**SIMON INDUSTRIAL & PROFESSIONAL FELLOWSHIPS 24/25 – CALL FOR APPLICATIONS**

**Key Dates:**

* Applications close May 3rd 2024
* Awards will be announced in w/c June 10th 2024 and Fellowships must be planned to take place during academic year 2024-25, with the funds spent and claimed by July 2025.

**Introduction and Background**

The Simon Industrial and Professional (SIP) Fellowships were established in 1990 to complement the Simon Research Fellowships in the Social Sciences. The Fellowships provide opportunities for people employed in industry, commerce, the public sector, third sector, other professional services, or who are self-employed to undertake a fixed-term placement within the University. The Fellowship may be used for activities such as **capacity building**, or to scout and **develop opportunities for business collaboration**, **research impact, knowledge exchange** or other activities of strategic importance identified by the University.

**Simon Industrial and Professional (SIP) Fellowship Regulations**

1. The University will offer one or more SIP Fellowship(s), tenable in any School of the University. The normal expectation is that one Fellowship will be awarded per School. In the case where there is either no Fellowship application submitted from a School or no Fellowship is awarded to a School, funds will be made available to support Fellowship(s) elsewhere.
2. Fellows will be nominated by a School, and a designated academic host who is responsible for liaising with the fellow during the period of his/her appointment. Upon confirmation of awards made, administration for the post including HR requirements and arrangements for IT resources is the responsibility of the host School.
3. Fellowships will be open to candidates employed in the private, public or third sector, including the self-employed. Individuals employed by a higher education institute are not eligible.
4. The Fellowships will normally be tenable for a period of 4-12 weeks or FTE equivalent, this may be spread over a longer period. Where of exceptional quality, applications for longer periods up to a maximum of six months may be considered.
5. The value of each Fellowship will be determined by the awarding committee, having consideration to the experience and qualifications of the persons elected and the activity proposed. In addition, the awarding committee will take into consideration the employment circumstances of each person appointed and where relevant, would expect to receive written assurances that leave of absence would be granted by the candidate’s employer. In each case, the committee will agree the level of approved expenses.
6. University staff salary costs are **not** eligible for funding as part of the Fellowship, where a proposed Fellow is employed by a private sector organisation it is expected that their employer will continue to pay their salary. A day rate, commensurate with the experience and qualifications of the Fellow and appropriate to the project, is eligible for consideration where the individual is self-employed or working on a freelance basis, PGRs can also be paid on casual basis for work supporting the Fellow’s activity. Other eligible costs include reasonable travel expenses, funds to deliver workshops or focus groups, and limited research expenses (e.g. consumables).
7. Each application for a Fellowship must provide the following information, prepared by the nominating academic liaising with the prospective fellow:

i) *Details of the Fellowship activities*:

**a. rationale**

**b. the academic host and School where the Fellowship will take place**

**c. activities to be undertaken**

**d. benefits to the School/Faculty/University**

**e. project plan including timetable for activities**

**f. expected outputs**

**g. follow on plans**

**h. budgetary details (breakdown of costs, justification of included costs)**

ii) *Letter/statement of support from The Head of School (HoS)* - confirming acceptance to host the Fellow for the duration of the Fellowship and outlining the value the Fellowship will add to the School

iii) *Brief CV of proposed Fellow* (2 sides of A4 maximum)

1. It is expected that Fellows will spend the duration of their Fellowship working within the University unless the project requires the Fellow to spend periods away from Manchester and those periods have been approved by the awarding committee. It will be acceptable for Fellows to split the period of their visit.

9. As a condition of the acceptance of a Fellowship, each Fellow is required to submit a brief written report on the work undertaken during the Fellowship within six months of its completion, co-signed by the academic HoS, and to deposit in the University Library any publication that arises from the work.

**Funds**

i) Total funds available for 2024/25: £80,000; it is expected that funds are available for 8-12 Fellowships, with applications encouraged from each Faculty.

ii) The upper limit for individual applications is **£10,000**

**Case studies**

You can see examples of different SiP Fellowship projects here - [Simon Industrial and Professional Fellowship projects](http://www.humanities.manchester.ac.uk/research/funding/simon-industrial-fund/)

**Submission of Applications**

* Process and application form included below (pages 3-5). Applications should be submitted electronically, to [Rachel.kenyon@manchester.ac.uk](mailto:Rachel.kenyon@manchester.ac.uk) by 1700 Mon 3rd May 2024.

Rachel Kenyon

Business Engagement Manager

Feb 2024

**Application process and submission**

Please complete and return the application form below. **Please contact your Research Support Service prior to submitting an application. All applications must follow the usual School approval process. Host schools are responsible for administration associated with the Fellowship including HR, finance, IT and access requirements.**

* Applications open February and close end-April for Fellowships to be undertaken during the following academic year.
* Completed applications should be sent electronically to [Rachel.kenyon@manchester.ac.uk](mailto:Rachel.kenyon@manchester.ac.uk)
* Electronic letters of support (and signatures) are acceptable
* Applications will be reviewed by a panel made of members of the Business Engagement Strategy Group, or their appointed alternatives
* Feedback will provided by w/c June 10th

**Spend completion date**

All projects/activities and spend must be completed by 31st July 2025, extensions are not generally permitted under this scheme; (exceptions have been made where delivery has been impacted by the COVID-19 pandemic). In practice to allow finance offices to process expenditure prior to the University’s financial year-end, invoices and expenses claims should be submitted in before the third week of June 2025, if this is not possible the award holder’s finance office must be notified of planned claims on the account into July.

**Conditions of Funding**

Successful Simon Industrial and Professional Fellowship award holders must:

* Credit the Simon endowment and The University of Manchester as providing the support for the project and outputs.
* Submit a written report at the end of the Fellowship - The PI and collaborating partner are required to submit a final report at project end, detailing achievements, outputs, outcomes, impacts, and plans for follow-on activity.

**APPLICATION FORM**

**1. Project title** (Information in section 1 will be put in the public domain)

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**2. Project summary** (Information in section 2 will be put in the public domain)

|  |  |
| --- | --- |
| Proposed project start date |  |
| Proposed project end date |  |

|  |  |
| --- | --- |
| **3. Project team** (Information in section 3 will be put in the public domain) | |
| Academic host |  |
| School & Faculty |  |
| Research centre/institute |  |
| Main research disciplines |  |
| Contact details |  |
|  | |
| Applicant name |  |
| Organisation |  |
| Organisation address |  |
| Main business sector |  |
| Applicant email address |  |

**4. Project background** (Information in section 4 will be put in the public domain)

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| --- |
| Project overview/rationale  *The application should be written for a non-specialist audience and this section should provide a brief summary of the project*  *(Indicative maximum 150 words)* |

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| --- |
| Project aims and objectives  *(Indicative maximum 75 words)* |

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| --- |
| Opportunities for capacity building where applicable  *(Indicative maximum 75 words)* |

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| --- |
| Link to research undertaken at The University of Manchester  *This section should explain how the project builds upon research undertaken at The University of Manchester and state:*   * *A brief description of the research, key academic outputs (published/ planned) and previously funded projects (including RCUK and IAA) providing key grant references.* * *Any researchers involved in related research and opportunities for collaboration*   *(Indicative maximum 250 words)* |

**5. Project plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Key activities and project work plan  *Project stages and tasks should be linked to outputs, outcomes (and impact, where appropriate) along a proposed timeline- please complete the tick-boxes and table below*  Ethical approval considered  Any relevant project intellectual property issues discussed with UMIP | | | |
| Activity/ task | Output/ outcome/ impact | Delivery date | Who? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**6. Business case**

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| --- |
| Benefits to the School, Faculty and University  *(Indicative maximum 250 words)* |

Expected outcomes and impacts

|  |
| --- |
| * *Key non-academic beneficiaries of the project* * *Potential impact both during and beyond the project* * *How progress will be measured, monitored and evaluated? (Indicative maximum 250 words)* |

**7. Project outputs, follow-on and sustainability**

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| --- |
| Project outputs (including academic outputs, if applicable)  *Outputs might include: feasibility studies; joint publications including white papers, technical reports, manuals or guides; joint grant bids; creative outputs such as performances, exhibitions and compositions;*  *Where outputs have the potential for commercialisation this must be discussed with UoM Innovation Factory prior to the application being submitted. (Indicative maximum 150 words)* |

|  |
| --- |
| Long-term plans for collaboration   * *Please detail how you expect to build upon this project, how the Fellowship is expected to lead to follow-on activity with the Partner organisation:* * *When and how this will be approached?* * *The actions and investments by the University and/or external partner to deliver this work* * *Opportunities for future external funding capture. (Indicative maximum 250 words)* |

**8. Project budget**

***Please contact your local Research Support Service for assistance with the preparation of the budget.***

**(i) Project costs**

|  |  |  |
| --- | --- | --- |
| **Fund Heading** | **Description/detail** | **Costs (£)** |
| Travel and subsistence | *Please indicate number of visit/trips and days per visit/trip* |  |
| Consumables | *Equipment can be included* |  |
| Events/workshops | *Running costs for events such as workshops & focus groups* |  |
| Fellow day rate | *Include FTE and duration. Should be applied only where Fellow is self-employed or representing a start-up or micro organisation, other employed individuals are expected to have salary paid by their organisation who should be supportive of the project.* |  |
| Other | *Please specify* |  |
| TOTAL |  |  |

**9. Submission**

* Please send electronically to [Rachel.kenyon@manchester.ac.uk](mailto:Rachel.kenyon@manchester.ac.uk)

**Please ensure that the following documents are sent by the deadline:**

1. **Simon Industrial & Professional application form**
2. **Letter/statement of support from The Head of School (HoS) - confirming acceptance to host the Fellow for the duration of the Fellowship and outlining the value the Fellowship will add to the School**
3. **Brief CV of proposed Fellow (2 sides of A4 maximum)**

**Panel use**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clear aims and objectives** | **Excellence of research** | **Benefits** | **Feasibility to deliver** | **Potential for impact** | **Sustainable follow-on collaboration** | **Value for money** | **Decision** |
|  |  |  |  |  |  |  |  |