ESRC Impact Acceleration Account Guidance Notes
Health and Wellbeing Call

Please read these Guidance Notes *before* completing the **ESRC Impact Acceleration Account Health and Wellbeing Call Application Form**.

Please send any questions you have about this guidance or the completion of the IAA application form to esrciaa@lancaster.ac.uk – thank you.

Question 1. Funding Source
Please provide a brief explanation if your proposed project is multidisciplinary, detailing the social science and other disciplinary dimensions of your collaborative project.

Question 2. Applicant Details
Only those who hold an indefinite contract at Lancaster University are eligible to be Project Lead on an IAA-funded project.

- Total grant requests can be **up to £15,000** (and up to £20,000 in *exceptional circumstances* only)
- If your grant request is higher than £20,000, you must also have secured 1:1 match funding in cash (not in-kind) from your external partner(s)

Question 3. External Partner Organisation
It is compulsory that you have an external partner for this funding scheme. If you are unsure about the status of your partner, please get in touch with us at esrciaa@lancaster.ac.uk.

Question 4. Proposed Date of the Project
IAA projects are *typically* between 3-12 months long – however, there are exceptions. Please indicate your preferred start, end dates, and provide additional information, if it would be helpful to do so.

Question 5. Head of Department Approval
Your application must be approved by your Head of Department before being submitted for review. Approval can be provided by e-signature or simply by confirming the date of their approval. Your HoD will also be informed of the outcome of your application.

Question 6. IP Declaration
Please confirm who owns any Intellectual Property and know-how related to your application - if you are unsure, please make this clear. If you have questions, please contact the University's Contracts Office.

Question 7. Proposed Title of Project
Along with a title that best describes your project, please also provide a short title in brackets for internal systems.

Question 8. Summary of the collaborative idea and key objectives (plain English)
Provide a plain English (layman's) summary which can be understood by a non-specialist reader. It is important that you provide sufficient context and background of your research, but do not go into too much detail – the panel is not questioning your *research* on this application, but the *impact* you will achieve through this project. Explain the key aspects of the project such as the need, the importance, the anticipated impacts and how they will be achieved. This scheme will not fund primary research.

Question 9. Proposed Project Plan
Please describe the key activities undertaken *by each of the partners*, illustrating the interactions and timescales by means of a simple description or Gantt chart.

Question 10. Why is this particular partnership/collaboration best suited to achieve your project objectives?
The primary purpose of the IAA scheme is to enable partnership working and collaboration in order to accelerate the impact of academic research. Tell us why this partnership is best suited to achieve the intended impact – why is your partner best placed to help you achieve this, what is their motivation, why will they work with you and you with them, what is the main driver for this partnership?

Question 11. What will the impact be for all partners?
This is an important aspect of collaboration with *all* external partners. A successful collaboration will bring benefits to all parties concerned and it is important to identify and discuss these with your partner, in order to be clear, manage expectations and confirm this has been agreed with all partners. Your impact project should be done 'with' partners, not 'to or on' them.

Question 12. Sustainability of partnerships
A key aim of the IAA is to build sustainable partnerships beyond the initial impact project. Please describe how the relationship between the partners will be sustained post funding and what a follow project could achieve. Describe how you envisage the partnership developing - what your collaboration could achieve and how it could develop going forward. Be ambitious *and* realistic.

Question 13. Budget
Please provide details of your requested budget:
- One total figure is *not* sufficient.
- Costs and approvals do *not* need to go through the Research Support Office, though you may find it helpful to seek assistance with staff costs, if applicable.
- Full Economic Costs are not applicable/eligible (i.e. estates and indirect costs, permanent staff time etc).
- Include the Value Added Tax (VAT) on costs where applicable.
- Please also provide details of any match funding you will receive from your partner (cash or in-kind).

Question 14. Equality, Diversity and Inclusion
The ESRC Impact Acceleration Account at Lancaster University works to promote, equality, diversity and inclusion. This supports the University Strategy 2020, and reflects our commitment to celebrating the diversity of members of the University and maximising their potential, underpinned by an emphasis on equality of opportunity and equality of treatment.

The application should describe activities that feature EDI, such as recruitment to the project and Personal Development Reviews of staff actively engaged in delivery, and how new approaches might be adopted/developed to support compliance with, and delivery of, EDI within all organisations involved in the partnership. All partners of the University are responsible for complying with equality legislation and equality requirements set out in contracts with the University. This applies equally to IAA partnerships and it is the Project Lead's responsibility to check that appropriate policies exist and are adhered to as applicable and where appropriate to the project, for example in the case of secondments.

Question 15. Responsible Innovation
Lancaster University and UKRI expects all staff involved in research to understand, and account for, the risk of unintended consequences stemming from innovation. By understanding what 'Responsible Innovation' offers by way of mitigating negative impacts through effective planning, accountability and transparency, researchers involved in IAA funded projects will maximise impact whilst ensuring that the systems, processes and results of their work meet the standards required by the University, the UKRI and wider society. We will include in the assessment of applications, a consideration of the robustness and appropriateness of the measures proposed to ensure 'Responsible Innovation'
Please use the following to describe the project's approach to RI:
- **Anticipate** – describing and analysing the impacts, intended or otherwise, (for example economic, social, environmental) that might arise. This does not seek to predict but rather to support an exploration of possible impacts and implications that may otherwise remain uncovered and little discussed.
- **Reflect** – reflecting on the purposes of, motivations for and potential implications of the research, and the associated uncertainties, areas of ignorance, assumptions, framings, questions, dilemmas and social transformations these may bring.
- **Engage** – opening up such visions, impacts and questioning to broader deliberation, dialogue, engagement and debate in an inclusive way.
- **Act** – using these processes to influence the direction and trajectory of the research and innovation process itself.

Question 16. Proposed activities to not displace existing resources sourced from other funding
This is to ensure that ESRC IAA funding is the most appropriate mechanism for support. If it is not, the IAA Team or Research Support Office colleagues can help you to look for alternative funding sources.

Question 17. Confirmation that you have read these Guidance Notes
Tick here to confirm that you have read this document (available on the IAA section of the staff intranet), so that the panel does not have to contact you with queries, if you have not considered the criteria above.