

## Research Dissemination Fund for Research Staff – Guidance Note 2023/24

### Aims of the Fund

The Research Dissemination Fund aims to provide support to research staff to disseminate and communicate their research findings and share their research knowledge and material beyond their immediate peers. The fund is an opportunity for research staff to develop their presentation and communication skills, engage with both academic and non-academic audiences and establish networks for potential future collaborations. Examples of dissemination activities include but are not limited to conference presentations, hosting public engagement workshops, publication costs, working with policy makers, adapting materials for different audiences, virtual networking events.

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. Applications will be assessed on a monthly basis between September 2023 and June 2024, monthly deadlines are outlined below.  
**29 September 2023, 23 October 2023, 20 November 2023, 22 January 2024, 26 February 2024, 25 March 2024, 29 April 2024, 20 May 2024 and 24 June 2024.**
- Please note successful applicants to the June 2024 deadline will not be able to commence spending their funds until 1<sup>st</sup> August 2024.
- Applicants are encouraged to submit their application at least eight weeks in advance of the dissemination activity.
- Applications will be considered and by the appropriate Faculty representative(s) of the Research Staff Strategy Group on a monthly basis.
- Applicants will be informed of the outcome no later than six weeks after the deadline.

### Information for Applicants

1. All applications must be made using the template application form and made directly to [resdev@manchester.ac.uk](mailto:resdev@manchester.ac.uk)
2. Applicants can apply for the cost of the dissemination activities up to a **maximum of £500**.
3. A full breakdown of all estimated costs is requested on the application form; where the costs are reported in a foreign currency applicants should convert to sterling, details of the exchange rate used should be quoted.
4. Applicants should ensure all sections are complete including an outline of the dissemination activity, expected benefits, statement of support and requested budget. Incomplete applications will not be considered.
5. If the dissemination activity is conference attendance please note applications for retrospective conferences will not be considered.
6. If the dissemination activity is conference attendance then applicants should attach to the application form evidence of their active engagement in the conference, for example, evidence that their paper has been accepted.
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.

### **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 this in a single academic year, defined as September to August.
4. Awards to successful applicants are not transferable and apply only to the researcher and the activity stated on the application.
5. The dissemination activity does not need to be a result of the research project the researcher is currently working on, it can relate to previous research projects or PhD studies.
6. Assessment is to be based on three criteria:
  - a. the expected impact of the dissemination activity
  - b. the impact of the dissemination activity on the professional and career development of the researcher and
  - c. a supporting statement provided by the Head of Department/Division/Discipline Area.
7. Applications from researchers who do not have access to any other allowances or research support funds will be prioritised.
8. All successful applicants will be expected to complete a post-activity report for which the grant was awarded within one month of the completion of the activity. [Research Staff Dissemination Fund Post Activity Report Template \(The University of Manchester\)](#)

### **Responsibilities**

1. The Researcher Development Team will:
  - a. Receive, collate and send applications to the Faculty lead member of Research Staff Strategy Group (RSSG) every four weeks.
  - b. Be responsible for all email communication with applicants.
  - c. Allocate finance codes for each awarded project and monitor spend against the respective Faculty budgets.
  - d. Update the Faculty lead on the remaining budget on a regular basis.
2. The lead Faculty member of RSSG will:
  - a. Assess applications from their Faculty on a monthly basis.
  - b. Liaise with other Faculty members where required to make decisions.
  - c. Inform the Researcher Development Team of decisions within three weeks of receiving the applications.

## Research Dissemination Fund for Research Staff - Application Form 2023/24

Research Dissemination Fund for Research Staff	
Name of applicant	
Email address	
Job title	
School	
Dissemination Activity	
Does your research grant have a research support budget?	
<b>Summary of the dissemination activity</b> detailing aim, audience, and impact (100 words max)	
<b>Summary of the benefits to you</b> and your professional and career development (100 words max)	
<b>Supporting statement</b> from Head of Division/Department/Discipline Area (100 words max)	
<b>Requested budget</b> please provide details of the estimated costs (in sterling) of the activity including travel, fees, accommodation, other costs. If the cost of the dissemination activity exceeds £500 please provide details of how the costs will be funded	
Name of Head of Division/Department/Discipline Area	