Guidance Notes

2022 – 2023 | TORCH Knowledge Exchange Fellowship Scheme

We are pleased to be able to offer new KE Fellowships awards for the 2022 - 2023 academic year and we are looking for proposals for projects which can be completed by 31 July 2023.

CALL DATES

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

FACULTY APPROVAL

All applications will need Faculty approval **before** the call deadline passes. We therefore strongly advise to discuss your application with your Faculty Research Facilitator well before the deadline.

PURPOSE OF FELLOWSHIP

Proposals are sought from Oxford researchers to facilitate new, or develop existing, relationships with external partners that further the reach and significance of research in **all Humanities disciplines at Oxford**. KE is distinct from other modes of public engagement, and from access- and outreach-related activities in being research-focussed and in having at its core reciprocal acts of exchange. It can be defined as the mutually beneficial sharing of ideas, data, experience, and expertise, involving collaboration between researchers, external organisations, and the public. This reciprocity results in many potential pathways and outcomes, with external partners as vital to the process as the university researchers involved. Applicants for KE fellowships will therefore need to make the case that what is proposed enhances their research, benefits the external partner(s), and has the potential to continue after the end of the Fellowship. All previous Fellows have project descriptions on the TORCH website.

DEFINITION OF KNOWLEDGE EXCHANGE

Knowledge Exchange is the mutually beneficial sharing of ideas, data, experience, and expertise, and involves collaboration between researchers and external organisations or the public. There are many potential pathways and outcomes from this reciprocity that demonstrate both the enhancement of academic research and the benefits to society and the economy. Whether working with a theatre or charity, a local, regional or national community, or a small, medium or business or enterprise, building a formal partnership with a museum or collection, co-creating a workshop with a school or external organisation, engaging the public with research ideas, or helping to form public policy, knowledge exchange is a reciprocal act which helps both parties, and has both tangible and intangible outcomes.

FELLOWSHIP SCHEME

- demonstrates by example different pathways to genuine exchanges of ideas, with the Fellows acting as advocates in their disciplines and faculties for working outside the Academy,
- supports relationship development with external partners combining their needs with humanities colleagues' expertise and knowledge in music, arts, policy-making and the media, and
- enhances the research base in humanities disciplines by giving colleagues the opportunity to work with external partners and to explore new and interesting joint research opportunities
- acknowledges that co-produced research is inherently unpredictable and may take different pathways from the directions initially envisaged.

AVAILABLE FUNDING

Up to £12k is available to support each fellow.

This may include buyout of teaching, either as one term or pro rata across several terms, and/or hourly paid research or teaching assistance, and/or justified project expenses up to total of £12k. An early-career option is also available for those who submitted their thesis no more than five years prior to the start of the KE Fellowship. The early-career fellowship will award a one-day a week staff contract at grade 7.1 (pro rata) plus up to £3000 project expenses. All funds awarded must be spent by 20 July 2023 with events, workshops, travel etc. to be completed before this deadline.

ELIGIBILITY

All applicants must be employees of the collegiate university with an academic post until at least to the end of the KE Fellowship (from agreed start date to 31 July 2023). Applicants **MUST** have the support of their faculty **AND** in the case of early-career applicants, agreement from their line-manager or Senior Tutor to be released from their current post to undertake the fellowship. To qualify as an early-career researcher, you must have submitted your doctoral thesis not more than five years prior to the start of the KE Fellowship (pro-rata for career breaks and/or work part-time).

LEVEL AND DURATION OF AWARD

The fellowship will provide up to £12,000 to support the proposed project. Those not seeking a one-day a week staff contract may include one or more of the following options:

a) Up to the equivalent of one term's worth of buy-out of a current contract with a college, department or faculty (subject to agreement of all parties) taken either as a single term or pro rata across the year; and/or

b) Hourly-paid research or teaching assistance (this must be supported through your faculty/department); and/or

c) Any similar justified resources that meet the University's Financial Regulations and are required to develop and/ or cement the collaboration, e.g. consultancy, website development, exhibition curation, filming or pod-casting etc.

   OR

d) For early-career researchers, a staff contract for one day per week at Grade 7.1 from the start of the KE Fellowship stated in the contract until 31 July 2022, plus £2000 project expenses.

HOW TO APPLY

Applications must be made using the IRAMS online form. Please provide your external partner's name, email, and, where applicable, the name of the organisation as a collaborator. The budget tab must be completed with an estimate of all costs; the staff contract cost for early-career researchers should be included at £9,000.

Ineligible costs include overheads or indirect/estates costs or equivalent 'bench fees', books, general office supplies, and computer hardware.

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.

Applicants will need to complete the **Case for Support** word document (and save it as a PDF before uploading to IRAMS) structured as follows:

1) **A project proposal** (500 words) outlining:
   a) A plan of how you will collaborate with your partner organization during the fellowship
   b) An outline of the collaboration legacy (recognising these may change or adapt during the course of the fellowship).
      i. Examples include: an exhibition or performance - online or physical - or public event(s), a website, multi-media content such as blogs, an article in The Conversation or for the Oxford Arts Blog, podcasts, a joint publication, further collaboration with your partner or consultancy through an OUI Framework agreement, internship(s), a joint application for an external funding scheme
   c) The ways in which you will reach and engage non-specialist audiences outside of academia, the objectives for that engagement, and ways you might seek to evaluate engagement.
2) **A research benefit statement** (200 words) describing how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.

3) **A partner statement** (200 words) that addresses, from the partner's perspective, the need for academic expertise, the benefit to their organisation, and what might change as a consequence of the KE Project. This statement must be written by, and/or agreed with, the partner.

4) **A clear breakdown and justification of the project expenses**. Expenses might be sought for items such as venue hire, transport, or other materials to develop the project. If you are a senior researcher and would like to apply for funding for resources or assistance instead of a buy-out, please detail these costs here. **Funds awarded must be spent by 20 July 2023 (giving Finance time to process the payment requests) with all events, workshops, travel etc. to be completed by 31 July 2023**.

5) **For early-career applicants only**, additional confirmation from your line-manager, senior tutor, or faculty chair, that you will be released from your role to undertake the fellowship part-time.

→ Applications are submitted online and **must then be approved by your faculty** through the IRAMS approval system before the published deadline. Please ensure that you **discuss your application in advance with your Research Director and/or Head of Administration and Finance.**

SELECTION CRITERIA

Assessment of the applications will focus on
- The quality of the proposed project;
- The proposed benefit to the partner organization;
- The potential for the project to enhance the applicant's research;
- The potential for the project to develop a productive and long-lasting partnership with the named organization;
- The ways in which the project will promote the reach and significance of research beyond the academic community.

The selection panel is a mix of University academics and external professionals with a connection to the Humanities/TORCH. The applications will be treated as confidential at all times.

Award holders will hold the title of 'Humanities Knowledge Exchange Fellow' during their KE Fellowship.

DIVISIONAL SUPPORT

Each fellow will be supported through the TORCH team to run events, use rooms in the Radcliffe Humanities building and to promote their work through the TORCH website and mailing lists. Relevant training will be available to successful candidates, through the divisional team.

BUDGET

Buy-out budget: funds will be claimed through their faculty/department administration – they will receive the respective finance coding from the KE Support Officer.

Activity budget: funds will be administered by the Divisional Finance Officer and the KE Support Officer.

FURTHER EXPECTATIONS

TORCH, the Humanities Division and/ or the Research Services KEIT team would normally use KE Fellows' projects as case studies, producing short videos on, and photographs relating to, the projects and uploading these to the TORCH website.

Fellows will be asked to attend the Induction Meeting, termly KE Lunch Meetings, and the annual KE Showcase event. Each Fellow is also expected to

- Produce a short reflective report at the end of their project (the report is due 30 days after the end of the KE Fellowship) in which a brief report to be included for uploading to their project page. The reports will also be of use to colleagues considering engaging in KE as well as for the KE Fellowship project brochure.
- write at least one article (600-800 words) for The Conversation and attend one training session on media writing;
- act as an advocate in their faculty and in the University for working with external partners.

TIME LINE

Call opening	MT Week 7	Friday	26 November 2021	12:00 noon GMT
Call closing	HT Week 4	Monday	07 February 2022	12:00 noon GMT
Decision by	HT Week 7	Friday	04 March 2022	
Start from	TT Week 15	Monday	01 August 2022	
End by	TT Week 15	Monday	31 July 2023	
Reporting by	MT Week -5	Thursday	31 August 2023	

Applicants will be notified of the outcome of their application by email.

QUERIES AND SURGERIES

Applicants with questions regarding the scheme or application process, including queries relating to eligibility, should email kesupport@humanities.ox.ac.uk for further advice and assistance.

For those who want advice on how to structure their application Abigail Williams, Victoria McGuinness, and Andrew Fairweather-Tall will be offering bookable 20 minutes slots. Please email kesupport@humanities.ox.ac.uk to book a slot.

Top 6 Tips for Knowledge Exchange Fellowship Applications

1) **It's not a traditional research proposal**

   Although you need to be able to show the ways in which the partnership will benefit your research, the panel are equally interested in the collaborative aspects of your project. In what ways will your project be *mutually beneficial* (i.e. how will the collaboration help both you and your external partner)?

2) **Don't use technical or specialist language**

   The judging panel will include local external members

3) **Keep it concise**

   There is no need to go into great depth about your research – evidence of strong collaboration and the potential for ongoing relationship are key. There are word limits for each section: 'Project Proposal' = max. 500 words; 'Research Benefit Statement' = max. 200 words; 'Partner Benefit Statement' = max. 200 words.

4) **You need faculty approval for your application**

   Your faculty will hold the funding as a project award so needs to know of, and approve your application. If you need to negotiate leave, you may want to consult your college in advance.

5) **Talk in detail with your external partner**

   It's really important to show a united front, for you and your partner organisation to be equally enthusiastic and committed. An important part of your application is the 'Partner Benefit Statement' which must be written by, or in close consultation with, your partner and must include a named contact at your partner organisation.

6) **Ask if you want more information**

   Email: kesupport@humanities.ox.ac.uk