

Research

Funding Guide



Arts & Humanities
Research Council

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Introduction

Note Regarding Application Processing Timescales in 2010

During 2010 some of the AHRC's grants processing activities will be transferring to the new RC UK Shared Services Centre and the AHRC office will be moving from Bristol to Swindon. Whilst the AHRC will endeavour to minimise disruption, these major organisational changes may have some impact upon the processing of applications in 2010. As a result, normal timescales for assessing grant applications, as published in this guide, may be subject to change. We will seek to give as much notice as possible of any changes to timescales and to keep applicants informed of any changes affecting their application. However, if you are applying under an open deadlines scheme you are advised to allow as much time as possible between submitting your application and the suggested start date for your project. You should also bear in mind when submitting your proposal that at award announcements may be delayed by a number of months, and successful applicants may be required to change the start date of their project to take this into account.

The Arts and Humanities Research Council seeks to promote and support by a variety of means high quality basic, strategic and applied research and related postgraduate training in the arts and humanities.

5 < F 7 ð g ' f Y g Y U f W \ ' Z i b X] b ['] provided information on the different elements of the application process and it addresses subjects such as eligibility, how to apply, and upcoming closing dates. Y g Y U f W \ ' programmes and other specific initiatives (funding for high quality research in specific areas of intellectual urgency and wider resonance).

This funding guide contains details of the post-doctoral funding schemes that are operated in responsive mode.

You should note that the schemes we operate offer very different types of support.

The guide is updated throughout the year and you should ensure that you are reading the most recent version by checking our website for any recent updates (see lower right hand corner of the title page for the version number).

Once you have identified the scheme to which you want to apply, you should carefully read this document, and the relevant sections for that scheme, before submitting your proposal.

This guide is split into separate sections providing information on the different elements of the application process and it addresses subjects such as eligibility, how to apply, and upcoming closing dates. Y g Y U f W \ ' programmes and other specific initiatives (funding for high quality research in specific areas of intellectual urgency and wider resonance).

Each section contains our general guidance, and also any additional guidance that is specific to each scheme.

Case studies of research previously funded by the AHRC are available on our website at http://www.ahrc.ac.uk/awards/case_studies.asp.

SECTION ONE

Funding Opportunities

Fellowships in the Creative and Performing Arts Scheme

The Fellowships in the Creative and Performing Arts scheme is currently under review: further details on the future of the scheme will be published later in 2010. The following details on this scheme are for information only.

Outline

The Fellowships in the Creative and Performing Arts scheme supports artists¹ as research fellows within a research environment. It provides salary and associated costs for either 2 or 3 years full-time, or for 5 years part-time (0.4 or 0.6FTE). Up to £40,000 full economic costing may also be requested to support research project costs falling under the Fellowship.

The aims of the Fellowships in the Creative and Performing Arts scheme are:

- to support artists who have not had the opportunity to carry out a significant programme of research at post-doctoral level within a research environment, and who would benefit from time to pursue a sustained programme of high quality practice-led research within the creative and cultural sector
- to enable artists to develop their research careers by working in a research environment, and by improving their research skills, including developing their knowledge and understanding of advanced research methods
- to encourage and nurture the development of new or existing research environments and cultures within the host organisation through supporting the work of individual artists
- to maximise the value of practice-led creative and performing arts research by promoting the dissemination of research outcomes and, where appropriate, to facilitate the knowledge transfer of those outcomes, both to the research community and to other contexts where they will make a difference.

¹ By artists, the AHRC is referring to producers of original creative work. This could include, for example: visual artists; performers; musicians; creative writers; architects; poets; choreographers; scenographers; theatre or film directors; designers; those working in the applied arts, fashion, curatorial practice, or film, video and/or other multimedia.

Scheme specific criteria

In order for your research to be eligible for funding under the Fellowships in the Creative and Performing Arts scheme:

- the research questions or problems, the outputs and – most importantly – the research methods, must involve a significant focus on your creative/performance practice as distinct from history or theory. A project that is purely historical or theoretical, with no element of your current practice embedded in the research process, is not eligible for this scheme.
- Your proposal must place the proposed research within an appropriate context of research in the discipline beyond that of your own work.
- the proposed work must have a clear research focus, in line with the 5 < F 7 Ð g ` X Y Z] b] h] (see section seven), which distinguishes it from work which is purely a development of an individual's professional practice.
- the proposed work must aim, through your practice, to illuminate or bring about new knowledge and understanding in the discipline. You must make it clear how your practice will contribute to answering the research questions you have set.
- You must explain clearly how your creative/performance practice is an integral part of the whole research process, not just the outcome of the research programme. The creative and/or performative aspects of the research to be carried out during the period of the Fellowship must be clearly stated.

The subject areas supported are those falling within the remits of visual arts and media, music and performing arts, and practice-led creative writing. Interdisciplinary proposals are welcomed, including those which fall within subjects traditionally defined as humanities. However, an application will be eligible only if the main focus of the research lies within the creative and performing arts, and your practice is integral to that research.

You should bear in mind that the purpose of this scheme is different from that of U b ` U f h] g h Ð g ` creative output can be produced, or practice undertaken, as an integral part of a research process; however, creativity or practice will only be Y `] [] V ` Y ` k \ Y f Y `] h `] b j c ` j Y g ` f Y g Y U f W \ ` h \ U h ` Z U ` ` g ` k] h \ detailed in section seven.

If you have already been commissioned to carry out a body of work, and you plan for this to form the basis of your application for a Fellowship, please note that this will only be supported where there is a clear specification of a research process of the kind set out above and where it aims to lead to advances in the discipline.

Eligibility criteria

Eligibility criteria relating to the Fellowship in the Creative and Performing Arts Scheme are outlined below:

- The Fellowship must be based in, and submitted via, a recognised Research Organisation: either a UK Higher Education Institution (HEI) which is directly funded by HEFCE, DEL, HEFCW or SFC, or an AHRC - recognised Independent Research Organisation. For more information on eligible organisations, please see Section Three: Eligibility

- you should not, at the time of application hold a full-time academic post at a Research Organisation, or a part-time post that includes any time for research, nor should you normally have held such a post in the past. Full details of your current post/employment must be provided in the Case for Support.

The AHRC may be willing to make exceptions, for example:

- you have been employed full-time within a research organisation in the past (but not for at least 5 years) and now wish to return to a research environment to develop a research career. You will need to provide a justification in your case for support for why you wish to return to a research career and how this Fellowship might facilitate that return
- you have a part-time or other contract of employment with a Research Organisation that does not enable you to undertake research. If you have such a contract you will need to make a strong justification in your case for support for why the institution is unable to support your research activities as part of your current post. It is not sufficient to say that your current post does not include time for research.

Priority for funding will normally be given to applicants who do not have a contract of employment with a Research Organisation and therefore would not be considered eligible under the AHRC's discipline responsive mode research funding schemes.

- You must be able to demonstrate in your CV and publications list that you have a strong track record as a creative/performing artist.
- You must be able to demonstrate that you are of postdoctoral standing. You do not need to hold a doctorate, provided that your CV demonstrates that you have equivalent experience to undertake research at post-doctoral level, for example, you are able to demonstrate significant achievements in your area of work such as research/critical enquiry resulting in performances or exhibitions at home or abroad.
- If you are already studying for a PhD (full-time or part-time), one year must elapse between completing your PhD (that is, submitting your thesis and passing your oral examination) and taking up appointment as a Fellow. If you have still not completed your PhD by the time you apply for a Fellowship, you will need to provide some evidence of the expected completion date in your application. Please note that any offer of a Fellowship may be withdrawn if there is a delay in completing your PhD
- You should be aware that this scheme is not intended to continue or extend research carried out in a PhD. If you have a PhD in a related area to your proposed Fellowship, you will need to make clear in your proposal how the programme of research for which you are seeking funding is distinct from your PhD.
- You must have an established track record of research, or equivalent critical enquiry, and show outstanding potential in terms of future practice-led research in the creative and performing arts
- You must be a UK or EU resident at the time of application.

There is no age limit attached to the scheme. The main criteria for assessment will be your track record as an artist, your research record and/or your research development of its research environment.

Choosing a host organisation

The choice of the host can happen in two ways: the artist can approach a Research Organisation they consider to be an appropriate place to carry out the research they have in mind, or a Research Organisation can approach an artist if it has a particular programme of research that it wishes to see undertaken.

The department within the Research Organisation hosting the Fellowship should be the appropriate place for the proposed programme of research. It should be in a position to support both the development of the research and the development of you as a practice-led researcher. For example it should be in a position to provide the appropriate support for you and your research, and should provide an environment where the subject area of your work complements existing work or research interests of the department. Equally, both you and the Research Organisation should be clear about the contribution that your research can make from your presence and work. It should therefore be a mutually beneficial relationship and a match between you, the host department and the proposed research will be key elements in the assessment of the application.

The host department does not need to be a creative or performing arts department as long as it is well placed to support your proposed research. If the Fellowship will not be based in a creative or performing arts department, you will be asked to give a rationale for the choice of department in the application.

If you are intending to apply to hold a Fellowship in the same Research Organisation in which you have undertaken a doctorate or teaching, you will need to provide a rationale for why you wish to remain in the same Research Organisation, rather than helping to develop practice-led research cultures and capacity elsewhere. Similarly, if the department has already held a number of Fellowships in the Creative and Performing Arts, the application must explain how this Fellowship will add value and enhance further the practice-led research culture there.

Responsibilities of the host organisation

The host organisation is required to outline a clear support structure for the Fellowship, including nominating a mentor to support you in your programme of work throughout the duration of the award. We would expect the mentor to be an experienced member of staff, with sufficient seniority within the department and Research Organisation to carry out the responsibilities outlined below. During the initial stages of the Fellowship, this person would be expected to:

- oversee your induction into the department and the Research Organisation, to ensure that you are equipped with the necessary support to carry out your research, including training in advanced research methods, and also to ensure that you have access to the information needed by any new member of staff, for example in respect of departmental policies and procedures, facilities available to staff, etc
- act, as necessary, as a liaison point between you and the appropriate Research Organisation authorities

- help to ensure that colleagues within the department and Research Organisation are clear about the purpose of the Fellowship, and the role that you play within the department.

As the Fellowship progresses, we would expect the role of the mentor to decrease, but the person would nevertheless have a role to play in overseeing the requirements.

You should also try to ensure that any negotiations with the Research Organisation lead to a clear understanding of what is available in terms of salary, accommodation, teaching commitments etc, before the application is submitted. The Research Organisation will need to know your needs in order to make appropriate plans prior to the commencement of the Fellowship. This dialogue between artist and institution is important to ensure that support is geared towards your needs.

The Research Organisation has an important mentoring role to play at application stage and we have found that proposals where this practice is taken seriously are more likely to succeed. A recent evaluation of this scheme has shown that artists with no or limited experience of research environments can find it difficult to apply to the scheme, as the application process is very different to that for arts funding organisations. It is therefore crucial that potential Research Organisations are contacted as early as possible prior to the application deadline, in order to allow sufficient time for the negotiation process and for them to provide the artist with adequate support and help in applying.

Case for Support guidance

Your proposal must be accompanied by a Case for Support attachment. General guidance and headings can be found in Section Four of this guide. Some artists with no or limited experience of research environments experience difficulty formulating their proposal in terms of research questions, research methods etc. If you are in this situation, you are strongly advised to get help from the Research Organisation that would host your Fellowship when completing the case for support. Proposals that do not make clear how practice is integral to the research programme, or do not explicitly state the creative and/or performative aspects of the research, tend not to succeed.

In addition to the generic guidance and headings listed in Section Four, you should include the following:

Aims and Objectives

You should describe the aims and objectives of the research programme. What specific targets or outcomes will you have achieved at various stages in your research and by the end of the research programme? The aims and objectives

Research Methods

Under the Fellowships in the Creative and Performing Arts scheme your own practice must be a central part of the research process and not just the end result. It is not appropriate for the Fellowship to focus on theoretical investigation of your past creative/performance practice: there must be a substantial amount of your own creative/performance practice undertaken as part of the research of the Fellowship.

In addition to the general guidance in Section Four, please describe under this heading how your own creative/performance practice will be integral to the research process and how it will contribute to answering the research questions you have set. Where appropriate, please also give an indication of the proposed media for and nature of the creative work.

Contribution to career development

What is your current post/position? How will this Fellowship provide you with opportunities not normally available to you in your current position? How will it help to further your career? How will the Fellowship contribute to the development of your research skills? Will the Research Organisation be providing appropriate support in relation to enhancing your knowledge and understanding of advanced research methods and how will they do this? If you already have a contract of employment with a Research Organisation, why is the organisation unable to support your research activities as part of your current post?

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To what extent does your proposed programme of work complement existing research within the host department? How will your programme of work contribute to the development and enhancement of the research environment and culture within the Research Organisation? How much time do you envisage spending in the host department, and what contact will you have with its staff and students?

Preference will be given to those applications which are likely to have the a U I] a i a i] a d U W h i V c h \ i c b i h \ Y i : Y i c k D g i f Y g Y U f W \ i W U f Y Y f culture of the host Research Organisation. If you wish to apply for a part-time Fellowship or a full-time Fellowship of less than 3 years, you will also need to describe here how you will still achieve a significant impact while you are an AHRC Fellow.

Commitment

This scheme aims to enable you as an artist to undertake a programme of research, to develop your research career, to foster the development of research environments and cultures within Research Organisations, and to disseminate the results of your research. The programme of work during the course of the Fellowship should focus on those aims. A Fellow may be involved in a relatively small amount of teaching, examining or administrative duties, but these duties should relate to the main interests of programme of the research and not to the general needs of the department. It is expected that teaching and other duties (including preparation time) will not amount to more than six hours a week (pro-rata for part-time Fellows) during normal working hours and during term-time.

Whilst it is not essential that you are based for all of your time as an AHRC Research Fellow within the host department, it is expected that a significant amount of time is spent there in order that you have a visible presence and a significant amount of contact with staff and students. The AHRC sees this as essential in order to fulfil the aims of the scheme, which includes contributing to the development of an active research environment and culture within the host institution.

In the case of proposals to host a Fellowship in an AHRC recognised Independent Research Organisation (see Section Three: Eligibility), the Research Organisation will be required to demonstrate how the organisation would benefit from the Fellowship in terms of advancing its own practice-led research culture and how

research environment and training provision.

Deadlines

There is one round of the Fellowships in the Creative and Performing Arts scheme per year. The deadline for the 2009 round of the scheme is 4pm on 24 September 2009. Please note that this is the deadline for submission of the completed proposal by the host organisation to the AHRC; please check with the host organisation for any internal deadlines they may have.

Costs

The Fellowships in the Creative and Performing Arts Scheme is intended to enable you to work as a Research Fellow within an eligible Research Organisation so that you can carry out a programme of research. As such, the majority of the costs for this scheme are your salary and associated Indirect and Estates Costs.

You can be appointed on a starting salary of between £27,500 and £46,000 pro-rata depending on your experience. An application which proposes an appointment below or above these limits will not be eligible for consideration.

You may also request a limited amount of project costs in your Fellowship proposal (for example, for materials or travel) up to a maximum of £40,000 full economic costing. Please see Section Two for further guidance on costs.

Applying for other funding

Successful applicants to this scheme will no longer be permitted to seek funding in a separate Fellowship programme of research: all project costs up to the £40,000 full economic costing limit must be included in your original Fellowship application.

If you intend to apply to other funding bodies to support project costs under your Fellowship programme, you will need to explain in the case for support how the programme will be undertaken if any such applications are unsuccessful.

Research Grants Scheme

The Research Grants scheme has four possible routes:

- a standard route
- a route for early career researchers
- a route for speculative research, and
- a route for practice-led and applied research.

The first three routes are intended to support well-defined research projects enabling individual researchers to collaborate with, and bring benefits to, other individuals and organisations through the conduct of research. They are not intended to support individual scholarship.

The Practice-Led and Applied route provides funding for research:

- where practice is an integral component

- where it is specifically undertaken with a view to generating outputs and outcomes with a defined application beyond the education sector; and/or
- where it theorises contemporary practice in order to inform the Principal

Commitment

The AHRC expects the Principal Investigator and any Co-Investigators to devote an average of at least 4 hours per week to the project.

If it is considered necessary for a Principal or Co-Investigator to devote an intensive period of time to the project, then this should be included in the application as the total number of hours to be devoted to the project and will therefore be reflected in the average number of hours devoted per week. You are reminded, however, that the time Investigators contribute to the project would need to be justified and would be considered as part of the peer review process.

Deadlines

This scheme operates without formal deadlines and, other than the period noted below, you are able to submit proposals at any time of the year. The assessment process for an application will take approximately 30 weeks and the earliest start date for a project should be no earlier than 9 months after submission. You should note that, on occasions, where there is a delay in obtaining the peer reviews for an application then the assessment process may take longer. In such circumstances the AHRC will contact the applicant to inform them of any delay.

During 2010 some of the AHRC's grants processing activities will be transferring to the new RCUK Shared Services Centre and the AHRC office will be moving from Bristol to Swindon. Whilst the AHRC will endeavour to minimise disruption, these major organisational changes may have some impact upon the processing of applications in 2010. As a result, normal timescales for assessing grant applications may be subject to change. We will seek to give as much notice as possible of any changes to timescales and to keep applicants informed of any changes affecting their application. However, you are advised to allow as much time as possible between submitting your application and the suggested start date for your project. You should also bear in mind when submitting your proposal that award announcements may be delayed by a number of months, and successful applicants may need to change the start date of their project to take this into account.

Further to the above, please note that the AHRC will not be accepting applications to the Research Grants scheme between 19 March 2010 and 31 May 2010. We are also rescheduling our panel meetings during 2010 which may mean that applicants will not receive outcomes when they would have been expecting them.

Applying for other funding

Research Grants - all routes

You can apply (although not to the route for speculative research) within the Research Grant Scheme for further funds for a related or continuation project at a

later stage, provided that you have submitted (a) satisfactory monitoring report(s) in relation to the previous award. The AHRC will not, however, provide further funding to enable you to complete work that you were unable to deliver in a previously funded project. You can also apply for funding through other AHRC schemes. You should bear in mind that all such proposals will be assessed in open competition, with no guarantee of funding, and the reviewers will give careful consideration to your ability to complete the project given your existing commitments.

Any proposal must outline a specific programme of work that will be conducted with the funds requested from the AHRC. The AHRC will not provide duplicate funding for activities funded by other bodies. It will, however, provide funding which complements that provided by other sources. The proposal therefore asks you to provide information about any funding for the same work, or for work related to the proposal, that you are receiving or for which you have applied. You must keep the Council informed of the progress of any such proposals. If you fail to do so, this could have an adverse effect on your application. If you are successful in securing funding from any other bodies, you may need to choose which source of funding you wish to pursue.

Research Grants Scheme – standard route

The Research Grants Scheme – standard route accepts proposals with a total full economic cost of between £20,000 and £1,000,000 and lasting up to a maximum of 60 months.

The aims of the Research Grants scheme are:

- to assist researchers in all areas of the arts and humanities to improve the breadth and depth of our knowledge of human culture both past and present
- to support well-defined research projects of the highest quality and standards that will lead to significant advances in creativity, insights, knowledge and understanding, of interest and value both in the research community and in wider contexts where they can make a difference
- to enable arts and humanities researchers to pursue, and to bring to completion in due time, collaborative research projects of the highest quality that demand the resources of more than a single scholar (please note that the AHRC would not consider a project that only involved a Principal Investigator and a PhD Project Student to meet this criteria), and to enhance collaboration between researchers
- to enable arts and humanities researchers to establish or enhance effective working relationships with fellow researchers - both within and beyond the arts and humanities and within and beyond the UK - practitioners and the wide range of individuals and organisations who may benefit from their research
- to provide opportunities for less experienced researchers to develop their expertise and their careers by working collaboratively with senior researchers on well-defined projects and by leading projects themselves
- to maximise the value of research outcomes by promoting their communication and dissemination with individuals and organisations outside academia; where appropriate, to facilitate the knowledge transfer of those outcomes to both the research community and other contexts where they will make a difference

Research Grants awards are intended to enable individual researchers to collaborate with, and bring benefits to, other individuals and organisations through the conduct of research. This collaboration may involve a Principal Investigator and Co-Investigator(s), a Principal Investigator and Research Assistant(s) or a Principal Investigator, Co-investigator and Research Assistants(s) and may involve a single institution or a combination of institutions. The collaboration may also involve people from different research areas, both between disciplines within the arts and humanities, or between an arts and humanities discipline and another subject area. It may involve researchers collaborating with researchers overseas or with colleagues within other sectors.

The collaboration proposed should be appropriate and necessary to the specific needs of the research project.

Research Grants Scheme – route for early career researchers

This route of the Research Grants scheme has been introduced to assist new researchers at the start of their careers in gaining experience of managing and leading research projects.

Applications may be submitted for proposals with a full economic cost between £20,000 and £200,000 and for a duration of up to 60 months.

The AHRC will aim to ensure that the success rate for proposals to this route is slightly higher than proposals to the Research Grants standard route.

Statement of eligibility

If you are applying to the Early Career Researcher route of the Research Grants scheme, you should briefly explain how you meet the eligibility criteria as outlined below.

Additional eligibility criteria

In addition to the criteria outlined Section Three, in order to apply to the Research Grants – early career researcher route, you must:

- have not already been a Principal Applicant/Investigator on an AHRC funded project (excluding RGPLA/Small Grants, Research Leave, Early Career Fellowships, Fellowships in Creative and Performing Arts, and the Research Networks and Workshops scheme)
- and at the point of application you are either
 - within eight years² of the award of your PhD or equivalent professional training or
 - within six years³ of your first academic appointment³

² This duration should exclude any period of career break, e.g. for family care or health reasons

³ By 'first academic appointment', this is a paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary function.

Evidence that you meet these criteria must be provided in the case for support.

Research Grants Scheme – speculative route

The Research Grants Scheme – speculative route allows the opportunity to apply for funding for projects where the speculative, experimental or exploratory nature of the work means that results or outcomes are uncertain or cannot be guaranteed. Applications may be submitted for projects up to a total full economic cost of between £20,000 and £200,000 and lasting up to a maximum of 60 months.

The AHRC does not offer a precise definition of what might be considered speculative, in order to allow a broad interpretation. You are asked to identify the way in which your proposed research is particularly speculative, in terms of the aims of this route. This route does not provide research funding for the continuation of existing projects, nor for building upon or developing research already funded by either the AHRC or other funding bodies. It is also not intended to support researchers with a limited track record or experience, or those seeking to change the focus of their research.

The Research Grants Scheme – speculative route has the following aim, in addition to those listed for the standard route:

- to support high-quality research where the speculative, experimental or exploratory nature of the work means that results or outcomes are uncertain or cannot be guaranteed, or where a significant degree of risk is involved.

For example:

- research that is high quality, where the concepts may be speculative or the outcomes uncertain, but which has the potential to be of especial value to the research community or to other audiences and constituencies
- researchers seeking to achieve significant breakthroughs in knowledge and understanding by challenging existing models, perceptions, research methods or modes of thought
- the development and testing of the feasibility and implementation of new research techniques, tools and methods that might be applied in a variety of contexts
- innovative research in an environment which allows the possibility of
- projects of a larger-scale.

The AHRC will aim to ensure that the success rate for proposals to this route is slightly higher than proposals submitted to the Research Grants standard route.

Statement for Speculative Research

If you are applying to the Speculative Route of the Research Grants scheme, under this heading you should identify why your proposed research is particularly speculative, in terms of the aims of this route.

Research Grants – practice-led and applied route

We are currently reviewing our funding portfolio, starting with some of our smaller and longer-running schemes. The RGPLA scheme was originally set up over a decade ago as a capacity-building scheme. We have therefore decided to suspend it during the review and applications are not, therefore, being accepted until further notice. Further information will be announced later in 2010.

As an alternative, applicants are advised to consider submitting applications to the Research Grants or Fellowships schemes, which are open to proposals in the creative and performing arts involving a significant practice-led component.

The following details on this scheme are for information only

This scheme will accept research proposals in all arts and humanities disciplines but only those that are intended to support research that is practice-led or applied in its approach.

The Research Grants – practice-led and applied route provides funding for research where:

- practice is an integral component
- it is specifically undertaken with a view to generating outputs and outcomes with a defined application beyond the education sector; and/or
- it theorises contemporary practice in order to inform the Principal

The proposed research must, therefore:

- include your practice as an integral component (or theorise your practice), in relation to its research questions, issues or problems, its outputs and outcomes, and – crucially – its research methods or approaches, thereby generating new or enhanced knowledge and understanding in the discipline and/or
- be undertaken with a specific view to generating outputs and outcomes with a defined application beyond the education sector – for example, new or improved systems, designs, artefacts, exhibitions, performances, events, products, processes, materials, devices, services, films, compositions, broadcasts, or policy guidance.
- Proposals where the production of educational materials are the primary outputs or outcomes are not eligible for support under this route.

You are advised to read further information on our generic Case for Support Guidance in Section Four.

The aims of the Research Grants – practice-led and applied route are:

- to support practice-led and applied research activity of the highest quality conducted by individual scholars across all areas of the arts and humanities

- to enable individual scholars to pursue well-defined small -scale projects, or parts of larger projects, that are likely to bring advances in insights, knowledge or understanding of interest and value both to the research community and to a wider public
- to maximise the value of research outcomes by promoting their dissemination and, where appropriate, to facilitate the knowledge transfer of those outcomes, both to the research community and to other contexts where they will make a difference.

If you hold a Fellowship in the Creative and Performing Arts awarded before April 2009 you may apply to this scheme to support costs specific to projects to be undertaken within your programme of research. From 1 July 2009 you will be limited to a maximum of £20,000 full economic costs per proposal under this route.

If you are seeking support for historical and theoretical approaches to humanities research you should be aware that The British Academy (BA) supports a similar scheme supporting this research (<http://www.britac.ac.uk>).

Scheme specific criteria

The Research Grants – practice-led and applied route is intended to support individual scholars, and as such Co -Investigators are not permitted under this route.

In addition to accepting practice -led research proposals where practice is integral to the research process, proposals that theorise contemporary practice in order to inform the Principal = b j Y g h] [U h c f Ð g ` c k b `] b X] j] X i U ` ` d f U Wh] WY ž ` U

read the Case for Support guidance in Section Four.

Although all subject areas are now supported within the Research Grants – Practice-Led and Applied Route, proposals for applied research must specifically be undertaken with a view to generating outputs and outcomes with a defined application beyond the education sector. Such research could include an exhibition, a performance, a film or television programme, a workshop involving the public, a policy paper, public or commercial archaeology, applied language and translation studies, applied ethics, practical theology and legal practice.

Proposals for applied research can be broadly defined as using research methods to address practical questions about policies, practices, programmes, etc. Applied research constitutes an activity that extends beyond the basic characteristics of scholarly research into the realm of practical application. It broadens research activities to address immediate real -world problems and provides concrete results or solutions within a specified time frame. Applied research should:

- examine specific research problems, issues or questions in a structured way
- be informed by the intellectual infrastructure of established research methods or approaches in the field
- be able to define new research processes, or alternatively, apply existing knowledge, methods, approaches, tools or resources in new contexts in order to solve a problem
- break new ground. For example, create new or improved artefacts, products, processes, materials, devices, policies, services, or systems of thought and ways of seeing

- be able to be replicated or elaborated. Where appropriate, the applied work should be transferable and extend beyond its immediate local application
- have significance or impact and contribute to research in the field through dissemination of the results
- specifically be undertaken with a view to generating outputs and outcomes with a defined application beyond the education sector

If your proposal falls within the subject remit of English Language and Literature and the focus of your research is creative writing, your research should bring about enhancements in knowledge and understanding in the discipline, or in related disciplinary areas. You cannot apply to this scheme to carry out research to provide content. If it would ordinarily be identified as work of a literary-critical or literary-historical nature, your project will not be eligible for support under the Research Grants É Practice-Led and Applied Route, as it is likely to fall under the

Applicants who are seeking project funding to support an AHRC Fellowship in the Creative and Performing Arts award must ensure that their proposal demonstrates:

- that it is a discrete project with specific outcomes.

You should be aware that outcomes specified as part of this Research Grants É Practice led and Applied Route project need to be produced by the end of the RGPLA award period. Further details are provided on our website:

http://www.ahrc.ac.uk/FundingOpportunities/Page_s/RG-PracticeLedandApplied.aspx

Start Dates

Your proposed start date must fall after the date when awards are announced. For this reason you should ensure that the start date of your project is at least four months from the end of the month in which you apply. For example if you submit a proposal at any point within the month of January, then the first possible start date for your project would be 1 June.

Case for Support Guidance: Scheme -specific guidance - Research Grants É practice -led and applied route

Your proposal must be accompanied by a Case for Support attachment. General guidance and headings can be found in Section Four. Additional guidance relating to this scheme can be found below. You are advised that proposals that do not make clear how your practice is integral to the research programme, or do not specify explicitly the creative and/or performative aspects of the research, are unlikely to succeed. If you are submitting a proposal that aims to theorise contemporary practice in order to inform your own individual practice, you are advised that unless you specify explicitly what practice you are currently engaged with and how the research programme will inform your own practice, your proposal is unlikely to succeed and may be considered ineligible. Equally, if you wish to conduct applied research then the proposal must make explicit the applied nature of the project.

Research Methods

In order for practice-led projects to be eligible under this scheme, practice must be a central part of the research process not just the end result. In addition to the general guidance above, please describe under this heading how your own creative/performance practice will be integral to the research process. Where appropriate, please also give an indication of the proposed media for the creative work.

Project Management

Whilst the Council expects that many proposals to this scheme will be for individual scholarship, colleagues may be involved in the programme of research. Their inclusion should be explained and justified within this section.

Dissemination and Knowledge Transfer

For practice-led projects, whilst creative output may be produced and practice undertaken as an integral part of the research process, the Council would expect this practice to be accompanied by some form of documentation of the research process, as well as some form of textual analysis or explanation to support its position and to demonstrate critical reflection. This documentation, analysis and reflection must be an integral part of the project and must be carried out during the award period. These outputs can go beyond more traditional academic papers and can include such forms as exhibition catalogues, where they are authored by the Principal Investigator him/herself; journals or diaries; documentation on a website, CDs or DVDs etc. A clear rationale for the appropriateness of the form of your critical reflection should be provided. Notes on applying for AHRC Fellowship award holders If you are an AHRC Fellowship award holder, to apply for funding under the practice-led route you must identify a clearly defined project under the umbrella of your Fellowship for which you are seeking project funding. Although the funding sought is for the project costs to support your Fellowship, the practice-led proposal will be assessed on the same basis as any other proposal to the practice-led route. For this reason the Case for Support should not just reiterate the information in your original Fellowship proposal.

You will need to define the dates of the PLA project and outline the particular research that will be carried out in that timeframe; there will also need to be some form of output/dissemination at the end of the PLA project (i.e. it will not be sufficient to say that the output will be at the end of the Fellowship). You must also ensure that the project outlined in the proposal is practice-led (please refer to Section Seven).

You should be aware that if the proposal does not articulate a clearly defined research project in this way it is unlikely to be considered for funding, in which case you would not be able to resubmit that particular project for consideration. You are therefore advised to discuss your proposal with the Research Office at your institution, and also to discuss any queries you may have with Council officers (a list of contacts can be found in the scheme guidance on the website).

Fellowships Scheme

The Fellowships scheme provides salary and associated costs for periods of three to nine months, to enable an individual researcher to work on a specified research project or programme. The Fellowship can be used to support a wide range of research activities provided that these lead to significant specified research and other outputs by the end of the Fellowship, including the preparation of

publications and other outputs from research conducted prior to the start of the Fellowship.

The aims of the Fellowships scheme are:

- to provide arts and humanities researchers with additional focused research time to undertake research meeting world-class standards of scholarship, originality, quality and significance;
- to support, in partnership with institutions, the research career development of outstanding early career, mid-career and senior arts and humanities researchers;
- to facilitate the production of a wide range of research outputs that will lead to significant advances in knowledge, understanding or insights of interest and value both to the research community and to other potential users and beneficiaries, as appropriate;
- to maximise the impact of the research supported by promoting appropriate engagement, networking, communication, dissemination and, where appropriate, knowledge transfer activities, both with the research community and in other contexts where the research has the potential to make a difference.

The Fellowships scheme is not intended to provide time to develop a new research project completely from scratch, but rather should build on a project that is already well defined and developed.

The outputs of a Fellowship can vary, according to the research. It is the responsibility of the applicant to justify the value and appropriateness of the output(s) in the Case for Support.

Proposals for full economic costs up to a maximum of £120,000 for a period of up to nine months may be submitted.

Scheme specific criteria

The AHRC considers Fellowships as partnerships with institutions, complementing the development of arts and humanities researchers. As such, a statement is required from the Head of Department or other relevant Senior Manager. Further details can be found below.

Applicants are permitted to have only one application under consideration in the Fellowships scheme at any one time.

Holders of Fellowship awards cannot apply again until three years after the submission of their Final Report.

The AHRC is currently considering holding events or workshops for holders of Fellowship awards, which you would be expected to attend.

Eligibility criteria

- The Fellowships Scheme is open to members of the academic and academic-related staff of Higher Education Institutions directly funded by HEFCE, DEL, HEFCW and SFC, and to those organisations recognised by the AHRC as Independent Research Organisations (IROs) under

responsive -mode schemes. Staff at Research Council Institutes may also be eligible to apply (see Section Three).

- Both full-time and part-time members of staff on teaching and/or research contracts may apply.
- Your contractual arrangement with the host Research Organisation must be in place at the point of application and must cover both the period of the award and the monitoring period (three months after the end of the award).
- Applicants should be actively engaged in research and be of postdoctoral standing. This does not mean that they must have a doctorate, provided that they can demonstrate equivalent research experience and/or training. Applicants must have a contract of employment with their Research Organisation in place for the duration of the award and the monitoring period (three months after the end of the award).

Commitment

Applicants should dedicate between 50% and 100% of their time to the Fellowship, based on a standard working week of 37.5 hours per week (100% time) or pro-rata for individuals who work part-time.

For applicants who intend to commit 100% of their time to the Fellowship, no other activities (e.g. teaching or administration) are permitted during the award period, with the exception of some post-graduate supervision. The AHRC recognises that you may need to supervise a limited number of postgraduate students, providing that this can be done without detriment to your research.

Applicants who intend to commit less than 100% of their time to the Fellowship can continue with teaching, administrative, management, other professional and/or research duties (including on AHRC-funded grants) in conjunction with the award.

Provided that they remain employed by the administering Research Organisation, Fellows can be located elsewhere during the award period, for example, taking a non-stipendiary or visiting Fellowship at another HEI in the UK or overseas.

Deadlines

This scheme operates without formal deadlines and you are able to submit proposals at any time of the year. The assessment process for an application will take approximately 30 weeks. You should note that, on occasions, where there is a delay in obtaining the peer reviews for an application then the assessment process may take longer. In such circumstances the AHRC will contact the applicant to inform them of any delay. The earliest start date for a project should be no earlier than 9 months after submission and the latest should be no later than 18 months after submission.

During 2010 some of the AHRC's grants processing activities will be transferring to the new RCUK Shared Services Centre and the AHRC office will be moving from Bristol to Swindon. Whilst the AHRC will endeavour to minimise disruption, these major organisational changes may have some impact upon the processing of applications in 2010. As a result, normal timescales for assessing grant applications may be subject to change. We will seek to give as much notice as possible of any changes to timescales and to keep applicants informed of any changes affecting their application. However, you are advised to allow as much

time as possible between submitting your application and the suggested start date for your project. You should also bear in mind when submitting your proposal that award announcements may be delayed by a number of months, and successful applicants may need to change the start date of their project to take this into account.

Further to the information above, please note we will not be accepting applications to the Fellowships scheme between 19 March 2010 and 31 May 2010. In addition, applicants are strongly advised to submit their applications before the end of February 2010 as the outcomes of some applications submitted in March are unlikely to be announced until spring 2011.

Case for Support Guidance: Scheme -specific guidance - Fellowships Scheme

Your proposal must be accompanied by a Case for Support attachment. General guidance on the format, font, word limit and headings to be used can be found in Section Four.

Attachments: Scheme -specific guidance - Fellowships Scheme

In addition to the attachments outlined in Section Four, Fellowships proposals must also include the following attachments:

Workplan

A Workplan attachment is required for all Fellowships applications. It must be used to outline your timetable for the project and to indicate the work to be undertaken in each month of the award. The Workplan must not exceed 250 words. Please state clearly the word count at the end of the document.

Head of Department Statement

A statement is required from the Head of Department or other relevant Senior Manager. This should outline how the proposed Fellowship would fit within relevant institutional/departmental research, career development and knowledge transfer strategies, as appropriate. It should also indicate what support the institution has already provided, and will continue to provide, for the development of the proposed research. In addition to support for the early stage development of the proposed research, this institutional support could, for example, include travel grants, funding of directly related research costs and/or networking and communication activities, provision of additional mentoring or training, or linked periods of institutional research leave.

Evidence of significant and appropriate institutional support for a Fellowship application will be an important criterion in assessing applications and determining the priorities for funding.

If the applicant is committing less than 100% of their time to the Fellowship, the Head of Department should outline any teaching, examining and administrative commitments that will continue alongside the award. Fellows must be released from duties for the time specified and must not be expected to take on additional work within the institution once an award has started.

The Head of Department Statement should be a maximum of one side of A4 in length and in an Arial font no smaller than size 11. It should be attached to the Je-S proposal by the approver/submitter at the Research Organisation rather than by the applicant.

Costs

A Fellowship award will cover the cost of the : Y ` ` salary together with associated Estates and Indirect costs. In addition, applicants can request funds to support the cost of their research, for example, travel and subsistence, equipment , and communication and dissemination costs.

As the amount of time to be dedicated to the Fellowship is a known amount, salary costs for the applicant should be recorded as a Directly Incurred cost.

Applying for other funding

Fellowships Scheme

If you will be dedicating 100% of your time to the Fellowship , you will not be eligible to be a Principal Investigator or Co-Investigator on any other AHRC award or to have commitments to undertake research with other award-making bodies in the same time period.

Each proposal must outline a specific programme of work that will be conducted with the funds requested from the AHRC. The AHRC will not provide duplicate funding for activities funded by other bodies. It will, however, provide funding which complements that provided by other sources. The proposal therefore asks you to provide information about any funding for the same work, or for work related to the proposal, that you are receiving or for which you have applied. You must keep the Council informed of the progress of any such proposals. If you fail to do so, this could have an adverse effect on your application. If you are successful in securing funding from any other bodies, you may need to choose which source of funding you wish to pursue.

Fellowships Scheme – É route for early career researchers

The early career route aims to enable the AHRC to work in partnership with institutions to support the career development of researchers at the start of their careers and to provide them with focused research time and appropriate support and mentoring so that they can broaden their research experience and enhance their research outputs profile.

The AHRC will aim to ensure that the success rate for proposals to this route is slightly higher than proposals to the standard route.

Eligibility criteria

- The Fellowship must be based in , and submitted via, a recognised Research Organisation: either a UK Higher Education Institution (HEI) which is directly funded by HEFCE, DEL, HEFCW or SFC, or an AHRC - recognised Independent Research Organisation (IRO) . Staff at Research Council Institutes may also be eligible to apply (see Section Three).
- At the time of application, applicants must have either a contract of employment with their Research Organisation in place for the duration of the award or an assurance from the submitting institution that, *if the proposal is successful*, a contract of employment will be given that covers the period of the award. By submitting the Je -S application, the institution

is confirming that the applicant will be granted the necessary contract and that they will provide accommodation and facilities for the Fellow such as would be provided for established members of staff.

- Applicants on either full-time or part-time contracts may apply.
- Applicants should be actively engaged in research and be of postdoctoral standing. This does not mean that they must have a doctorate, provided that they can demonstrate equivalent research experience and/or training.

In addition to the eligibility criteria above, in order to apply through the Fellowships scheme early career route, you must at the point of application be either:

- within eight years¹ of the award of your PhD or equivalent professional training; or
- **within six years**¹ of your first academic appointment²;

and:

- to have at least a year of post-doctoral experience in an academic/research environment or to have an equivalent level of professional/practice experience of direct relevance to the proposed research.

¹ This duration should exclude any period of career break, e.g. for family care or health reasons

² By 'first academic appointment', this is a paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary function.

Previous or current holders of grants through the AHRC Research Grants Scheme routes for early career researchers, or for practice led and applied research, and previous or current holders of grants through the research networking scheme may apply under the early career Fellowships provided that at the point of application they still meet the above eligibility criteria. Similarly, applicants for an early career Fellowship who have held research grants such as post-doctoral Fellowships or small or development grants from other funders, may apply provided that they meet the above eligibility criteria. Further details about the eligibility criteria are available in Section Three. Evidence that the applicant meets these criteria must be provided in the Case for Support.

Fellowships for early career researchers under the scheme are not intended to enable early career researchers who have recently completed their Ph.D. to write up their doctoral thesis for publication or other dissemination. Early career Fellowships are aimed at supporting applicants to take forward new avenues of research which they have developed since completion of their Ph.D. or to pursue new research directions which have evolved from their Ph.D. research. The Fellowship will be expected to lead to substantive new research outputs. Applicants will be expected to explain in their application how the Fellowship differs, or takes a new direction, from their original Ph.D. research in the Case for Support.

Case for Support Guidance: Scheme -specific guidance - Fellowships Scheme – route for early career researchers

Statement of eligibility

If you are applying to the early career researcher route of the Fellowships scheme, you should briefly explain how you meet the eligibility criteria outlined above.

Attachments: Scheme -specific guidance - Fellowships Scheme – route for early career researchers

In addition to the attachments outlined in Section Four and those above, applications to the early career route must also include the following attachments:

Mentor Statement

Research Organisations are required to provide mentoring support for early career researchers for the duration of the Fellowship. This attachment should include details of the named mentor, a specified time commitment to mentoring, a clear programme of meetings and statement of contact time with the Fellow, and commitment to a training and development plan.

A summary curriculum vitae should also be included for the proposed mentor. The CV should include basic information about education, employment history and academic responsibilities.

The Mentor Statement should be a maximum of two sides of A4 in length and in an Arial font no smaller than size 11. It should be attached to the Je-S proposal by the approver/submitter at the Research Organisation rather than by the applicant.

Costs

The AHRC will make a contribution to the cost of mentoring. An hour per month of the a Y b h c f D g ' h] be built into the budget as a Directly Allocated cost. However, institutions may provide additional mentoring support alongside other forms of training and/or career development support for early career applicants, as a part of their additional support for the Fellowship.

Research Networking Scheme

From 1 December 2009, the scope of this scheme has been widened to enable a greater range of scholarly exchange and debate.

The Research Networking Scheme is intended to support forums for the discussion and exchange of ideas on a specified thematic area, issue or problem. The intention is to facilitate interactions between researchers and stakeholders through, for example, a short -term series of workshops, seminars, networking activities or other events.

The aim of these activities is to stimulate new debate across boundaries, for example, disciplinary, conceptual, theoretical, methodological, and/or

international. Proposals should explore new areas, be multi-institutional and can include creative or innovative approaches or entrepreneurship. Proposals must justify the approach taken and clearly explain the novelty or added value for bringing the network participants together.

Although the Research Networking scheme is primarily aimed at the development of new networks and interactions, existing networks can also apply where they are addressing a new or novel area.

Proposals for full economic costs up to £30,000 for a period of up to two years may be submitted. The exact mechanism for networking and the duration is up to the applicants to decide but must be fully justified in the proposal.

An additional threshold of up to £15,000 full economic cost may be sought to cover the costs of any international participants or activities in addition to the £30,000 FEC scheme limit. Proposals will need to be submitted by an eligible Research Organisation but must involve collaboration with at least one other organisation, as well as having significant relevance to beneficiaries in the UK.

Proposals for the development of European collaborative networks and/or consortia that might support the development of applications to the EU under the Framework programme or other EU funding opportunities are also welcome.

The aims of the Research Networking scheme are to:

- support collaboration and the exchange of ideas across boundaries, primarily between researchers in the arts and humanities, as well as with colleagues in other disciplines and other stakeholders, to explore a particular theme, issue or problem;
- enable groups of researchers and other stakeholders to explore ideas which could lead to tangible projects and maximise opportunities for advances in creativity, insights, knowledge and understanding in the area to be explored, with results of value both to the arts and humanities research community and to wider contexts where they can make a difference;
- encourage and enable researchers within the research community to involve new researchers and research students, as well as people or organisations from outside the academic and research community, in the discussion and development of ideas;
- to foster (where appropriate) international collaboration and the development of strong academic links with overseas researchers, in order to develop understanding through engagement with different cultures and parts of the world, and to enhance research standards;
- provide a framework for the AHRC to learn of emerging areas of intellectual urgency and potential strategic importance, both within the UK and internationally, identifying key research challenges by building new collaborations as well as strengthening existing ones.

Funding is sometimes made available through a bilateral co-funding agreement with selected overseas agencies. In such cases, the guidance outlined here will be supplemented by further detailed guidance which will be made available on the international strategy and funding opportunities, please visit the following link on our website:

Deadlines

This scheme operates without formal deadlines. You are able to submit proposals at any time of the year and you will be informed of the outcome of your proposal within a maximum period of four months from the end of the month in which you apply.

Your proposed start date must fall after the date when awards are announced. For this reason you should ensure that the start date of your project is at least four months from the end of the month in which you apply. For example if you submit a proposal at any point within the month of January, then the earliest possible start date for your project would be 1 June.

During 2010 some of the AHRC's grants processing activities will be transferring to the new RCUK Shared Services Centre and the AHRC office will be moving from Bristol to Swindon. Whilst the AHRC will endeavour to minimise disruption, these major organisational changes may have some impact upon the processing of applications in 2010. As a result, normal timescales for assessing grant applications may be subject to change. We will seek to give as much notice as possible of any changes to timescales and to keep applicants informed of any changes affecting their application. However, you are advised to allow as much time as possible between submitting your application and the suggested start date for your project. You should also bear in mind when submitting your proposal that award announcements may be delayed by a number of months, and successful applicants may need to change the start date of their project to take this into account.

Assessment criteria

Assessment Criteria: Research Networking scheme only

The following will be taken into account:

- the extent to which the proposal meets the specific aims of the Scheme
- the quality of the research process outlined, including: research agenda, participants, sustainability and appropriateness of methods to foster interactions
- the level of genuine collaboration proposed across boundaries and the value that this will add to the development of research in that area
- the significance and importance of the thematic area to be explored
- the extent to which the proposed activities will generate genuine and productive interaction across boundaries (e.g. disciplinary, conceptual, theoretical, methodological and/or international), including the potential for them to lead to advances in knowledge and understanding in the fields concerned and/or new high quality cross-disciplinary research projects
- the extent to which the potential outcomes justify the costs

- the level of involvement from different organisations and interaction between participants (creative techniques for fostering interactions are welcomed). Please note that standalone events such as a single conference are not eligible for support through this scheme and it does not provide funding for travel only.
- whether the Principal and Co -Investigator demonstrate the requisite skills and experience to manage the proposed activities, and whether there is a sufficiently broad range of expertise and experience amongst the other named participants
- the extent to which there are effective plans for management of the activities and the monitoring of progress, including whether a realistic timetable and reasonable costs are presented which will achieve the aims and objectives of the proposal
- whether the proposal demonstrates an appropriate strategy for the dissemination and exploitation of any outcomes, including the extent to which plans are in place to extend collaboration once the award has ended
- the extent to which what is proposed will have an impact beyond the lifetime of the award

In addition to the above criteria, the following will also apply to Research Networking proposals requesting additional funds for international collaboration:

- the extent to which the proposed activities will foster the development of strong academic links between the UK and researchers in other countries and the value that this adds to the research area.
- the contribution and added value of the proposed international collaboration to the research networking outlined
- in order to justify the raised scheme limit, costs over and above those specified for the standard scheme must be directly related to the activities fostering the contribution of colleagues from other countries, including events in those countries. All costs must be clearly identified and itemised within the proposal.

Case for Support - Research Networking Scheme

Your proposal must be accompanied by a Case for Support attachment. Further information on the format, font and word limit can be found in the general Case for Support guidance in Section Four of this guide. Further guidance and headings you should use can be found below.

In your case for support, you must outline clearly the rationale for the activities, approach and the research context in which they will operate by answering the following questions: what is the central theme of the proposed activity? Why is it important that this theme be explored? What is new and novel about the network? How will the questions be addressed? How will the proposed activities generate genuine and novel interaction across boundaries and so lead to advances in understanding? You should also give details of the aims and objectives, the timetable for any activities proposed, proposed participants and key speakers, and plans for management and co-ordination, including the membership of any proposed advisory group or steering committee.

Provided that the applicant meets the eligibility criteria, additional participation from those in other organisations can be as broad as is needed to achieve the

aims of the networking (within the budget available), and additional members can be brought in during the course of the award. Crossing boundaries, activities of participants from beyond the academic community is required, as is the involvement of new researchers, research students and international participants. As well as any named participants, an indication of the subject and sector interests to be represented should be provided.

You should structure your case for support using the following headings:

Rationale and research context

You should describe clearly the rationale, approach and research context of the activities. Why are the proposed activities necessary to address this theme at this time? To what extent do the proposed activities generate fruitful and novel interaction? You will need to provide a clear explanation of how your activities cross boundaries and how this adds value to the proposed activities. What is the research context in which the activities will operate and how will it advance knowledge and understanding in the fields concerned? To which audiences/disciplines will the activities and its outcomes be of interest?

Aims and objectives

You should describe the aims and objectives of the activities. What specific targets or outcomes will you have achieved by the end of the project?

Timetable of Activities

You should give a clear timetable of activities for events such as workshops, symposia, conferences, meetings of the advisory group.

Key speakers or participants

If there are specific speakers or participants who would be central to the success of project, these should be listed together with their expertise, in addition to some indication of their availability.

Management and co-ordination

How will the activities be managed? Will there be an advisory group or steering committee? If so, who are the proposed members and does the membership reflect the constituencies the proposal intends to reach? What will be the roles of the principal investigator, the co-investigator, and other participants? Please note that you are permitted only one co-investigator under this scheme.

Dissemination

Information under this heading should build on the details given in the Academic Beneficiaries and Impact Summary sections of the Je-S form.

Please provide examples of the kinds of outputs you propose to produce during the award and their proposed focus. Please explain further how the research will benefit other researchers in the field and where relevant academic beneficiaries in other disciplines.

How do you propose to maximise the value of the proposed research outputs?

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Costs

The Research Networking scheme will meet the costs of the salary of the Principal Investigator and where included the Co-Investigator for the time spent overseeing and providing intellectual input to the activities, the cost of setting up and coordinating the activities (for example, the salary costs of a coordinator) along with associated Indirect and Estates costs. Time spent by the applicant on the co-ordination of the activities is not expected to form the majority of the cost of the proposal. The salary costs of participants may not be included in the proposal.

Costs within the £30,000 fEC scheme limit should include all UK based activities. Such costs can include the PI, and Co-Investigator, administrative support, estates and indirect costs, costs involved in organising events and travel and subsistence costs for UK participants.

Costs of activities directly related to those fostering the contribution of colleagues from anywhere outside of the UK can be included up to a maximum additional limit of £15,000 fEC over and above those specified for the £30,000 fEC scheme limit. Eligible costs above £30,000 limit are only those which can be directly attributable to international collaboration.

The following costs are eligible to be included under the additional £15,000 limit:

- travel and subsistence
 - for international participants visiting the UK
 - for UK participants travelling to events/activities outside of the UK
- international phone calls and/or video conferencing
- cost of overseas events/activities

The added value and contribution of the international participation to the research networking activities, must be clearly explained and justified in the proposal.

The following costs are NOT eligible to be included under the additional £15,000 limit:

- Additional Investigator time or administrative support in the UK spent supporting the international collaboration (whether in the UK or abroad)
- Costs of UK based workshops involving international participants (eg. room hire, catering).
- Costs of other UK based activities involving international participants

The scheme is not intended to fund stand-alone events which are not part of the research process, for example events held to disseminate findings from research already undertaken, or networks based around an existing conference where the networking activities would have taken place without funding. Fees for consultants or speakers will therefore be considered only on an exceptional basis where it can be demonstrated that their participation is in keeping with the aims of the scheme to facilitate the exploration of new ideas.

All costs must be itemised separately within the budget breakdown section of the application and the costs of any international collaboration clearly indicated. In addition, all costs must be justified in the Justification of Resources attachment.

Applying for other funding

Research Grants and Research Networking Scheme

If you have already received AHRC funding through the Research Networking Scheme (or previously Research Networks and Workshops Scheme), you are eligible to apply to other AHRC research schemes for further funds relating to a project arising from the work of the Network, as long as: the additional funding complements your current award and does not duplicate it; you are able to commit the required time to the project; each grant funds a discrete piece of work.

Knowledge Transfer Fellowships Scheme

Outline

The Knowledge Transfer Fellowship scheme is intended to support a well-defined programme of knowledge transfer activity founded upon completed, high-quality arts and humanities research. The award enables individual researchers working either on their own or as part of an academic team, to collaborate with, and bring benefits to, other organisation(s) beyond academia and/or the audience(s) that they serve or represent. These benefits occur through a process of knowledge exchange between the Fellow and the non-academic partner, enabling the full potential of the research to be realised so that it can make a difference beyond the world of higher education.

The Knowledge Transfer Fellowship should support a two-way knowledge exchange process, and is not intended to support a more limited dissemination of research results. The Knowledge Transfer Fellowship must be founded upon a partnership with an eligible organisation(s) that will benefit from the research-based knowledge exchange and will play an active part in planning the project. The partnership arrangement ensures that the project is focused on knowledge transfer with a specific organisation or target audience rather than dissemination to a more general audience. Knowledge Transfer Fellowships will not support individuals or teams to conduct original research.

The Knowledge Transfer Fellowship Scheme has been designed to support flexible models of collaborative working. For example, the awards allow the Fellow and/or their academic team (if they have one), to be located for some or all of the duration of the award at the partner organisation, or vice-versa for the non-academic partner to spend time working within the host HEI, if such an arrangement enables the aims of the Knowledge Transfer Fellowship to be met.

The aims of the Knowledge Transfer Fellowship Scheme are:

- § to support researchers in all areas of the arts and humanities to carry out a significant programme of knowledge transfer activity, in order that high-quality research can make a difference beyond the world of academia;
- § to enable researchers to establish or enhance effective working relationships with those who support, undertake and/or utilise research beyond academia; and
- § through supporting the work of Knowledge Transfer Fellows, to enable and nurture the development and sustainability of new and existing knowledge transfer environments and cultures within and beyond higher education institutions (HEIs).

Knowledge Transfer

The AHRC interprets knowledge transfer and dissemination in the following ways:

Knowledge transfer is defined as the process of knowledge being produced through interactions between academic and non-academic individuals and communities. This includes innovative activity brought about by the exchange of ideas between academic and non-academic individuals. Knowledge transfer assumes that the new knowledge that is created through such engagements delivers significant added value for both the academic and non-

academic parties. The AHRC does not restrict the range of non-academic sectors that may seek to exchange and apply knowledge in this way nor the methods by which such interactions may occur.

Dissemination refers to the processes by which knowledge that is generated through academic research is made available to audiences beyond the immediate peer community. Methods of dissemination can be employed to maximise the accessibility of the research to non-academic sectors and this may well lead to subsequent knowledge transfer interactions. In this way, active dissemination

Scheme specific criteria

In order for your research to be eligible for funding under the Knowledge Transfer Fellowships scheme, proposals will need to demonstrate:

- § That the knowledge transfer programme is based on existing, completed high-quality research, which falls within the subject domain of the AHRC.
- § That this research has the potential to have a transformative effect in either social, cultural and/or economic terms, beyond the world of academia. Evidence should be provided to support this claim;
- § The significance of the proposed knowledge transfer programme, its potential to deliver benefit to all partners and the understanding of those benefits by the project partners;
- § That there are solid foundations in place for the partnership, based on a shared understanding of respective roles, responsibilities and expectations;
- § That the needs of those who will derive benefit from the knowledge transfer programme have been considered;
- § The feasibility of the knowledge transfer programme given the planned timetable, resources and project management;
- § The value for money represented by the proposed knowledge transfer programme;
- § The likely long-term impact or transformative effect provided to the non-academic partner beyond the end of the formal project;
- § That the partners have considered and articulated how the resulting benefits of the knowledge transfer programme will be captured. The extent to which the project delivers benefits to all partners, including the Fellow and/or host HEI is a key part of the assessment criteria.

Eligibility criteria

Eligibility criteria relating to the Knowledge Transfer Fellowships scheme are outlined below:

- The Fellowship must be based in, and submitted via, a recognised Research Organisation: either a UK Higher Education Institution (HEI) which is directly funded by HEFCE, DEL, HEFCW or SFC, or an AHRC-recognised Independent Research Organisation (IRO). Staff at Research Council Institutes may also be eligible to apply. For more information on eligible organisations, please see *Section Three: Eligibility*.
- Applicants must have a contract of employment with their Research Organisation in place for the duration of the award and the monitoring period (three months after the end of the award).
- The programme of knowledge transfer activity must be based upon existing research that falls within the subject domain of the AHRC. It is

perfectly permissible for the research to be interdisciplinary within this subject domain. Normally at least some of this research will have been conducted by the proposed Fellow (and/or proposed Co -Investigator(s)). The research does not need to have been previously funded by the AH RC. Knowledge Transfer Fellowships will not support individuals or teams to conduct original research.

- The Knowledge Transfer Programme must be conducted by a Knowledge Transfer Fellow (the Principal Investigator), with support from Co -Investigator(s) and/ or research assistant(s) and other technical or support staff.
- The Knowledge Transfer Fellow and Co -Investigator(s) must meet the eligibility criteria detailed in *Section Three: Eligibility* and research assistants should be of post-doctoral standing. This does not mean that they must have a doctorate, provided that they can demonstrate equivalent research experience and/or training. The AHRC does not have criteria relating to other members of the support team.
- The Fellow and any supporting staff may work full-time or part-time on the knowledge transfer programme. The Fellow (and as appropriate any supporting academic team) will need to demonstrate that s/he is making an appropriate time commitment to enable the aims of the programme to be realised effectively and efficiently. There is no minimum time commitment for Knowledge Transfer Fellows and any Co -Investigator(s).
- The size of any supporting academic team should be appropriate and necessary to the specific needs of the knowledge transfer programme. Members of the supporting team (but not Knowledge Transfer Fellows or Co-Investigator(s)) may be recruited specifically.
- The minimum length of an award will be 4 months and the maximum 36 months on either a full-time or part-time basis. It will be important to demonstrate that the knowledge transfer activity is feasible and realistic in relation to the proposed timetable.
- All Knowledge Transfer Fellowships must be based on a partnership with at least one non-academic partner, which is the organisation working with the Knowledge Transfer Fellow throughout the project. The non-academic partner must be an existing, UK -based organisation, although there is no minimum period for which the organisation must have been operating.
- The non-academic partner can be a commercial business, a not-for-profit, charitable body or public sector body. Universities, colleges, further education institutions, related departments or spin-out companies may not participate as non-academic partners. University museums and galleries, however, may participate as project partners providing that they are working with an HEI (or HEIs) other than or in addition to the HEI with which they are formally linked. More than one organisation can participate as a non-academic partner.
- Non-academic partners are required to submit a Letter of Support as an attachment to the application and this should detail the reasons and motivations for participating in the project. If there is more than one non-academic partner then each should provide a Letter of Support. The Letter of Support is also an opportunity for non-academic partners to further detail their financial and/or in-kind contributions to the project.

- The Knowledge Transfer Fellowship needs to demonstrate additionality. The scheme cannot support existing activities, or projects which would take place anyway or outcomes which are likely to be achieved anyway. The scheme does not therefore expect to fund projects between organisations which already have strong, formally -established links.

Costs

Eligible costs are detailed in *Section Two: Costs* (with the exception that project studentships are not a permissible cost). All applications should be costed on the basis of the full economic costs (fEC) of the proposed programme of activity. If the application is successful, the AHRC will contribute 80% of these costs. The maximum cost for a Knowledge Transfer Fellowship proposal is £1,000,000 on a fEC basis. There is a minimum proposal cost of £5,000 on a fEC basis.

The Knowledge Transfer Fellowship scheme will not pay for the staff time of non-academic partners. Payroll costs incurred by the partner organisation (and other related costs) are therefore not eligible costs.

Value for money forms part of the assessment criteria. Applicants are required to submit a Justification for Resources justifying the costs applied for. Applicants applying for large costs relating to consumables should carefully consider the nature of the project since the Knowledge Transfer Fellowship scheme is intended to support the costs of knowledge engagement rather than the costs of carrying out original research or developing new resources. The AHRC does not expect to support costs which would usually be incurred by project partners or which form part of their core business (for instance, the cost of staging a theatrical production by a theatre production company).

Whilst there is no formal requirement for non-academic partners to make a financial contribution to the costs of the project, partners are encouraged to make financial contributions where appropriate. There is no minimum level of staff time required from the non-academic partner. Instead, the project partners should agree the level of staff time (and financial contribution where appropriate) required from the non-academic partner for the given project, bearing in mind that the feasibility and significance of the project, and the value for money it represents, form part of the assessment criteria. The value for money represented by the project and the contribution made by project partners is of particular relevance where the project is expected to generate direct financial benefit to the non-academic partner (see also Glossary section).

Case for support guidance

Your proposal must be accompanied by a Case for Support attachment. Further information on the format, font and word limit can be found in the general Case for Support guidance in *Section Four* of this guide.

You should structure your case of support using the following headings:

Context

You should describe the research context for your programme of knowledge transfer activity, taking care to explain what the existing piece or body of research is that has the potential to make a difference beyond academia. You should provide evidence in support of your proposal that this completed research is of relevance to the wider audience(s)/organisation(s) beyond academia that you intend to work with. Ability to demonstrate this awareness is very important.

You should explain how familiar you and any proposed Co-Investigator(s) are with the existing research. You will need to convince the assessors that this research is both of a high quality and that it is accessible to you for the purpose of realising its knowledge transfer potential beyond academic audiences.

Aims and objectives

You should describe the aims and objectives of your knowledge transfer activity. Please explain what specific targets will have been achieved at milestones and by the end of the Knowledge Transfer Fellowship.

Outcomes and benefits

What specific outcomes and benefits will be achieved through this Knowledge Transfer Fellowship? In answering this question, consider a wide range of perspectives, including outcomes and benefits in relation to the Knowledge Transfer Fellow, their host HEI and the benefits expected to accrue to the proposed partner organisation(s) and/or the audiences that they serve. Within this section, you need to be clear about who will benefit from the knowledge transfer activity and describe how you intend to capture information about these anticipated benefits (which might be social, cultural and/or economic benefits for the non-academic partner and, for instance, intellectual or scholarly benefits for the Knowledge Transfer Fellow and host HEI). How will respective parties involved in this Knowledge Transfer Fellowship demonstrate success in meeting the specified aims and objectives?

Working in partnership

Please detail the partner organisation(s)/audience(s) that you will work with to deliver the knowledge transfer activity. If you have an existing working relationship with the partner(s) please briefly describe the nature of that relationship. How will this award enhance that relationship? If you are seeking to establish a working relationship with a new partner(s) then please describe the steps you have both already taken to make that happen.

Delivery and aspirations

You, your host HEI and the partner organisation(s)/audience(s) must, at the outset, have a shared understanding of your respective roles and responsibilities within this knowledge transfer programme. Please describe the anticipated roles and responsibilities of each of these parties within this proposal. Describe the process by which this shared understanding has been reached.

Within this section make sure you have described how the programme of work is to be managed. What will be the roles of the members of staff involved (including you, any Co-Investigator(s), and any research assistants)? If a postdoctoral research assistant is to be employed, you should state clearly the nature of the work they will be undertaking, and describe clearly the working relationships that are envisaged between all the members of the team. You should describe fully the arrangements for supervising and managing the research assistant. You should also provide a curriculum vitae of the proposed researcher if one is named, otherwise you should state the skills and qualifications sought. Similarly, if the project involves input from a member of staff from another institution, you must state clearly what work they will pursue and describe the working relationships envisaged with other members of the team. Any research assistant employed on the project must have a PhD or be of post-doctoral standing.

The assessors will want to know that you and your partner(s) have considered any pertinent issues of ownership/intellectual property arising from the knowledge transfer programme. Please detail the outcome of these discussions.

Proposed knowledge transfer activity

Please provide a clear and concise description of the knowledge transfer activity to be undertaken. The proposed work should be fully explained and a justification provided for the chosen approach/methods. If you are seeking travel, subsistence or event costs then you should describe their purpose and why they are relevant to the programme of work.

Timetable

Please describe the timetable for the knowledge transfer activity, including appropriate milestones. Is the timetable realistic? When will the outputs of the programme be completed?

Deadlines

This scheme operates without formal deadlines and you are able to submit proposals at any time of year. The assessment process for an application will take approximately 30 weeks and the earliest start date for a project should be no earlier than 9 months after submission. You should note that, on occasions where there is a delay in obtaining the peer reviews for an application, the assessment process may take longer. In such circumstances, the AHRC will contact the applicant to inform them of any delay.

SECTION TWO

Costs

General information

All applications to AHRC responsive mode schemes should be costed on the basis of the full economic costs (fEC) of the research. If the application is successful, the AHRC will contribute 80% of these costs. All costs that contribute to the full economic costs of the proposal should be included.

Guidance on costs can be found below as well as additional guidance relating to each scheme can be found in Section One under each scheme section.

Cost Headings

All costs should fall under one of the following headings:

Directly Incurred

These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:

- *Staff*

Payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.

- *Travel and Subsistence*

Funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.

- *Equipment*

The cost of individual items of equipment dedicated to the project and costing more than £3,000 (including VAT). Where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be paid in full and will automatically be entered under the 'Other costs' heading.

- *Other costs*

Costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £3,000 should also be included under this heading.

Directly Allocated

These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- *Investigators*

Proposals will need to show the costs of the Principal Investigator and any Co-Investigators if their time charged to the project is based on estimates rather than actual costs.

- *Estates*

These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.

- *Other Directly Allocated*

These costs may include, for example, the costs of other research staff, technical, administrative and other support staff, or access to institutional research facilities such as equipment and IT systems.

Indirect Costs

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of departmental services and some departmental services.

Exceptions

These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside fEC. This heading is only currently applicable to the cost of Project Students (Research Grants £ standard and early career routes).

Indexation

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The AHRC will include an allowance for inflation if a grant is awarded.

Project Partners

If you are collaborating with another organisation which is providing a specific contribution (cash or in kind) to the research project you can identify them in the project partner section. If the contribution is being charged to the project you should not include this within the project partner section.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

Please note that project partners can be based in the UK or abroad. A letter of support is required from each Project Partner. This letter is intended to outline both the level of commitment of proposed partner, the value and benefit of the work to the project partner, the nature of the contribution and the added value to the project of the involvement. Details of the information required regarding project partners is available within the relevant section of the JeS Helptext.

Justification of Costs

All costs associated with the research project must be justified in the Justification for Resources attachment, with the following exceptions:

- Estates costs
- Indirect costs
- Investigator salary costs
- Some other Directly Allocated – general technical services,
- Shared lab equipment

Staffing - between investigators, research assistants and project students of different levels of experience and seniority - and the amount of time that Investigators will devote to the project, must be justified fully within the Case for Support.

If you wish to include costs associated with the dissemination and the knowledge transfer of your research within your proposal, you should ensure that the end - date for your project is timed to accommodate the proposed activities. Costs may only be claimed for such activities undertaken during the period of an AHRC award. Any such costs must be directly related to the research findings rather than, for example, the creative output per se.

Support for Items Expected to be Found in a Department

Any proposals requesting items that would ordinarily be found in a department, for example non -specialist computers, should include justification both for why they are required for the project and why they cannot be provided from the Research Organisation's own resources (including funding from indirect costs from grants).

Further guidance on completing the Justification of Resources attachment can be found in the online Je-S Helptext.

Justification of Costs: Research Networking scheme

In addition to the above, the breakdown of costs in the main proposal and the Justification of Resources attachment for the Research Networking scheme should clearly explain any additional costs sought for international participation. (For further information please see section one: funding opportunities - Research Networking Scheme)

Scheme Limits

Some schemes have overall limits within which costs must fall, based on what is considered appropriate given the aims of the scheme. These are detailed in the table below:

Name of scheme	Minimum scheme limit (FEC)	Maximum scheme limit (FEC)
Fellowships ¹	None	£120,000
Fellowships – early career ¹	None	£120,000
Research Grants – standard route	£20,000	£1,000,000 ²
Research Grants – early career researcher route	£20,000	£200,000 ²
Research Grants – speculative route	£20,000	£200,000
Research Grants – Practice-Led and Applied	None	£40,000 ³
Research Networking	None	£30,000
Research Networking that includes international participation	None	£45,000
Knowledge Transfer Fellowships	£5,000	£1,000,000

¹ Excluding Fellowships in the Creative and Performing Arts, for which there is no overall limit.

² Please note that for the Research Grants – standard and early career researcher routes the scheme limit maximum includes the cost of any project students requested.

³ Please note that from 1 July 2009 current Fellows in the Creative and Performing Arts may only seek up to £20,000 FEC per application to the Research Grants Practice-Led and Applied route.

The application should demonstrate the full economic cost of the proposed project. Applications should not be under-costed in order to meet a scheme limit.

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For applications where the proposed duration is longer than 12 months, please note that while there is no limit on the amount that can be requested in any one project year, the amount applied for should be directly related to, and justified in terms of, the length, scale and importance of the project.

Within any particular scheme, there is no differentiation in the assessment procedures between shorter projects and those of longer duration, and thorough consideration is given to lower value bids. You should be aware that value for money is an important criterion in the assessment of applications and that, as the level of funding sought increases, so too does the challenge of meeting this criterion. Reviewers will particularly scrutinise the balance of staffing and the amount of time devoted by Investigators to the project.

SECTION THREE

Eligibility

General criteria

Principal Investigators : Research Grants , Research Networking and Knowledge Transfer Fellowship schemes

For the Fellowships (standard and early career route) and Fellowships in the Creative and Performing Arts schemes, please refer to scheme specific guidance in Section One.

The Principal Investigator takes responsibility for the intellectual leadership of the research project and for the overall management of the research or other activities. S/he will be the person to whom we shall address all correspondence and must be based at the organisation at which the grant will be held. For the purposes of the Research Networking schemes, the Principal Investigator is also understood to be the network or workshop co-ordinator.

The Research Grants scheme , the Research Networking scheme and the Knowledge Transfer Fellowship scheme are open to members of the academic and academic -related staff of Higher Education Institutions (HEI) directly funded by HEFCE, DEL, HEFCW and SFC, and AHRC -recognised Independent Research Organisations (IROs) . A list of eligible IROs can be found on the AHRC website at: <http://www.ahrc.ac.uk/FundingOpportunities/Pages/IndependentResearchOrganisations.aspx>

Staff at Research Council Institutes may also be eligible to apply , see further information below.

Full-time and part-time members of staff on teaching and/or research contracts can apply. Staff already employed on research contracts that relate to specific projects and grants (e.g. Research Assistants) are not eligible to apply for funding. Additionally, it is not permissible for someone to be both a Principal Investigator or Co-Investigator and a research assistant on the same project.

If you are a researcher at an eligible Research Organisation who is not a salaried member of staff (for example honorary fellow or visiting fellow), you may also apply but only if you have a formal contractual arrangement with the Research Organisation at the point of application. You must provide evidence of this contractual arrangement with the host Research Organisation, and the host Research Organisation must support and endorse your application. The contractual arrangement must outline the nature of your relationship with the Research Organisation, state the contact that you are expected to maintain with its staff and students, and you must be able to demonstrate that your research proposal is consistent with its research culture and strategies.

To apply for an award , you should be actively engaged in research and be of postdoctoral standing. This does not mean that you must have a doctorate, provided that you can demonstrate in your application that you have equivalent research experience and/or training. You should also be the person who will direct the work and be actively engaged in carrying it through. You will be asked to specify in the application exactly how you will be involved in and participate in the proposed work.

Professors Emeriti are eligible to apply. If you are a holder of any other senior non-stipendiary post you may also be eligible to apply for funding, but should contact the Council if in any doubt.

Your contractual arrangement with the host Research Organisation must be in place at the point of application and must cover both the period of the award and the monitoring period (three months after the end of the award). With the exception of RGPLA (see paragraph below), this contractual arrangement cannot be dependent on the success of the application. The Council will make an individual assessment of all eligibility cases.

Exceptionally Research Grants: Practice Led and Applied applicants on part time contracts may apply for an extension to their contracted hours through the grant on the basis that the contract is promised at the time of application but conditional on the success of the proposal. There must, however, be a part-time contract in place at the time of applying, and it is not permissible to apply for an extension to the time period of the existing contract conditional on securing funding under this scheme.

Recipients of Research Council Academic Fellowships, who are initially supported as postdoctoral research assistants (PDRAs) on Research Grants, are eligible to apply for new research grants in their own right. However, it is not possible to start any award until the PDRA duties on the original grant have been completed.

For the Research Networking and Knowledge Transfer Fellowship schemes, the applicant must be the person who will be responsible for co-ordinating the activities, and s/he must come from a discipline within the arts and humanities subject domain.

Co-Investigators (Research Grants, Research Networking and Knowledge Transfer Fellowship schemes)

A Co-Investigator assists the Principal Investigator in the management and leadership of the research project. The same eligibility criteria apply to Co-Investigators as Principal Investigators. The AHRC assumes that there will normally be no more than two Co-Investigators (one for Research Networking) in addition to the Principal.

Eligibility of Research Council Institute staff – all schemes

The Research Councils have agreed to a change in the eligibility status of Research Council Institutes for grant funding from nonparent councils. Up to now, Councils have assessed the eligibility of institutes of other Councils on a case-by-case basis or, in some cases, through bilateral reciprocal arrangements. Now, in a move to create more consistency between Councils in the treatment of RC institutes and to help remove potential barriers to funding interdisciplinary research, the Councils have agreed that all RC institutes should be eligible for grant funding from all Councils. A list of eligible Research Council Institutes can be found on RCUK web site at: <http://www.rcuk.ac.uk/research/rcieligibility.htm>

Research Council Institute staff need to ensure that they meet the relevant criteria for each particular scheme in relation to their academic experience and to the nature of their contract.

Institutes that are considering submitting a proposal to a Council to which they will be newly eligible are encouraged to discuss the proposal with the relevant Council staff in the first instance and to consult the Council's published funding guidance.

Research Assistants (Research Grants only)

Research Assistants employed on Research Grants projects must be of postdoctoral standing. This means that they should possess either a PhD or have the equivalent research experience.

The responsibilities of the post requested on the project should be commensurate with the level of experience and skills of the proposed Research Assistant (whether named or unnamed).

Please note that the AHRC does not fund the employment of researchers who are registered for higher degrees unless the researcher is already of postdoctoral standing and:

- the work of the higher degree is not an integral part of, and does not arise directly from, or feed directly into, the work of the project
- the salary costs sought are appropriate, and directly related to the actual time the postdoctoral researcher will spend working on the project.

Archaeology: radiocarbon dating : Research Grants Scheme

If your project requires access to radiocarbon dating facilities, you should apply for access to the Oxford Radiocarbon Dating Service (ORADS), which is funded by the AHRC and NERC. For further details on how to apply, see

<http://www.rlaha.ox.ac.uk/orau/orads.html>

If you have any queries regarding the service provided by ORADS please contact Dr Tom Higham, Deputy Director (thomas.higham@rlaha.ac.uk)

Note: the AHRC will only allow radiocarbon dating costs to be requested as part of the AHRC grant if ORADS confirms that it is not able to provide a suitable service and that costs should be sought from the AHRC. In such circumstances, costs should be justified and it should be clearly explained in the Case for Support why the AHRC is being asked to provide funds.

SECTION FOUR

Application Guidance

Completing the Proposal

Joint Electronic Submission System (JeS)

Electronic Submission System which may be accessed at www.je-s.rcuk.ac.uk. To submit proposals using Je-S both individual applicants and the submitting Research Organisation (the one that will hold the award) must be registered on the system.

Please ensure that the correct contact address is showing on your Je-S record, as this address will be used to notify you of the outcome of your application. This particularly applies to Fellowships in the Creative and Performing Arts applicants who are not currently based in the department that would host the Fellowship and would prefer correspondence to be sent to their home address.

There is detailed Helptext within the JeS system that provides information on how to complete each section of the proposal form. There is also a dedicated JeS Helpdesk that provides telephone and email support with the proposal process. They are available between 9am and 5pm, Monday to Friday, and can be contacted by email at jeshelp@rcuk.ac.uk or by telephone on 01793 444164.

Creating a proposal

To prepare a proposal in Je-S will then create a proposal, displaying section headings appropriate to the Scheme you have selected. The Je-S system which provides context-specific guidance on how to complete the Je-S form.

Once complete, you should upload a Case for Support and other supporting information as attachments, and submit your proposal. Je-S will forward your proposal to your Research Organisation, who in turn will submit your proposal to AHRC. Please therefore ensure you allow sufficient time prior to AHRC deadlines for your Research Organisation to be able to do this (note that some Research Organisations will have their own internal deadlines). The published scheme deadline is for submission of the completed application to the AHRC by the Research Organisation. Late proposals will not be accepted. Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered.

Subjects

For all schemes you are asked to indicate the primary subject area(s) of your proposal and optionally, up to two secondary subject areas. This information will be used to assist in selecting Peer Review College reviewers and identify the panel to which your application will be submitted. The subject classification used by the AHRC can be found in Section Seven: Subject Classifications.

You are advised when preparing your proposal to keep in mind that your proposal will be considered by panellists who have a broad knowledge and understanding

of the subject areas and disciplines with which their panel is concerned, but do not necessarily have a detailed knowledge of your particular specialism. Specialist advice is made available to the peer review panel via the review provided by the Peer Review College members (See Section Five – assessment process)

You are therefore encouraged to address your proposal to a group of peers conceived as broadly as is consistent with the specialist nature of your project. The Council is committed to the principle that the work it funds should be disseminated to as wide an audience as possible, both within the UK and internationally. In framing proposals for peer review, therefore, Principal Investigators are advised to address as wide a group of peers as possible.

Technical appendix

Research Grants (Standard, Early Career Researcher and Speculative), Fellowships, Fellowships in the Creative and Performing Arts and Knowledge Transfer Fellowship Schemes only.

If a significant product or by-product of your project is the creation of an electronic resource, you must complete the Technical Appendix section for your proposal. The information in this Technical Appendix will be used by the AHRC to review the technical feasibility of the project. Please note that if a significant product of your project is the creation of an electronic resource, and you do not complete a technical appendix, your application may be regarded as incomplete and will be rejected.

You are strongly advised to obtain appropriate advice and guidance regarding the technical aspects of your project, before submitting an application⁴. You should ensure that advice is sought in plenty of time before the final submission date.

The technical appendix, in conjunction with the Case for Support, should demonstrate that the project will be able to deliver the proposed outputs to the target audiences that have been identified within the application.

Technical reviewers will comment specifically on the technical feasibility of your proposal and the technical review will also be forwarded to the Principal Investigator together with the peer reviews as part of the PI response stage, to assist the panel in arriving at its grading decisions.

The availability of significant electronic resources. Please refer to the Research 7 c i b W] ^ g D ^ H Y f a g ^ U b X ^ r s for further details (see Section Seven).

Societal and Economic Impact

The excellent research funded by the UK Research Councils has a huge impact on the wellbeing and economy of the UK. Working together with our wider communities and other partners, we want to ensure that these impacts are effectively demonstrated and supported throughout the research lifecycle and beyond. This will add value, stimulate interest from wider stakeholders - including the general public - and, where needed, actively highlight the need for continued investment in the research base.

⁴ The AHRC has an agreement with the Archaeology Data Service whereby applicants to AHRC funding schemes can seek advice on research that could lead to a digital output in archaeology and the historic environment.

The Research Councils are committed to funding excellence with impact. To ensure that Research Councils can best assess this, new sections are being introduced to the Grants application form to encourage applicants to give fuller attention to the potential impacts of their work beyond academia, to consider potential beneficiaries and outline the mechanisms through which they will be engaged. A Research Councils' statement to explain the context, objectives and rationale underpinning these new sections is provided at Section Seven.

The onus rests with applicants to demonstrate how they will achieve this excellence with impact, taking into account what is reasonable and/or expected for research of the nature they are proposing. It is also recognised that impacts can take many forms, can emerge at different stages of the research lifecycle and beyond and can be promoted in many different ways.

The Impact Summary and Pathways to Impact attachment are not designed to ask peer reviewers or applicants to predict future benefits. They are intended to allow the applicant to highlight, as appropriate for their research, potential pathways to impact - for example through collaboration with partners - and to help the Research Councils support them in these activities.

Research Councils do not intend to restrict funding to research that has an immediate or obvious impact, nor stifling creativity. The Councils remain committed to supporting excellent basic, strategic and applied research.

New sections on the application form

From March 2009 applicants to the majority of AHRC funding calls and schemes have been required to complete three new sections in the application form: an *Academic Beneficiaries* section, an *Impact Summary* and a *Pathways to Impact* attachment (formerly called *Impact Plan*). Detailed guidance on the sections of the application form is outlined in the Je-S Help Text, but brief guidance is provided below.

What is meant by Societal and Economic Impact?

The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy and
- enhancing quality of life, health and creative output.

It also includes the development of new products, services, communities, the development of policy, or the creation of a new product or service. It relates to the effects of research on our economic, social and cultural lives.

Economic impact is not restricted to financial or monetary impact. The AHRC understands that impact can involve both direct and indirect benefits for UK society and the economy, and therefore recognises that there are a wide variety of pathways through which arts and humanities research can create value, inform public policy and contribute to quality of life. The arts and humanities create social, cultural, economic and policy benefits directly and indirectly through - for

example - enhancing the knowledge economy, providing innovative content and support for the creative and cultural industries, working in partnership with museums, galleries and other cultural organisations, enhancing public debates, participation and engagement, informing developments in performance, professional practice or public policy and contributing to regeneration, community cohesion and social inclusion. The AHRC recognises that much of the research it funds already achieves high impact, but the new sections of the application form will enable us to accelerate, support and extend the possibilities of impact in areas where it is less developed, and it will provide us with additional information for evaluating those impacts.

The AHRC has produced a number of short overviews as an aid to understanding some of the impacts arising from arts and humanities research. These can be found at http://www.ahrc.ac.uk/Funded_Research/impact/Pages/default.aspx.

These examples are taken from a range of existing AHRC-funded projects and illustrate some, but by no means all, of the diversity and variety of those impacts. They are not, however, intended as guidance on completing the Impact Requirements section of proposals, for which you should refer to the guidance below and the Je-S helptext. It should also be remembered that the impacts described here will not necessarily be replicated by undertaking the same activities. The pathways to impact are as diverse and varied as the impacts themselves. These examples can, however, provide some illustration of what can be achieved.

Completing the new sections

Applicants are required to complete the following three sections on the application form. Full guidance is provided in the Je-S Help Text but the purpose of these sections is described briefly below:

1. Academic Beneficiaries

The Academic Beneficiaries section (up to 4,000 characters) asks you to summarise how your research will benefit other researchers in your field and where relevant academic beneficiaries in other disciplines. Academic communication and dissemination plans should be elaborated further in your Case for Support.

2. Impact Summary

The Impact Summary (up to 4,000 characters) asks you to address two questions: *who* might benefit from the research? and *how* might they benefit?

In this section, you are asked to consider users and beneficiaries of the research who are outside the academic research community (they can be individuals, specific organisations or groups/sectors), for example:

- policy-makers, governments (at local, regional, devolved, national and/or trans-national levels)
- public sector agencies or bodies
- international organisations
- the commercial/private sector

- professional or practitioner groups
- the third sector, including charities, museums and galleries, organisations and individuals in the creative and performing arts
- the media
- local communities or the wider public in general.

Please note that the Impact Summary may be published to demonstrate potential impact of Research Council funded research and so should not include any confidential information.

3. *Pathways to Impact* (formerly called *Impact Plan*)

The Pathways to Impact attachment (of up to 2 sides of A4) asks you to expand on the Impact Summary by answering the question *what* will be done to ensure that potential beneficiaries have the opportunity to engage with the research?

The Pathways to Impact attachment is your opportunity to describe in more detail how the potential impacts of the research beyond academia, as outlined in the Impact Summary, will be realised. Taking into account what is reasonable and appropriate given the nature of the research you propose to conduct, you are asked to describe how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving impacts. In presenting your plans, you should tailor and target your impact activities to ensure that they are relevant to the specific user and beneficiary groups likely to be interested in your research and appropriate for supporting the potential research impacts outlined. Innovative and creative approaches are strongly encouraged.

When completing the attachment, you should consider (and address if appropriate) methods for communications and engagement, collaboration and exploitation. You should also detail who will be undertaking any impact activities and include any resource implications in the financial summary and in the separate Justification of Resources attachment.

The AHRC recognises that not all research will have direct impacts, but aims to encourage researchers to maximise potential impacts where they occur. We have introduced the Impact Summary and Pathways to Impact attachment to encourage researchers to think about the potential impacts and beneficiaries of their work at the planning stage and the possible pathways through which impacts might be achieved. In doing so we expect applicants to consider what is reasonable and expected for research of the nature they are proposing.

The nature of your research may mean that identifying potential impacts or beneficiaries outside academia is not straightforward at the time of application. Where this is the case you should explain the reasons in your Impact Summary. The amount of information provided in the Pathways to Impact will therefore depend on the nature of the project, but you must complete this and the other sections in order to submit your application. Excellent research without obvious or immediate impact will continue to be funded by the AHRC and will not be disadvantaged as a result of the introduction of these sections to applications.

Excellence with Impact in the assessment process

Consideration of the potential for research to achieve broader impacts, arrangements for engaging with potential beneficiaries and the quality of communication plans is not a new factor in the assessment process. However, the new sections will allow both applicants and peer reviewers to give much fuller attention to these issues in ways which are sensitive to the diversity of research funded by the AHRC, whilst still retaining the focus on research excellence.

The Academic Beneficiaries section, Impact Summary and Pathways to Impact attachment will be considered by the peer reviewers as part of your application, alongside the proposed outputs and dissemination strategy. Peer reviewers will be asked to comment on:

- whether the plans to increase impact are appropriate and justified, given the nature of the proposed research
- whether sufficient attention has been given to who the beneficiaries might be and appropriate ways to engage with them throughout the project.

Peer reviewers will be asked to take into account the diversity and variety of forms of impact (economic, social, cultural, policy, quality of life etc), timescales within which impacts might emerge and approaches through which impact might be achieved, in making their assessments. They are also advised that excellent research without obvious or immediate impact should not be disadvantaged in their assessments and that innovative approaches should be positively welcomed.

This is reflected in the general assessment criteria (see section 5). The quality and importance of the research will remain the primary criterion for funding. The inclusion of a Pathways to Impact attachment appropriate to the nature of the work proposed will be one of a number of other criteria taken into account by panels in prioritising applications for funding which have been judged to meet world class standards of scholarship, originality, quality and significance.

Attachments

Curriculum Vitae

Summary curriculum vitae should be attached as separate documents for each Principal Investigator/Applicant and any Co- Investigators, named postdoctoral researchers or named project students. These should be no more than two sides of A4 paper and in an Arial font no smaller than size 11. CVs should include basic information about education, employment history, and academic responsibilities. For Fellowships in the Creative and Performing Arts, the CV and accompanying publications/research outputs list (see below) should also be used to demonstrate your track record as an artist.

Publication Lists

Summary lists of publications/research outputs should be attached as separate documents for each Principal Investigator/Applicant and any Co- Investigators or named postdoctoral researchers. These should cover major publications/outputs in the last five years and should be no more than one side of A4 paper and in a Arial font no smaller than size 11

Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal. For Fellowships in the Creative and Performing Arts the publications list should be used, in conjunction with the CV, to list relevant exhibitions, commissions, performances or any other evidence that demonstrates your track record as an artist.

Visual evidence

Applications may include no more than two sides of A4 non-textual, visual evidence in support of the proposal, to illustrate the proposed aims and objectives and/or research methods. It is not permitted to include this material to supplement or replace your CV or publications list or to illustrate previous work in any way nor should it be used to circumvent the word limit for the case for support.

Justification for Resources

This statement should be used to justify the resources required to undertake the research project and is a mandatory addition for the Research Grants schemes. Further guidance on the permitted length and font size can be found in the online Je-S Helptext.

Applicants should:

- explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required
- have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions
- in some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification
- try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration, research communication or facilities usage
- estates and indirect costs do not need to be justified

Support for Items Expected to be Found in a Department

Any proposals requesting items that would ordinarily be found in a department, for example non-specialist computers, should include justification both for why they are required for the project and why they cannot be provided from the Research Organisation's own resources (including funding from indirect costs from grants).

In addition to the above criteria, proposals to the Research Networking scheme are required to justify the inclusion of the international participants itemised within the budget breakdown and outline why they are necessary for the success of the proposed activities.

Case for Support Guidance

General guidance

Your proposal must be accompanied by a Case for Support attachment. It is extremely important that this includes the information described below and that you format the attachment as requested. Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered. If you choose to include footnotes or a bibliography (you are not required to do so) these must be included within the word limit. Word limits for each scheme are listed in the table below:

Fellowships in the Creative and Performing Arts	3000
Research Grants (Standard, Early Career Researcher and Speculative Routes)	3000
Research Grants – Practice-Led and Applied route	2000
Fellowships (Standard and Early Career route)	3000
Research Networking	2000
Knowledge Transfer Fellowships	3000

For all schemes, your Case for Support should be in Arial font no smaller than size 11. You must also provide a word count, which should be clearly indicated at the end of the document. Scheme-specific guidance on what should be included in the Case for Support is contained in Section One of this document.

If the AHRC requires you to make amendments to your proposal after its submission, the proposal will be made available to your Research Organisation in Je-S for editing, and you will be informed of the requested changes by e-mail. Your Research Organisation can either make the amendments or return the proposal to you to make the requested amendments. You will be allowed three working days in which to update your proposal and resubmit to AHRC. Please note that any unsolicited amendments will result in your proposal being made ineligible, so it is important that you restrict changes to those that have been requested. Failure to make the requested changes by the specified due date may result in your proposal being ineligible for further consideration.

While you should aim to make the Case for Support as concise, specific and clear as possible, the work to be undertaken should nonetheless be fully explained, as failure to provide adequate detail on any aspects may seriously prejudice your application. In short, you are advised to focus your application and to provide sufficient evidence to enable members of the Peer Review College and panellists to reach a considered judgement as to the quality of your proposal, its significance, its feasibility and value for money.

You should describe your proposed project/programme of research using the required headings for your scheme (see table below). The guidance that follows the table details what information should be included under each heading. In addition to the General Guidance there is also Scheme - Specific Guidance for each scheme which can be found in section one.

If your application is a resubmission, you should also summarise the changes you have made in resubmitting the proposal. Please note that the peer reviewers who assess your application will not have a copy of your previous proposal, so your application needs to be completed in full.

These headings do not apply to the Research Networking or Knowledge Transfer Fellowship schemes. Guidance for these schemes appears in the Scheme Specific Guidance in Section One.

Required Case For Support Headings	Fellow-ships	Fellow-ships Early Career	Research Grants £ Standard	Research Grants £ Spec-ulative	Research Grants Early Career	Fellow-ships in the CPA	Research Grants £ Practice Led & Applied
Aims and Objectives						x	
Research Questions or Problems	x	x	x	x	x	x	x
Research Context	x	x	x	x	x	x	x
Research Methods	x	x	x	x	x	x	x
Project Management	x	x	x	x	x	x	x
Dissemination	x	x	x	x	x	x	x
Contribution to the institution's research environment and culture						x	
Statement for Speculative Research				x			
Statement of eligibility		x			x		

General Guidance on Headings to be used

Research Questions or Problems

You should describe clearly the research questions, issues or problems that you intend to address. What are the issues that you will be exploring in the course of your research?

Research Context

You should describe the research context for your project/programme of work. Why is it important that these questions or issues are explored?

What other research is being or has been conducted in this area? What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study? To whom will the outcomes of your research be of particular interest?

Research Methods

What research methods will you be using to address the questions or issues that you have set yourself, or solve the problems you have identified, or to explore the matters you intend to investigate? Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified? What will be your role? If there are other people involved, what will their roles be and why are they the appropriate people to be involved?

In describing your research methods it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your programme of research, and how you will interrogate them. Depending on the approach you are using throughout your research, you may also need to explain clearly the creative and/or performative aspects of the work, explain how you will develop a new process, product or tool, or provide details on who you have consulted or will be involved in the process of research.

Project Management

How will the project be managed? What will be the roles of the members of staff involved (including you and, if applicable, any Co-Investigator(s), any research assistants and/or PhD project students)? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed? How will you ensure that they meet the needs of your audience? Can the costs be justified? How will you ensure good value for money?

For the Fellowships in the Creative and Performing Arts scheme, please describe how the research programme will be managed, what the timetable will be and include appropriate milestones for the proposed work.

If a postdoctoral researcher is to be employed, you should state clearly the nature of the work they will be undertaking, and describe clearly the working relationships that are envisaged between all the members of the research team. You should describe fully the arrangements for supervising and managing the

research assistant. You should also provide a curriculum vitae of the proposed researcher if one is named, otherwise you should state the skills and qualifications sought. Similarly, if the project involves a visit to or a secondment from a member of staff from another organisation, you must state clearly what work they will pursue and describe the working relationships envisaged with other members of the team. Please note that any research assistant employed on the project must have a PhD or be of post-doctoral standing.

The AHRC is one of the signatories of the RCUK *Concordat to Support the Career Development of Researchers*. More information about the Concordat and what it entails can be found here:

<http://www.rcuk.ac.uk/rescareer/rcdu/careermanagement.htm>

Dissemination

Information under this heading should build on the details given in the Academic Beneficiaries and Impact Summary sections of the Je -S form.

Please provide examples of the kinds of outputs you propose to produce during the award and their proposed focus. Please explain further how the research will benefit other researchers in the field and – where relevant – academic beneficiaries in other disciplines.

How do you propose to maximise the value of the proposed research outputs?

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PhD Project Studentships – Research Grants only

Funding may be sought for one or two full-time (three years) or part-time (five years) PhD project studentships whose work will contribute to the Research Grants project as a whole. Funding cannot be sought to complete a PhD which has already started or will start prior to the start date of the Research Grant project.

The studentship must fall completely within the duration of the Research Grants project. Therefore, a Research Grants project with a full-time student must last at least three years and a Research Grants project with a part-time student must last five years.

Each studentship must provide added value to the project, but also allow the student sufficient independence to make their own original contribution to scholarship. The Research Grants project should be a viable project without the contribution of the project student, but the student(s) should benefit from working within the structure of the project as a whole. Project studentships may, on the advice of reviewers, be removed from a project before funding is confirmed.

The proposed student(s) must meet specific conditions relating to academic qualifications which are outlined in Section Seven : Studentships attached to Research Grants.

PhD Project Students must be supervised by a Principal Investigator or a Co-Investigator named on the Research Grant. The supervisor must be based at the HEI where the project student is registered. It is permissible for Independent

Research Organisations to submit applications which include a PhD Project student. For further information please see Section Seven.

Submitting more than one application to the same scheme

Research Grants , Research Networking and Knowledge Transfer Fellowships

The AHRC considers that applicants should be responsible for determining their own research priorities, and you should normally only submit one application at any one time to the same scheme . If you choose nevertheless to submit more than one application, then you must demonstrate that you will be able to carry out all of the projects that are successful. You should describe fully the scope and extent of your involvement in each of the projects, as our reviewers will evaluate the extent to which you, any Co-Investigator(s) and members of the research team (as appropriate), are able actively to conduct and manage the research set out in your applications.

Fellowships Scheme

Applicants are permitted to have only one application under consideration in the Fellowships scheme at any one time.

Joint Proposals

Applications with Investigators from more than one Research Organisation should be submitted on one proposal form. If successful, payment of the grant will be made to the institution in which the Principal Investigator is based and which submitted the application.

Confidentiality and use of the information supplied

By submitting an application you are giving your permission to the AHRC to process and disclose the data you provide, including processing of the personal data, as described in Section Seven: Data Protection.

Application deadlines

All schemes except Fellowships in the Creative and Performing Arts operate without deadlines. The deadlines for those schemes can be found in the scheme specific guidance in Section One.

Awards cannot be made for work that has already been done. Your proposed start date should allow enough time to make the necessary preparations and to recruit staff (if applicable) once you have been notified of the award.

SECTION FIVE

Assessment and Peer Review

General Criteria

For all schemes, except the Research Networking scheme (see scheme specific guidance in Section One) , the following general criteria will be taken into account by the peer reviewers:

Quality and Importance

- the extent to which the proposal meets the specific aims of the scheme to which you are applying
- the significance and importance of the project, and of the contribution it will make, if successful, to enhancing or developing creativity, insights, knowledge or understanding of the area to be studied in a national or international context
- the extent to which the research questions, issues or problems that will be addressed in the course of the research are defined and their importance and appropriateness specified
- The appropriateness of the research context and specification of why it is important that these particular questions, issues or problems are addressed. The extent to which other current research conducted in this area has been considered, and the range of audiences that might be targeted
- the appropriateness, effectiveness and feasibility of the proposed research methods and/or approach

People

- the quality and importance of your work to date
- your ability to monitor the project and bring it to completion as demonstrated in the application
- if relevant, the appropriateness of the level and balance (in terms of time and seniority) of the proposed staffing on the project, and the extent to which opportunities will be made available for less experienced researchers
- if relevant, whether the other named participants have the appropriate experience and expertise to deliver the project
- if students are to be appointed, whether their number is appropriate and their role clearly defined . The extent to which they will benefit from integration within the project, whilst also being able to develop an independent thesis

Management of the Project

- Whether the lines of responsibility and accountability are clearly articulated.

- whether a realistic timetable, incorporating milestones, is presented which timescale
- The extent to which you have understood the amount of work to be involved, allocated sufficient time and resources to achieving each aspect

Value for Money

- the extent to which the likely outcome of the research will represent value for money, and in particular the relationship between the funds that are sought and the significance and quality of the projected outcomes of the research
- whether the resources requested are reasonable in the context of the proposed research

Outputs, Dissemination and Impact

- the appropriateness and effectiveness of the proposed dissemination methods
- the extent to which the research process is documented or recorded in a way to enable dissemination of research outcomes to the widest possible audience
- the likelihood that the outputs and outcomes of the project will be highly valued and widely exploited, both in the research community and in wider contexts where they can make a difference
- whether the plans to increase impact are appropriate and justified, given the nature of the proposed research
- whether sufficient attention has been given to who the beneficiaries of the research might be and appropriate ways to engage with them throughout the project.

You should also read the specific guidance for each scheme in Section One.

In addition to the general assessment criteria, the following criteria will be taken into account by peer reviewers for the Fellowships scheme:

- the extent to which the proposed Fellowship would fit within relevant institutional/departmental research, career development and knowledge transfer strategies, as appropriate
- the level and appropriateness of support given by the institution

In addition to the general assessment criteria and that above, the following criteria will be taken into account by peer reviewers for the Fellowships route for early career researchers:

- the relevance of the research project to your career development

In addition to the general assessment criteria, the following criteria will be taken into account by peer reviewers for the Fellowships in the Creative and Performing Arts scheme:

- your ability to carry out the work proposed and your research potential, including suitability for and commitment to research

- The extent to which you have identified specific targets or outcomes which will be achieved at various stages of the research and by the end of the research programme. In particular, whether the aims and objectives are realistic given the resources and timetable specified and the likely impact if they are achieved
- the appropriateness of the chosen research organisation to host the Fellowship including: the extent to which the proposal reflects a partnership between the applicant and the host research organisation; and the level of support from the host research organisation.
- the extent to which your programme of work will help to develop a new or existing active research culture within the department or institution
- the extent to which you will have a visible presence in the host Research Organisation
- the extent to which your research would be integrated into the research plans, strategies and activities of your host Research Organisation
- the relevance of the programme of work to the development of your research career
- the extent to which the programme of work will result in high quality public output(s).

In addition to the general assessment criteria, the following criterion will be taken into account by peer reviewers for the speculative route of the Research Grants scheme:

- the extent to which the proposed research is perceived to be speculative, or experimental or exploratory in nature.

In addition to the general assessment criteria, the following criteria will be taken into account by peer reviewers for the Knowledge Transfer Fellowships Scheme:

- the potential for the research to have a transformative effect, in either social, cultural and/or economic terms, beyond the academic context.
- the extent to which the project delivers benefits to all partners, including the Fellow and/or host HEI.

Dissemination – All Schemes

You are encouraged to disseminate your research and its outcomes to as wide an audience as possible, and where appropriate to engage in communication, dissemination and exploitation activities throughout the period of the project. You should therefore specify the audiences to whom your research could be of interest, and how you propose to engage with those audiences about your research. If you wish to include costs associated with the communication, dissemination and exploitation of your research within your application, you should ensure that the end-date for your project is timed to accommodate the proposed activities. Costs may only be claimed for communication, dissemination and exploitation activities undertaken during the period of an AHRC award.

There is not a general rule that debars an AHRC -supported project from aiming to charge for access to its results whether in electronic or other format. Peer reviewers, however, are encouraged to scrutinise dissemination and access strategies and to consider the extent to which the outputs that are produced by AHRC -funded projects will be utilised by the arts and humanities research community and other interested parties.

Assessment process

The AHRC is committed to assessment by process of peer review.

Application Stage

At the point of submission, each proposal will be assessed on the following criteria in reference to eligibility and assessment requirements given in the Research Funding Guide :

- All application documents must be eligible under the scheme requirements
- All applicants and named staff must be eligible under the scheme requirements
- The proposal must meet the aims and criteria of the scheme to which it has been submitted

Applications which do not meet these criteria will be rejected and returned to you with feedback on why your proposal could not proceed.

The Peer Review College

All proposals will be considered where possible, by a minimum of two members of the AHRC. A complete list of Peer Review College members is available on our website. The Peer Review College members will provide the AHRC with graded reviews.

The AHRC reserves the right to seek reviews from specialists who are not current members of the Peer Review College if suitable College members are not available, or where such peer review input is required as part of agreements with the other Research Councils or with non -UK funding agencies. Reviews may be sought from specialists within the UK or abroad.

All peer reviews are subject to a quality check. Reviews deemed by the AHRC to be of insufficient quality will either be sent back to the reviewer for revision, or rejected from the assessment process.

Grading Scale

Grades awarded to proposals and their definitions are contained in the table below:

Grade	Descriptor (Research schemes)
6	<p>An outstanding proposal meeting world -class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal.</p> <p>It should be funded as a matter of the very highest priority.</p>
5	<p>An excellent proposal meeting world -class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal.</p> <p>It should be funded as a matter of priority, but does not merit the very highest priority rating .</p>
4	<p>A good proposal of a high standard of scholarship, originality, quality and significance. It meets all the assessment criteria for the scheme, and provides good evidence and justification for the proposal.</p> <p>It is suitable for funding.</p>
3	<p>A satisfactory proposal in terms of the overall standard of scholarship, originality, quality and significance, which meets the assessment criteria for the scheme and provides reasonable evidence and justification for the proposal but which in a competitive context is not a priority.</p> <p>It is not recommended for funding and cannot be resubmitted.</p>
2	<p>A proposal of inconsistent quality which has some strengths, but also contains a number of major weaknesses or flaws in its conceptualisation, design, methodology and/or management. It does not meet all the assessment criteria for the scheme.</p> <p>It is not suitable for funding and cannot be resubmitted.</p>
1	<p>A proposal which is of an unsatisfactory level of originality, quality and significance and/or does not meet the assessment criteria for the scheme and /or does not provide satisfactory evidence and justification for the proposal.</p> <p>It is not suitable for funding and cannot be resubmitted.</p>

Grade	Descriptor (Knowledge Transfer schemes)
6	<p>An outstanding proposal meeting the highest quality and standards of knowledge transfer collaboration and likely to provide significant mutual benefits and outcomes. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal in terms of concept, design, methodology and management.</p> <p>It should be funded as a matter of the very highest priority.</p>
5	<p>An excellent proposal meeting the highest quality and standards of knowledge transfer collaboration and likely to provide significant mutual benefits and outcomes. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal in terms of concept, design, methodology and management.</p> <p>It should be funded as a matter of priority, but does not merit the very highest priority rating.</p>
4	<p>A good proposal meeting a high quality and standard of knowledge transfer collaboration and likely to provide some significant mutual benefits and outcomes. It meets all the assessment criteria for the scheme, and provides good evidence and justification for the proposal in terms of concept, design, methodology and management.</p> <p>It is suitable for funding.</p>
3	<p>A satisfactory proposal in terms of the overall quality and standard of knowledge transfer collaboration, mutual benefits and outcomes, which meets the assessment criteria for the scheme and provides reasonable evidence and justification for the proposal in terms of concept, design, methodology and management but which in a competitive context is not a priority.</p> <p>It is not recommended for funding.</p>
2	<p>A proposal of an inconsistent quality and standard of knowledge transfer collaboration, mutual benefits and outcomes which has some strengths, but also contains a number of major weaknesses or flaws in its conceptualisation, design, methodology and/or management. It does not meet all the assessment criteria for the scheme.</p>

	It is not suitable for funding.
1	A proposal of an unsatisfactory quality and standard of knowledge transfer collaboration, mutual benefits and outcomes which does not meet the assessment criteria for the scheme and does not provide satisfactory evidence and justification for the proposal. It is not suitable for funding.

Increased Sifting of Proposals

From 2009 the AHRC will introduce a procedure whereby an increased number of proposals will be sifted before going on to the moderating panel. This will streamline the assessment and award process, as well as bringing us in line with the other Research Councils.

Proposals will be sifted on the following principles:

- The AHRC executive will reject a proposal upon submission where the proposal does not meet the published eligibility criteria; either relating to documentation requirements or where it does not meet the aims or criteria of the scheme to which it has been submitted.
- The AHRC executive will sift proposals against quality criteria, solely on the basis of information supplied by an AHRC peer review process.
- The AHRC executive will not sift on the basis of the information supplied by a non-AHRC peer review process.
- The AHRC executive will not sift an application based solely on a technical review.
- The AHRC executive will not sift outline proposals submitted to its strategic programmes as this process is conducted by a Commissioning Panel.
- The AHRC will not sift a proposal where the final funding decision does not fall wholly within a Research Council peer review process.

The sifting process will be introduced for the schemes outlined in Section One of this guide. It may be used for other AHRC schemes as appropriate.

The sifting process will occur in two stages:

Sift Stage 1

Each proposal will be assessed on the following criteria, in reference to eligibility and assessment requirements given in the Research Funding Guide :

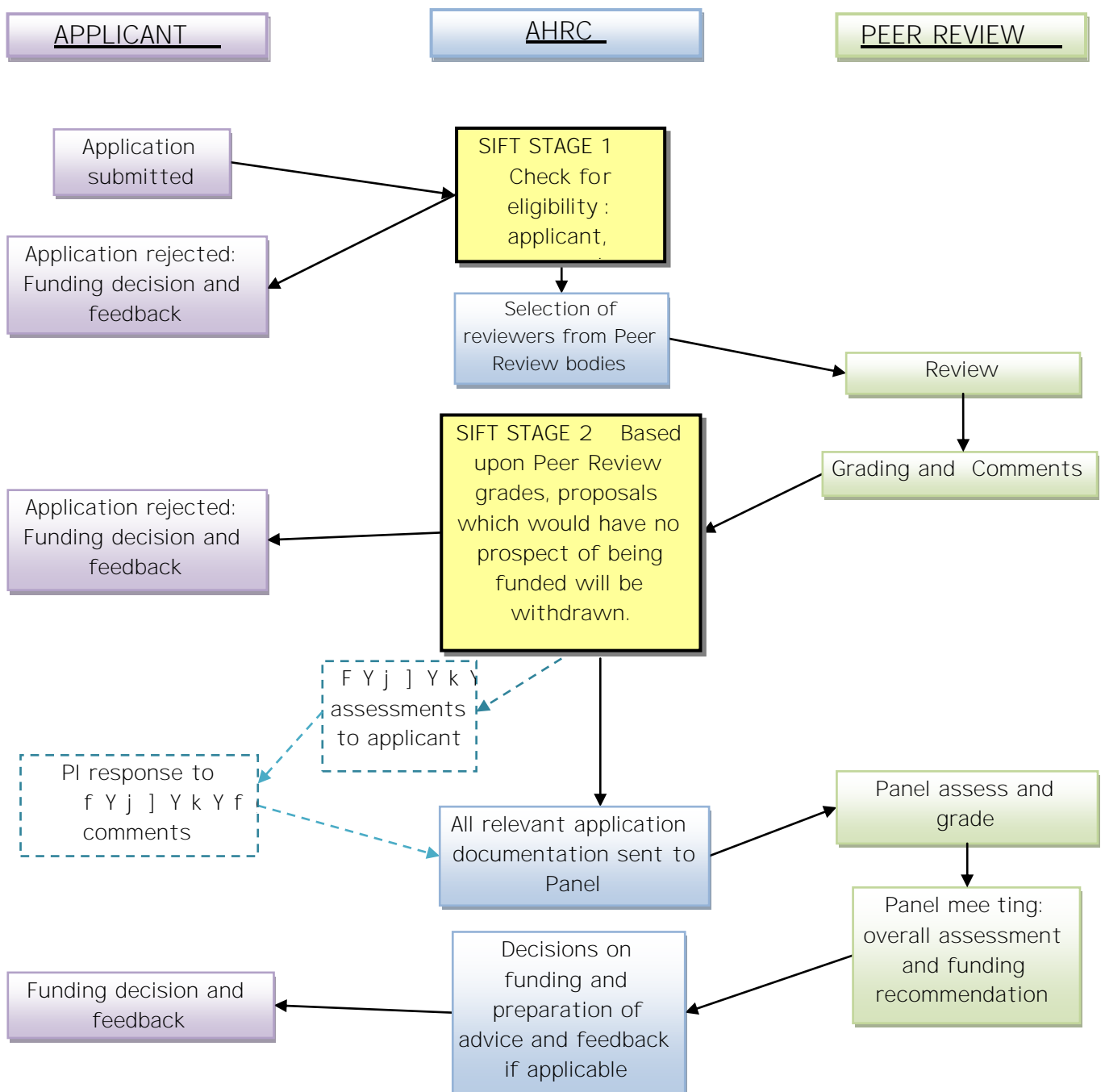
- All application documents must be eligible under the scheme requirements
- All applicants and named staff must be eligible under the scheme requirements

- The proposal must meet the aims and criteria of the scheme to which it has been submitted.

Sift Stage 2

A sifting decision will be made based on the overall confidence levels and grades given by the peer review process. A proposal will be rejected if it receives two or more reviews that give the proposal an unfundable grade. A grade is described as either Not Recommended for Funding or Not Suitable for Funding (grades 1-3).

Assessment flow diagram including new sifting stages



Technical Review

Where the proposal requires completion of the Technical Appendix section (see Section Four: Application Guidance) then this Appendix will be forwarded to a Technical Reviewer from the Peer Review College to assess the technical feasibility of the proposal. This technical review will be included in the PI Response process detailed below. Technical Reviews will also be forwarded to the peer review panels, or other decision making body as appropriate, to assist them in making their grading decisions. Please note that Technical Reviews will not be taken into account when assessing eligibility , or during the sifting of proposals.

Principal Investigator Response (Right of Reply)

For all schemes except Research Grants – practice-led and applied route and the Research Networking scheme, the applicant will be given the right of reply to the reviews received. The PI Response allows applicants to correct any factual errors or conceptual misunderstandings, or to respond to any queries highlighted in the comments from the peer reviewers. It is not intended to be an opportunity to change or re-constitute a proposal in the light of the reviewers' comments. You are not obliged to submit a response, but it is recommended that you do so as responses from applicants are forwarded to the peer review panel(s), and are taken into account in the grading and prioritisation of proposals.

For the Fellowships in the Creative and Performing Arts scheme which operates with fixed deadlines, the relevant week for the PI Response is listed below.

Name of Scheme	Closing Date	PI Response
Fellowships in the Creative and Performing Arts	24 September 2009	w/c 11 January 2010

* please note that where delays have occurred in receiving one or more College applications the PI Response will be held until the week following the one outlined above.

The Fellowships scheme , the Knowledge Transfer Fellowship scheme and the following routes of the Research Grants scheme operate with open deadlines – Standard, Speculative and Early Career. We are therefore not able to provide you with exact dates of when we will contact you for the PI Response , but you will be contacted once the reviews have been obtained . You will be sent an e-mail which will detail the size limit and deadline that apply to your PI Response. These vary

according to the scheme and the number of reviews you have received so it is vital to read the email carefully. If your response is not received within the period stated, then your application will proceed without it.

Peer review panels

Non-standing Peer Review Panels are convened on an ad hoc basis from the Peer Review College membership.

In selecting panel members we will aim to achieve a balance in terms of gender, ethnicity, institution and regional distribution, and to achieve a range of expertise which broadly reflects that of the applicant population.

The proposal, peer reviews, technical review response to these reviews will be considered individually by members of the peer review panel and then discussed at the panel meeting.

The peer review panel will determine a final grade for each application and will rank proposals in order of priority for funding. The panel will consider only the expert peer reviews these reviews to reach its decisions. Final funding decisions will rest with the AHRC.

Peer review panel members are not permitted to discuss with applicants the content of any proposals they have reviewed, either during or after the assessment process.

Peer review assessment for the Fellowships in the Creative and Performing Arts scheme:

Each proposal and peer review response will be considered individually by members of the peer review panel and then discussed at the panel meeting.

The peer review panel will assess and determine a final grade for each application, and will rank proposals in order of priority for funding. Final funding decisions will be made by the AHRC.

Peer review assessment for the Research Networking scheme

Each proposal and peer review response will be considered individually by members of the peer review panel and then discussed at the panel meeting. Where the grades differ, or the comments are inconsistent with the grade, the proposal and peer reviews will be moderated by members selected from the Peer Review College. They will consider the proposals and allocate a final grade. They will then rank all applications in order of priority for funding. Final funding decisions will be made by the AHRC.

Peer review assessment for the Research Grants scheme – Practice-Led and Applied Route

Each proposal and peer review response will be considered individually by members of the peer review panel and then discussed at the panel meeting. Where the grades differ, or the comments are inconsistent with the grade, the proposal and peer reviews will be moderated by members selected from the Peer Review College. They will consider the proposals and allocate a final grade. They will then rank all applications in order of priority for funding. Final funding decisions will be made by the AHRC.

SECTION SIX

Award decisions

Notification of the outcome

The AHRC is not able to notify you of the outcome of your application by telephone or email. All outcome letters are sent by post to the applicant at the address for correspondence as shown on their Je-S record. It is therefore important that you ensure this address is correct – if you are in any doubt, please contact the Je-S helpdesk for assistance.

If you are unsuccessful, you will receive a letter advising that you have not been offered an award, and indicating the grade your application received. AHRC officers are unable to provide information on why your application was unsuccessful.

Applicants are advised that under no circumstances should they contact peer review panel members to discuss individual proposals, meeting details or outcomes.

Payment

If you are successful, you will receive a letter offering you an award, and informing you of the overall cash limit for the duration of the award. You will also receive a copy of the Terms and Conditions of awards, a payment schedule (if appropriate to that scheme) and a Starting Certificate, which must be signed and returned before the award can be paid. For the Research Grants, Fellowships, Fellowships in the Creative and Performing Arts and Knowledge Transfer Fellowship schemes, payments will be made monthly direct to the institution (not to you as award-holder) by the AHRC, and will be individually identified. For the Research Networks and Workshops, Research Networking and Research Grants – Practice-Led and Applied route, the award will be paid in a single payment, made shortly after receipt of the Starting Certificate.

The AHRC's peer reviewers, on occasion, may revise the level of staff resources on the project (Research Grants routes). Under the arrangements for the full economic costing of Research Council grants, this reduction has an impact on the estates and indirect cost figures that have been provided. In such circumstances the AHRC will contact the applicant's host institution and request that you provide revised figures for these two budget headings. The host institution will have 10 working days to provide these revised figures.

For the Research Networking Scheme peer reviewers, on occasion, may remove items such as speaker costs if they are not justified.

The amount awarded may be different from the sum you sought as we add to it a supplement to cover inflation each year in line with the UK GDP deflator forecast for each financial year. The sum may also differ if the Council considers that a lower level of funding to the one you sought is more appropriate. You will be notified of any amendments made for this reason.

Resubmission policy

My application was unsuccessful, can I resubmit it?

Some AHRC schemes, including those in responsive mode for post-doctoral research and Knowledge Transfer Fellowships, allow for resubmission of unsuccessful applications in certain circumstances; for other schemes, please see scheme-specific guidance. The Council defines a resubmission as the submission of an unsuccessful application to the same scheme within the allotted time-scale (normally not less than three months and not more than one calendar year from the outcome of the original application).

and/or further development and improvement of high quality proposals that have the potential to be of the highest priority for funding. There is, however, no guarantee that a resubmitted application will be successful second time around, as it will be in open competition with an entirely new tranche of applications.

- If your application has been graded 3, 2 or 1, or has not passed the quality threshold, you (or another researcher) cannot resubmit it to the same scheme in any future competition (although you may be able to submit it to a different AHRC scheme if it meets the appropriate aims and objectives and if you fulfil the eligibility criteria).
- If your application has been graded 6, 5 or 4 you (or another researcher) will normally be permitted to make one resubmission to the same scheme.

What changes should I make when resubmitting my application?

The following general guidelines apply:

- The research for which funding is sought normally remains essentially the same, and the project bears the same title, but the resubmission allows you to give due consideration to any comments or feedback provided by the Council and/or the funding body. You should consider would enhance your proposal, and/or to update the proposal in the light of any significant changes that may have happened over the course of the year, for example, changes in the research context.
- A significantly reworked project based on the same idea as an earlier proposal is considered a new submission.

In order to be considered as 'significantly reworked' it is expected that the original proposal will have been substantially revised with significant changes made as necessary and appropriate to at least one or more of the following: conceptual or theoretical framework; aims and objectives; research design or approach; and/or research methods. If your resubmitted proposal uses exactly the same methods and approach to address exactly the same research questions as your original proposal, it is unlikely to be successful. Associated changes should be made as appropriate to the technical appendix, and/or impact summary and plan. You are strongly advised to take note of the comments of

peer reviewers on the original application in reworking proposals. A statement summarising these major revisions must accompany the application at the top of the Case for Support.

If you are resubmitting a proposal, you *must* complete a new submission through the Je-S System.

Monitoring

As part of the terms and conditions of an AHRC award, you will be required to submit a final report no later than three months after the end of the award period. For projects lasting longer than 18 months you may also be required to complete an interim report. Requests for final and interim reports will be sent to you by email via the Je-S system and you will need to complete and submit your report using the Je-S system. Please note that we do not accept hard copy forms.

Please also note that the monitoring of existing or past awards will be taken into account in the assessment of future applications, particularly if this monitoring found progress on a previous or current award to be less than satisfactory.

If you find that progress on a previous or current award to be less than satisfactory, please contact the AHRC at ahrc@ahrc.ac.uk or www.ahrc.ac.uk.

As part of the terms and conditions of an AHRC award, your Research Organisation will be required to submit a final expenditure statement no later than 3 months after the end of the award period. For awards lasting longer than 42 months, an interim expenditure statement may also be required 24 months after the start of the award. Requests for expenditure statements will be sent by email via the Je-S system and your Research Organisation will need to complete and submit the statement using the Je-S system.

AHRC Complaints and Appeals Procedures

For details on the complaints procedure or appeal process, please refer to the document Complaints and Appeals Procedure for Applications and Awards which can be found on our website at:

<http://www.ahrc.ac.uk/About/Policy/Pages/CorporateDocuments.aspx>

SECTION SEVEN

Additional Information

Definition of research (all schemes except Research Networking and Knowledge Transfer Fellowship scheme s)

research processes, rather than outputs. This definition is built around three key features and your application must fully address all of these in order to be considered eligible for support:

- it must define a series of research questions, issues or problems that will be addressed in the course of the research. It must also define its aims and objectives in terms of seeking to enhance knowledge and understanding relating to the questions, issues or problems to be addressed
- it must specify a research context for the questions, issues or problems to be addressed. You must specify why it is important that these particular questions, issues or problems should be addressed; what other research is being or has been conducted in this area; and what particular contribution this project will make to the advancement of creativity, insights, knowledge and understanding in this area
- it must specify the research methods for addressing and answering the research questions, issues or problems. You must state how, in the course of the research project, you will seek to answer the questions, address the issues or solve the problems. You should also explain the rationale for your chosen research methods and why you think they provide the most appropriate means by which to address the research questions, issues or problems.

Creative output can be produced, or practice undertaken, as an integral part of a research process as defined above. The Council would expect, however, this practice to be accompanied by some form of documentation of the research process, as well as some form of textual analysis or explanation to support its position and as a record of your critical reflection. Equally, creativity or practice may involve no such process at all, in which case they would be ineligible for funding from the Council. For guidance concerning research in the creative and performing arts where practice is integral to the research, please see the additional advice below.

clearly-articulated research questions, issues or problems, set in a clear context of other research in that area, and using appropriate research methods and/or approaches.

The precise nature of the research questions, issues or problems, approaches to the research and outputs of the work may vary considerably, embracing basic, strategic and applied research. The research questions, issues, problems, methods and/or approaches may range from intellectual questions that require critical, historical or theoretical investigation, to practical issues or problems that require other approaches such as testing, prototyping, experimental development

and evaluation. The outputs of the research may include, for example, monographs, editions or articles; electronic data, including sound or images; performances, films or broadcasts; or exhibitions. Teaching materials may also be an appropriate outcome from a research project provided that it fulfils the definition above.

The research should be conceived as broadly as possible and so consideration should also be given to the outcomes of, and audiences for, the research. The outcomes of the research may only benefit other researchers and influence future research, but consideration must be given to potential opportunities for the transfer of knowledge into new contexts where the research could have an impact.

Practice-led research

If you are applying to a scheme that specifically supports practice led research such as Fellowships in the Creative and Performing Arts, or Research Grants – Practice-led and Applied route, please read the following advice for framing your proposal. You may also wish to bear this advice in mind if you are applying to any other responsive-mode scheme to support a practice-led research project.

For your research to be considered as practice-led, your own practice must be an integral part of the proposed programme of research, and the creative and/or performative aspects of the research must be made explicit. Interdisciplinary proposals are welcomed, including those which fall within subjects traditionally defined as humanities as long as the main focus of the research is practice-led.

The research carried out should bring about enhancements in knowledge and understanding in the discipline, or in related disciplinary areas. This requirement excludes research to provide content. For example, if a film-maker wanted to make a film about refugees, the research questions should be about the process of making the film, not about the experience of the refugees. Work that results purely from the creative or professional development of an artist, however distinguished, is unlikely to fulfil the requirements of research.

Economic Impact

The statement below has been agreed across the Research Councils to provide a clear statement on their role in enhancing the economic and social wellbeing and of their expectations of those who receive Research Council funding in terms of fostering societal and economic impact. It also provides the context, objective and rationale behind the Impact Summary and Pathways to Impact requirements on the standard grants application form. These sections require applicants to consider, as appropriate given the nature of their research, the possible societal and economic impacts of the research, the potential beneficiaries beyond academia and the mechanisms through which they will be engaged. Excellent research without obvious or immediate impact will continued to be funded by the Research Councils and will not be disadvantaged as a result of these changes.

Demonstrating potential impact

The excellent research funded by the UK Research Councils has a huge impact on the wellbeing and economy of the UK. Working together with our wider communities and other partners, we want to ensure that these impacts are effectively demonstrated and supported throughout the research lifecycle and beyond. This will add value, stimulate interest from wider stakeholders - including the general public - and, where needed, actively highlight the need for continued investment in the research base.

The onus rests with applicants to demonstrate how they will achieve this excellence with impact, bearing in mind that impacts can take many forms and be promoted in different ways.

The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research -related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy, and
- enhancing quality of life, health and creative output.

This accords with the Royal Charters of the Councils and with HM Treasury guidance on the appraisal of economic impact.

The AHRC is committed to the principles below, as articulated in the RCUK Expectations for Societal and Economic Impact.

The Research Councils give their funding recipients considerable flexibility and autonomy in the delivery of their research, postgraduate

training and knowledge transfer activities. This flexibility and autonomy encompasses project definition, management, collaboration, participation, promotion and the dissemination of research outputs; this approach enables excellence with impact.

In return, the Research Councils expect those who receive funding to :

- demonstrate an awareness of the wider environment and context in which their research takes place
- demonstrate an awareness of the social and ethical implications of their research, beyond usual research conduct considerations, and take account of public attitudes towards those issues
- engage actively with the public at both the local and national levels about their research and its broader implications
- identify potential benefits and beneficiaries from the outset, and through the full life cycle of the project(s)
- maintain professional networks that extend beyond their own discipline and research community
- publish results widely – considering the academics, user and public audiences for research outcomes
- exploit results where appropriate, in order to secure social and economic return to the UK
- manage collaborations professionally, in order to secure maximum impact without restricting the future progression of research
- ensure that research staff and students develop research, vocational and entrepreneurial skills that are matched to the demands of their future career paths
- take responsibility for the curation, management and exploitation of data for future use
- work in partnership with the Research Councils for the benefit of the UK.

The expectations clarify the position of the Research Councils with respect to impact, rather than introducing a new approach. Many of these expectations are already incorporated into Research Council processes and guidance, for example exploitation is addressed within grant terms and conditions, and continuing professional development through the Concordat to Support the Career Development of Researchers.

AHRC Subject Classification

You are required to classify your proposal using the categories below, indicating the primary subject area of your proposal and, optionally, up to two secondary subject areas. Some Subject Groups have a further breakdown by Subject Area. For certain Subject Groups, you will also be asked to indicate if your research is practice-led. You may also optionally indicate a time period and/or place associated with the subject you have chosen, although please note that selection of a time period is mandatory where history has been indicated.

The Subject Classification Section has always been used to help with the selection of specialist reviewers to review your proposal, but from January 2009 choosing the primary subject area will also identify the panel to which your application will be submitted. It is therefore very important to complete this section accurately.

Part 1: Subject Groups/Subject Areas

Archaeology

- Archaeological Science
- Archaeological Theory
- Archaeology of Human Origins
- Archaeology of Literate Societies
- Industrial Archaeology
- Landscape and Environmental Archaeology
- Maritime Archaeology
- Prehistoric Archaeology

Architecture: History, Theory & Practice

Classics

- Classical Literature
- Classical Reception
- Epigraphy and Papyrology
- Languages and Linguistics
- Philosophy, Thought & Religion

Community Arts (including Art and Health)

Cultural Policy, Arts management and the creative industries

Dance Studies

- Choreography
- Dance Performance
- History of Dance
- Notation
- Physical Theatre
- Social Dance

Design

- Digital Art and Design
- History, Theory & Practice
- Product Design

Drama and Theatre Studies

- Dramaturgy
- Other
- Performance and Live Art
- Scenography
- Theatre and History
- Theories of Theatre
- Theatre and Society

English Language and Literature

- Comparative Literature
- English Language and Literature by time and place
- History and Development of the English Language
- Medieval Literature (including Old and Middle English, Anglo-Norman and Icelandic/Old Norse)

History

- Cultural History
- Diplomacy and International Relations
- Economic History
- History of Ideas
- History of Science/Medicine/Technology
- Imperial/ Colonial History
- Political History

- Religious History
- Social History
- War Studies

Law

- Common Law, including Commercial Law
- Comparative Law
- Criminal Law and Criminology
- EU Law
- Human Rights
- International Law
- Jurisprudence/Philosophy of Law
- Law regulated primarily by statute (e.g. Family, Employment, Procedure)
- Law Relating to Property
- Legal History
- Public Law

Librarianship, Information & Museum Studies

- Archives
- Computational Studies
- Conservation Science
- Heritage Management
- Information Management
- Information Retrieval
- Information Science
- Journalism
- Library Studies
- Management
- Museum and Gallery Studies
- Publishing
- Records Management
- User Studies

Linguistics

- Applications of Linguistics
- Language Variation and Change
- Lexicon
- Linguistic Theory
- Morphology and Phonology
- Phonetics
- Semantics & Pragmatics
- Syntax

Media

- Film History, Theory, Criticism
- Media & Communication Studies
- Television History, Theory, Criticism

Modern Languages

- Area Studies
- Asiatic and Oriental Studies
- Celtic Studies
- Comparative Studies
- French Studies
- German Studies (including Dutch and Yiddish)
- Hispanic, Portuguese and Latin American Studies
- Interpreting and Translation
- Italian Studies
- Language Pedagogy
- Middle Eastern & African Studies
- Russian, Slavonic and East European Studies
- Scandinavian Studies

Music

- Classical
- Composition (including computer-aided and electroacoustic composition)
- History of Music
- Music and Society
- Musical Performance
- Musicology
- Popular Music
- Traditional Music

Philosophy

- Epistemology
- Ethics
- Aesthetics
- History of Philosophy by period
- Metaphysics
- Philosophy of Language and Philosophical Logic
- Philosophy of Mind and Psychology

- Philosophy of Science & Mathematics, & Mathematical Logic
- Political Philosophy

Theology, Divinity and Religious Studies

- Church History and History of Theology
- Islam
- Judaism
- Liturgy
- Modern Theology
- New Testament
- Old Testament
- Philosophy of Religion
- Systematic Theology
- East Asian Religions
- Buddhism
- Hinduism
- Jainism
- Sikhism
- Alternative Spiritualities/New Religious Movements
- Atheism/Secularism
- Inter-faith Relations
- Contemporary Religion

Visual Arts

- Applied Arts (History, Theory & Practice)
- Art History
- Art Theory and Aesthetics

Part 2: Time Periods

- Palaeolithic and Mesolithic
- Neolithic, Copper and Bronze
- Protohistory and Iron Age
- Ancient Egypt: Egyptian Prehistory
- Ancient Egypt: The Pharaonic Period (c.3000 – c.300BC)
- Ancient Egypt: The Hellenistic and
- Roman Period (c.300BC – c.700AD)
- Ancient Near East: Prehistory

- Conservation of Art and Textiles
- Digital Arts (History, Theory & Practice)
- Ethnography and Anthropology
- Film-based media (History, Theory & Practice)
- Fine Art (History, Theory & Practice)
- Other
- Performance and Installation (History, Theory & Practice)
- Photography (History, Theory & Practice)
- Time-based media (History, Theory & Practice)

Other

- American Studies*
- Creative Writing
- Cultural Geography
- Cultural Studies and Popular Culture
- Dictionaries and Databases*
- Gender and Sexuality*
- Lifewriting (including Biography and Autobiography)*
- Literary and Cultural Theory*
- Post-Colonial Studies*
- Textual Editing and Bibliography*

- Ancient Near East: Sumerians to Persians (c.3500BC – c.300BC)
- Ancient Near East: Hellenistic Period to Sassanids (c.300BC - AD 651)
- Archaic Greece (c. 850 -600 BC)
- Classical Greece (c. 500 BC)
- The Hellenistic Greek World (c.323)
- The Roman Republic (c. 400 - 31 BC)

- The Roman Empire (c31BC - AD250)
- Later Roman Empire (AD 250 - 450)
- Byzantine Empire
- Early Medieval (c.400 - 1100)
- Medieval (c1000-1500)
- Early Modern (c1500-1800)
- Renaissance
- 18th Century
- 19th Century
- 20th Century
- Contemporary

Part 3: Places

- UK & Ireland
- Ireland
- England
- Scotland
- Wales
- Western Europe
- Eastern Europe
- Mediterranean
- Scandinavia
- North America
- South America
- Central America (including Caribbean)
- Middle East
- Africa
- Oceania
- Far East (China/Japan)
- Central Asia
- South Asia (Pakistan to Indonesia)

If an area marked with an * is selected then it will be necessary to identify a second subject area to further exemplify the subject expertise.

Terms and Conditions of AHRC awards

Below are the common terms and conditions for grants made by the Research Councils. These should be read in conjunction with the relevant scheme-specific annex (also below).

TERMS AND CONDITIONS OF RESEARCH COUNCIL FEEC GRANTS

These terms and conditions relate to grants, comprising Research Grants and Fellowships, costed and funded on the basis of full economic costs (fEC), calculated in accordance with the TRAC methodology (universities and other higher education bodies) or by an equivalent methodology by other Research Organisations.

Grants awarded by the Research Councils are made to Research Organisations on the basis of this single set of core terms and conditions. The Research Councils are:

- Arts and Humanities Research Council (AHRC)
- Biotechnology and Biological Sciences Research Council (BBSRC)
- Economic and Social Research Council (ESRC)
- Engineering and Physical Sciences Research Council (EPSRC)
- Medical Research Council (MRC)
- Natural Environment Research Council (NERC)
- Science and Technology Facilities Council (STFC)

Individual Councils may add additional conditions to the grant to reflect the particular circumstances and requirements of their organisation, or the nature of a particular grant. Acceptance of a grant constitutes acceptance of both the core conditions and any additional conditions.

The Research Councils reserve the right to vary these terms and conditions.

Definitions

Research Council : any of the bodies listed above.

Grant : support for a proportion of the full economic costs of a project. A Grant may be either a Research Grant or a Fellowship.

- Ø Research Grant: a contribution to the costs of a stated research project which has been assessed as suitable for funding through the procedures established by the relevant Research Council .
- Ø Fellowship Grant: an award made through a fellowship competition providing a contribution to the support of a named individual. It covers the cost of the time dedicated by the fellow to their personal research programme, and may or may not include research support costs.

- Ø Administration, investigation and review of grant proposals;
- Ø Sharing proposal information on a strictly confidential basis with other funding organisations to seek contributions to the funding of proposals;
- Ø Statistical analysis in relation to the evaluation of research and the study of trends;
- Ø Policy and strategy studies.

However, details of grants may also be made available on the FYGUFW website through the [U]h]cbg]Zcf]diV] dissemination of information, details of grants may also be made available on the FYGUFW website through the [U]h]cbg]Zcf]diV] W]m]Uj]U reports, documents and mailing lists.

After completion of the grant, the Research Council may contact the Grant Holder concerning funding opportunities or events, or for the purposes of evaluation. In some instances, the Research Council may wish to authorise an affiliate organisation to contact the Grant Holder on its behalf. It is assumed that, by agreeing to these terms and conditions, the Research Organisation consents to this on behalf of the Grant Holder, but if the Grant Holder prefers not to be contacted in this way, he or she should state this to the Research Council. Grant Holders may choose to opt out at any point, provided they comply with all other terms and conditions associated with the grant.

Freedom of Information Act and Environmental Information Regulations

Attention is drawn to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIRs). Research Councils have issued Publication Schemes which set out the types of information publicly available on their websites or published as documents. In addition, Research Councils have an obligation to respond to specific requests and may be required to disclose information about or provided by Research Organisations. In some cases the Research Council may consult the Research Organisation before disclosure, but it is under no obligation to do so. If a Research Organisation considers that any information it provides to a Research Council would be subject to an exemption under FOIA or the EIRs it should clearly mark the information as such and provide an explanation of why it considers the exemption applies and for how long. The Research Council will consider this explanation before disclosure, but it is not obliged to accept it as binding.

Where a Research Council determines that a Research Organisation is holding information on its behalf that it requires in order to comply with its obligations under FOIA or EIRs, the Research Organisation undertakes to provide access to such information as soon as reasonably practicable on request of the Research Council and in any event within 5 working days.

In some cases Research Organisations may be directly responsible for complying with FOIA and the EIRs; in such cases the Research Councils accept no responsibility for any failure to comply by the Research Organisations.

GC 1 Responsibilities of the Research Organisation

- ∅ The Research Organisation must ensure that any part of the Full Economic Cost of the project not funded by the Research Council grant is committed to the project before it starts.
- ∅ The Research Organisation must ensure that the Grant Holder and Co-Investigators are made aware of their responsibilities and that they observe the terms and conditions of grants.
- ∅ The Research Organisation must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence.
- ∅ The Research Organisation is expected to adopt the principles, standards and good practice for the management of research staff set out in the 2008 Concordat to Support the Career Development of Researchers, and subsequent amendments www.researchconcordat.ac.uk. The Research Organisation must create an environment in which research staff are selected and treated on the basis of their merits, abilities and potential. It must ensure that reliable systems and processes are in place so that the principles of the Concordat are embedded into practice within the Research Organisation. It must ensure compliance with all relevant legislation and Government regulation, including any subsequent amendments introduced while work is in progress.
- ∅ The Research Organisation must appoint a Research Fellow as an employee for the full duration of the award.
- ∅ The Research Organisation must integrate the Research Fellow within the research activities of the host department, whilst ensuring that he or she is able to maintain independence and focus on their personal research programme.
- ∅ The Research Organisation must notify the Research Council of any change in its status, or that of the Grant Holder, that might affect the eligibility to hold a grant.
- ∅ The Research Organisation must ensure that the requirements of the Employing Organisation under the Health and Safety at Work Act 1974 (or equivalent) are met for research involving NHS patients, their organs, tissues or data, and that the necessary arrangements are in place with partner organisations. Where it also accepts the responsibilities of a Sponsor (as defined in the Governance Framework), it must also ensure that the requirements for Sponsors are met.
- ∅ The Research Organisation must ensure proper financial management of grants and accountability for the use of public funds.

GC 2 Research Governance

It is the responsibility of the Research Organisation to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a research project. Particular requirements are to ensure that all necessary permissions are obtained before the

research begins, and that there is clarity of role and responsibility among the research team and with any collaborators. The Research Councils expect research to be conducted in accordance with the highest standards of research integrity and research methodology.

Research Ethics

The Research Organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

Use of Animals in Research

Wherever possible, researchers must adopt procedures and techniques that avoid the use of animals. Where this is not possible, the research should be designed so that:

- Ø The least sentient species with the appropriate physiology is used ;
- Ø The number of animals used is the minimum sufficient to provide adequate statistical power to answer the question posed;
- Ø The severity of procedures performed on animals is kept to a minimum. Experiments should be kept as short as possible. Appropriate anaesthesia, analgesia and humane end points should be used to minimise any pain and suffering.

The provisions of the Animals (Scientific Procedures) Act 1986 , and any amendments, must be observed and all necessary licences must have been received before any work requiring approval takes place.

Medical and Health Research

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the 8 Y d U f h a Y b h ' c Z ' < Y U ' h \ D g ' F Y a g e W o r k f o r H e a l t h a n d S o c i a l C a r e (o r e q u i v a l e n t). There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Research involving human participants or data within the social sciences that falls c i h g] X Y ' h \ Y ' 8 Y d U f h a Y b h ' c Z ' < Y U ' h \ D g ' F Y a g e W o r k f o r H e a l t h a n d S o c i a l C a r e (o r e q u i v a l e n t) ; c j Y f b U h \ Y ' d f c j] g] c b g ' U b X ' [i] X Y '] b Y g ' c Z ' h \ Y ' 9 G F 7 D g ' F Y g Y U f W this research may involve patients, NHS staff or organisations, it is defined as research that poses no clinical risk or harm to those who are the subjects of research. Research Organisations must ensure that appropriate arrangements

are in place for independent ethics review of social science research that meets local research ethics committee standards.

Significant developments must be assessed as the research proceeds, especially those that affect safety and wellbeing, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

The Research Organisation is responsible for managing and monitoring statutory requirements for which it accepts responsibility, for example, in relation to legislation on clinical trials, use of human organs, tissues and data.

Guidance by the MRC on the conduct of medical research, and by ESRC on the conduct of social science research, provided on behalf of all Research Councils, must be observed.

Health and Safety

The Research Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements and be consistent with best practice recommended by the Health & Safety Executive. Appropriate care must be taken where researchers are working off-site. The Research Organisation must satisfy itself that all reasonable health and safety factors are addressed. The Research Councils reserve the right to require the Research Organisation to undertake a safety risk assessment in individual cases where health and safety is an issue, and to monitor and audit the actual arrangements made.

Misconduct and Conflicts of Interest

The Research Organisation is required to have in place procedures for governing [c c X f Y g Y U f W \ d f U W h] W Y h \ U h a Y Y h h \ Y f Y e i] f Y a Y b h g c guidance on good practice. The Research Organisation must ensure that there are reliable systems and processes in place for the prevention of research misconduct e.g. plagiarism, falsification of data, together with well-defined and clearly-publicised arrangements for investigating and resolving allegations of misconduct. Where an allegation of misconduct arises in respect of a researcher supported by a research grant, the Research Council must be informed immediately and notified of the outcome of any investigation.

The Research Organisation must ensure that potential conflicts of interest in research are declared and subsequently managed.

GC 3 Use of Funds

Subject to the following conditions, grant funds may be used, without reference to the Research Council, in such a manner as to best carry out the research. Grant funds include a provision for inflation based on the GDP Deflators published by HM Government. The value of the grant may be varied by the Research

