Collaboration and Innovation Grant Frequently Asked Questions

Eligibility

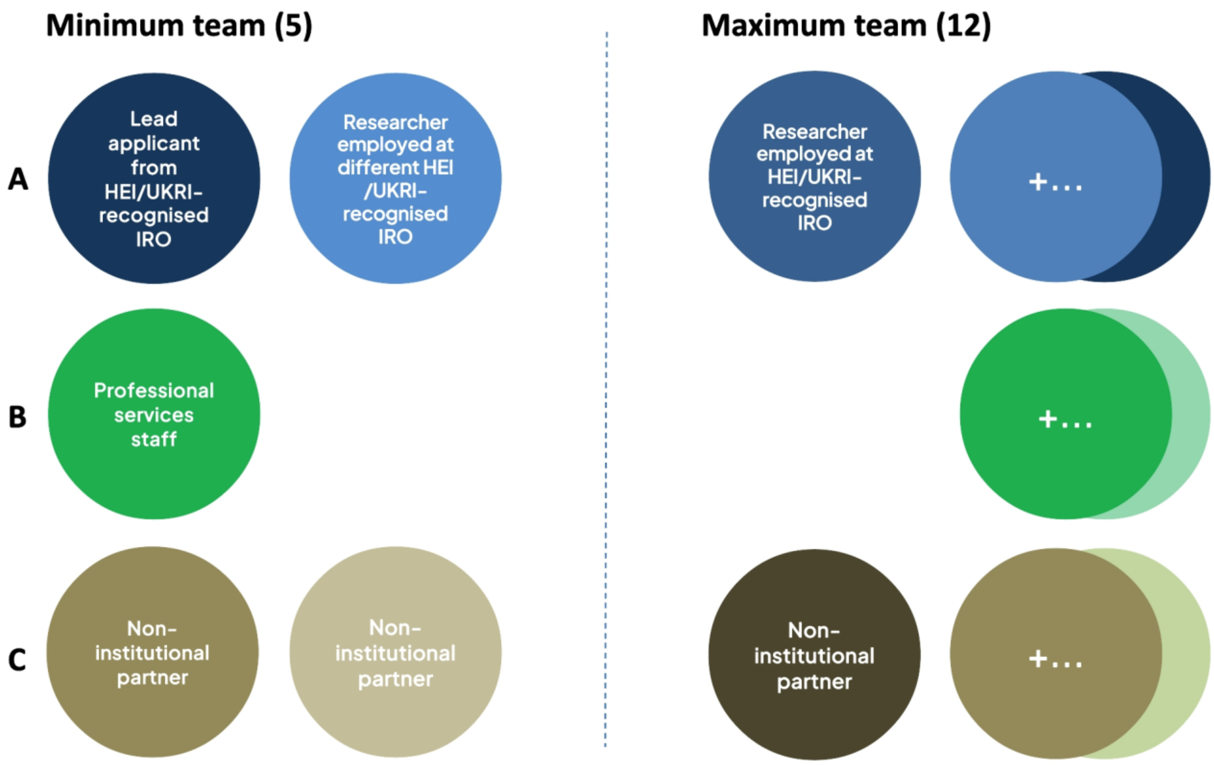
Who should be in a project team?

Project team members fall into three categories:

A. Researchers employed at an HEI/UKRI-recognised IRO;
B. Other HEI/IRO professional services staff, and;
C. Non-institutional (HEI/UKRI-recognised IRO) partners.

Teams should be composed of a minimum of: 2 team members from Category A, 1 team member from category B and 2 team members from category C.

This infographic shows the minimum and maximum team composition in more detail.



Category A:

- At least two researchers in category A should not have worked together on a research project (see next question for our guidance on this)
- At least two researchers should be from different HEI institutions or UKRI-recognised IROs
- PhD students are eligible as additional members

Category B:

- Professional staff can be either from the lead applicants' institution or a different institution

Category C:

- Non-institutional partners can be individuals from the same or different HEIs or UKRI-recognised IROs
- Non-institutional partners can be independent practitioners e.g. artists, independent researchers, independent curators

Please refer to the application guidance for specific details on the role types within each category.

What do you mean by 'new working relationship'?

We recognise that applicants may have worked together informally before, have preexisting relationships or know of each other. A key aim of the grant is to build the strength of informal networks like this. The grant requires that researchers in the project team must not have worked together in a formal capacity, such as holding a grant together or having published together. Good examples of potential collaborators you could work with might include:

- people you have often met at academic conferences or been on panels together scholars whose work you often cite, without having published together
- academics at an earlier career stage whose emerging work you believe is important
- academics at a later career stage who have a body of work you would like to engage with in more depth
- former colleagues who were at the same institution some time ago, wishing to reconnect and recombine people with shared research interests who you may have known for some time.

What proportion of proposed project teams should be 'new working relationships'?

To ensure sufficient new collaboration, we require at least two researchers to not have worked together in a significant way, such as being investigators on the same grant, or publishing together. If you want to apply with a colleague with whom you have held a grant or published research, they must be additional to the minimum two required researchers.

It is fine to have worked with the other HEI/IRO professional staff or non-academic partners before.

This grant is about developing new partnerships and enabling collaboration, so we ask applicants to go with the spirit of this requirement and think ambitiously about how you might evidence potential for novel collaboration in your application.

How can PhD students be involved?

Up to three PhD students can be part of the project team but this must be in addition to the minimum quota of two researchers. They can be affiliated with the lead applicant's institution, the institutions of the other researcher, or a different institution. PhD students are eligible to be paid. PhD students should have a letter of support from their supervisor.

Are undergraduate and masters students eligible as project team members?

UG/PGT students can be involved informally within the project, at the discretion of the project lead, but cannot be part of the project team.

Are community researchers eligible within category A?

We acknowledge the valuable contribution of community researchers within the research landscape. For this grant, they are counted as 'independent researchers' and can be counted in category C: non-institutional partners. Community researchers are not eligible as lead applicants.

What are professional services roles?

For the purposes of this grant, professional services staff are employed at HEIs or IROs in roles such as marketing, communications, student support, administration, public engagement, and librarians, curators and technicians.

Can a professional services staff member apply as lead applicant?

In exceptional cases, professional services staff employed in HEIs can act as lead applicant. Professional staff who meet these requirements will need to supply a letter of support from a Head of Department or equivalent confirming:

- the proposed lead applicant substantively conducts academic research;
- the proposed lead applicant is an appropriate person to hold the grant within the institution, and;
- that an appropriate support environment is in place (in terms of relevance to the job role, autonomy, time allowance and flexibility to travel etc.)

All applicants in IROs (which often do not keep a clear academic/professional contractual distinction) will need to confirm that their role is substantively to conduct academic research.

If neither of these apply to you, please contact us for further guidance.

Which disciplines can be involved in the project team?

The lead applicant must be from an arts, humanities or social sciences discipline. Project groups must have arts, humanities or social sciences disciplines at the heart of the collaboration. We encourage involvement of all other disciplines, and interdisciplinary approaches – researchers other than the lead applicant can be from any discipline.

What if someone is eligible in more than one category?

If someone is employed in a salaried position at a HEI or UK-recognised IRO, they must be included within category A or B.

Payment and contribution

Who can be paid?

- Honorary/non-stipendiary researchers can be paid if they are not on a university payroll.
- PhD students can be paid as long as they are not on a university payroll.
- Non-institutional organisations and individuals

This includes payment for contributions to public engagement activities which the team may organise.

Who cannot be paid?

Anyone salaried at a HEI or a UKRI-recognised IRO, including both academic and professional services staff.

Individuals participating on behalf of an organisation cannot also be paid individually and should be paid through their organisation.

How much should non-institutional partners be paid?

- Lead applicants should make an assessment of costs for staff time from participating organisations, based on discussion with those organisations. Not all organisations will seek payment, but for some it may be essential.
- For team members who are not based in organisations, best practice is to both ask the individual for their rates and to consult relevant guidance.
- For creative practitioners e.g. artists, writers, you might consult:
    - Artists' Union England
    - Scottish Artists Union
    - The Society of Authors
    - National Union of Journalists
- For community partners and groups, you might consult
    - National Institute for Health and Social Care
- For independent researchers and curators, you might consult:
    - Course: Going Freelance with a Humanities PhD | RESHAPED (free to access with login)

What costs can be included in the 25% match funding?

The lead applicant's institution can provide 25% match funding in the form of a) direct funding to the project, or b) provision by the institution of staff time (where this would be eligible to be Directly Allocated in a UKRI grant), space, resources, or support equivalent to the same value.

Must match funding be provided from the lead applicant's institution?

Match funding is a condition of funding for the institution which receives the grant, i.e. the lead applicant's institution. This is to ensure recovery of the balance of full economic cost from HEIs funded by UKRI, in line with standard funding policy. The lead applicant's institutions could seek a contribution from partnering institutions towards the match cost – but this is unlikely to be practical in most cases.

How will team members be expected to contribute to a project?

Lead applicants are likely to contribute more time to a project as they are responsible for project management of the grant, including: administration, meetings, budget, team coordination, project direction.

Other team members will be expected to support the lead applicant in various collaborative ways and may lead on specific strands of work or activity.

Depending on team size and capacity, it is likely that non-lead team members will spend a minimum of 5 days on the project across 10 months.

Content

Can project proposals involve new or continued research?

The Collaboration and Innovation Grant is a public engagement grant, not a research grant. As such, applications should propose projects that are informed by existing research or that use public engagement to scope future research questions. Projects should not seek to answer active research questions or generate original research data.

Should proposals for project activities be fully formed?

At the point of application, we would expect to see a concept of potential activities, but not finalised plans for activities and their delivery. It is important for ideas to develop from collaboration between project team members.

Can this grant be used to lay groundwork for a larger grant application?

This grant provides space to generate collaborations and insights which may lead to future grant applications. However, this is not a research grant and the main activity arising from the grant should be public engagement.

Other

Where should proposed projects and teams be located?

Proposed project teams and project activity should be located within the UK. All team members must be based in the UK. Engagement activities generated by the team must take place in the UK (or in non-geographic spaces e.g. online).

In making the decisions for the final awards, the review panel will also balance awards by considering an application's potential for engagement with underserved communities in rural, coastal or urban locations and balancing geographic diversity of awards.

Can CPEP help match individuals in HEIs or IROs with non-institutional partners, or vice versa?

CPEP is not able to support with matching or introducing partners due to team capacity. We recommend non-academic partners reach out to specific research teams or researchers whose research interests may align well. Researchers in HEI/IROs may refer to Being Human Festival's 'Working with a Partner' toolkit for advice on how to find the right non-academic partner.

How does the Collaboration and Innovation grant differ from the Community Connections grant?

The Collaboration and Innovation Grant is led by a researcher in collaboration with other researchers and partners. The Community Connections Grant is community-led, with the support of a researcher.

The funding available for the Collaboration and Innovation Grant is £10,000-15,000. The funding available for the Community Connections Grant is £5,000.

How much is available?

The funding available for the grant is between £10,000 and £15,000. We expect to make awards across this range.

Is there a limit on how many applications a single HEI can make?

No. We will consider multiple funding applications from one institution, but we encourage you to liaise with your colleagues internally before submitting, as one coordinated application may be more successful.

Are there any requirements regarding treatment of IP arising from the project or can this be negotiated between the partners?

The Intellectual Property clause from the grant Terms and Conditions is as follows:

The University of London, via the School of Advanced Study, is lead grant holder of the Centre for Public Engagement Practice and associated grants. It retains the following intellectual property and related rights over the Collaboration and Innovation Grant:

a) All intellectual property rights over project content directly produced by the University of London, excluding any original works or research outputs created by participants during the project, which remain the property of the participants.
b) The right to negotiate non-exclusive licenses for the use of participants' works for promotional or educational purposes, subject to participant consent.
c) The right to film, photograph, and record project events, provided such activities do not infringe on the intellectual property rights of individual participants without their consent.
d) Ownership of any anonymised or aggregate data collected during the project, such as audience metrics, surveys, and feedback.
e) Background Intellectual Property means intellectual property rights which are owned by either Party which exist at the date of this Agreement or may arise prior to the expiry of this Agreement and independently of this Agreement. For the avoidance of doubt any Background Intellectual Property belonging to a Party shall remain at all times vested in the Party that introduces it to the Project. Each Party acknowledges and confirms

that nothing contained in this Agreement shall give it any right, title or interest in or to the Background Intellectual Property of the other Party.

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