

# FHMS RESEARCH SUPPORT FUND GUIDANCE NOTES FOR APPLICANTS

## Objective.

The FHMS Research and Enterprise Committee (FREC) makes funds available to the FHMS Research Support Fund to support awards intended to enhance the effectiveness of research, particularly by implementing the research strategies of the Faculty. Funds are available to support new ideas to the point where outside funding may be sought. The categories under which applications may be made are:

- Travel Grants
- Pump-priming Funds

## Applications

Applications must be made by the deadlines stated within this document. **Late applications will not be accepted.**

Each category is assessed as follows:

- Travel Grants are assessed by the Faculty Associate Dean for Research
- Pump-priming Funds are assessed by a sub-committee of the FHMS Research and Enterprise Committee, comprising of at least two theme co-ordinators (normally independent of the applicants) and chaired by the Faculty research events co-ordinator.

Application forms can be down-loaded from the website <http://www2.surrey.ac.uk/fhms/people/index.htm#> or are available from Alison Sawyer, FHMS Faculty Administration (A.Sawyer@surrey.ac.uk)

Only applications submitted on the current form will be accepted. Incomplete applications will be returned to applicants.

Applicants may apply to all categories of funds once only within a twelve month period (August–July). Recipients of Travel Grants may submit more than one application within the same category providing the total sum requested does not exceed £1,000 for the twelve month period.

**For all types of award, it is normally expected that grants made from the Fund will be matched on a pound for pound basis by divisional funding or support from a source external to the University.** Applicants should note that grants will not be eligible for supplementation to meet pay increases or other escalations in costs. Applications should therefore include realistic provision for such increases.

Applications for proposals for which outside funding might reasonably be expected to be obtained will not be supported. Where applicants already hold research grants or contracts in a relevant area, applicants will be expected to explain in detail why additional funding is required.

Applicants who have failed to submit a report / statement of expenditure on a previous grant within the time limit specified will not be eligible for further awards. Retrospective applications will **not** be considered.

## General Conditions of Awards

Recipients of awards are required to notify Faculty Finance immediately where circumstances delay the work or make it impossible for an award to be used for the purposes for which it was given. Awards should be taken up in the same financial year of the date of offer (ie the date of the memorandum announcing the award), otherwise the offer will lapse and the money will revert to the Fund.

It is emphasised that evidence of successful use of the Fund's awards may be used by the FHMS Research and Enterprise Committee to justify increasing the Fund's budget in subsequent years. It is to everyone's benefit, therefore, for recipients of awards to report fully and to make sure that FREC is kept informed of subsequent success in attracting research funding. Failure to submit a satisfactory report or pro forma Statement of Expenditure within the stipulated time may result in grant holders becoming ineligible to receive further funding. Late submission of a report or Statement of Expenditure may result in disqualification from receiving further funds for a period of twelve months from the date of receipt of the report or statement. In the case of a defaulting grant holder, the Committee reserves the right to recover from his / her division the full value of the award. Any unused funds must be returned to the Fund.

### **Eligibility**

The primary purpose of the fund is to support junior members of the academic staff (ie a full-time lecturer in post for five years or less) to establish a research record. Senior members of staff will not normally be expected to seek support from this source. However, where senior staff have been unsuccessful in obtaining funds to support projects central to the Faculty research strategy, applications from those members of staff would be assessed on a case by case basis. In the latter case it will be expected that such staff are research active.

Applications will normally only be considered from members of the academic staff (including lecturers on probation, tenured staff employed for 50% or more of a full-time appointment; and former academic staff who have accepted voluntary severance from full-time posts, up to their normal retirement age) of the Faculty.

Where two applications have equal merit and only one can be supported, applications from junior members of Academic staff will be favoured. The submission of an application does not guarantee the award of funds.

## SPECIFIC CONDITIONS – TRAVEL GRANTS

### Purpose

These grants are intended to enable staff to attend major overseas conferences at which they are making a contribution, encourage inter-institutional bids for external funds and to stimulate international collaboration. All applications must be signed by the relevant Head of Division (or by their authorised signatory). More than one application may be submitted within a twelve month period, but the total maximum grant currently available is £1,000 per annum.

### Funding

To facilitate grant bids, applications will be considered for contributions towards the travel costs of a visit either within the EC (but outside the UK) or overseas, associated with preparing inter-institutional bids for funding of collaborative research projects. In most cases up to £500 per application will be considered. However, the Committee recognises that in certain cases where the objective is to obtain EU funding, £500 may be insufficient. Sympathetic consideration will, therefore, be given to requests for additional funding towards the cost of a visit to Brussels or other relevant centres in any other member state of the EC for the particular purpose of consulting officials of the EC or potential partners with a view to participation in specific European Framework research programmes.

Applications should be based on the cheapest fares available (eg APEX fares) and reasonable subsistence rates.

### Deadlines For Submission

The following submission dates apply:

1<sup>st</sup> January for a trip / conference taking place between February and April

1<sup>st</sup> April for a trip / conference taking place between May and July

1<sup>st</sup> July for a trip / conference taking place between August and October

1<sup>st</sup> October for a trip / conference taking place November and January

Please note that the funding periods relate to the period in which funding will commence, so an application for a conference which begins in late October but which continues into November should be submitted by the July deadline. **Please note – late applications will not be considered.**

### Submission Process

Applicants are expected to submit a typed Case for Support of no more than two sides of A4 paper, with appendices as appropriate, and sections A, B and D of the application form. Please fill in section B1 if applying for support to attend a conference and section B2 for support to facilitate a grant bid. Boxes within the form can be checked by double clicking.

The application form uses electronic signatures. To sign, the applicant should fill in their name, the date and double click the check box. The completed sections of the application form, and of any continuation sheets or additional papers, should then be sent to the head of division to sign, by filling in their name, the date and double clicking on the check box. They should then submit the completed application and all accompanying documents by email to **Alison Sawyer, FHMS Administration**. These will be logged, checked and sent for assessment, and notification of the assessor's decision will be issued by Alison Sawyer.

### Conditions of Award

Holders of Travel Grants should provide, within three months of the trip or conference, a statement of expenditure on the pro forma issued with the grant announcement. Copies of all receipts used to claim

against a project code, or a photocopy of the Employee Expenses Claim Form submitted to and approved by the Faculty, must accompany this statement.

## **SPECIFIC CONDITIONS – PUMP-PRIMING FUNDS**

### **Purpose**

These funds are intended to support preliminary efforts which may be necessary in order to maximise the likelihood of success in obtaining external support for an innovative research project. All applications must have the prior agreement of the Faculty's Research Committee that they contribute to the research strategy, and be signed by the relevant Head of Division (or by their authorised signatory).

Pump-priming funds are available to all applicants, regardless of seniority. However, priority will be given to junior staff starting their research career where external fast-stream or starter funds are not available from organisations such as research councils.

### **Funding**

Applications may be made for consumables such as laboratory materials, equipment, or to support research staff on a short-term appointment to assist with pilot work or with reviewing the literature, or to free up the principal investigator from other duties to enable him/her to prepare a research grant application, up to a maximum cost to the Fund of £8,000.

**NB:** Applicants should note that equipment purchased for medical research may be zero-rated for VAT.

### **Deadlines for Submission**

The following submission dates apply to Pump-priming fund applications:

- 1<sup>st</sup> January for funding commencing between February and April
- 1<sup>st</sup> April for funding commencing between May and July
- 1<sup>st</sup> July for funding commencing between August and October
- 1<sup>st</sup> October for funding commencing between November and January

Please note that the funding periods relate to the period in which funding will commence, although the funding period itself may extend beyond the 6 months stated. Please note that late applications will not be accepted.

### **Submission Process**

Applicants are expected to submit a typed Case for Support of no more than two sides of A4 paper, with appendices as appropriate, and sections A, C and D of the application form. The Case for Support must explain clearly how the grant will assist in gaining external support and indicate the likely return on the investment. Applicants must also describe the relationship of the proposed project to their earlier or current research and to any relevant research being conducted elsewhere. Special priority will be given to applications of an interdisciplinary collaborative nature, ie between Faculties and/or with external partners. Boxes in the application form can be checked by double clicking.

The application form uses electronic signatures. To sign, the applicant should fill in their name, the date and double click the check box. The completed sections of the application form, and of any continuation sheets or additional papers, should then be sent to the head of division to sign, by filling in their name, the date and double clicking on the check box. They should then submit the completed application and all accompanying documents by email to **Alison Sawyer, FHMS Administration**. These will be logged, checked and sent for assessment, and notification of the assessor's decision will be issued by Alison Sawyer.

## **Conditions of Award**

Holders of Pump-priming funds must submit a report not later than three months after the period for which the award was made. The report should describe what has been done (including whether the objectives set out in the original application have been achieved), show how the funds were spent, provide information on any subsequent support which the work has attracted, and list any publications which will result. Reports should be typed and should not exceed three sides of A4.