

## Support for Research Funding in AHSS

### An Overview for Principal Investigators

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## Finding funding and Conception: from idea to project

Support available (see pages 4-5)

### Training programmes:

- 1) PI Development Programme
- 2) University and Departmental Inductions

### Key support contacts:

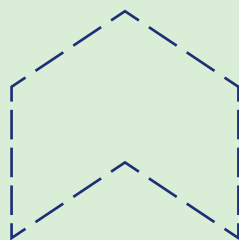
- 6) School Research Facilitators
- 7) Impact Facilitators
- 8) Research Grant Administrators

### Online resources:

- 3) Research Integrity Framework
- 4) AHSS Research Website and Research Operations Office Website
- 5) Research Professional

### Other forms of support:

- 9) Support for Large Bids
- 10) Cambridge Internal Pilot Funding
- 11) Strategic Research Initiatives and Interdisciplinary Research Centres at Cambridge



# 4

## Managing your project

Support available (see pages 10-11)

### Key contacts:

- 1) Impact Facilitators
- 2) Research Support Advisors

### Other support:

- 6) PI Colloquium
- 7) Project Administrator Network
- 8) Open Access
- 9) Symplectic

- 3) Budget monitoring and forecasting
- 4) Reporting, extending, amending or re-newing existing awards
- 5) Audit support

## 2

### Planning and costing your research

Support available (see pages 6-7)

Key support contacts:

- 1) Research Grant Administrators and Departmental Administrators
- 2) Research Development Support
- 3) Support for tenders

Other support:

- 4) PI Handbook
- 5) Managing Data- Research Data Management and Storage
- 6) Institutional Support Letters

## 3

### Activating your grant

Support available (see pages 8-9)

Research Office support:

- 1) Contracts team
- 2) Budget and setup support

Online resources:

- 3) Research Dashboard
- 4) PI Handbook

Other support:

- 5) Project start-up meetings
- 6) Ethics Committees, approval and support

## 1

## Finding Funding- from idea to project

## Training programmes

## 1) PI Development Programme

The programme is aimed mainly at academics in established positions within the first years of arriving at the University of Cambridge or new to research grants. The aim of the three hour session is to provide a comprehensive introduction to applying and managing research funding within the UK and University context. It will provide insights into

- the research funding landscape
- managing diverse risks,
- issues to consider when costing research grants,
- research ethics,
- introduction to research contracts, open access, and others
- Cambridge research support services and grant application processes.

The workshop will be highly interactive and also provides a networking opportunity with other senior researchers in the arts, humanities and social sciences. Please contact the Assistant Director at the Research Office for Arts, Humanities and Social Sciences ([dcw35@cam.ac.uk](mailto:dcw35@cam.ac.uk)) for registration of interest. [www.ahssresearch.group.cam.ac.uk/events/PIDevProgr](http://www.ahssresearch.group.cam.ac.uk/events/PIDevProgr)

2) In addition to (i) University and Department induction for academic staff, Faculties and Departments may set up regular (ii) discussions about career and research planning at Faculty level.

## Online resources

3) Research Integrity Framework (<https://www.research-integrity.admin.cam.ac.uk/>)

All staff are also bound by the Research integrity framework and asked to familiarise themselves with it.

4) Arts, Humanities and Social Science Research Website and Research Operations Office Website  
The [AHSS Research Website](http://www.ahssresearch.group.cam.ac.uk) contains a wealth of information for researchers in Arts, Humanities and Social Sciences about research and impact funding. This includes a guide to the various grants and fellowships available. [www.ahssgroup.admin.cam.ac.uk](http://www.ahssgroup.admin.cam.ac.uk)

You can also sign up for the AHSS Research and Impact Bulletin [here](#) which provide a more generic distillation of funding opportunities and available training on a regular basis.

The Research Operations Office website brings together all information on all University processes, policies and support regarding research funding. [www.research-operations.admin.cam.ac.uk](http://www.research-operations.admin.cam.ac.uk)

## 5) Research Professional

The website [www.researchprofessional.com](http://www.researchprofessional.com) lists practically all funding opportunities that are open to UK-based researchers, which can be filtered by type of scheme, career stage and disciplinary area (go to 'Advanced Search'). You can set up weekly research funding opportunities and news email alerts, based on your individual preferences and research interests. Access is enabled across the University of Cambridge and, after registration, off campus.

Some funders limit the number of submissions of funding applications or require other alignment with central University strategy. These can make it necessary for the University to operate its restricted call procedure. Only proposals that have been approved through the process are allowed to be submitted to the funder. Research Strategy Office (RSO) identifies the restricted call that needs coordination. RSO electronically disseminates the call information and deadlines to Departments and Schools and annotates the relevant call on the Research Professional Database ([www.research-strategy.admin.cam.ac.uk/research-funding/restricted-calls-funding](http://www.research-strategy.admin.cam.ac.uk/research-funding/restricted-calls-funding))

## Key support contacts

- 6) [School Research Facilitators](#) are available to
- discuss one-to-one how to translate a research idea into a project;
  - learn about suitable research funding options and advice on funding bodies;
  - get support with the writing of applications and feedback on drafts;
  - build and fund a research network for interdisciplinary research, international projects, etc.
  - use the University's internal peer review system to receive comments from experienced colleagues.
- 7) The [Arts and Humanities & Social Sciences Impact Facilitators](#) are available to
- provide specialist advice and feedback to researchers who are preparing external and internal funding applications with formal and informal impact components, including 'Pathways to Impact' for AHRC/ESRC bids
  - meet one-to-one, to explore impact opportunities arising from current and prospective research plans
  - help identify stakeholder and beneficiary groups, on project design, delivery and evaluation
  - advise on cutting-edge methods and help make links for impact work beyond the University
  - support the development of strategic impact plans
  - advise on designing stakeholder and public engagement events for maximum impact
  - help connect researchers with interdisciplinary and cross-sectoral organisations and networks
- Their contacts can be found at <https://www.ahsresearch.group.cam.ac.uk/contacts>.
- 8) Departmental Research Grant Administrators and departmental research funding newsletters  
Departmental or research grant administrator may operate departmental research funding newsletters. If your department does not distribute one, sign up for the AHSS Research and Impact Bulletin [here](#).

## Other forms of support

- 9) Support for Large Bids  
A central Administered Fund under the remit of the Research Policy Committee (RPC) considers requests for resources to enable the preparation of large collaborative bids. Applications must demonstrate strong academic leadership with clear goals, and involve researchers from at least two Schools and is mainly aimed for bid preparation of specific funding calls with a defined deadline.  
<https://www.research-strategy.admin.cam.ac.uk/research-funding/support-large-bid-preparation>
- 10) Cambridge internal pilot funding  
Cambridge offers a variety of internal cross-Faculty funding opportunities for researchers in the arts, humanities and social sciences: [www.ahsresearch.group.cam.ac.uk/res-fund-opps/internal-funding](http://www.ahsresearch.group.cam.ac.uk/res-fund-opps/internal-funding)
- 11) [Strategic Research Initiatives and Networks](#) and [Interdisciplinary Research Centres](#) at Cambridge  
The University facilitates innovative cross-disciplinary research and institutional projects through investment in Interdisciplinary Research Centres, Strategic Research Initiatives and Strategic Research Networks. These programmes bring together a critical mass of expertise from across the Schools, with four key aims: to address large-scale multi-disciplinary research challenges; to strengthen research collaborations and knowledge transfer across disciplines; to increase research capacity by providing a platform for large-scale funding applications and international research partnerships; and to enhance our ability to influence national and international research, policy and funding agendas. <https://www.cam.ac.uk/research/research-at-cambridge>

## 2

## Planning your Research

Please discuss your project and potential grant application with your Department Administrator and your Head of Department in order to ensure you have their support with regard to your research/teaching/administrative commitments as well as the relevant Faculty Research Committee approvals.

Key support contacts:

1) Research Grant Administrators/Departmental Administrators support you to consider and resolve questions around HR, space, procurement considerations.

Please contact your [Research Grant Administrator](#) to calculate and discuss the budget for your project.

For comments on drafts and for cross-institutional peer review please contact the [School Research Facilitators](#). <https://www.ahssresearch.group.cam.ac.uk/contacts>

2) Research Development support (costing, risk assessment and mitigation) for grant applications  
The Research Development team supports the work of the Schools of Arts and Humanities and the Humanities and Social Sciences (and non-Schools) department-based Research Grant Administrators and Faculty Administrators. The RD team provides advice and guidance on funder and University policies, offers training and resources on these, and supports knowledge sharing and learning. The team carries out risk assessment and mitigation, and processes and submits research grant applications. The team also undertakes costing, a Research Grant Administrator function, for particular departments.  
<https://www.research-operations.admin.cam.ac.uk/about-us/contact-us>

3) Support for tenders

Tenders are legally binding applications to provide services which may be research, usually for funding from government departments. Terms and conditions need to be reviewed by the Research Office or Cambridge Enterprise before an application is placed. If you are considering to apply for a tender please immediately get in touch with the contracts team in the Research Office (for research) by writing to [AHSScontracts@admin.cam.ac.uk](mailto:AHSScontracts@admin.cam.ac.uk) or Cambridge Enterprise (for provision of services such as consultancy work). Do not submit your tender without checks as you may be personally liable!

#### Other Support

4) PI handbook

A [handbook](#) is available to PIs on the AHSS Research Website which provides background information about grant applications, grant management and available support.

5) Managing Data- Research Data Management and Storage

The University Library offers a range of data storage and management facilities and support services for funding applications and existing projects. Your research funder may require you to make data available and to develop a research data management plan. <https://osc.cam.ac.uk/open-research/data-management-sharing>

6) Institutional Support Letters

If you require an institutional support letter to be signed by the Pro-Vice Chancellor please allow 15 days before the funder deadline and use the information and template provided here <https://www.research-strategy.admin.cam.ac.uk/restricted-calls-funding/procedure-vc-and-pvc-research-support-letters>

## 3

## Implementing the grant

## Research Office support

## 1) Contracts team

Certain research projects require the University to negotiate an agreement with the other parties involved, making everyone's rights and responsibilities clear and protecting the interests of all (e.g. collaboration agreements, confidentiality disclosure agreements, material transfer agreements, contract amendments, etc.).

The Research Operations Office's role is to negotiate on behalf of the University for those researchers whose funding arrangements require it. Our negotiations generally cover specific contractual issues including

- price
- intellectual property (IP)
- publication
- liability

The Research Office will need to be informed to review tender terms and conditions before submission any application to a tender. Please contact the contracts team in the Research Office through [AHSScontracts@admin.cam.ac.uk](mailto:AHSScontracts@admin.cam.ac.uk).

## 2) Budget and setup support

The Research Office will set up the grant and project budget. It will facilitate the grant setup in the department.

<https://www.research-operations.admin.cam.ac.uk/managing-research-projects/research-projects-start-end/winning-and-activating-award>

## Online resources:

## 3) Research Dashboard

The Research Dashboard brings together research project information in one place, based on the University's financial system (CUFS), HR system (CHRIS), grant application costing and approval tool (X5) and also covers research contract status updates. When logging in you can view:

- Grant finances; summary expenditure, grant balances and team details
- Application deadlines
- Contract status and progress updates

<https://researchdashboard.admin.cam.ac.uk/>

## 4) PI handbook

A [handbook](#) is available to PIs on the AHSS Research website which provides background information about grant applications, grant management and available support. [www.ahssresearch.group.cam.ac.uk](http://www.ahssresearch.group.cam.ac.uk)



## Other support

### 5) Project start-up meetings

For large and complex grants or on departmental request, the Research Office and RGA team offer start-up meetings with the PI and relevant departmental staff (e.g. RGA, accounts clerk, departmental administrator) at the project start. This allows staff to learn more about the project itself, inform about finances, funder terms and conditions, audit requirements and management of the grant. Please contact your Departmental Administrator to arrange a meeting.

### 6) Ethics Committees, approval and support

The University of Cambridge is committed to providing a rigorous and independent ethical review process that is proportionate to the potential risk.

In the first instance advice should be sought at a local level. Undergraduate and Postgraduate students should seek the advice of their supervisor or mentor. Staff, or any other person conducting research on University premises, should seek advice from the local ethics committee or ethics contact in the Department in which the research will be carried out. If in doubt, advice should be sought from the Head of Department. If further advice is required, researchers should contact the appropriate School-level Research Ethics Committee. A research ethics review flowchart has also been produced that provides further guidance on when and where to seek ethical review- this should be used to supplement, and not replace local advice. [www.research-integrity.admin.cam.ac.uk/research-ethics/ethical-review](http://www.research-integrity.admin.cam.ac.uk/research-ethics/ethical-review)

The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity ('the Protocol') is an international agreement to ensure the fair and equitable access and benefit sharing (ABS) in using genetic resources. It came into force on 12th October 2014. There is a legal obligation for researchers to comply with the Protocol. Researchers planning fieldwork that may involve the collection of genetic material must consider this guidance before undertaking the field work. [www.research-operations.admin.cam.ac.uk/nagoya-protocol](http://www.research-operations.admin.cam.ac.uk/nagoya-protocol)

## 4

## Managing your grant

## Key contacts

- 1) The [Arts and Humanities & Social Sciences Impact Facilitators](#) are available to:
- provide project-specific post-award support and best-practice advice to PIs and project teams on designing and delivering impact activities
  - support researchers in monitoring, evaluating and measuring the reach and significance of impacts achieved, for reflexive and reporting purposes
  - direct award holders to other important sources of support within the University on Public Engagement, Communications and digital strategies etc.
  - advise on additional sources of internal and external impact funding, available to support expansions of initial impact plans
  - facilitate applications to the [Arts and Humanities Impact Fund](#) and [ESRC Impact Acceleration Account](#) to extend the scope of a project's projected impact
  - deliver bespoke impact training sessions for project teams, Faculties and Departments
  - Full information on AHSS services is available here and further AHSS impact resources, including materials on impact evaluation, are available here <https://www.ahssresearch.group.cam.ac.uk/impact>
- 2) Research Support Advisor
- Each Department and Faculty has a dedicated [Research Support Advisor](#) at the Research Office. These work with Departmental Administrators, Project Administrators and Account Clerks on post-award related questions for research projects.

- 3) Budget monitoring and forecasting
- Please use the Research Dashboard to monitor your budget and forecast and discuss with your departmental finance support. Amongst other information, the Research Dashboard brings together research project information in one place, based on the University's financial system (CUFS), HR system (CHRIS). When logging in you can view: Grant finances; summary expenditure, grant balances and team details.

<https://researchdashboard.admin.cam.ac.uk>

- 4) Reporting, extending, amending or renewing existing awards
- A sponsor's Terms and Conditions will detail the reporting required throughout the life of the award. Please check the conditions carefully to ensure that all reporting requirements are met. Usually, the Research Office is responsible for submitting financial reports to the sponsor and the PI is responsible to prepare and submit scientific, written and technical reports.
- [www.research-operations.admin.cam.ac.uk/managing-research-projects/research-projects-start-end/final-reporting](http://www.research-operations.admin.cam.ac.uk/managing-research-projects/research-projects-start-end/final-reporting)

In some circumstances, sponsors may be willing to extend an existing award rather than require researchers to apply for a new award. Typically this occurs when the planned research requires more time than originally estimated. Please contact the Research Office if you require

- additional funding
- virement between headings (not permitted by the sponsor's Terms and Conditions)
- a change of Principal Investigator (PI)
- any other material change to the project

Please note that [extending or amending grants](#) may require approval by your Head of Department and Chair of School.

#### 5) Audit support

The Research Office supports departments and PIs in financial audits by external auditors.

[www.research-operations.admin.cam.ac.uk/managing-research-projects/audit-overview](http://www.research-operations.admin.cam.ac.uk/managing-research-projects/audit-overview)

For financial audits, generally the following items will be looked at:

- Copies of invoices and expense claims
- Billing report and reconciliation with submitted claims
- Back up for personnel costs, including signed timesheet, Contract of Employment and any subsequent contract extension or contract change letters
- Evidence of following procurement process
- Evidence of due diligence checks

For technical audits, the PI leads on the reporting to the funder. Generally the followings will be looked at:

- Degree of fulfilment of the project work plan and deliverables for the relevant period
- Continued relevance of the objectives
- Management procedures and methods of projects
- The beneficiaries' contributions and integration within the project
- Use of resources in relation to the achieved progress
- Expected impact of the project with focus on dissemination

#### Other support

#### 6) PI Colloquium

The colloquium brings together PIs who hold larger grants (usually with staff management duties) on a biannual basis to share information regarding research grant management and allows for networking for problem solving and sharing of good practice across faculties and departments. Around 100 PIs are invited across all Faculties. Previous sessions have covered data management and storage, grant finances, Leadership Essentials for PIs. For suggestions of future topics and expressions of interest, please contact the Assistant Director at the Research Office for Arts, Humanities and Social Sciences <https://www.research-operations.admin.cam.ac.uk/about-us/contact-us>.

7) The Project Administrator Network brings together those who are providing dedicated administrative support for individual research projects and centres in order to facilitate network building, learning and the sharing of best practice. [www.ahssresearch.group.cam.ac.uk/RGA/ProjectAdmin](http://www.ahssresearch.group.cam.ac.uk/RGA/ProjectAdmin)

#### 8) Open Access

Open Access is simply making published research results freely available to anyone with an internet connection rather than keeping those results hidden behind a subscription paywall. Your research funder may require you to make publications available via open access and certain publications such as journal articles need to be open access in order to be eligible to the REF. You can find more information on open access journals, pay options and seek advice on the following website. <https://osc.cam.ac.uk/open-access>  
You can seek advice on data storage and to deposit in the data repository. [www.data.cam.ac.uk/repository](http://www.data.cam.ac.uk/repository)

#### 9) Symplectic Elements

Symplectic (<https://elements.admin.cam.ac.uk>) is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community. Originally implemented to help with the management of submissions to REF2014, [Elements](https://elements.admin.cam.ac.uk) is now the linchpin of research information management across the University, connecting, synchronising and collating information from a wide range of platforms.

