

Updated 06/01/2022

# Guidance Notes

## 2021 – 2022 | TORCH Knowledge Exchange Innovation Fund

### CALL DATES

➔ For this call round, funds must be spent by 20 July 2022 the latest.

Call opening	MT 2021 Week 8	Wednesday	01 December 2021	12:00 noon (GMT)
Call closing	HT 2022 Week 4	Monday	07 February 2022	12:00 noon (GMT)

### FACULTY APPROVAL

All applications will need Faculty approval **before** the call final deadline. Typically, this is a week before the final deadline. We therefore strongly advise to discuss your application with your Faculty Research Facilitator well before the deadline (see point 22 for further information).

### INTRODUCTION

1. This fund is set up to support researchers in the Humanities Division with funding for strategic projects that use knowledge exchange and innovative approaches and practice. This includes working in a mutually beneficial way with an external partner.
2. The Humanities Knowledge Exchange Innovation Funds are an internal grant scheme that supports humanities research, knowledge exchange, and public engagement with research in the areas of **Creative Industries**, **Heritage**, and **Theatre & Performance**, as well as research areas outside of the aforementioned stands. They are supported through the University by Research England's Higher Education & Innovation Fund (HEIF).
3. Proposals of up to £5,000 are invited.
4. Successful applicants will be informed within 4 weeks of the closing date. Activity can begin any time from confirmation of the award (and appropriate financial set-up in place). All funds must be spent by 20<sup>th</sup> July 2022, to allow processing by the finance team.
5. The objectives for this fund are to:
  - I. Develop new, and consolidate existing, research collaborations with the **Creative Industries**, the **Heritage** sector, and **Theatre & Performance** partners as well as collaborations outside of these areas.
  - II. Increase the number of researchers actively engaged in knowledge exchange projects with these priority themes.
  - III. Illustrate innovative and entrepreneurial practices within Humanities research engagement and collaboration.

- IV. Provide an opportunity for researchers to trial and experiment ideas and develop collaborative projects and demonstrate the breadth of collaborative opportunities across different disciplines.
6. We have priority areas in the following themes and we have Officers to support these. We recommend that you contact the relevant Officer in advance so that they can provide advice and support for your application.
7. The [Creative Industries](#) strand is designed to support and encourage mutually beneficial collaborations and connections between researchers in the University and the Creative Industries. Applications are encouraged from those who wish to partner with creative industry sectors ranging from music, publishing, film, TV to AI, gaming, and VR. Collaboration activity can include anything from a series of workshops, a prototype of a game, a short film, or any other activity that enhances your research.  
Creative Industries Officer: Tasha Patel [tasha.patel@humanities.ox.ac.uk](mailto:tasha.patel@humanities.ox.ac.uk)
8. The vision for the [Heritage](#) strand is to enable ambitious and mutually beneficial partnerships that connect Oxford's world-leading expertise with the UK and international Heritage Sector. This vision is rooted in three core areas of activity: building partnerships, growing expertise and sharing knowledge. We work with colleagues within the University of Oxford and the UK and international heritage sector to develop mutually beneficial partnerships based on world-leading research. We do this by understanding the needs and requirements of the heritage sector and by working with colleagues in Oxford (and other universities), to build teams to answer big questions and challenges.  
Heritage Officer: Katerina Vavaliou [aikaterini.vavaliou@wadham.ox.ac.uk](mailto:aikaterini.vavaliou@wadham.ox.ac.uk)  
Heritage Engagement Fellow: Dr Oliver Cox [oliver.cox@humanities.ox.ac.uk](mailto:oliver.cox@humanities.ox.ac.uk)
9. The [Theatre & Performance](#) strand is designed to support the ambitions for this area and connect with other research networks, programmes and groups active in the University, the local cultural sector and beyond. Applications are encouraged from those who wish to partner with new theatre and performance organisations as well as those well established. The outcome of the collaboration could be anything from a performance, a rehearsed reading, a series of workshops, or other activity that you think serves your research well. As well as projects that are purely theatre and performance, we are interested in crossover areas with wider Creative Industries and Heritage.  
Theatres and Performance Officer: Ruth Moore [ruth.moore@humanities.ox.ac.uk](mailto:ruth.moore@humanities.ox.ac.uk)
10. Applications that crossover more than one of these areas are also encouraged.
11. Applications that sit outside of these areas are highly encouraged. If you have any queries please feel free to contact:  
KE Support Officer: Barbara Zweifel [kesupport@humanities.ox.ac.uk](mailto:kesupport@humanities.ox.ac.uk)

## FUNDING

12. Funding can be requested to:
- I. Develop or pilot new collaborative projects with external partners  
**or**
  - II. Improve/enhance existing activity with external partners.
13. *We will fund*
- I. Travel and subsistence costs
  - II. Research Assistance costs
  - III. Partner costs (Technical development fees, artistic and creative fees)
  - IV. Event costs (venue hire, refreshments, and facilitation fees).
  - V. Filming and editing, Photography costs
  - VI. Evaluation costs (staff costs, materials etc.)

*We will **not** fund:*

- I. Teaching buy-out
- II. Applicants' salaries

## ELIGIBILITY

14. Applications from both those new to, or experienced in, collaborations with theatre, heritage, and Creative Industries as well as applicants with research projects that sit outside of these areas are welcome.
15. The main applicant must be a researcher at the collegiate University in the Humanities Division. This includes Early Career Researchers, teaching staff and Faculty members. DPhil applicants are eligible as main applicants also. Applications that are interdisciplinary and include participants from different Divisions of the University are especially welcome. Please see (22) for information about seeking Faculty approval for your application.
16. Enquiries are welcome at any time; contact details provided at the end of this document.

## APPLICATION PROCESS

17. Applications for projects are submitted via the University's Internal Research Award Management System ([IRAMS](#)). This is a two-part process:
- I. Complete the online application form.
  - II. Upload the Case for Support in PDF format (using the Word template available in IRAMS application system; which should be saved to PDF before submitting), and complete the lay summary.
18. Applicants will need to complete the **Case for Support** word document (and save it as a PDF before uploading to IRAMS) structured as follows:
- I. A **Project Proposal** (500 words) outlining:

- i. A plan of how you will collaborate with your partner(s), which should include: the timeline of delivery and key milestones and the potential outcomes and evaluation plans of the project.
  - ii. A description of how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.
  - iii. Please include how you will promote your project/ activities/ outputs.
  - iv. Statement of how this project embodies innovative approach and, where relevant, entrepreneurial practice.
  - v. Opportunities for Knowledge Exchange and Public Engagement with Research activities.
  
- II. A **Partner Statement** (200 words) by the partner that answers, from their perspective, why they need academic expertise, their proposed involvement in the project, and how it will benefit their organisation and business case. This statement must be written by the partner, who must have clearance to participate from their line manager. It may also note any previous collaborations they have undertaken with you or others elsewhere in the University.
  
- III. A **Breakdown & Justification of Expenses** which clearly outlines the direct costs required to develop and deliver the project.  
 This can include reasonable partner costs (tech development and support), travel (standard class only), accommodation, reasonable venue hire, group refreshments (as part of events), materials for workshops/hackathons/product testing/performances etc., printing costs, reasonable creative and artist fees (must be invoiced – honorarium not possible), student bursaries, filming, photography etc., and evaluation support costs.  
 Please see above for more information on what we will and will not fund.
  
19. The online application form requires a financial breakdown of the project. For each budget line, please describe the costs being requested in the corresponding 'Description' field, and if appropriate, a justification.  
**Please note:** Once you enter the 'Purpose' for three budget lines, more budget lines will become available on the online form.
  
20. All funds must be spent by 20 July 2022 to allow processing by the finance team.
  
21. On the IRAMS application form, attribute all costs to Year 1 only.
  
22. Once the application is submitted, IRAMS will send out a request to the Faculty to review the application. Subject to Faculty approval, your application will be reviewed and the funding recommendations will be made by a panel comprised of Oxford researchers, staff and external members.
  
23. Applicants are advised to consult with their Faculty approver prior to applying to ensure their application will be approved, and once submitted that the application is approved in a timely manner to avoid unnecessary delay. Your application must be approved by your Faculty before the deadline. Please note that your Faculty deadline will be at least a week before Fund's deadline. Please check with your Faculty.
  
24. Once awarded, and before any funding is committed, it is important to meet with your allocated KE contact, so that we can confirm how the financial payments can be appropriately set up.

## TIME LINE

<b>Call opening</b>	MT Week 8	Wednesday	01 December 2021	12:00 noon (GMT)
<b>Call closing</b>	HT Week 4	Monday	07 February 2022	12:00 noon (GMT)
<b>Decision by</b>	HT Week 7	Friday	04 March 2022	
<b>Start from</b>	HT Week 8	Monday	07 March 2022	
<b>End by</b>	TT Week 14	Sunday	31 July 2022	
<b>Reporting by</b>	MT Week -5	Wednesday	31 August 2022	

## SELECTION CRITERIA

25. Connect with the Themes (Creative Industries; Heritage; Theatre and Performance).
26. Evidence of innovative and/or entrepreneurial practice.
27. Clear evidence that the purpose of the collaboration and partners have been carefully thought through and articulated; and that the chosen way to engage is appropriate to reach the target groups and achieve the objectives.
28. The potential for the project to enhance the applicant's research and/or public engagement with research and/or knowledge exchange activity.
29. Mutually beneficial to researcher(s) and external partner(s)
30. The justification for the costs and value for money.
31. The project's potential legacy which could include one of the following:
  - I. Build capacity for collaborative research with external partners;
  - II. Serve as a best practice case study for collaborative research;
  - III. Potential to continue past the period of funding;
  - IV. Evaluation plan which supports demonstrable impact of project and its activities
  - V. Potential for future impact case studies, if appropriate

## REPORTING REQUIREMENTS

32. Summary details of the Awards made will be published via internal and external communications channels.
33. All awardees are required to share updates on their project, which will be publicised through the TORCH website.
34. Awardees are required to provide a final project report (a template will be provided) and will be asked to present their work.

## SUPPORT THROUGHOUT THE PROCESS

35. Key contacts in the Humanities Division are available to answer your questions or perhaps help you find partners as you prepare your application:

<b>Creative Industries</b>	Tasha Patel	<a href="mailto:tasha.patel@humanities.ox.ac.uk">tasha.patel@humanities.ox.ac.uk</a>
<b>Heritage</b>	Katerina Vavaliou	<a href="mailto:aikaterini.vavaliou@wadham.ox.ac.uk">aikaterini.vavaliou@wadham.ox.ac.uk</a>
<b>Heritage</b>	Dr Oliver Cox	<a href="mailto:oliver.cox@humanities.ox.ac.uk">oliver.cox@humanities.ox.ac.uk</a>
<b>Theatre &amp; Performance</b>	Ruth Moore	<a href="mailto:ruth.moore@humanities.ox.ac.uk">ruth.moore@humanities.ox.ac.uk</a>
<b>Policy</b>	Jessica Simkiss	<a href="mailto:jessica.simkiss@humanities.ox.ac.uk">jessica.simkiss@humanities.ox.ac.uk</a>
<b>Other areas</b>	Barbara Zweifel	<a href="mailto:kesupport@humanities.ox.ac.uk">kesupport@humanities.ox.ac.uk</a>

The Academic Lead for this area is the Knowledge Exchange Innovation and Impact Director (KEII Director), Professor Abigail Williams (English Faculty).

TORCH is led by the TORCH Director, Professor Wes Williams (Medieval and Modern Languages Faculty).

36. If your application is successful, you will have a key contact (likely from the list above) to answer queries, arrange payments, promote your activities and act as a sounding board to ensure the successful completion of your project. You can also access support from the wider Humanities and TORCH teams as appropriate, as well as linking to key personnel from your own Faculty or Unit.