# **Enhancing Research Culture Fund 2022-23: Open call for projects**

This document details the requirements and application process for Research England’s Enhancing Research Culture Fund (ERCF) 2022-23. The application form can be found at the end of this document.

Research England have confirmed the 2022-23 allocation of Enhancing Research Culture Funding. The funder outlines relevant activity as including but not limited to:

* Improving access to and participation in research, including postgraduate research, for people from currently underrepresented groups;
* Furthering open research practices;
* Improving research conduct and reproducibility;
* Tackling bullying and harassment;
* Improving research leadership skills across all career stages;
* Creating routes for collaboration and exchange with businesses, third sector organisations and government;
* Securing and supporting the careers of researchers and associated professions;
* Diversifying recruitment, reward and recognition approaches at all career stages;
* Delivering new approaches to public dialogue and community-led research.

This open call for projects has a total budget of £280k. Proposals are invited for projects in the region of £5k - £50k (including directly allocated and incurred costs). Funds must be spent and goods receipted **by 31 July 2023.**

The deadline for applications is **Friday 9 December 2022 at 17:00.**

## **Aims of the Enhancing Research Culture Fund**

Proposals are welcomed for projects that promote a more supportive, inclusive, and collaborative research environment. Projects should boost both:

* the institutional or local research culture and
* colleagues’ own career development and profile.

Projects may involve (but not be restricted to) scoping or collaborative activity, data collection and analysis, and engagement and dissemination activity.

Given the short spending period (6 months), there is an option to use the 2023 fund to pump-prime your project, e.g. via scoping meetings with stakeholders, applying for ethical review and access to data, preregistration, piloting, etc. The option to apply for follow-on funding from the 2024 round of the ERCF to launch a full-scale project will then be available: we anticipate the spend period for next year’s round will be 6-12 months. **On the recommendation of previous recipients of the ERCF, we strongly recommend this option for as-yet-unscoped or unpiloted projects.**

Engagement with research culture activities can take many forms and involve many different collaborators. We welcome applications from all those involved in contributing to a better research culture, at any size or scale. By investing in innovative solutions to shared challenges, we will inspire genuine, lasting organisational change.

Our [**statement on Research Culture**](https://sway.office.com/34Cy6nshbNsWwHl2?ref=Link) provides further details on our definition, aspirations, and commitments to achieving positive change at the University of Leeds. Information can also be found via the research culture [webpages,](https://researchersupport.leeds.ac.uk/research-culture/) and in the review of the [2022 Research Culture Awards](https://forstaff.leeds.ac.uk/news/article/7799/inaugural-award-winners-honoured) and its accompanying [video.](https://www.youtube.com/watch?v=4G7sNZ2EbZs&t=18s)

Although this 2022-23 round is the inaugural open call for projects of the value specified above, inspiration and information from a selection of comparable successful projects can be found via the links below:

* [Research Culture Award winners 2022](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforstaff.leeds.ac.uk%2Fnews%2Farticle%2F7799%2Finaugural-award-winners-honoured&data=05%7C01%7CG.Miller%40leeds.ac.uk%7C73b396708e6d421ba39e08dab27659a6%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C638018518616437061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FWqn3Cc5fmIi5507%2FBEX8Q9xW00%2BvB6NVKRwmbd1p5E%3D&reserved=0)
* [Crucible](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsway.office.com%2FaoKwEGkKQPNtGOvA%3Fref%3DLink&data=05%7C01%7CG.Miller%40leeds.ac.uk%7C73b396708e6d421ba39e08dab27659a6%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C638018518616437061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wiFknD6FCDbq1ibtCRLzFtf9nkYL8lTLMNqTWx8RlIo%3D&reserved=0) projects: building collaborations across the University.
* LIDA: [Positive Action Recruitment at Leeds](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsway.office.com%2FUP7jecU6sBuoIgCA%3Floc%3Dswsp&data=05%7C01%7CG.Miller%40leeds.ac.uk%7C73b396708e6d421ba39e08dab27659a6%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C638018518616437061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=z%2BNUkNmcXNOi5B42sk77ULeOayBU6EIQP10G%2BYKjZgU%3D&reserved=0)
* [Using Metrics Responsibly, including recruitment and promotion panels](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsway.office.com%2FqwZtqKUdEaBsbXem&data=05%7C01%7CG.Miller%40leeds.ac.uk%7C73b396708e6d421ba39e08dab27659a6%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C638018518616437061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GC613F%2FZ1%2FCiRCof%2FG5YejcjRNIOlzSxK9ikdmuoFsk%3D&reserved=0)
* OD&PL Research Culture [Sharing Practice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fresearchersupport.leeds.ac.uk%2Fsharing-practice%2F&data=05%7C01%7CG.Miller%40leeds.ac.uk%7C73b396708e6d421ba39e08dab27659a6%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C638018518616437061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=10ZfKDG%2By6HZnJKuLl1qiIlovUtWIE50%2FuY%2FKyyblOo%3D&reserved=0)

## **Eligibility**

The ERCF is open to individuals, research groups, institutes, Schools, Services, and Faculties at the University of Leeds. We are keen to support a range of projects from people in a wide variety of roles, however we strongly encourage applications from the following:

* Early Career Researchers (self-defined)
* Colleagues representing diversity in all forms
* Teams with a broad range of experience and skills (e.g. academic, research, professional service and technical)

We would also like to encourage more applications from Faculties that weren’t as well represented in applications to our Research Culture Awards including Arts, Humanities, and Culture and Environment.

If you are a previous recipient of Enhancing Research Culture funding, you may apply to this current round of funding to continue a previous project.

## **Assessment criteria**

Each project proposal will be evaluated individually by a [panel comprised of 2-3 members of our research culture team and associated governance groups](https://researchersupport.leeds.ac.uk/research-culture/meet-the-team/) in January 2023. The panel will consider the likely success that each project will meet the aims of the ERC, as well as the feasibility of the workplan within the time frame and proposed budget (note spending deadline 31 July 2023).

When scoring applications panels will be looking for:

* Projects with a clear and persuasive articulation of the problem or challenge that the initiative addresses
* A strong relationship between the planned activity and the underpinning research culture challenge it seeks to address
* Clear and concise project aims, achievable within the given timescale
* Appropriate methodology to deliver the project; we welcome novel, creative, or ambitious approaches
* Identified impact of the project with mechanisms to monitor and evaluate the planned activities, outcome and impact
* Clearly defined stakeholders and beneficiaries, which may include seldom-heard/under-represented groups
* Evidence of the added value to the activities through a diverse, seldom-heard, or an innovative project team
* Defined roles and responsibilities of all team members
* Where projects include collaborations or partners, a justification for their inclusion and appropriateness
* Consideration of the next steps needed to deliver lasting culture change, including the option to apply for follow-on funding from the 2024 round of the ERCF, particularly if this is a scoping or pilot project.

## **Eligible costs**

These may include, but are not limited to, direct staff time, coaching/mentoring, research culture consumables and equipment required for the project, venue hire and refreshments, travel and subsistence costs, consultancy, market assessments or other partnership or collaboration costs. If you have a query on eligible costs, we advise you to check with your faculty finance office or us at to researchculture@leeds.ac.uk before submitting your application.

# **Guidance**

1. Please ensure that you have discussed your application with your Head of School and your Faculty Research and Innovation Office, and that you have received approval to proceed before submission of your application.
2. Direct staff costs will be supported. We encourage consideration of the [Fairer Futures for All commitment](https://forstaff.leeds.ac.uk/homepage/433/fairer_future_for_all) when considering staffing. In particular, building a diverse and inclusive community, and where roles are offered on a fixed-term basis, there is a clear reason and justification for doing so.
3. Principal- and Co-Investigator time, plus the time of other collaborators is an eligible cost. You should justify this clearly in your application and separate these costs from other costs in your finance table.
4. PhD student time is not applicable (unless students are bought out of their PhD projects).
5. All directly attributable overheads are applicable.
6. Eligible costs are likely to include direct staff time (at FEC) required to deliver the project; PI and Co-I supervisory time in exceptional circumstances (see bullet 4); PDRA and technicians’ time; specific items of equipment necessary to undertake the project; consultancy; market assessments or other partnership or collaboration costs.
7. Each project proposal will be evaluated individually by a [panel comprised of 2-3 members of our research culture team and associated governance groups](https://researchersupport.leeds.ac.uk/research-culture/meet-the-team/) in January 2023. The panel will consider the likely success that each project will meet the aims of the ERC, as well as the feasibility of the workplan within the time frame and proposed budget, scored using the assessment criteria (above).
8. All projects must be complete by **31July 2023** and due to strict spending rules from the funder, all associated costs must be ‘goods receipted’ by this date. Scoping/pump priming projects are encouraged, with the opportunity to apply for a second allocation for 2023/24 to continue or expand upon findings.
9. If you have previously received Enhancing Research Culture funding, please articulate how this application extends the findings from previous funding received. Please, also attach a copy of the short report you submitted towards the end of the previous project (see below).
10. There is no explicit restriction on the size of projects, but all outcomes must be delivered by 31 July 2023, and the project scale should reflect this.
11. Research England require a final report from the Research Culture team by mid-August 2023. To ensure that we have time to produce the final documentation, with sufficient time for approval we require a short end of project report no later than Friday, 14 July 2023\*

## **Monitoring**

\* **SHORT REPORT:** A template will be provided towards the end of the funding period. You will be asked to provide:

1. A summary of the activity/activities funded by the ERCF (500 words max)
2. A concise account of the effects of the activity, if you have already seen a change or benefit (200 words max).
3. Plans to build on the ERCF-funded activity beyond the funding period (31 July 2023) and whether you intend to apply for follow on ERCF funding for 2023/4 (100 words max)
4. Details of additional funding from other sources to support your Enhancing Research Culture Fund (ERCF) funded activity.

# **How to Apply**

Applications are invited that can deliver research culture activities and outputs as set out in this call and are able to fully commit and spend their allocated budget (with evidence of goods receipts) by **31 July 2023.**

Applicants should describe the work they plan to undertake, show how this aligns with the research areas suggested by Research England and/or in our [University of Leeds Research Culture Statement](https://sway.office.com/34Cy6nshbNsWwHl2?ref=Link), and define the budget required for specific activities and components of the work plan.

## **Deadline for applications**

Applications must be submitted by **17.00 on Friday 9 December 2022**

## **Where to send your application**

Please send your application to researchculture@leeds.ac.uk

## **Application form**

Your application should be submitted using the template below and be no longer than one-side of A4 (size 11 font, normal or moderate margins); however, a second page may be used to accommodate your financial table.

## **Process for selecting projects**

Applications will be evaluated individually by a [panel comprised of 2-3 members of our research culture team and associated governance groups](https://researchersupport.leeds.ac.uk/research-culture/meet-the-team/), scored against the assessment criteria listed above. Successful applicants will be notified by 31 January 2023 to commence work as soon as possible.

# **Process Information**

## **Costs - Directly Allocated (DA)**

DA costs are services used by a project that are also shared by other activities and projects. These costs will need to be paid for by the university even if the project does not go ahead. For example, an academic may allocate part of their time to the project, but if the project were not to go ahead, this portion of their salary would need to be paid by another cost centre.

Directly Allocated Costs may include:

* Salaries of Principal Investigators and Co-investigators (please refer to guidelines bullet 4 about exceptional circumstances)
* Salaries of pool technicians
* Established Research Facilities or equipment
* Estate costs – the cost of premises plus the infrastructure adjustment (an estimate of the amount required to invest in the institution’s infrastructure).

## **Costs - Directly Incurred (DI)**

DI costs are costs which will not be incurred unless the project goes ahead. They are charged to the project as they are incurred and can include both staff and non-staff elements. Directly Incurred Costs include:

* Salaries of staff charged to project via the payroll system that are dedicated to the project e.g., research assistants, technicians etc.
* Travel and subsistence
* Consumables
* New equipment

## **Hiring Staff**

Each Faculty and School have their own procedures and approvals process for hiring staff. Please familiarise yourself with these by consulting with your local HR contact.

## **Budget Account Code**

If your project is successful, RIS Finance will notify your local Faculty Finance Office of your award and ask them to set up a School ‘Other Restricted’ (OR) account for you with an account code that you will be able to spend against. The nominated Team Lead will be set up as the budget holder. The approvals process will be as normal for other School accounts. SIPRs can be raised through the school providing you have supplied your account number.

## **Business Travel Bookings**

All approved University business travel must be booked through Key Travel. This has been mandated by the University Executive Group. Bookings should always be made using the online booking platform and your School should be able to assist you with this. Please refer to the [University’s Procurement Thresholds webpages](https://leeds365.sharepoint.com/sites/Purchasing/SitePages/Procurement-Thresholds.aspx) for more guidance and advice.

## **Purchasing Items**

Please be aware that all University purchasing processes still apply. Before you make any purchases, please refer to the [University’s Purchasing webpages](https://leeds365.sharepoint.com/sites/Purchasing) for more guidance and advice.

## **Goods Receipting**

When goods or services are ordered they go into SAP as commitments. They do not become incurred expenditure until the goods or services have been provided and the goods receipt processed on SAP. The date the supplier provides the actual invoice for us to pay for the goods/services is not the date that is used for when the costs were incurred. **Please be sure to goods receipt your items/services as soon as you receive them.**

# **Enhancing Research Culture 2022-23: Application Form**

**Project Title** [Insert Title Name]

**Team Lead** [Insert Team Lead Name]

**Team Members** [Insert Team Member names and organisations]

**Budget Holder** [Insert Faculty responsible for budget]

**Requested Budget** [Insert £]

**--------------------------------------------------------------------------**

**Please continue to the next page.**

**Please use font size 11 and do not amend margins throughout the application**

**1. Briefly outline your project aims and workplan and consider how the project aligns with the aims and assessment criteria for this scheme (as shown earlier in this document).**

*Maximum length is one page of A4; you may remove explanatory text in italics to create space. You may find it useful to outline your proposed project against the following headings.*

* *Project aims*
* *Project activities and their pathway to enhancing research culture*
* *An indicative timeline*
* *Project partners (if appropriate) and how they will be involved*
* *Outputs, outcomes, and planned impacts*

*If you are planning to recruit for a fixed-term position in this project, you must outline how they will be supported throughout the project, and what you will do to ensure this is a high-quality opportunity.*

**2. Outline any preliminary or preparatory work relevant to this application, stating whether this was funded by the Research England ERCF in 2021/22.**

**3. Please complete the financial table below, deleting unnecessary rows:**

*N.B. - We encourage consideration of the* [*Fairer Futures for All commitment*](https://forstaff.leeds.ac.uk/homepage/433/fairer_future_for_all) *when considering staffing. In particular, building a diverse and inclusive community, and where roles are offered on a fixed-term basis, there is a clear reason and justification for doing so.*

|  |  |
| --- | --- |
| **Item** | **Cost £** |
| **Directly Allocated (DA): Staff Costs:** * *description*
 |  |
| **Directly Incurred (DI): Staff Costs** |  |
| **Directly Incurred (DI): Travel and Subsistence** |  |
| **Directly Incurred (DI): Consumables** |  |
| **Directly Incurred (DI): New Equipment** |  |
| **Directly Incurred (DI): Other** |  |
| **TOTAL COST** |  |

## **Application: Submission and Approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Signature | Name | Date |
| Project Team Lead |  |  |  |
| Head of School |  |  |  |
| Faculty Deputy Finance Manager  |  |  |  |

<https://leeds365.sharepoint.com/sites/Purchasing/SitePages/Procurement-Thresholds.aspx><https://leeds365.sharepoint.com/sites/Purchasing>