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| **Aston University Research Impact Fund, 2022/23 – Open Call 2** |

**How to apply**

Please complete the form below, together with the required endorsement(s) and return to: [RKE-impact@aston.ac.uk](mailto:RKE-impact@aston.ac.uk)

Please refer to our online Guidance on applying to Aston's Research Impact Fund, together with the University’s [**Expenses Guidance**](https://www2.aston.ac.uk/staff-public/documents/hr/staff-expenses/Expenses%20guidance%20for%20employees%20v13-11-2018.pdf)where relevant, before you complete this application. You should also note that any reimbursement of out of hours childcare, nursing or social care costs included in your proposal and incurred as a result of your activities would be deemed by HMRC to be a taxable benefit, and would need to be processed through payroll as a taxable benefit.

Please also note that all universities have a responsibility to act with due diligence; that is to ensure that reasonable steps have been taken before entering into an agreement with another party. We aim to minimise the potential risk associated with collaborative relationships, depending on the partner, the sector, the nature of the proposed activity and the country concerned. For this reason, please ensure that you provide the specific information we request in Q8 regarding these issues, where they are relevant to your proposal.

Your proposal must be endorsed by your College impact lead and, where you are requesting funding to cover teaching buy-out, it must also be endorsed by your Head of School or equivalent. These endorsements must be completed in the relevant sections at the end of this form. Please ensure that you request these endorsements in good time and once your draft application has been completed.

**Please note that Applicants (or lead applicants for any collective application) who were awarded funds from either of the Impact Fund Open Calls in 2021-22 will not normally be eligible to apply for further Open Call funding in 2022-23.**

The timelines for the application and awards process are as follows:

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| Call open | Call close | Decisions communicated |
| 28th November, 2022 | 5pm, Thursday, 12th January 2023 | Late January/early February |

The minimum award under Open Call 1 is £3,000. The maximum available per proposal is £15,000 (please do not feel obliged to request the full amount if it is not needed). Funds must be spent by 31 July 2023, or 31 July 2024 if your proposal covers more than one financial year.

**Review process**

Aston University’s Impact Steering Group will review proposals.

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| **Application Form** |

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| Application code (to be completed by RKE Impact Team): | IFOC2-2022/3- |

Please use font size 11 and conform to the word limit, where applicable. If you require a version of this form with larger font size, please contact the Impact Team. **All questions require a response, except where indicated.**

1. Name of sole or lead applicant (first name, surname and any academic title e.g. Professor, Dr etc.)
2. Job title relevant to your application (e.g. Lecturer in Psychology, Professor of Physics etc.) (*Note that teaching-only staff and students are not eligible to apply)*

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1. Your Department, School or Research Institute (please use full name, rather than an acronym)

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1. Email address (must be an Aston University staff address)

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1. Name(s) of any co-applicant(s) (first name, surname and any academic title e.g. Professor, Dr etc.)

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1. Project title

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1. Please summarise your proposal, including its impact-related aims, the relevant research, key partners or beneficiaries, and activities (100 words max.).

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1. Please tell us about the research on which you intend to base your engagement and/or impact activities, including details of your role in the research, any relevant research funding awards, and any relevant key research outputs (300 words max.).

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1. Please outline the proposed engagement and/or impact activities, explaining how they are linked to the research in question, and in what way they will help you to generate, enhance, accelerate and/or evidence research impact. With the exception of proposals which focus only on evidencing impact, please include specific details of any proposed external partners and any intended beneficiaries of the project, including the role of any external partners, the number of intended beneficiaries, and how the intended beneficiaries will benefit from the proposed activities. Where you are proposing to collaborate with one or more external partners, or to carry out activity in one or more countries outside the UK, your information should include the following: the name(s) of any proposed external partner(s), the sector(s) in which your proposed partner(s) operates, the country in which your proposed partner is based, and the country (or countries) where the proposed activity will take place. (500 words max.).

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1. Please provide a plan and timeline, with approximate dates and deadlines, for your impact-related activities. **Except in instances where you are proposing early-stage engagement with external partners,** **your plan outlined below must include a robust plan for evidencing the relevant impact**. Note: all planned activities must take place before 31st July 2023, and all funding sought must be spent by that date, except where your proposal spans both 2022-23 and 2023-24. (300 words max).

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1. ***For applicants applying for funding to cover both 2022-23 and 2023-24 only.***Please explain why you cannot spend all your requested funds by 31 July 2023, and why you also require funding in 2023-24. **Note: your application will be assessed, in part, on the strength of the case you make for an extended period of funding.** (100 words max.)

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1. Please provide itemised details of the costs for which you are seeking funding, the total amount sought, and any details of match funding secured or sought. Please also provide a rationale for the costs for which funding is being sought. You should refer to the Guidance on applying to Aston's Research Impact Fund 2022 - 23 for details of the activities and resources which are eligible for funding, and those which are not. (When costing any travel, accommodation and subsistence costs, please refer to Aston’s [**Expenses Guidance**](https://www2.aston.ac.uk/staff-public/documents/hr/staff-expenses/Expenses%20guidance%20for%20employees%20v13-11-2018.pdf). When costing the engagement of any casual workers, please refer to Aston’s [**Guidance on Recruiting and Engaging Casual Workers**](https://www2.aston.ac.uk/staff/hr/recruitment/casual-workers), and don’t forget to include extra costs which may be applicable, such as National Insurance.) **Note: you must not request more than £10,000 for teaching buy-out or more than £8,000 for equipment.**

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| **Activity or item up to 31 July 2023** | **Cost in £ sterling** |
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| **Total project cost by 31 July 2023** |  |
| Total funding secured or promised from other sources by 31 July 2023 |  |
| **Total funding sought from Aston Research Impact Fund by 31 July 2023** |  |
| **Activity or item up from 1 Aug 2023 to 31 July 2024 *(where applicable – this portion of the table is only applicable to applicants requesting funding for 2022-23 and for 2023-24)*** |  |
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| ***Total project cost from 1st Aug 2023- to 31 July 2024 i.e. Year 2*** |  |
| *Total funding secured or promised from other sources (if any) from 1 Aug 2023 - 31 July 2024 i.e. Year 2* |  |
| ***Total funding sought from Aston Research Impact Fund 1st Aug 2023 – 31 July 2024 i.e. Year 2*** |  |
| **Total project cost to 31 July 2024 i.e. Years 1 & 2** |  |
| Total funding secured or promised from other sources (if any) to 31 July 2024 i.e. Years 1 & 2 |  |
| **Total funding sought from Aston Research Impact Fund 1st Aug 2023 – 31 July 2024 i.e. Years 1 & 2** |  |
| **Rationale for costs for which funding is being sought:** | |

Please also supply details of any match funding or other funding which will help meet the project costs (if applicable):

1. Have you applied for or been awarded any other internal or external impact-related funding (including UKRI research and IAA funding) during the academic years 2021-22 or 2022-23? If so, please provide brief details of the award(s) and/or application(s) in question. Applicants are welcome to apply to more than one internal impact-related fund at the same time to support different (but not duplicate) elements of the same project, as long as your proposal meets the criteria for each respective award programme. **Applicants who were awarded funds in Open Calls 1 or 2 in 2021/22 will not normally be eligible to apply for Open Call funding in 2022-23. If you received an Open Call award in 2021/22 and still wish to apply, please use this section to explain why you believe your further award would be justified.** (100 words max.)

**Endorsement from College Impact Lead (and Head of School or equivalent, if applicable)**

Your application must be endorsed below by your College Impact Lead (see our guidance on the Aston Impact Fund for details of who the relevant impact lead is). If you are requesting funding for teaching buy-out, your application must also be endorsed below by your Head of School (or equivalent). Applications which do not contain the required endorsement will not be considered.

1. I confirm that I have read and fully support this application.

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| **Name:** |  |
| **Job title relevant to College impact responsibilities:** |  |
| **College:** |  |
| **Additional comments (optional):** | |

IF YOUR PROPOSAL INCLUDES A REQUEST FOR FUNDING FOR TEACHING BUY-OUT, PLEASE ENSURE YOUR HEAD OF SCHOOL OR EQUIVALENT SENIOR MANAGER HAS CMPLETED THE ADDITIONAL ENDORSEMENT SECTION OVERLEAF.

1. (*For proposals including a funding request to support teaching buy-out only*). I confirm that have read the application, including the proposal for teaching buy-out and that I (a) support the application and (b) believe the proposed teaching buy-out is feasible if the requested funding is awarded.

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| **Name:** |  |
| **Job title relevant to application (should be Head of School or equivalent):** |  |
| **School:** |  |
| **Additional comments (optional**): | |

Please send your completed form to [RKE-impact@aston.ac.uk](mailto:RKE-impact@aston.ac.uk) The Research Impact Team reserves the right to reject any application which has not been properly completed and/or which does not contain the required endorsement(s).