

Research Training Awards Criteria and Application Process 2017/18
Faculty of Arts and Humanities, University of East Anglia

Purpose and Scope: each year, the Faculty sets aside a fund of £10,000 for Research Training Awards. These awards are to enable colleagues to develop skills necessary to undertake a piece of research or research project, or provide training to enable them to make a grant application (e.g. language acquisition, coding etc.). The maximum award is £1000 and applicants are eligible to apply **once** per academic year and **once** for the same purpose. **Applicants must clearly show how the skill/training will lead directly to a research output or project, or grant application. This is not a general training fund.**

Staff on contracts eligible for submission to REF, and on open-ended and fixed-term contracts that end after 30/11/2020 are eligible to apply for a Research Training Award. Applicants must also be up to date with Research Activity Plans, open access and study leave reports.

There is no closing date and applications can be made at any point in the academic year (though please note the firm deadline for expenditure when applying). The Associate Dean Research, in consultation with the Faculty Research Committee, will make allocations 5 times per year.

Retrospective applications will not be accepted.

Successful applicants will be allocated with a financial code for use for all claims to be charged to the award. **Please note that all expenditure must be incurred by the end of the financial year, Wednesday 31st July 2019. This is a firm deadline, no exceptions can be made, and awards cannot be rolled over to 2019/20. To ensure costs are charged correctly, ALL CLAIMS MUST BE SUBMITTED TO THE HUM FINANCE OFFICE BY MONDAY 15TH 2019. Failure to do this by this date will lead to claims being rejected/charged to your school.**

If awarded a grant, and you no longer need it, you must inform the Associate Dean Research, Professor Claire Jowitt (C.Jowitt@uea.ac.uk) as soon as possible.

Application process: send applications (on a single A4 sheet) as an attachment to Claire Grasby (C.Grasby@uea.ac.uk). The application must include the following information:

Name & Date of application:

School(s):

Confirmation of eligibility for inclusion in REF2021 at UEA:

Sum requested and strategic purpose for which funds are sought, including how the training/skill will lead directly to a research output or project, or grant application:

Statement of support by RD or HoS, including anticipated benefit to School/UoA REF submission:

Incomplete applications will not be considered.