ESRC Impact Acceleration Account –
Knowledge Exchange Placements Applicant Guidance

1.  Background

1.1 The Economic and Social Research Council Impact Acceleration Account (ESRC IAA) was awarded to the University of Glasgow (UoG) to support the generation and development of non-academic impact from social sciences research. The Knowledge Exchange Placements Fund is one of 3 competitive schemes running as a part of the ESRC-funded IAA at the University.

1.2 Knowledge Exchange Placements are a core activity of the IAA, intended to develop sustainable partnerships between academic and non-academic organisations, based on the principle that the best way to exchange knowledge is through the movement of skilled people both into and out of the University. Placements may be based on activities such as the co-production of research in order to address the challenges of, or identified by, user organisations or the development of applied academic guidance on practice and policy issues. Placements from or to any external, non-academic organisation in any sector may be funded, provided they meet the eligibility criteria below.

1.3 The scheme will invite further applications in line with CoSS strategic requirements and available funds. Deadlines for all IAA schemes are available on the University webpages.

1.4 Guidance is provided within this document, but informal advice can and should be sought from the ESRC IAA Administrator, Mr Bill White (William.White@glasgow.ac.uk).

2.  Eligibility

2.1 Applicants

2.1.1 The scheme is open for applications from partnerships of one, or more:

- Academic staff from the University of Glasgow, and
- Employees of user organisations, where ‘a user organisation’ is one that can benefit from the application of our research or expertise.

2.1.2 A lead applicant from both the University of Glasgow and the user organisation must be identified, who will collaborate to lead a discrete piece of work that will bring about benefits to both parties.

PLACEMENTS OF ACADEMIC RESEARCHERS INTO USER ORGANISATIONS

2.1.3 The individuals undertaking the project work based at the user organisation are normally expected to be postgraduate researchers or postdoctoral researchers. Permanent members of academic staff may also be seconded to work at user organisations, but adequate justification should be provided
as to why this is necessary, and the resource implications for the applicant’s school must be discussed with the relevant Research Convenor/Director of Research.

2.1.4 If the proposed secondee is a PhD student who will be working on their secondment more than 20 hours per week, they should have submitted their thesis before the secondment begins but do not necessarily have to have had their viva or been awarded their degree. If it is a PhD student who has not yet submitted their thesis then they should not work more than 20 hours a week as a secondee. Applicants are advised to speak directly to from the College Knowledge Exchange and ESRC IAA Administrator, Mr Bill White (William.White@glasgow.ac.uk ), in the first instance.

PLACEMENTS OF USER ORGANISATION EMPLOYEES INTO THE UNIVERSITY

2.1.5 Inward secondees may be any relevant employee of a user organisation.

2.1.6 If a proposed secondee is not a UK national then visa considerations may apply. Applicants should contact HR before applying to establish any constraints on employment.

2.2 Project

2.2.1 The research underpinning the activities proposed must fall under the remit of the ESRC. Details of the breadth of disciplines eligible are available via the ESRC website. If your work falls at the borders between the ESRC’s remit and that of another research council, please contact the ESRC IAA Administrator, Mr Bill White (William.White@glasgow.ac.uk ), to discuss your eligibility.

2.2.2 Interdisciplinary projects with a major social science component are also eligible for funding.

2.2.3 A maximum of £15k per project can be applied for through the Secondment Fund. Projects are normally expected to last between 6 weeks and 2 years, although this may be reassessed at the discretion of the ESRC IAA Management Group Chair. Secondments may be full- or part-time and it is understood that this may change over the course of a secondment subject to the demands of the project or host organisation.

2.2.4 Secondments can be for whatever duration is most appropriate to the requirements of a particular collaboration. Anything from 6 weeks to 2 years is allowable. Secondments may be full- or part-time, but if the latter then only pro-rata funding may be awarded in support of them. A secondee must spend a minimum of one day per week at their host organisation.

2.2.5 Any number of secondees may be included in an IAA proposal; for some projects, the long term secondment of an individual may be the most appropriate vehicle for knowledge exchange, whilst for others, the short term secondment of an entire team/group may be more effective.

2.2.6 It is the responsibility of the applicant(s) to ensure that all proposed activities are in accordance with the University’s Code of Ethics and Code of Practice for Research.

2.3 Funding

2.3.1 For outward secondments, the following costs may be claimed from the IAA grant:

- up to 50% of the outward secondees’ salaries, superannuation and NI contributions
- reasonable travel and subsistence costs as necessary to support the secondee(s)
- up to 50% of the costs of consumables

2.3.2 For **outward secondments**, the *User Organisation* will be expected to fund/provide:

- 50% or more of the secondees' salaries, superannuation and NI contributions
- appropriate infrastructure and equipment to enable the secondee’s project work
- 50% or more of the cost of consumables

2.3.3 In addition, moderate costs for the buy-out of academic staff time to supervise a secondee may be claimed in exceptional circumstances, for example, where supervision of the secondee would require significant time out of the office, and where there are demonstrable costs associated with providing cover.

2.3.4 For **inward secondment** projects, the following costs may be claimed from the IAA grant:

- up to 50% of the inward secondees' salaries, exclusive of pension and NI contributions
- reasonable travel and subsistence costs as necessary to support the secondee
- reasonable research consumables

2.3.5 For **inward secondments**, the *User Organisation* will be expected to fund:

- 50% or more of the secondees' salaries and 100% of their pension and NI contributions

2.3.6 IAA funds may not be used for Estates or Indirect costs associated with the secondee(s) or for equipment costs.

3. **Ineligible costs, activities and applicants**

3.1 Post-graduate researchers and academic staff from other HEIs are not eligible to apply to the Secondment Fund.

3.2 The IAA is not intended to fund:

- Estates and indirect costs
- Activities already covered by prior funding awards (including the ESRC)
- Provision of general advice to users
- ‘Bridging’ of staff between posts
- Secondments to or from other HEIs
- The preparation of research grant applications
- Projects with limited potential for knowledge-exchange or impact, or those projects likely to achieve primarily academic impact

4. **How to apply**

4.1 The application form for the Secondment Fund can be downloaded from the same location as this guidance note.
4.2 Before completing an application form with a user organisation, applicants must discuss arrangements for managing Intellectual Property and the working terms and conditions of the secondee(s). A collaboration agreement and a secondment agreement will need to be in place with the User Organisation before the secondment can commence. Applicants should speak to the ESRC IAA Administrator, Mr Bill White (William.White@glasgow.ac.uk), who can assist in putting these agreements in place.

4.3 Application forms should be submitted electronically to <socsci-esrc-iaa@glasgow.ac.uk>.

4.4 All applications are considered in the first instance by the ESRC IAA Panel, comprising:

- Chair – Professor Jude Robinson, Deputy Head, College of Social Sciences
- Bonnie Dean, VP Corporate Engagement & Innovation
- Mark Mortimer, Executive Director Research & Innovation
- Professor Sally Wyke, Dean of Research, College of Social Sciences
- Professor Nick Watson, School Research Director, School of Social & Political Sciences
- Professor George Pavlakos, School of Law
- Professor Herve Moulin, School Research Director, Adam Smith Business School
- Dr Catherine Dodds, School Research Director, School of Interdisciplinary Studies
- Professor Mike Osborne, School Research Director, School of Education
- Dr Cassy Rutherford, Evidence and Learning Officer, Robertson Trust

4.5 Applicants will normally be notified of the decision within 10 working days.

4.6 Decisions are final and not subject to appeal.

5. Assessment Criteria

5.1 Applications will first be assessed for eligibility, and then considered according to the following criteria:

- The quality of the underpinning research and its potential for generating impact
- Potential to increase take-up of research by users
- The potential to secure or leverage additional funding
- Value for money and effective mitigation of risk
- Evidence of sustainability and network/relationship building capacity
- A clear explanation of how resources will be used to increase impact of research
- Projects with opportunities for capacity building (e.g. including ECRs or PGRs in project teams)
- Feedback and evidence of commitment from public, private or third sector partners
- Clear evaluation plans and ability to capture and demonstrate impact
- Fit with School and College research and KE priorities

6. Reporting
6.1 Award recipients will be required to submit a report detailing expenditure, use and outcomes (for recipients and users) within 4 weeks of the conclusion of the project, and at 9 month intervals for projects of 12 months or longer.

6.2 Additional audit may be conducted at further intervals after the conclusion of projects to track impact leverage over time.

6.3 All reporting requirements will be confirmed on award of funding.