Faculty of Science and Technology’s Research Impact Fund Guidance and Criteria 2021/2022

**Aim of FST Research Impact Fund:**

The Research Impact Fund has been created to support researchers in the development of potential impact case studies and associated impact environment for future Research Excellence Framework assessments.

**How will the fund work?**

Applications may be submitted for up to £5,000 per case, **which must be spent within the same financial year in which the award is made.** Please note that awards can only be made for **non-staff** **costs**. The call deadlines for this financial year are **12 noon on Friday 1st October 2021 and Tuesday 1st February 2022** (subject to residual funds following the first call).

The fund is intended to work in conjunction with other sources of internal and external funding for example Impact Acceleration Accounts. Please note that if you are in the process of applying for funding from other sources that will cover these activities these should be noted in your application form. This will not influence whether funding should be granted. However, the impact fund may not be used where alternative funding has been secured for the same activity.

**What kinds of activity are covered?**

The fund is intended to support the generation of impact activities *stemming from* excellent research. The body of research to underpin the engagement and impact activities proposed should have already been conducted and the applicant will be asked to provide this as part of the application. The fund will not cover the production of outputs, conference travel or similar research related activities.

Impact activities will be considered on a case by case basis in relation to the research being conducted. Any activity could in principle be funded as long as it does not include cost for staff time. It is up to the applicant to make the case for why the proposed activity will improve our Impact submission in forthcoming REF assessments. This could be as a potential Impact Case Study and/or it could be contributions towards the Research (Impact) Environment for example supporting collaborative work, publicity of research capability and public engagement activities. The panel recognise that impact activities cannot always be fully realised by the end of the financial year and could enhance further longer term. However, the applicant should make clear the pathway to the impact outcomes and an indication of when the impact may be realised.

The fund will not cover academics’ time for developing potential Impact Case Studies. Such discussions should be taken up with Research Directors and Heads of Department, which may be informed by the Associated Dean for Research, Faculty Impact Manager and/or the departmental Impact Champion.

**Eligibility criteria:**

To be eligible to apply for the FST Research Impact Fund you:

* Must be a member of academic staff within the Faculty of Science and Technology
* Must not be in possession of alternative funding for the same research/project activity.
* Must be applying for funding that is to be spent before the end of the financial year. Any unspent funds must be returned to the faculty.
* Must have support for your application from your departmental Impact Champion. Please note the Research Director’s signature is also required for applications from Engineering.

**Assessment process:**

Applications to the FST Impact Fund will be reviewed by a group comprising the Faculty Impact Manager, Faculty Finance Partner and 3 nominated members of a designated Research Impact Fund sub-committee of the FST Research Impact Committee. To promote fairness the members of the sub-committee will change on a termly basis.

Applications will be reviewed and ranked electronically. A copy of the form including the (anonymised) reviewer’s scores and comments will be made available to the applicant for transparency and to improve future applications.

Please note that if an applicant is unsuccessful in one round, they are eligible to re-apply at any time but the sub-committee will pay particular attention to whether their previous review comments have been incorporated into the new application.

**Successful applications:**

If your submission to the FST Research Impact Fund is successful you will be notified shortly after the panel (usually within 1 week). **You will be allocated a code by the Faculty Finance Partner, at which point the funds are available for you to spend.**

**Once the funds have been spent, the successful applicant will be asked to submit a one page report** detailing how the funds were used and any impact that these have enabled. This can then be attached to the relevant Pure Impact Module record/s. Examples of such reports are available via the Faculty Impact Manager.

**Impact Champions by department**

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| **Department** | **Impact Champion - 2021/2022** |
| Chemistry | Rachel Platel |
| Engineering | James Taylor (Research Director: Colin Boxall) |
| LEC | Ruth Alcock  |
| Maths & Stats | David Leslie |
| Physics | Manus Hayne |
| Psychology | Stacey Conchie |
| SCC | Nick King |

FST Impact Fund Request Form

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| --- | --- |
| Applicant name |  |
| Department/Centre/Institute |  |
| Lancaster e-mail address |  |
| Title of research |  |
| Title of proposed Impact Case Study (if applicable) |  |
| Total Amount Requested |  |
| Expected date/s by which funding will be spent |  |

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| --- |
| **Breakdown of funding requested:***Please detail what this funding specifically will be used to fund within your research/project, providing as much information as possible with regards to anticipated costs* **Brief description of research activity and underpinning research (if applicable):** *Please provide a brief background (of no more than ½ page) to your research area and your underpinning research (if applicable)***Anticipated outcomes/impact:***Please detail how this funding specifically will support the outcomes and impact of your research. This may also include details of how this funding will complement or match existing funds.*  |
| **Confirmation of spend by 31st July 2022.***Please provide confirmation that any awarded funds will be spent by the 31st July 2022, and details of how this spend will be achieved within the timeframe given***Additional materials:***Please provide here links to any additional and relevant material to the application – this could include job descriptions, impact census returns, press releases etc. If links are not available please attach these to your e-mailed application.* |
|  |  |
| Applicant Signature  |  | Date |  |

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| --- | --- | --- | --- |
| Impact Champion Signature  |  | Date |  |

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| Research Director Signature (Engineering only) |  | Date |  |