

## **NRN-LCEE Research Development Fund – Guidelines from 15 April 2016**

NRN-LCEE funding is available for initiatives that can demonstrate a contribution towards the development of the Welsh research capacity within the thematic research areas of the NRN-LCEE (see [www.nrn-lcee.ac.uk](http://www.nrn-lcee.ac.uk)).

The funding is available for workshops, events or other activities with the aim to support new collaborative research developments and/or to expand opportunities for knowledge transfer and engagement with stakeholders and industry. There are additional funds to support meetings for the development of proposals for EU/ RCUK funding opportunities.

There are no deadlines for submitting a NRN-LCEE RDF application, and applications can be submitted at any time from 1 April 2016 to 31 March 2017. However, the call may close before this date if all available funds have been awarded. Notification of this will be given through the NRN-LCEE website, NRN-LCEE newsletter and mailing list.

### **Purpose of the funding**

#### **A) For activities to enhance the Welsh research capacity:**

Up to £10,000 of NRN-LCEE RDF funding can be requested for various purposes, but the proposed activity must enhance the Welsh research capacity through either:

- i. Increasing collaboration between research institutes, industry, policy makers, third sector and/ or NGOs in Wales.
- ii. Providing a starting point for new funding bids and/ or research collaborations.
- iii. Increasing collaboration with groups of experts from outside of Wales with groups of Welsh researchers.

#### **B) For EU/ RCUK proposal development:**

Up to £5,000 of NRN-LCEE RDF funding can be requested for a meeting, or a series of meetings, to develop EU or RCUK proposals that align with the thematic research areas of the NRN-LCEE.

It must be clearly demonstrated in the RDF-proposal that the ideas are already at an advanced stage of development (i.e. the ultimate proposal is likely to be submitted), and that there is a clearly identifiable EU/RCUK funding opportunity that the proposal will be submitted to.

**N.B.** For this RDF funding, the normal requirement of having three Welsh HEIs or NRN-LCEE partner organisations in the RDF application is reduced to two organisations.

### **Eligibility criteria**

1. Applications can come from a Welsh Higher Education Institution, the Centre for Ecology and Hydrology in Bangor, The British Geological Survey Wales or the UK MetOffice.

The funding will only be given where it is clear that a minimum of any three organisations listed above are involved in organising the activity. Interdisciplinary applications and applications including additional organising partners may be looked upon favourably.

**N.B. Where funding is requested for the development of an EU/ RCUK proposal, a minimum of two of the organisations listed above must be involved in both the RDF and the EU/ RCUK proposal.**

2. One of the Welsh organisations should be the “Lead Organisation” and awards will be offered only to that organisation.
3. Activities funded through this call must be advertised widely and be accessible for researchers and (if relevant) other stakeholders throughout Wales. Part of the case for support should demonstrate how the activity will be widely advertised and how participants will be selected.
4. The activity must be a new initiative and not just a continuation of existing collaborations and/or projects.
5. Applications must be related to one or more of the thematic research areas covered by the NRN-LCEE which are outlined on the NRN-LCEE website ([www.nrn-lcee.ac.uk/themes](http://www.nrn-lcee.ac.uk/themes)).
6. Only fully completed applications will be considered.

**N.B. Where funding is requested for the development of an EU/ RCUK proposal CLAUSES 3 AND 4 DO NOT APPLY.**

## How to apply

### A) For activities to enhance the Welsh research capacity:

Please submit a **single pdf** from the lead organisation including the following:

- 1) Names of applicants and their organisations.
- 2) A Case for Support (3 pages max), including the following 8 sections:
  - i. The main objectives of the activity.
  - ii. Details on the planned activities.
  - iii. Statement about how the activity addresses one or more of the four NRN-LCEE themes.
  - iv. Statement about timeliness and relevance of the activity for research in Wales.
  - v. Statement about how this is a new initiative and not just a continuation of existing collaborations and/or projects.
  - vi. Advertising strategy and how participants will be selected.
  - vii. Timeline of planned activities.
  - viii. Expected outcomes of the activities.
- 3) A detailed budget (1 page max) justifying the requested funds (N.B. maximum £10,000).

### B) For EU/ RCUK proposal development:

Please submit a **single pdf** from the lead organisation including the following:

- 1) Names of applicants and their organisations.
- 2) A Case for Support (3 pages max), including the following 6 sections:
  - i. The main objectives of the proposal.

- ii. Statement about how the proposal addresses one or more of the four NRN-LCEE themes.
  - iii. Statement about timeliness and relevance of the proposal for research in Wales.
  - iv. Statement about how the proposal aligns with a clearly identified EU or RCUK funding call.
  - v. Timeline of planned activities/ meetings.
  - vi. Expected outcomes of the activities/ meetings.
- 3) A detailed budget (1 page max) justifying the requested funds (N.B. maximum £5,000).

**Applications must be submitted as a single pdf by email to: [nn-lcee@bangor.ac.uk](mailto:nn-lcee@bangor.ac.uk), with the subject heading: NRN-LCEE Research Development Fund application.**

## Reporting and claims

**Within two months of the activity/ last meeting the following needs to be submitted:**

- A report on the activity including the list of participants and where they came from (3 pages max).
- A completed claim form that will be issued by the NRN-LCEE office.
- Any relevant photographs, with copyright information, that the NRN-LCEE may use for publicity purposes.

## Award Terms and Conditions

- Funding can be used to cover diverse costs, including venue hire, catering, marketing and T&S of organisers and participants. However, applications have to fully justify all of the costs they request funding for. Funding cannot be used to cover fees, salary, software/app development, 1<sup>st</sup> or business class travel, or equipment costs. **It is possible that awards will be offered for less than the sums requested.**
- A decision about whether or not the application is awarded will be given within two months of the submission date.
- Recipients that have claimed the award but did not provide the necessary reports and documentation within two months of the activity **will not be paid by the NRN-LCEE.**
- A completed claim form has to be submitted within two months of the activity.  
**Expenses that have not been claimed within two months of the activity (or in case of EU/ RCUK proposal development: within 2 months of the last meeting) will not be paid by the NRN-LCEE.**
- The NRN-LCEE may publish a copy or summary of your project report in their newsletter and on their website.
- You must acknowledge the Sêr Cymru NRN-LCEE funding in any literature or press releases associated with the activity. Any advertisement, presentations, publications, proposals or documentation produced as part or result of the activity must acknowledge the funder using the NRN-LCEE, Welsh Government and HEFCW logos (available on the website [www.nrn-lcee.ac.uk](http://www.nrn-lcee.ac.uk)) and the full text: *Financial support provided by the Welsh Government and Higher Education Funding Council for Wales through the Sêr Cymru National Research Network for Low Carbon, Energy and Environment.*

## Criteria for funding

Proposals will be sent out for peer review and assessed on the following criteria:

### **A) For activities to enhance the Welsh research capacity:**

- All eligibility criteria have been met.
- The activity is a new initiative and has relevance for one or more of the four thematic areas of the NRN-LCEE (see summary at [www.nrn-lcee](http://www.nrn-lcee)).
- The activity provides a substantial and tangible opportunity to enhance the Welsh research capacity.
- The activity increases collaboration between research institutes, industry, policy makers, third sector and/ or NGOs in Wales, and/ or between groups/ experts from outside of Wales and groups of Welsh researchers.
- The activity provides a starting point for new funding bids and/or research collaborations.
- Sufficient time is allowed for planning and advertising the activity and a clear justification for how the event/activity will be widely advertised and how participants for the event will be selected, is provided.

### **B) For EU/ RCUK proposal development:**

- All eligibility criteria have been met.
- The proposal has relevance for one or more of the four thematic areas of the NRN-LCEE (see summary at [www.nrn-lcee](http://www.nrn-lcee)).
- The RDF proposal clearly demonstrates that the ideas are already at an advanced stage of development (i.e. the ultimate proposal is likely to be submitted).
- The RDF proposal clearly identifies an EU/RCUK funding opportunity that the proposal will be submitted to.
- The timeline for planned meetings is realistic.

## Call deadline

This is an open call, and applications can be submitted at any time from 1 April 2016 to 31 March 2017. However, the call may close before this date if all available funds have been awarded.

Notification of this will be given through the NRN-LCEE website, NRN-LCEE newsletter and mailing list. **Additionally, these guidelines may change. The latest guidelines will be posted on the website: [www.nrn-lcee.ac.uk/rdf](http://www.nrn-lcee.ac.uk/rdf).**

**For any queries about the above please contact the NRN-LCEE Project manager, Dr Serinde van Wijk, at [s.j.vanwijk@bangor.ac.uk](mailto:s.j.vanwijk@bangor.ac.uk)**