Heritage Seed Fund Guidance Notes

Closing Date: Monday, 3 February 2020

Funding must be spent by 31 July 2020

Introduction

1. The Heritage Seed Fund is an internal grant scheme to support research, knowledge exchange and public engagement with research projects with the UK and international heritage organisations. It is supported by the University's Higher Education & Innovation Fund (HEIF) and requires collaboration and knowledge exchange activities with external partners outside of the University of Oxford.

2. The objectives for this fund are to:

    I. Develop new, and consolidate existing, research collaborations with the UK and/or international heritage sector.

    II. Increase the number of researchers actively engaged in conversations, workshops and projects with the UK and/or international heritage sector.

    III. Provide a ladder of engagement, enabling researchers to trial ideas and develop collaborative projects which may be continued after the end of initial seed funding.

    IV. Demonstrate the breadth of collaborative opportunities with the UK and/or international heritage sector across different disciplines.

    V. Support agenda-setting interdisciplinary critical debate and discussion of heritage.

3. The Heritage Seed Fund is designed to support the ambitions of the Oxford University Heritage Network, the TORCH Heritage Programme and connect with other research networks, programmes and groups active in the University.

4. Applications from those new to, or experienced in, collaborations with UK and international heritage organisations are welcome.

5. The heritage sector is defined as a broad range of organisations that includes museums, galleries, personal collections, archives, country houses, historic and voluntary organisations, tourism, archaeology, conservation, and others. This includes both tangible and intangible cultural heritage.

6. There will be three levels of grant available:

    I. **Workshops: Up to £1,000** per application to support researchers who would like to develop a collaborative relationship with partner(s) in the UK and/or international heritage sector.

    II. **Projects: Up to £3,000** per application to enable researchers to develop and deliver projects. These projects can be stand alone, or used as proof-of-concept for larger-scale funding applications.

    III. **Conversations: Up to £200** per application which is available to enable researchers to travel for exploratory meetings with potential partners in the UK and/or international heritage sector. This fund can also support travel from external partners to Oxford. This is available through submission of a Case for Support form to: oliver.cox@humanities.ox.ac.uk.

7. The applicant must be a researcher at the collegiate university. This includes DPhil students, Early Career Researchers, teaching staff and Faculty members. DPhil applicants will require support from their supervisor, and the active engagement of a member of staff. Applications that are interdisciplinary and include participants from different Divisions of the university are especially welcome.

8. For proposals where the lead applicant is from outside the Humanities Division, a participant from a relevant Humanities discipline must be included.

9. Enquiries are welcome at any time; contact details provided at the end of this document. Applicants may also seek support for developing their projects through the Oxford University Heritage Network.

10. College based activities can occur, but funds must be managed through a Faculty or Department.

Project Proposal

11. **Workshop** and **Project Funds** can be requested to:

    I. Develop or pilot new collaborative projects with the UK and/or international heritage sector, or;

    II. Improve/enhance existing activity with the UK and/or international heritage sector.

12. Applicants will need to provide a PDF Case for Support – Workshop and Projects document to attach to the IRAMS online form structured as follows:

    I. A **Project Proposal** (500 words) outlining:

        i.   A plan of how you will collaborate with your partner(s) in the UK and/or international heritage sector.
        ii. A description of how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.
        iii. Opportunities for Knowledge Exchange and Public Engagement with Research activities.
        iv. The potential legacy of the project to continue the activities beyond the duration and scope of the proposed Heritage Seed Funded activities.

    II. A **Partner Statement** (200 words) that answers, from the partner's perspective, why they need academic expertise, and how it will benefit their organisation. This statement must be written by, and/or agreed with, the partner.

    III. A **Breakdown & Justification of Expenses** which clearly outlines the direct costs required to develop and deliver the project.

Reporting Requirements

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

14. All awardees are required to share updates on their project, which will be publicised through the TORCH and Oxford University Heritage Network websites.

15. Awardees are required to provide a final project report (a template will be provided) and may be asked to present their work at a Heritage Network event.

Application Process

16. Applications for workshops and projects are submitted via the University's Internal Research Award Management System (IRAMS).

17. 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.

18. The online application form requires a financial breakdown of the workshop or project. For each budget line please describe the costs being requested in the corresponding 'Description' field, and if appropriate, a justification.

19. Once you enter the 'Purpose' for three budget lines, more budget lines will become available on the online form.

20. All direct costs required to develop, deliver and evaluate the project are allowed. This includes, but is not limited to, appropriate travel and accommodation costs (that meet the University guidelines), website development, exhibition curation, filming or podcasting, research assistant/other staff costs. All casually-paid research and project assistance should be costed at the recommended Divisional rates.

21. **All funds must be spent by 31 July 2020**, but please attribute all costs to Year 1 (on the IRAMS application form) only.

22. Applications are automatically submitted to your Department or Faculty. Subject to departmental approval, your application will be reviewed and the funding recommendations will be made by an internal panel comprised of the Oxford University Heritage Network steering group.

23. Applicants are advised to consult with their departmental 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.

24. Applicants for **Conversation** grants must complete a Case for Support – Conversations document and submit via email to Dr Oliver Cox, Heritage Engagement Fellow: oliver.cox@humanities.ox.ac.uk. **All funds must be spent by 31 July 2020**.

25. Funds will be either transferred to your Faculty/Department or can be claimed through TORCH via expense claim or invoices, depending on which is appropriate for the costs. This will be discussed at the award stage.

Selection Criteria

26. 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. It is expected that any application to the Seed Fund will be co-developed with external partners.

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

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

29. The project's potential legacy which could include one of the following:

    I.   Build capacity for collaborative research with UK and/or international heritage sector;
    II. Serve as a best practice case study for collaborative research with UK and/or international heritage sector;
    III. Potential to continue past the period of funding.

30. The Heritage Seed Fund aims to support activities which could start strong engagements, or consolidate existing relationships, particularly with the potential to yield sustained active partnerships.

31. The selection panel is comprised of the Oxford University Heritage Network steering group and will make the final decision on funding.

Timescale

32. IRAMS applications require approval by the relevant department/Faculty/unit authority (typically the grants manager or administrator, or research facilitator) and this departmental approval must also be completed by the deadline. Applications are thus strongly advised to liaise with their approval contact in advance, to ensure that a proposal is supported and approved.

33. Applicants will receive answers within three weeks of the closing date. Support can be sought at any time over any matters of an application which may require further clarification.

34. Funding must be spent by 31 July 2020.

35. Reporting by project leads is expected at the end of each project, and before Autumn 2020.

Contact

36. The Heritage Seed Fund lead is Dr Oliver Cox, Heritage Engagement Fellow: oliver.cox@humanities.ox.ac.uk).

    Enquiries about the scheme (e.g. eligibility, activities and projects, costing, contracts and partners) are welcome, to help ensure applications are strong and suited to this fund.

37. Administrative support is provided by the Knowledge Exchange Support Officer (kesupport@humanities.ox.ac.uk).