

AAIR 2018/19

Annual Adventures in Research Grants Scheme 2018/19 *Notes of Guidance*

Applications are invited from Early Career Researchers (academic staff appointed to their first position which includes independent research as part of their contract of employment within the five years preceding the date of application), for pump-priming or proof-of-concept funding of innovative and distinctive research programmes. Completed application forms should be sent to Claire Grasby (c.grasby@uea.ac.uk), copying in Associate Dean Research, Professor Claire Jowitt (c.jowitt@uea.ac.uk), by Monday 17th December 2018.

1.1 Purpose of the Scheme

The aim of the Scheme is to support ECRs in developing innovative and distinctive research programmes. The Scheme is intended to stimulate ECR staff to engage in adventurous and ambitious research by providing them with pump-priming funds to enable them to progress their research to the point where they could attract further major funding from Research Councils, Europe, industry etc.

1.2 Selection Criteria

It is expected that applications made to the Adventures in Research Scheme will be centred on high quality original research that has substantial potential rewards in terms of helping the investigator develop new and distinctive areas of research excellence. Consequently the criteria that will be employed to assess the applications should be:

- **novelty/innovation**
- **potential to leverage further funding**
- **strategic fit for the Faculty or cross-Faculty activities**
- **why the research cannot be funded through other sources**

Since this is a competitive scheme, applicants should ensure that they address clearly and explicitly in their application forms how the proposed research meets these criteria. Candidates should consult their School Directors of Research at an early stage of planning.

Funding may be used, for example:

- to support initial investigations/preliminary studies,
- to enable the investigator to achieve proof-of-concept,
- as pump-priming for a new proposal to an external funding agency where a contribution from the University is required.

1.3 Eligibility

This Scheme is restricted to ECR staff who are required to undertake research as part of their contract of employment. An individual member of staff will not be granted more than one award as principal investigator. A team of researchers may make a joint application to the Scheme. In this case a single Principal Investigator should be clearly identified. Principal and co-investigators should all be ECR staff;

The Scheme will **not** consider proposals:

- from staff employed primarily for teaching duties (e.g. Teaching Lecturers, Teaching Fellows)
- from senior or established researchers
- from staff on fixed-term contracts (other than named principal researchers on research grants) that end before REF2021 census date.
- that are suitable for submission to Research Councils or other funding bodies
- intended to provide continuing support for research
- seeking support for recurrent costs incurred in existing projects or studies
- to make good under-provision of existing research contracts

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1.4 Amount of Grant & Duration

The total fund for the Adventures in Research Scheme is £10,000 per year and individual awards will not exceed £2,500. Research projects funded by the Scheme should not normally exceed one year in duration. However, in cases where the particular nature of the research requires a longer study, a project duration of up to a maximum of two years will be considered but in these cases applicants should make a clear case for requiring funding over the longer period.

Eligible Costs

All expenditure specifically required for the conduct of the proposed research can be included in the proposal's costs, but must be fully justified in the Case for Support.

Ineligible costs

Awards will meet the marginal costs of carrying out the research but will not meet:

- indirect costs/overheads or the salary of the PI or co-investigator(s)
- recurrent costs incurred in related or unrelated projects
- attendance at conferences
- travel (unless this is an essential component of the research)
- journal subscriptions
- membership fees for professional bodies
- publication costs
- payment for teaching replacement for the principal investigator or co-investigators.
- the stipend or tuition fees for a postgraduate student

1.5 Applications and Timing

The Annual Adventures in Research Grants are awarded in a single annual competition held in winter 2018 and take up is expected between early February and 1st September 2018. All work is expected to start by the 1st September 2019.

Decisions on award will be made by the Faculty Research Committee led by the Associate Dean for Research and confirmation of allocations will be announced January 2019 with funds being available from 1st February. Income will be released against actual expenditure, this will be actioned by the Faculty Finance Manager, who will advise successful applicants of financial codes to be used. Actual expenditure will be expected to align with the expenditure breakdown in the original application; variances will be challenged as soon as they are identified. Funding will not be withheld awaiting a final report, but may be reclaimed in the event that the final report is deemed unacceptable by the Faculty Research Committee.

1.6 Reporting

Upon completion of the project, Associate Dean for Research will be sent a one-page Final Report on the project and a financial statement of expenditure. The anticipated completion date shown on the application form will be regarded as the final date for expenditure. If the start date is later than originally anticipated, the completion date will be adjusted to reflect the length of time requested.

The Final Report should be sent within one month of the completion date and it is expected that all financial transactions and necessary paperwork will be finalised with the Faculty Finance Manager during this period. Any unspent grant will be returned to the Scheme's central fund.

If the investigator ceases to be employed by the University before the completion date, the project will be considered to have ended on the investigator's last day of employment. Any unspent grant will be returned to the Scheme's fund.

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ANNUAL 'ADVENTURES IN RESEARCH' GRANTS SCHEME NOTES ON COMPLETION

A. Details of Applicant	
A1	Insert relevant details. Please make sure you include the date you were first appointed to a post at the University of East Anglia. The Scheme is only open to ECR applicants, and a member of staff will not be granted as principal investigator more than one award.
A2	Include details of co-investigators.

B. Details of Proposal	
B1	Please insert a short (maximum twenty words) title by which the project will be known in future correspondence. The title should make the purpose of the research clear to non-specialists. Note that projects should not normally exceed one year in duration. However, in cases where the particular nature of the research requires a longer study, a project duration of up to a maximum of two years will be considered. You should make clear in Section C why funding over the longer period is appropriate.
B2	The Scheme will consider linked applications from different Faculties. Please complete as appropriate and ensure that the links between the projects are described in Section C.
B3	Please complete as appropriate. Please check all entries in your Financial Summary with the Faculty Finance Manager who should countersign the application. Note that expenditure must be started not later than 1st September 2018.
B4	Include details of other funding you have received (or have applied for) from the University or Faculty to support your research. Being in receipt of funding will not prejudice your application to the Adventures in Research Scheme, provided your proposed research has not been funded or part-funded previously. Information about your research income is useful in establishing the intensity of your research activity.
B5	Include here details of other funding you have received (or have applied for) from sources outside the University. As in B4, evidence of significant grant writing could increase your chances of securing a grant under the Scheme.

C. Statement of Proposed Research	
C1	The Adventures in Research grants are competitive, so a well-written statement of research will be essential if you are to be in the running for an award under this Scheme. The Statement must be concise and should fit in the box provided. Please do not use a font size smaller than 9 point for the body of the text. <i>Please take care to write this statement in a way which is readily understandable to non-specialists and practitioners of other disciplines.</i>

C. Statement of Proposed Research (continued)	
	When writing the Statement you should keep in mind the criteria that will be employed to assess the applications will be: <ul style="list-style-type: none">- novelty/innovation- potential to leverage further funding- strategic fit for the individual and the Faculty or cross-Faculty activities- why the research cannot be funded through other sources The word-processed Statement should include:

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	<ul style="list-style-type: none">- A brief overview of the context of the proposed research, highlighting the problem or area that will be tackled together previous relevant work.- A statement of the aim(s) and objectives of the research together with the order of importance of the objectives and their priorities.- A brief description of the work that you will undertake together with a description of the methods that you intend to use in your research.- Description and justification of the resources that you will need to accomplish this work.- An outline project plan indicating key milestones and deliverables. <p>The Scheme is intended to stimulate ECR staff to engage in adventurous and ambitious research by providing them with pump-priming funds to enable them to progress their research to the point where they could attract further major funding from the research councils or external partners. Consequently your Statement of Research should highlight the adventurous and ambitious aspects of your research, and how AAIR support would enable you to develop a distinctive and innovative research programme.</p>
D Your Research Proposal in Context	
D1	Indicate the main risk factors in your proposal. Identify what, if any, mitigating actions/provisions are included in your plans.
D2	Describe briefly how you see your research developing over the next three-to-five years and the way in which the work to be funded by the Scheme fits into these research plans.
E. Research Track Record	
E1	Insert an outline and abridged <i>curriculum vitae</i> for the Principal Investigator and for co-investigators. Please do not exceed the space provided.
Declaration & Signatures	
F1	Please sign and date
F2	Applications that have not been signed by the PI's HoS will not be accepted.