TORCH Knowledge Exchange Innovation Fund 2021-22

Guidance Notes

Deadline: Thursday 18 November 2021
All funds and activity must be spent and complete by 20 July 2022.

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. 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 20th 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.
   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. 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.

7. The Heritage strand is designed to enable exploratory and mutually beneficial partnerships that connect Oxford’s world-leading expertise with the UK and international heritage sector. The heritage sector includes a broad range of organisations: museums, galleries, personal collections, archives, country houses, historic and voluntary organisations, tourism, archaeology, conservation, and others. This includes both tangible and intangible cultural heritage. Applications are encouraged from those who are eager to engage in conversations, workshops and projects that support agenda setting interdisciplinary critical debate and discussion of heritage.
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.

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.

10. Applications that crossover more than one of these areas are also encouraged.

Funding

11. Funding can be requested to:
   I. Develop or pilot new collaborative projects with external partners
      or
   II. Improve/enhance existing activity with external partners.

12. 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
   V. Evaluation costs (staff costs, materials etc)

   We will not fund:
   I. Teaching buy-out
   II. Applicants’ salaries

Who can apply

13. Applications from both those new to, or experienced in, collaborations with theatre, heritage and Creative Industries are welcome.

14. 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 not eligible as main applicants. 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.
15. Enquiries are welcome at any time; contact details provided at the end of this document.

**Application process**

16. 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.

**Application Process**

17. Applications for projects are submitted via the University’s Internal Research Award Management System (IRAMS).

18. 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.
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.

20. Once you enter the ‘Purpose’ for three budget lines, more budget lines will become available on the online form.

21. All funds must be spent by 31 July 2022, but please attribute all costs to Year 1 (on the IRAMS application form) only.

22. Applications are automatically submitted to your Faculty. 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. Funds can be claimed through TORCH via expense claim or contact us in advance in order to raise purchase orders for invoices. Please discuss this with us before you commit expenditure.

Timeline

25. Applications by: 18 November 2021
26. Decisions communicated within 4 weeks of the closing date
27. Projects must end by: 20 July 2022
28. Reporting expected by: 31 August 2022

Selection Criteria

29. Fit with the Themes (Creative Industries; Heritage; Theatre and Performance).

30. Evidence of Innovative and/or entrepreneurial practice.

31. 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.

32. The potential for the project to enhance the applicant’s research and/or public engagement with research and/or knowledge exchange activity.

33. Mutually beneficial to researcher(s) and external partner(s)

34. The justification for the costs and value for money.

35. 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
36. Summary details of the Awards made will be published via internal and external communications channels.

37. All awardees are required to share updates on their project, which will be publicised through the TORCH website.

38. 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
39. Key contacts in the Humanities Division are available to answer your questions and help you find partners as you prepare your application:

Theatre & Performance - Ruth Moore (ruth.moore@humanities.ox.ac.uk)
Creative Industries – Tasha Patel (tasha.patel@humanities.ox.ac.uk)
Heritage – Dr Oliver Cox (oliver.cox@humanities.ox.ac.uk)

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).

40. 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.