



2022 – 2023 | BFI - TORCH Knowledge Exchange Fellowship

Guidance Notes

We welcome applications from the University of Oxford's Humanities researchers to collaborate with the British Film Institute (BFI) as part of a new Knowledge Exchange Fellowship scheme. We have developed an opportunity for strategic collaborations to support mutually beneficial projects between Oxford Humanities researchers and the BFI in their key priority research areas. The BFI is a key leader and important voice in the creative industries and screen sector, and as such, we are exploring ways to develop research-led collaborations as part of a longer-term partnership.

The heart of the BFI is the National Film and TV Archive, which will be the focus of the Fellowship in this instance. Established some 85 years ago, it is one of the largest and most diverse film and television collections in the world. The archive's expert staff perform research linked to historical, curatorial, data and archival sciences, with both a fiction and non-fiction focus. Featuring more than 120,000 non-fiction film titles, 60,000 fiction film titles and 750,000 television programmes, the Archive's collections document British life, history and creativity from 1895 onwards. The Fellowship through this partnership will facilitate knowledge exchange by bringing Oxford academics together with the BFI, enabling opportunities to develop targeted activities together, and align with the BFI's research agenda and Oxford researchers' work.

Researchers in the Humanities are invited to apply for this open call with projects that connect to one of the research areas outlined in this call (see end of document).

CALL DATES

➔ For this call round, funds must be spent by 21 July 2023 the latest.

Call opening	HT 2022 Week 11	Monday	28 March 2022	17:00 noon (BST)
Call closing	TT 2022 Week 4	Monday	16 May 2022	12:00 noon (BST)

FACULTY/DEPARTMENT APPROVAL

All applications will need Faculty/Department approval before the call final deadline. Typically, this is a week before the final deadline so will need to submit your application via IRAMS at least a week before. We therefore strongly advise to discuss your application with your Faculty/Department Research Facilitator well before the deadline.

PURPOSE OF FELLOWSHIP

This fund is set up to support researchers in the Humanities Division with funding for strategic projects that use innovative research approaches and practice. It is essential that the project must work in a mutually beneficial way with the BFI and the Oxford researcher.

- Develop new, and build on existing, research-led relationships and mutually beneficial projects between Oxford researchers and the BFI.
- Connect with the BFI on their priority research areas (see end of this document).
- Illustrate innovative and entrepreneurial practices within Humanities research engagement and collaboration.
- Provide an opportunity for researchers to trial and experiment ideas and develop collaborative projects and demonstrate the breadth of collaborative opportunities across different disciplines.

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.

FUNDING AVAILABLE

Up to £12k is available to support the Oxford KE Fellow

Postholders: This may include buyout of teaching for postholders, either as one term or pro rata across several terms, and/or hourly paid research or teaching assistance (up to £9k), and/or justified project expenses to facilitate the collaboration (up to £3k). Total for each Fellowship of up to £12k.

Early-career: 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 up to a 0.2 FTE staff contract at grade 7.1 (pro rata), and up to £3,000 project expenses to facilitate the collaboration. Total for each Fellowship is up to £12k.

The Fellow will have a key collaborator at the BFI. We will award them a Visiting status with the University through TORCH, which includes a University card and access to the libraries. This is to increase research access for the BFI collaborators.

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 either be University of Oxford postholders with an employment contract containing a research mandate or University of Oxford Early Career Researchers (ECR)/Junior Research Fellow (JRF). The academic post must last until at least to the end of the KE Fellowship (from the agreed start date to 31 July 2023). Applicants **MUST** have the support of their faculty **AND** in the case of ECR/JRF applicants, agreement from their line-manager or Senior Tutor to be released from their current post to undertake the fellowship. To qualify as an ECR/JRF, 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 award letter until 31 July 2023, plus £3000 project expenses.

HOW TO APPLY

Applications are made using the **IRAMS** online form. Please provide your external partner's name, email, and the BFI as a collaborator. Please tick the appropriate BFI priority research area box and outline your planned project.

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 will be submitted online via **IRAMS** and **must then be approved by your faculty** through the IRAMS approval system. Please discuss your application in advance with your Research Director and/or Head of Administration and Finance.

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 including the 'plain English summary'.
- II. Download and complete the 'Case for Support' Word document and save as a PDF and upload to your application on IRAMS.

The **Case for Support** word document 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 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.**
- 4) **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 organisation;
- 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 organisation;
- 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 'BFI-TORCH 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.

TIMELINE

Call opening	HT Week 11	Monday	28 March 2022	17:00 noon (BST)
Call closing	TT Week 4	Monday	16 May 2022	12:00 noon (BST)
Decision by	TT Week 9	Monday	20 June 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.

We may be able to connect potential applicants with BFI contacts before applications are submitted. For those who want further advice on their application with Prof Abigail Williams (Director of KEI) and Dr Vicky McGuinness (Head of Cultural Partnerships and Programming), please email Barbara Zweifel on 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

1. **Colonial Collections.** Research to help bring these rich, non-fiction film collections, including home movies, propaganda and newsreels, to light. Particular focus into the issues they raise for the contexts in which they should be made available today, in the UK and abroad, in light of what are rapidly developing public debates about imperial legacy. This is very much about applied historiography- taking the collections and what we know about them already and applying that learning, and current thinking, to future curatorial practice. This would lead to some very useful, and practical, recommendations. There is already a substantial literature regarding the history to build this on.
2. **Emigrés and British Film.** Research to better understand the ways in which British cinema has been shaped by immigration, in terms of creatives in front of and behind the camera. There is potential for this focus to include both TV and film.
3. **Natural Histories.** Research to understand the substantial role played by natural history in British film and TV history, including its reception by international audiences, and the contribution and potential it has for informing and shaping sustainability practice.
4. **Immersive Content and Curation.** Research to understand what it means to conserve immersive content, looking at it from both curatorial, archival and aesthetic concerns. There is potential for the focus to include or specify video games as key area of investigation
5. **Online Video Content and Curation.** Not dissimilar to immersive content but research in relation to what is now some twenty years of content that we're playing (and not currently winning) a game of archival catch-up with. Research to create some kind of canon and/or categorised map of the work that should be in the national collection but isn't, as well as the issues inflecting archiving in this area, would be very beneficial.
6. **Recognition and identification of objects, places, people, emotions in digital collections.** The corpus of digital moving image and still image collection is growing exponentially, but the associated descriptive metadata is traditional cataloguer quality and scope, with a content synopsis, subject terms, genre, and some participants / creators. To fully capitalise on the digital opportunities for mass access to the collections – and monetisation where appropriate – we aim to enhance this with object, face, place and emotion categorisation and identification, using computer vision and artificial intelligence models, as well as cross-referencing the existing metadata to unlock connections (for example tracking the same actor across still image and moving image collections through decades). A research project to explore this AI-driven description of the digital collections, to create rich metadata to unlock access and revenue potential would be massively important for us.