Leeds Social Sciences Institute

UNIVERSITY OF LEEDS

**Impact Acceleration Account (2015-2019)
Guidance Notes**

1. Introduction

Leeds Social Sciences Institute (LSSI) has secured £502k of internal funding for an Impact Acceleration Account (IAA) that will contribute to the delivery of the Leeds Strategic Plan 2015-20. The Account will run for four years. The IAA is designed to support researchers in the social sciences to connect and engage with external organisations to maximise the impact and influence of their research on society and the economy.

The aim of the IAA is to maximise the impact and influence of social science research on non-academic partners, therefore the majority of the budget has been set aside to support high quality impact projects developed by social science researchers at Leeds via an open competition.

The Fund will support the following strands of activity:

1) **Responsive mode impact projects**
   Providing flexible funding for cross-disciplinary projects that demonstrate strong user engagement
2) **Knowledge exchange fellowships**
   Facilitating the movement of people between external organisations and the University which build and strengthen relationships
3) **PGR research placements**
   Supporting short-term external placement opportunities for postgraduate researchers

Each strand has a clear set of key performance indicators (informed by RCUK IAA reporting matrix set out in Appendix 1) which will be used to monitor and report on progress.

2. IAA Objectives

A key objective of the scheme is to provide match funding to support short-term projects with external, non-academic partners in order to demonstrate applicability of research and develop new relationships. All projects must have at least one external, non-academic partner that is making a contribution to the project (either cash or in-kind). External partners could include national and international businesses, public and third sector organisations, or community bodies. This fund will not support academic-academic collaboration.

We are looking to seed new relationships and partnerships with external organisations, although a new partnership is not a requirement for accessing funding. This support is particularly aimed at getting new/early relationships started where:

   • The academic PI is new to working with non-academic partners,
   • The external partner has not worked with the University of Leeds before, or
   • The project will create a step-change in the relationship with an existing partner.

3. Application and Award Process

There will be up to four calls for proposals during each academic session. Details of the call will be available on the LSSI website and will also be circulated via the email research networks (esslnet, artynet, mednet).

Application forms for each activity strand can be accessed via the LSSI website. Prior to submitting an application, please refer to the specific eligibility and assessment criteria for responsive mode impact fund, knowledge exchange fellowships, or PGR placement scheme.

Applicants must have the support of his/her Head of School / Supervisor and all applications must be submitted with a letter of support from the external partner, which demonstrates a clear understanding of the planned program of work and expected benefit the project will bring.

Completed forms should be submitted electronically to h.e.crow@leeds.ac.uk

Applications will be considered by the IAA Review Team. Panel members include: the IAA Director (Director of LSSI); two LSSI Deputy Directors; two representatives from the LSSI Steering Group, IAA Manager, EPSRC IAA Business Engagement Manager, plus external partners.

4. Application timetable:

Closing date for applications	Assessment panel
17:00, Friday 22 September 2017	Week commencing 2 October 2017
17:00, Wednesday 15 November 2017	Week commencing 27 November 2017
12:00, Wednesday 11 April 2018	Week commencing 23 April 2018
12:00. Wednesday 6 June 2018	Week commencing 18 June 2018
12.00 Wednesday 12th September 2018	Week commencing 24th September 2018

The IAA Manager will notify applicants of the award panel's decision. The award holder will be required to advise the relevant Faculty Research and Innovation of the awarded proposal. The award-holder will also be required to provide confirmation that the project has been considered by the host department's ethics committee.

Once the approved project has been confirmed, an account code will be assigned to the project, through which all project related costs should be charged. The award-holder is responsible for managing and reporting on expenditure.

5. Terms and conditions of funding

By accepting the award, successful applicants are agreeing to the following terms and conditions:
- Successful projects will be listed on the Leeds Social Sciences Institute website
- Award-holders will engage with LSSI to monitor project progress both during the life of the project and post project to allow the reporting of outcomes and capture of (potential) impact. This will include making non-confidential aspects available to assist with the development of promotional materials.
- Award-holders will be required to submit a two–page final report (template provided), outlining how the objective of the project and the relevant KPIs have been met and future plans within one month of the project completion date.
- Recipients of funding must ensure that the University of Leeds IAA is credited as providing support for the activity in any outputs
- Award-holders will be expected to participate in future capacity building events to share their experience and develop expertise
- The award is non-transferable
- All expenditure must comply with the University's financial regulations. The Faculty are responsible for all procurement and payments.
- The project timescales should be adhered to with any deviation being reported to RIS.
- If the PI leaves the University then the funding will cease.

SOCIAL SCIENCES IMPACT ACCELERATION ACCOUNT
Responsive Mode Impact Fund

The purpose of this strand is to provide flexible funding for cross disciplinary projects that demonstrate strong user engagement with potential to impact on policy and / or practice in the private, public and third sectors. The fund will support activities such as building relationships and networks with non-academic partners; the development of activities designed to apply previously completed research to policy and practice issues; the co-production of knowledge; or, policy or evidence seminars /workshops.

Collaboration with non-academic partners
All projects must have at least one external, non-academic partner that is making a contribution to the project (either cash or in-kind). External partners could include national and international businesses, public and third sector organisations, or community bodies.

Funding
Projects are likely to differ in scope and scale; the IAA will typically fund projects up to £15k, however consideration will also be given to more ambitious and innovative projects which exceed this maximum threshold.

The funds can be used to support existing staff employed by the University or to recruit new members of staff (on a fixed term basis) if necessary to meet the skill requirements of the role, providing this can be achieved in an appropriate timescale for the implementation of the project. Projects can be carried out on a full-time or part-time basis, depending on the nature of the work. Projects may involve one or more researchers. Awards may span multiple financial years and will be supported for up to a maximum of 12 months.

Please ensure the University's Recruitment Guide is followed to guarantee that HR and equal opportunities process is followed. If you have any questions in regards to recruiting new members of staff please contact Lisa Newman (ESSL Human Resources Administrator L.A.Newman@leeds.ac.uk).
Please also refer to the University's guidance on naming people on research grants.

We are also keen to support small grants with pump prime funding (in the region of £2-3k) to support events/meetings which bring together academics with external stakeholders. These grants are intended as a first step in developing new or strengthening existing collaborative relationships with non-academics. It is anticipated that five pump-prime projects will be funded each year.

Eligibility criteria
- Project proposals must align to the ESRC's disciplinary remit
- Applications are invited from any research active in the social sciences (whether or not they are ESRC grant holders) who, at the point of application, hold a current contract of employment as an independent researcher with the University of Leeds.
- Other universities can be co-applicants however, if the other institution is part of an existing IAA network, co-funding is expected from the co-applicant's institution
- All projects must have at least one external, non-academic partner that is making a contribution to the project (either cash or in-kind)
- Current ESRC grant holders are able to apply to the IAA however it in is not anticipated that the fund will support project specific activities which would normally be included in Pathways to Impact
- Projects should have the potential to deliver economic and /or societal benefit to UK organisations or citizens outside academia
- Awards will not be made available to fund new research or consultancy, however funding is available to support the development on new research collaborations which have the potential to lead onto externally funded research grant applications.

Eligible Costs
The award will only cover directly incurred costs associated with the project.
Applicants should provide a budget with their proposal and justification for the budget provided.
The following costs are not eligible for funding:

- o Academic staff time
- o Estates
- o Indirect, building and refurbishment costs

Successful projects will have an account set up for the project costs.

HOW TO APPLY

Applications must be submitted on the relevant form which is available on the Leeds Social Sciences Institute website.
Applications will be considered on a bi-monthly basis so that the process is able to flexibly respond to less predictive unforeseen issues in a timely manner.

Assessment criteria
Applications will be will be judged and prioritised against the following assessment criteria:

Assessment criteria	Comments	Weighting
i) External partner	• Is the PI new to collaboration with non-academic partners? • Is this partner new to the University? • If with an existing partner, does the project make a step change to this relationship? • Is there a letter of support showing clear commitment to the Research Impact project? • Will there be any financial or in-kind contribution from the external partner?	10
ii) Project summary	• Is it clear what 'problem' this project hopes to address and how this will be achieved? • Is this a clear knowledge exchange project, where the partners are working together on the exploitation of funded research outputs? This could include the development of a novel product or process, or to open up a new area of research or commercial venture, or to develop an area of public policy.	10
iii) Project plan	• Are there clear and SMART objectives for the project? (SMART: specific, measurable, achievable, realistic and time-bound).	10
iv) Outcomes and impact	• Could this project result in impact that can deliver significant economic, environmental and/or societal benefits for UK citizens or reach a large number of beneficiaries, or both? ▪ What are the expected impacts from this project and how do you plan to deliver the intended change? • Are there appropriate plans in place to maximise this? • For non-UK partners, is their realistic potential for net benefit(s) to the UK? • How will the impacts be monitored /evidenced?	10
v) Follow-on plans	• Is there potential for the project to lead to the development of a longer-term partnership? • Is there a plan for this collaboration/relationship to continue - in any form - after the duration of the project?	10

SOCIAL SCIENCES IMPACT ACCELERATION ACCOUNT
Knowledge Exchange Fellowships

The aim of the Knowledge Exchange Fellowship scheme is to facilitate interactions between external organisations and the University which build and strengthen relationships and facilitate knowledge exchange. The scheme will provide academic staff with an opportunity to work with a non-academic partner at their site, of for a non-academic partner to work on a project at the university for up to 12 months on either a full-time or part-time basis.

External partners may include industry, business, public sector/government organisations or third sector organisations. We are keen to support applications that focus on building and strengthening relationships between the University and external partners across the Leeds City Region.

For outgoing exchanges, the scheme supports teaching buy-out to allow researcher to spend time at the partner organisation. It is critical that the sabbatical does not impact on the delivery of the PI's existing commitments and this should be managed with the current sponsor (e.g. via project extension) or Head of School. Match funding would be expected from external partners for secondments which extend beyond 6 months.

For incoming projects, this scheme will provide funding to enable individuals from external non-academic organisations to visit University of Leeds and be embedded within departments or research groups for an appropriate length of time. Visiting Practitioners will be expected to have a planned programme of KE or engagement activity for the duration of their time at the university.

PIs must discuss secondment preparations with their Faculty HR team to ensure correct arrangements are put in place prior to the start of the project, e.g. access to buildings/systems necessary to carry out project.

Funding
The scheme will cover directly incurred costs only, for example salary costs for teaching cover or reasonable travel and subsistence costs up to a maximum of £10k per secondment, however consideration will also be given to more ambitious and innovative projects which exceed this maximum threshold.

Eligibility criteria
- Project proposals must align to the [ESRC's disciplinary remit](#)
- Applications are invited from any research active in the social sciences (whether or not they are ESRC grant holders) who, at the point of application, hold a current contract of employment as an independent researcher with the University of Leeds.
- Collaborations may be either early stage interactions or well-established partnerships.
- There must be a clear case for further development of the relationship via a KE project.
- Fellowships outside the UK are eligible, however all external partners should have a significant presence in the UK, e.g. manufacturing and/or R&D base, and the activity should be able to deliver benefit to the UK. Projects with external partners with no UK presence are eligible providing that the project can demonstrate clear potential for delivery of a net benefit to the UK
- A KE fellowship is dependent on the partner signing an appropriate secondment agreement with the university
- The project should have the potential to deliver economic, environmental and/or societal benefit to UK organisations or citizens outside academia.

Eligible costs

The award will only cover the directly incurred costs associated with the project. Applicants should provide a budget with their proposal that must be prepared in conjunction with your Faculty Research Office. Successful projects will have an account set up for these costs.

HOW TO APPLY

Applications must be submitted on the relevant form which is available on the [Leeds Social Sciences Institute website.](#)
Applications will be considered on a [bi-monthly basis](#) so that the process is able to flexibly respond to less predictive unforeseen issues in a timely manner.

Assessment criteria
Applications will be will be judged and prioritised against the following assessment criteria:

Assessment criteria	Comments	Weighting
i) External partner	• Is the academic PI new to collaboration with non-academic partners? • Is this partner new to the University? • If with an existing partner, does the project make a step change to this relationship? • Is there a letter of support showing clear commitment to the KE fellowship? • Will there be any financial or in-kind contribution from the external partner?	10
ii) Project proposal	• Is it clear what 'problem' this project hopes to address and how this will be achieved? • Is this a clear knowledge exchange project, where the partners are working together on the exploitation of social science research outputs? This could include the development of a novel product or process, or to open up a new area of research or commercial venture, or to develop an area of public policy.	10
iii) Project plan	• Are there clear and SMART objectives for the project? (SMART: specific, measurable, achievable, realistic and time-bound).	10
iv) Outcomes and impact	• Could this KE fellowship result in impact that can deliver significant economic, environmental and/or societal benefits for UK citizens or reach a large number of beneficiaries, or both? What is the expected impact and how do you intend to affect change? • Are there appropriate plans in place to maximise this? • For non-UK partners, is their realistic potential for net benefit(s) to the UK? • How will the impacts be monitored /evidenced?	10
v) Follow-on plans	• Is there potential for the project to lead to the development of a longer-term partnership? • Is there a plan for this collaboration/relationship to continue - in any form - after the duration of the KE fellowship?	10

SOCIAL SCIENCES IMPACT ACCELERATION ACCOUNT
PGR Research Placement Scheme

The Leeds Social Sciences Institute (LSSI) has been running a placements programme since 2011, which offers PGR researchers the opportunity to undertake part-time research projects within local organisations.

Working in a research capacity with an external partner, the researcher will have an opportunity to engage with the needs of the external organisation and to build the knowledge gained from the placement into their future research plans.

In previous years, PGR researchers have benefitted from working with organisations such as Leeds City Council, Chapeltown Citizens Advice Bureau, and West Yorkshire Probation Trust. A list of previous placements and the organisations that hosted them in the past can be found on the LSSI website under 'Previous placements and reports'. The scheme has been popular and has proved to be effective in improving a PGR researcher's employability and injecting innovative ideas into the host organisation.

The time commitment for the PGR researcher is estimated at about 130 hours in total, with weekly hours to be agreed with the organisation. Previously, PGR researchers have phased their projects over a 13 week period at ten hours per week. Projects must be completed within a 6 month period.

Projects might involve:
- Surveying or interviewing users or providers of relevant services to identify ways in which they could be improved
- Evaluating a project or scoping out the potential for a new project which aims to bring social or economic benefits to a particular community
- Gathering evidence, writing reports and responding to government consultation exercises/informing policy making

If you have a project in mind but are not sure how to develop it, do not hesitate to get in touch with Hannah Crow h.e.crow@leeds.ac.uk

Funding
Successful applicants will receive a scholarship of up to £1,950 based on a 130 hour research placement. Previously, researchers have phased their projects over a 13 week period at ten hours per week.

Eligibility criteria
The scheme is open to social science PGR researchers registered in either Arts, Environment, ESSL, LUBS, Medicine, or PVAC.

Eligible costs
Reimbursement of reasonable travel expenses will be considered, on a case by case basis.

Application process

We invite PGR researchers to submit their own project to be hosted by an external organisation. We require applicants to liaise with the organisation prior to submitting an application to us, and to provide us with written confirmation of the organisation's involvement in the project, as well as details of a contact person at the organisation

Applications must be submitted on the relevant form which is available on the Leeds Social Sciences Institute website. Applicants may find it useful to consult the LSSI placement webpage prior to submitting an application

Applications will be considered on a bi-monthly basis so that the process is able to flexibly respond to less predictive unforeseen issues in a timely manner.

Assessment criteria

Applications will be will be judged and prioritised against the following assessment criteria:

Assessment criteria	Comments	Weighting
i) External partner	• Is this partner new to the University? • Is there a letter of support showing clear commitment to the placement? • Will there be any financial or in-kind contribution from the external partner?	10
ii) Project summary	• Is it clear what 'problem' this project hopes to address and how this will be achieved? • Is this a clear knowledge exchange project?	10
iii) Project plan	• Are there clear and SMART objectives for the project? (SMART: specific, measurable, achievable, realistic and time-bound). Are the expected tasks and activities clearly defined?	10
iv) Outcomes and impact	• Could the project result in impact that can deliver significant economic, environmental and/or societal benefits for UK citizens or reach a large number of beneficiaries, or both? • Are there appropriate plans in place to maximise this?	10
v) Follow-on plans	• Is there potential for the project to lead to the development of a longer-term partnership? • Is there a plan for this collaboration/relationship to continue - in any form - after the duration of the placement?	10

RCUK IAA Reporting Matrix[1]

Activity (including)	Outputs (including)	Outcomes (including)	Impacts (including)
Secondments, Placements, Visits[2] Reporting must include information on the sector of the non-academic partner (and the size of corporate partners)	• Number of secondment projects (inward/outward) • Cash and in-kind contributions from non-academic partners • Joint publications with non-academic partners	• Number of partners who go on to pursue further collaborations with RO following secondment/ placement/ visit • Investment in further engagement following secondment • Future employment destination of secondee or others from the RO	• Jobs and/or increased turnover, profit and exports from/of new products and/or processes • Policy and/or practice change • Increased R&D expenditure of non-academic partner
Early Stage Commercialisation This can include social enterprise, joint ventures and spin outs	• Number of patents filed and disclosures received • Number and value of licensing agreements • Number of Proof of Concept (PoC) projects • Value of co-produced research • Number of market assessments completed • Number of prototypes/ tool kits/ test beds/ beta software produced • Number of CPD Programmes developed	• Investment gained in activity • Number of spin-outs/ social enterprise/ joint ventures established • External investment in spin-outs/ social enterprise/ joint ventures • Number of PoC projects funded by others • Licenses completed • Income generated (included through consultancy fully funded by non-academic organisation) • Extent and reach of CPD Programmes	• Jobs and/or increased turnover, profit and exports from/of new products and/or processes • New business models in non-academic organisations • Cost savings in non-academic organisations • Policy and/or practice change
User Engagement Reporting must include information on the sector of the non-academic partner (and the size of corporate partners)	• Number of collaborative projects supported by IAA (and number not supported) • Agility and rapidity of funding for time-bound activity • Number of new partners participating in collaborative projects/ proposals • Number of new collaborative projects/proposals following engagement through IAA funding • Cash and in-kind contributions from partners • Number of industry visits • Number of strategic events participated in (both ways) • Joint publications (academic and other) with non-academics	• Increase in range of research investors in the RO • Increase in research investment and engagement with non-academic organisations • Increase in the number of projects that continue beyond initial engagement • Increase in volume and value of collaborative activities (e.g. Innovate UK, KTP etc)	• Jobs and/or increased turnover, profit and exports from/of new products and/or processes • Increased R&D expenditure of non-academic partner • New business models in non-academic organisations • Cost savings in non-academic organisations • Policy and/or practice change
Driving Culture Change Reporting must cover all research career stages and career types (including professional services) as well as all areas of knowledge exchange (from Public Engagement to engaging with the Private Sector).	• Number of enquiries received from staff • Value of joint investment in IAA activities from within the RO (financial and broader resources) • Number of academics trained • Number of staff engaging (success rates for opportunities) • Case studies developed • Number of events and attendance • Number of people completing surveys/ interviews • Engagement with other institutions (with and without IAAs) • Complementarity between multiple IAAs and other funding, including between structures and processes	• Increase in number of researchers participating in KE/ Impact/ commercialisation activity • Increased income from impact activities • Increased number of engagements • Increase in resource requested from RCUK for Pathways to Impact	• Increased number of secondments • Increased co-produced research • Increase in range of research investors in the RO • Increased commercialisation and business/stakeholder engagement

---

[1] IAAs are not expected to deliver against every point in the matrix (as not all may apply to their IAA). RCs will capture the gross outputs for IAAs as an innovation support mechanism. The reporting matrix covering the numbers of meetings, events and projects must be supplemented by a narrative explaining the nature and quality of these developing relationships.

[2] With a visit being less formal than the others, but an engagement that is part of relationship, project or capacity building

20/07/2018

RCUK Definitions

Impact
RCUK defines impact as the demonstrable contribution that excellent research makes to society and the economy. This occurs in many ways – through creating and sharing new knowledge and innovation; inventing ground breaking new products, companies and jobs; developing new and improving existing public services and policy; enhancing quality of life and health; and many more.

Types of research impact

The Research Councils aim to achieve research impact across all our activities. This can involve academic impact, economic and societal impact, or both:
•Academic impact is the demonstrable contribution that excellent social and economic research makes to scientific advances, across and within disciplines, including significant advances in understanding, method, theory and application.
•Economic and societal impact is the demonstrable contribution that excellent social and economic research makes to society and the economy, of benefit to individuals, organisations and nations.

Directly incurred costs
This heading will include specific sub headings, the familiar direct costs of the research project, comprising:
- Staff - for example research assistants
- Travel and
- Other directly incurred costs:
    - Purchase /hire of vehicles, recruitment and advertising costs
    - Predicted costs for any communication, knowledge exchange, public engagement or other impact activities planned throughout the project