**Bioscience Impact and Knowledge Exchange Fellowship 2023 Guidance**

**Call opens: 12 October 2023**

**Call closes: 15 December 2023 at 4 pm**

**Awards: up to £15,000 per application**

**Duration: up to 6 months, starting 31 Jan 2024 onwards**

**All projects and expenditure must be completed by 31 July 2024**

**Background**

The Bioscience Impact and Knowledge Exchange Fellowship aims to support the exchange of people between **academia and** **non-academic partners (industry, policy makers or the third sector)** to create a two-way flow of knowledge and expertise, allowing both partners to benefit from new perspectives and insights. These projects can support research impact and skills development of both academic and non-academic partners.

This document sets out the guidance for the Bioscience Impact and Knowledge Exchange Fellowship (IKEF) call. It should be read in conjunction with the University’s [Summary of Impact Acceleration Account Terms and Conditions](https://www.research-strategy.admin.cam.ac.uk/impact/funding-impact/summary-impact-acceleration-account-iaa-terms-and-conditions). If you have any questions regarding this call, please contact Dr Carmen Fernandez-Posada or Lauren Maggs, iaa@admin.cam.ac.uk.

**Who can apply?**

Funding is open to researchers of **all** career stages (including Research Assistants, Early Career Researchers\*, Principal Investigators etc.) employed by the collegiate University and with department affiliation for the duration of the project. ECRs and Research Assistants must have their Principal Investigator as co-applicant of the application. PhD students are **NOT** eligible. Placement proposals must be within [BBSRC remit](https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/).

\*For the purposes of this call an Early Career Researchers (ECR) is considered as someone who is within eight years of the award of the PhD.

**What activities can be funded?**

A total of £60,000 is available to fund placements of up to £15,000 each.

Funds can be used for a wide range of placement types, including but not limited to:

* Academics spending time at a non-academic partner’s location (UK or international) for knowledge exchange (e.g. embedding research findings, understanding partner/user challenges or priorities), skills development or relationship building. This can include remote working if appropriate.
* Hosting of non-academic partners (industrial partners/policymakers/third sector etc.) by a research group at University of Cambridge.
* Short term (day releases) or longer term (up to 6 months, provided spending is completed by 31 July 2024)

Funds can be used to support activities which include:

* Exploring new projects or expanding on existing projects which aim to create impact outside academia.
* Skills exchange. For example:
	+ Learning an industry technique or practice for use in your own work or teaching an established technique for use in industry.
	+ Understanding relevant priority areas of policy makers to align your work with.
	+ Providing academic insight to a challenge in a non-academic institution.
* Attending or hosting innovation summits/multistakeholder events to understand the needs of a particular sector.
* Engaging with potential non-academic partners to explore opportunities to apply your research beyond academia.

ALL projects **MUST** Include a **non-academic partner** (industry, policy makers or the third sector)and bring benefits to all partners involved.

This funding cannot support placements in organisations in which the applicant is already a part of (e.g. company ownership, scientific board membership, etc.).

Project holders must ensure that their project is compliant with the [University’s Policy on the Ethics of Research Involving Human Participants and Personal Data](https://www.research-integrity.admin.cam.ac.uk/sites/www.research-integrity.admin.cam.ac.uk/files/uoc_ethics_policy_july2020_0.pdf) and that any ethical issues are identified and brought to the attention of the relevant approval or regulatory body. Where ethical approval is required this must have been granted before the work begins. See the [University’s Research Ethics pages](https://www.research-integrity.admin.cam.ac.uk/research-ethics) for further details.

**Eligible costs**

The costs awarded for each project may vary depending on the work proposed but should not exceed **£15,000 (direct costs only)**.The assessment panel may decide to part-fund any application at their discretion.

Bioscience IKEF may be used to fund directly incurred costs such as:

* Directly incurred staff costs
* Travel/subsistence, in line with University policy [Travel policy | Finance Division](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-4)
* Materials and consumables
* Equipment access/facilities access
* Workshops, training, and culture change activities

Bioscience IKEF funding is **not** available to support:

* Student placements (including undergraduate, masters or PhD)
* Continuation of research, either solely within the University or with external partners
* Any costs relating to intellectual property protection including but not limited to registering, maintaining, or supporting patents or property rights.
* Salary of external partners/collaborators

Applications should be costed using the online tool [X5](https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal/x5), under the Funding Scheme ‘UKRI (Research and Innovation); IAA – internal calls’, with items fully justified in the application. Please allow sufficient time for costing and liaise with your departmental finance team to obtain an X5 costing for your proposal. **Please note Bioscience IKEF proposals should not be submitted in X5 and should remain in draft form only**. Submitting your proposal into the Research Operations Office workstream could additionally delay the review of your application by the panel. The draft report downloaded from X5 should be submitted with your application and will be scrutinised by the panel as part of the assessment process.  Any changes to an approved project budget will need to be cleared with the Impact and Knowledge Exchange team.

For a complete list of eligible/ineligible costs and other costing considerations, please refer to the University’s [Summary of Impact Acceleration Account Terms and Conditions](https://www.research-strategy.admin.cam.ac.uk/impact/funding-impact/summary-impact-acceleration-account-iaa-terms-and-conditions)

**Working with external partners**

Where a project involves a Third Party, applicants should consider what types of agreements may be required (for example collaboration agreements, non-disclosure agreements, material/data transfer agreements and/or other types of contracts). More details of what you should consider and template agreements can be found on the [IAA website](https://www.research-strategy.admin.cam.ac.uk/impact-acceleration-accounts) or contact iaa@admin.cam.ac.uk for further support and advice.

**Application process**

Applicants for Bioscience IKEF funding are required to present a case for support that includes a clear explanation of the impact or knowledge exchange need for the placement and skill/knowledge gaps being addressed, the objectives of the proposed placement, and how the placement will support future plans. Applicants must ensure they are aware of any internal departmental deadlines for approval by Heads of Department/Line Managers before submission.

Application is via the online [IAA Application System.](https://forms.office.com/pages/responsepage.aspx?id=RQSlSfq9eUut41R7TzmG6RO90bOjjQpMj0lLqsyC-d9UMFFJWFVDN1NGMEFFRDFSMVA4UlNJVkw3TiQlQCN0PWcu) Please provide:

* Outline details of the project in the [IAA Application System](https://forms.office.com/pages/responsepage.aspx?id=RQSlSfq9eUut41R7TzmG6RO90bOjjQpMj0lLqsyC-d9UMFFJWFVDN1NGMEFFRDFSMVA4UlNJVkw3TiQlQCN0PWcu)
* A completed Bioscience [IKEF application form](https://www.research-strategy.admin.cam.ac.uk/file/01-biosciikefplacementapplicationformdocx#overlay-context=bbsrc-impact-acceleration-account), including HoD/Line Manager signature
* A copy of the **draft project costing from** [X5](https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal/x5)
* A **letter of support** from your external partner
* Any additional documents, such as a Gantt chart showing the intended project timeline, as appropriate.

**Please note the submission system only accepts PDF documents.**

**Advice for this call**

Through the Bioscience IKEF the University wants to invest in placements which expand skills and enable collaboration more broadly with partners **beyond academia.** Applications should:

* Focus on knowledge exchange/skills exchange/relationship building not on research.
* Be written specifically for IKEF purposes (applications which read like re-drafted research grant proposals are less likely to be successful than projects which clearly comprise activities directed towards knowledge exchange and impact)
* Explain any background in terms which can be understood by a diverse panel that has no specialist knowledge in your technical field.
* Be realistic about what will be achieved in the project.
* Detail how progress against objectives will be measured or evidenced.

**Assessment process**

A cross-disciplinary panel with membership drawn from the University and externally (as appropriate) will assess applications. The assessment criteria are:

|  |  |
| --- | --- |
| **Criteria** | **Guidance** |
| **Clarity of impact/knowledge exchange objectives** | Clarity of the impact/knowledge exchange (not research) objectives and proposed activities, including how this will be measured/evidenced.  |
| **Clarity of plan** | Clarity and coherence of the plan to achieve impact/knowledge exchange objectives, including, management, timeframe, and milestones.  |
| **Articulation of need** | Clarity of description of the research or skills base on which the project builds, the need being addressed, the benefits to all partners and/or justification of why skills/knowledge exchange objectives have been identified.  |
| **Value for money**  | The extent to which the proposal makes the best use of resources. |
| **Project partner involvement** **(call-specific)**  | The suitability, level of engagement, and degree of support offered by the partner organisation(s), where applicable. Letters of support may enhance application strength. |
| **Sustainability** **(call-specific)** | The extent to which the project outlines plans for potential next stages (including further sources of funding) and/or explains how the project fits within a larger programme of work.  |

**Timeline**

The funding can support short-term projects of up to 6 months, provided all spending occurs by 31July 2024. The funding dates for this call are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Call opens** | **Call closes** | **Review** | **Project start** | **Expenditure completed** | **Final report** |
| 12 October 2023  | 15 December 2023 at 4 pm | January 2024 | No earlier than 31 January 2024  | By 31 July 2024 | Within 1 month of project completion |

Proposed projects should not start any earlier than 31 January 2024to allow sufficient time for fund allocation and activation. Project start dates are subject to appropriate agreements with any external partners being in place. **All spend must be completed no later than 31 July 2024.**

**Monitoring and reporting**

Expenditure should be posted on a monthly basis against the grant. Project holders and their departmental grants/finance officers must ensure that all expenditure is posted against projects by 31 July 2024. Further financial reporting will be requested at project close. **Please note due to funder budgetary restrictions, all spending must be completed by 31July 2024 (non-negotiable).**

All project holders will be required to report on the outcomes of their project, including meeting with a member of the Impact and Knowledge Exchange Team to discuss progress/outcomes.

We may also request images of the projects to use in reporting outcomes of the Bioscience IKEF for highlighting successful placements. We also welcome key updates via email on funded projects beyond the final report. This enables us to sign post you to any relevant support as well as to strengthen our future applications for institutional funding.