

Research Office Research Staff Development Open Competition

Call for proposals, terms and conditions

Funding for the training of research staff at Loughborough University.

Calls are invited for applications for funding to support research staff training and development. This competition seeks to enhance the development of researchers through the provision of innovative, novel and exciting additional activities and resources that will enhance transferable skills and employability. We are particularly keen to develop researcher-led activities.

The initiatives funded must fall within the requirements for skills development and training in one or more of the areas of: Research Management, Personal Effectiveness, Communication, Networking and Team Working, Career Management (C-G in Joint Skills Statement; <http://vitae.ac.uk/policy-practice/1690/Joint-Skills-Statement.html>). Please note that the funding will not be allocated to applications falling outside of these areas including applications for individual conference attendance or research activities, unless a case demonstrating the wider impact of such an activity can be made. Furthermore, funding will not be allocated to projects where there is similar provision already in existence within the University. It is the responsibility of the applicants to ensure that they have fully researched their proposal and identified any similar, existing provision.

A short, end of project/event report will be required, demonstrating the outcomes of the project. Successful applicants will also be invited to attend a dissemination event, organised by the Research Office, where the successes of the events can be shared.

Terms of reference

There will be three separate funding streams within the competition, designed to target different constituencies. These are:

University-wide or faculty-level initiatives

These will offer potential benefits to all research staff at Loughborough University or research staff within a particular Faculty. Applications are welcome from any departments or individuals within the University.

Group Awards

These are smaller initiatives that will benefit more specialised groups of research staff. Bids for these initiatives will be accepted from any member or group of staff. Projects may be, for example, to establish a seminar series, journal club or discussion group. It will be an advantage if bids come from more than one department.

Individual Awards for Research Staff

Focused activities that will benefit individual research staff (e.g. attending a specialised training event, covering transferable skills as outlined above, where no other funding is available). Bids for these initiatives will only be accepted from research staff.

Bids for less than £500 will be accepted at any time. For requests greater than £500 there will be three deadlines this year **1 December 2010**, **1 April 2011**, (plus **1 August 2011** if sufficient funds remain). A ceiling of £2000 will be applied, although in exceptional cases applications for higher levels of funding will be considered. There is £15 000 available for the academic year 2010-11. Completed applications

should be sent to Dr Di Beale, Research Office (d.d.beale@lboro.ac.uk) or to Bee Narga-Martin (email address available from 1 November 2010) by the above deadlines.

Frequently Asked Questions

- How will the funding be transferred/reimbursed to me?

Funding will be transferred, via an internal transfer, to an agreed code within your department.

- What records of expenditure do I need to keep?

Please keep all records and receipts to enable you to make a claim for your expenses and to provide evidence of how the money was spent as part of your end of project report.

- How will my application be evaluated?

Your application will be evaluated according to the criteria laid out in the 'Research Staff Open Competition Assessment Criteria' provided below.

- When will I be expected to complete the project?

We anticipate that all projects will be completed within 18 months of the initial project funding date. Any money unspent by this point will be returned to the Research Office.

- Can I apply for more than one project?

Applications are limited to one individual application and one group application per person per year. Resubmission of applications will be permitted.

- How much is available, overall?

Overall there is £15 000 available for the academic year 2010/11.

- What projects have been funded in the past?

A total of **£14 947** has been awarded from July 2009 September 2010. The previously successful projects in to the competition were:

- Dr Elizabeth Dodson (ESRI) - Neuro-Linguistic Programming (NLP) Practitioner Certification Course
- Dr Mark Evans & Dr Ian Graham (D&T): Developing researcher capability in the management of practice-based research methods
- Dr Jun Lu (Civil & Building): Improving the Interpersonal Communication Skills
- Women and Gender Studies Group (WAGS) (Cross-departmental)
- Ruth Stubbings, Helen Young and Peter Lund (Library, cross-institutional) - Information handling for researchers – Online course
- Becky Brown and Debi Maskell Graham (CCFR) "101 practical solutions for the Loughborough Researcher by Researchers: a pocket guide to research involving people"
- Dr Candice Majewski & Dr Laura Justham (Wolfson School) - Research staff web area for Wolfson School
- Pratap Rama: Project Management in Engineering for Reesearch Staff through the PRINCE2 Foundation Level: Basic Principles and Application
- Dr Elena Irina Neaga (EEE): Enhanced Skills for Leading and Networking on Gender Issues in Digital Society
- Aadil Kazi: Stage 1 Qualification in Occupational Psychology and knowledge transfer

Research Office Research Staff Development Open Competition

Application form for funding for research staff development at Loughborough University.

For an application to be considered applicants must complete this pro-forma, not exceeding two sides of A4. This competition is open to any staff at Loughborough University.

Name:	Date:
Department:	
Email:	
Telephone:	

1. Title of proposed project:
2. Aims & objectives of the proposed project
3. Who is the initiative aimed at? What will be the benefit to different stakeholders?
4. What are the main activities to be undertaken? What will be the concrete outputs or deliverables for this project?
5. Which transferable skills will be targeted (by the event itself and/or for the organisers)?
6. How will the activities be disseminated to the department, faculty or beyond?
7. How will the project fulfil a need that cannot be, or is not currently, met from within existing provision in the University/Department?
8. What will be the success criteria? What are the risks associated with the project?
9. What will be the total cost and duration of the project? How much money are you seeking towards this? (Please provide a detailed breakdown of the costs involved using a separate sheet if necessary.)
10. How will this initiative continue when the funding is spent?
11. Please state, with amounts, any other sources of funding you have applied to in connection with this project.
12. Additional supporting information.

Completed applications should be sent to:

Dr Di Beale and
Bee Narga-Martin
Research Office
Rutland Hall
Loughborough University
d.d.beale@lboro.ac.uk

Research Office Research Staff Development Open Competition

Assessment Criteria

Bids will be assessed, by a panel comprised of members of the Research Office, according to the following criteria:

1. How the aims and objectives of the proposed project will contribute to the strategic aims of the University, and provide an innovative and sustainable contribution to transferable skills development of research staff.
2. The nature and size of the target group, how staff employed in the Research job family will benefit from the proposed project and how the project will benefit wider groups.
3. How the project will provide activities or outcomes that are demonstrably innovative, novel & exciting.
4. How the project proposal falls within the requirements for skills development and training in one or more of the areas of: Research Management, Personal Effectiveness, Communication, Networking and Team Working, Career Management, as stated in the Research Councils Joint Skills Statement (<http://vitae.ac.uk/policy-practice/1690/Joint-Skills-Statement.html>). These skills may be developed by the project itself, and/or by the process through which the final outcome is achieved.
5. How projects will be disseminated for sharing of good practice with the wider University community and beyond, where appropriate.
6. How the proposed activity will provide outcomes that are not currently met within a department, or the wider University where applicable.
7. How the impact of the proposed activity will be evaluated/measured and how any identified risks will be overcome.
8. Whether the funding applied for will offer value for money, and whether the project aims and objectives are achievable within the time and cost resource requested.
9. The sustainability of the project beyond the initial period of funding.
10. Whether alternative funding from other sources has been explored/obtained.

Research Office Research Staff Development Open Competition

End of Project Report

Please provide a short report to demonstrate the outcomes and impact of the project

1. Title of Project:
2. What were the aims & objectives of the project? Did they change? How were they met?
3. Please outline the main benefits of this project to different stakeholders.
4. What main activities were undertaken? What were the concrete outputs or deliverables?
5. Which transferable skills were developed, from the event/project participants and/or for the organiser(s)?
6. Have you disseminated this work? How? Are there any future dissemination plans?
7. How did the project fulfil a need that was not previously met by provision in the University/Department?
8. Has this project achieved success? Did the project encounter any problems or difficulties? How were these overcome?
9. What was the total cost and duration of the project? (Please provide a detailed breakdown of the costs involved using a separate sheet if necessary.)
10. How will this initiative continue?
11. Please state, with amounts, any other funding you received in connection with this project.
11. Additional information.