

Small Awards Criteria and Application Process 2016/17 Faculty of Arts and Humanities, University of East Anglia

Each year the Faculty of Arts and Humanities sets aside a fund of £15,000 for Small Awards to support research. The maximum award is £500 and applicants are eligible to apply **once** per academic year.

Priority will be given to:

- 1) Supporting research that will contribute to the REF2020 submission, either as Outputs or as part of UoA Environment Statements (work relating to ICS is eligible for funding via different schemes and will not be considered).
- 2) Supporting pilot studies for new research projects leading towards external grant applications (principally to RCUK or other schemes which include FEC).

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), as well as established researchers are eligible to apply. Staff on fixed term ATR contracts may apply.

There is no closing date. Applications may be made at any point in the academic year. The Associate Dean Research, in consultation with the Faculty Research Committee, will make allocations five times per year (October; December; February; April; June). It may also be possible to respond to *ad hoc* needs in response to time-critical applications.

Applications under priority area 2) must explain how the application relates to further bids from external bodies. Applicants may also seek contributions from their Head of School from School recurrent and non-recurrent funds.

Applications may be made by individuals or by groups. Research Centres or Research Groups may bid for special funding but funds for this are limited. Applications for support to attend conferences will only be supported in **exceptional circumstances**, where there is a clear contribution to REF2020 submissions. **Routine attendance at conferences should normally be supported from School recurrent and non-recurrent funds.**

Retrospective applications will not be accepted. Applicants should consult their School Director of Research at an early stage of planning.

Successful applicants will be allocated with a financial code by the Finance Office to be used for all purchases / claims to be charged to the award. Please note that all expenditure must be incurred by the end of the financial year, **Friday 31st July 2017.**

To ensure all costs are charged to the correct financial year all claims are to be submitted to the finance office by Friday 17th July 2017. If it is not possible to submit the claim by the 17th July an e-mail should be sent to the Finance Office (c.penn@uea.ac.uk) and ADR (c.jowitt@uea.ac.uk) with an estimate of expenditure to be incurred by the 31st July 2016. This will ensure the costs incurred can be charged to the award. Failure to do so will lead to claims being rejected or charged to your school.

If you are granted an award, and are later unable to claim or the funding is no longer needed, you must inform Claire Grasby (c.grasby@uea.ac.uk) copying in Chris Penn, Finance (c.penn@uea.ac.uk) and Associate Dean Research, Professor Claire Jowitt (c.jowitt@uea.ac.uk) as soon as possible.

Application should be made on a single A4 sheet and sent as an attachment to Claire Grasby (C.Grasby@uea.ac.uk). The application must include the following information:

Date of application:

Name (individual or group):

School(s):

Eligibility (date of appointment):

Title of project:

Dates of proposed activity: Sum requested:

Details of other funds sought/already acquired:

Case for support (no more than 300 words):