

Research Collaboration Fund for Research Staff – Guidance Note 2023/24

Aims of the Fund

The Research Collaboration Fund aims to provide support to research staff to establish a collaborative research project with a cross disciplinary partner. The fund is an opportunity for research staff to build their interdisciplinary research and develop a collaborative research grant or fellowship application.

For the purposes of this call research staff are defined as individuals employed on a substantive contract whose primary responsibility is to conduct research and who are usually supported by grants which are of a fixed duration. This includes research assistants, research associates, postdoctoral research associates and research fellows including Presidential Fellows.

Application Process and Deadlines

Applications will be reviewed and assessed by Faculty colleagues in the Faculty in which the applicant is based. The review and assessment will be led by the Faculty's academic representative on Research Staff Strategy Group (RSSG). In 2023-24, applications will be assessed three times a year, following the schedule below. Please note that all award have a deadline by which funds will may be spent. Unspent funds cannot be carried over or transferred.

Application Submission Deadline	Applicant Informed of Decision	Date funding available to spend	Deadline by which funding must be spent
23 October 2023	10 November 2023	1 December 2023	1 June 2024
4 December 2023	17 January 2024	31 January 2024	31 July 2024
17 June 2024	12 July 2024	1 August 2024	31 January 2025

Information for Applicants

1. All applications must be made using the template application form (below) and made directly to resdev@manchester.ac.uk.
2. Applicants can apply for costs **up to a maximum of £5000** to explore opportunities for future collaborative funding bids with a cross disciplinary partner. The funds can cover networking costs, workshops costs, external staff, and consumable costs for feasibility and pilot studies or preliminary research data collection in an interdisciplinary area which has the potential to lead to an external funding bid. Please note only direct costs are eligible; **directly allocated staff time and overheads are not recoverable**.
3. The duration of the collaborative research project should be from three to six months, and deliverable in the timescales outlined in the table above. These dates will be specified in the approval letter sent to successful applicants.
4. A full breakdown of all estimated costs is requested on the application form; where costs are reported in a foreign currency applicants should convert to sterling and quote details of the exchange rate used.
5. Applicants should ensure all sections of the application form are complete including a summary of the project, the expected future funding plan, a statement of support and requested budget. Incomplete applications will not be considered.
6. Applicants should attach to the application a letter of support from the collaborating partner.
7. Awards are made on the basis of estimated costs and if the actual costs incurred are lower than the amount stated, the award will be reduced accordingly.
8. Successful applicants must familiarise themselves with and follow University guidance in relation to project set up, financial processes and procedures. Failure to follow such procedures, including expense

reimbursement requirements, may result in claims being rejected. Successful applicants should be sure to include all applicable additional costs into their budgeting, such as national insurance and the apprenticeship levy, where appropriate.

Criteria for Awards

1. At the time of application and throughout the funded activity the lead applicant must be a member of staff at the University employed on a research only contract.
2. If the successful applicant leaves the University please note that the funds cannot be transferred.
3. Research staff will not be eligible to receive more than one award from the research collaboration fund in a three year period.
4. Awards to successful applicants are not transferable and apply only to the researcher stated in the application.
5. The collaborative partner does not need to be external or from a non-academic sector, however, evidence that the partnership is interdisciplinary should be provided.
6. Assessment is to be based on four criteria:
 - a. Quality, strength and interdisciplinary nature of the proposed collaboration
 - b. Alignment to the University's research priorities
 - c. Potential for a future external research funding application
 - d. A supporting statement provided by the Head of Department/Division/Discipline Area.
7. All successful applicants will be expected to complete a post-activity report, using the online template here [Research Staff Collaboration Fund Post Activity Report \(The University of Manchester\)](#) for which the grant was awarded within one month of the completion of the activity.

Research Collaboration Fund for Research Staff - Application Form 2023/24

Research Collaboration Fund for Research Staff		
Name of applicant(s)		
Email address		
Job title		
School		
Project Title		
Collaborating partner(s)	Attach a letter of support from collaborating partner	
Details of the interdisciplinary basis of the proposal (50 words max)		
Alignment to University research priorities (100 words max)		
Provide a summary of the project including start and end date, aims and objectives, whether this is related to a new or ongoing piece of work, a workplan outlining deliverables and expected impact (max 500 words)		
Future Funding Plan – please indicate the expect funder call and submission date		
Requested budget please provide details of the estimated costs (in sterling) of:		
Cost	Amount	Justification
Staff costs		
Other costs		
Consumables		
Total Costs		
Applications must be costed by the relevant RSS hub; only direct costs are eligible; directly allocated staff time and overheads are not recoverable.		
Supporting statement from Head of Division/Department/Discipline Area (100 words max)		
Name of Head of Division/Department/Discipline Areas		