging collaborations across the Universities of Leeds, Sheffield and York. The objective of the Fund is to support projects which have the potential to develop national and international linkages with the aim of these leading to larger more strategic initiatives.

The White Rose Executive Board regularly reviews the Funds progress and has recognised the value of these collaborations in supporting emerging activities by funding two calls per year. Applications are encouraged from staff in areas where there are no existing collaborations between the White Rose Universities. However this does not exclude existing areas of collaboration between the universities where support might lead to enhanced activity and significant funding opportunities. It is anticipated that 4 projects will be supported in this round. A summary of previously funded projects can be found on the White Rose website (<http://www.whiterose.ac.uk/collaboration-fund/>).

### Project support and reporting

- Successful projects will be allocated a Collaboration Development Manager from the White Rose team who will work with the collaboration to help achieve the project goals and to offer support in securing further funding.
- The collaboration will be given a project page on the White Rose website which can be used to highlight the activity being undertaken by the group.
- The project lead will be asked to provide short progress updates by email plus a final narrative report at 12 months (project end).
- A final expenditure report is submitted to White Rose at the close of the project.
- The award is made to the lead university and that institution is responsible for administering the project costs.
- The White Rose University Consortium should be acknowledged as the funder on project materials and the White Rose logo used, as appropriate.

### Application criteria

The eligibility criteria are set out below:

- Applications **must** include participants from all three Universities.
- Each application **must** include a minimum of two members of staff (post doctoral researchers are eligible) per institution, with a lead member of academic staff identified at each University. The partners need to identify an agreed lead academic/University as having overall responsibility for the project.
- Each project **must** have a value of between £8-11k.

### Guidance Criteria

- Set out clearly the Aim of your project. Provide Objectives that the project intends to achieve. Describe all the project activities that will be undertaken, bearing in mind the need for collaborative activities.
- The project budget should be aligned to the project activities as described in Q1
- All applications must be either in an area of demonstrable funding opportunity which applicants should evidence in their submission (eg by reference to the strategic priorities of research funders and any upcoming calls), or should be in an emerging area of research which applicants can demonstrate will be strategically important in the near future.
- The project proposals should include information on how the success of the project will be measured and what will be the short, medium and long term outputs.
- Describe the potential impact of the project and include how the outputs will be used to secure sustainability for the project, and what outcomes they may lead to.
- Applicants will be required to demonstrate how working collaboratively across the three Universities will add significant value. Be clear how this seed funding will be used to encourage and promote collaboration.
- Applications are particularly encouraged from projects which include Early Career Researchers (ECRs). You should provide a clear case as to how the ECRs will benefit from participation in the project.
- Applications **exceeding the word count** limits will be **rejected**.
- Do not attach any additional documentation as this will not form part of the assessment process. If references or footnotes are included they will form part of the overall wordcount of that section. Using too many references will impact on the quality of your answer due to the strict wordcount.

### Assessment Criteria

Your Application will be assessed against the following:

Primary: 50% of total marks

Q2) The likely impact and outcomes of the project, including the potential to lead to a strategic initiative and sustainability of the collaboration

Secondary: 50% of total marks

Q1) The clarity and relevance of the project aims and objectives, (including appropriateness of the budget)

Q3) Demonstrable added value of working collaboratively.

Q4) Opportunity for staff in their early career

### Budget criteria

- Each application should describe the allocation of funds for their project with a total value of between £8-11k.
- Collaboration Fund projects should use the funding within a 12 month period following award.

- A project inception event at the start of the project is often a good way to kickstart the activity. You may use up to £2K of the funds to cover the costs of this event (eg accommodation, facilitation, travel, external expert involvement etc).
- In principle, the budget should be spent within the 3 White Rose institutions in order to support the collaborative activities. However, participation by partners beyond the 3 White Rose institutions is eligible and should be justified within the bid. External partners cannot receive project funds, beyond travel and subsistence, as set out in the project costs.
- International travel by project participants is ineligible.
- Travel and subsistence for overseas partners or speakers to join seminars and workshops is an acceptable cost provided their contribution is qualified in the bid proposal and quantified in the project costs.
- Costs eligible for inclusion in the project are those directly incurred on project activities. No payment will be made for academic staff time or indirect costs.
- Administrative, technical or research assistant support may be included but should be at an appropriate budget percentage for the achievement of the project activities. If your project requires high support costs (more than 30% of your budget), then you should make a strong and clear case for this level of expenditure eg large scale data analysis. It is **strongly advised** that you speak to Claire Pickerden if this is the case for your project.
- Equipment costs are eligible but should be appropriate to support the collaborative activities. If your project requires high equipment costs (more than 30% of your budget), then you should make a strong and clear case for this level of expenditure. It is **strongly advised** that you speak to Claire Pickerden if this is the case for your project.
- Dissemination costs are eligible but should be proportionate and justified within the application, and not just included as a figure in the budget section.
- The following travel costs will be accepted as travel between the White Rose universities and should be used when describing these travel costs.

|                          | <b>Car (Return)</b> | <b>Train (Return)</b> |
|--------------------------|---------------------|-----------------------|
| <b>Leeds - Sheffield</b> | £40                 | £15                   |
| <b>Leeds – York</b>      | £27                 | £20                   |
| <b>Sheffield – York</b>  | £55                 | £25                   |

### **Application process**

Applicants should complete the application form, available from the White Rose [website](#) and submit electronically to Claire Pickerden by **1200 on Friday 30 November 2018**.

If you have any enquiries regarding this scheme please contact Claire Pickerden at [c.pickerden@whiterose.ac.uk](mailto:c.pickerden@whiterose.ac.uk). Tel: 07780 905748

## FAQs

### **Do you need all 3 universities for a bid?**

Yes, it is essential that all three partner universities are in the bid.

### **Do you need 2 people from each university?**

Yes, this is a minimum requirement. It is OK to include more than this.

### **Can additional partner organisations be part of a project? For example, could a 4th university be part of a project?**

You may add additional partner organisations if this strengthens the project. One condition is that the project money is specifically for the Universities of Leeds, Sheffield and York, and so the additional partner organisation(s) should not receive money from the project. Travel costs to project meetings and events are eligible.

### **How is the award made?**

The award is made to the lead university who then administers the award. This is done between the universities. We at White Rose do not organise or manage these transfers, but do ask that a record is kept which can then be submitted with the final report.

### **In terms of outputs, what is meant by short, medium and long term?**

Your intended outputs will be those used to measure the success of your project. In terms of timelines, we use the following definitions:

Short – during the project

Medium – towards the end of the project

Long – following completion

### **Can I pay for academic staff time?**

Academic staff time is **not** an eligible cost. Technical or administrative expenditure may be considered but must be justified in terms of necessary costs for the implementation of the project.

### **What is an early career researcher?**

We would usually class an early career researcher (ECR) as being:

- within eight years of the award of their PhD or equivalent professional training (this duration should exclude any period of career break, for example, family care or health reasons)

Or

- within six years of their first academic appointment (by 'first academic appointment', this is a paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary function).

Note: we advise people that the fund is designed to include opportunities for early career researchers, so while they don't have to lead the bid, there must be a clear case as to how early career researchers will benefit from the collaboration.

Any early career researcher with significant engagement in the project must have a contract of employment (fixed or permanent) for the entire project period ie a minimum 12 months from project start date.

**Who makes the decision on what to fund?**

The Pro-Vice Chancellors for Research & Innovation (or equivalent) make the decision. Hence, bids should be written for an intelligent, but not subject specialist audience.

**Can I spend the award on foreign travel?**

The money can be spent on paying for overseas speakers to attend your event etc, but it cannot be spent for you or your project to travel aboard or for conference fees.