2022 – 2023 | TORCH Knowledge Exchange Innovation Fund

Guidance Notes

CALL DATES

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

Call opening	HT 2022 Week 4	Monday	07 February 2022	12:01 noon (GMT)
Call closing	TT 2022 Week 4	Monday	16 May 2022	12:00 noon (BST)

SUPPORT THROUGHOUT THE PROCESS

Key contacts in the Humanities Division are available to answer your questions or perhaps help you find partners as you prepare your application:

Creative Industries	Tasha Patel	tasha.patel@humanities.ox.ac.uk
Heritage	Katerina Vavaliou	aikaterini.vavaliou@wadham.ox.ac.uk
Heritage	Dr Oliver Cox	oliver.cox@humanities.ox.ac.uk
Theatre & Performance	Ruth Moore	ruth.moore@humanities.ox.ac.uk
Policy	Jessica Simkiss	jessica.simkiss@humanities.ox.ac.uk
Other sectors	Barbara Zweifel	kesupport@humanities.ox.ac.uk

The Academic Lead for this area is the Knowledge Exchange Innovation and Impact Director (KEII Director), Professor Abigail Williams (English Faculty).

TORCH is led by the TORCH Director, Professor Wes Williams (Medieval and Modern Languages Faculty).

If your application is successful, you will have a key contact (likely from the list above) to answer queries, arrange payments, promote your activities and act as a sounding board to ensure the successful completion of your project. You can also access support from the wider Humanities and TORCH teams as appropriate, as well as linking to key personnel from your own Faculty/Department or Unit.

FACULTY/DEPARTMENT APPROVAL

All applications will need Faculty/Department approval **before** the call final deadline. Typically, this is a week before the final deadline. We therefore strongly advise to discuss your application with your Faculty/Department Research Facilitator well before the deadline (see point 18 for further information).

CONFLICT OF INTEREST

Declaration of conflict of interests, arising through this project, is required from the PI, Co-applicant(s), and project partner(s). Please complete the respective section on the 'Case for Support' document.

KNOWLEDGE EXCHANGE PROJECT PARTNER

The main project partner can be any organisation or person suitable for the proposed project but must not be a higher education/academic institution.

INTRODUCTION

1. This fund is set up to support researchers in the Humanities Division with funding for strategic projects that use knowledge exchange and innovative approaches and practice. This includes working in a mutually beneficial way with an external partner.

2. The Humanities Knowledge Exchange Innovation Funds are an internal grant scheme that supports humanities research, knowledge exchange, and public engagement with research in the sectors of the **Creative Industries**, **Heritage**, **Theatre & Performance,** and **Policy**. They are supported through the University by Research England's Higher Education & Innovation Fund (HEIF).

3. Proposals of up to £5,000 are invited.

4. Successful applicants will be informed within 6 weeks of the closing date. Activity can begin any time from confirmation of the award (and appropriate financial set-up in place).
All funds must be spent by 21 July 2023, to allow processing by the finance team.

5. The objectives for this fund are to:
    I.   Develop new, and consolidate existing, research collaborations with non-academia partners in the sectors of the **Creative Industries**, **Heritage**, **Theatre & Performance,** or **Policy** (additional sectors and crossovers are encouraged).
    II.   Increase the number of researchers actively engaged in knowledge exchange projects with these focus strands.
    III.   Illustrate innovative and entrepreneurial practices within Humanities research engagement and collaboration.
    IV.   Provide an opportunity for researchers to trial and experiment ideas and develop collaborative projects and demonstrate the breadth of collaborative opportunities across different disciplines.

6. We have focus strands with respective Officers to support these. We recommend that you contact the relevant Officer in advance so that they can provide advice and support for your application.

7. The **Creative Industries** strand is designed to support and encourage mutually beneficial collaborations and connections between researchers in the University and the Creative Industries. Applications are encouraged from those who wish to partner with creative industry sectors ranging from music, publishing, film, TV to AI, gaming, and VR. Collaboration activity can include anything from a series of workshops, a prototype of a game, a short film, or any other activity that enhances your research.

| Creative Industries Officer | Tasha Patel | tasha.patel@humanities.ox.ac.uk |

8. The vision for the **Heritage** strand is to enable ambitious and mutually beneficial partnerships that connect Oxford's world-leading expertise with the UK and international Heritage sector. This vision is rooted in three core areas of activity: building partnerships, growing expertise and sharing knowledge. We work with colleagues within the University of Oxford and the UK and international heritage sector to develop mutually beneficial partnerships based on world-leading research. We do this by understanding the needs and requirements of the heritage sector and by working with colleagues in Oxford (and other universities), to build teams to answer big questions and challenges.

| Heritage Officer | Katerina Vavaliou | aikaterini.vavaliou@wadham.ox.ac.uk |
| Heritage Engagement Fellow | Dr Oliver Cox | oliver.cox@humanities.ox.ac.uk |

9. The **Theatre & Performance** strand is designed to support the ambitions for this area and connect with other research networks, programmes and groups active in the University, the local cultural sector and beyond. Applications are encouraged from those who wish to partner with new theatre and performance organisations as well as those well established. The outcome of the collaboration could be anything from a

performance, a rehearsed reading, a series of workshops, or other activity that you think serves your research well. As well as projects that are purely theatre and performance, we are interested in crossover sectors with wider Creative Industries and Heritage.

| Theatres and Performance Officer | Ruth Moore | ruth.moore@humanities.ox.ac.uk |

10. The **Policy** strand is designed to support and encourage mutually beneficial collaborations and connections between researchers in the University and local, regional, national and international policymakers to establish research based mechanisms for the benefit of public policy design, delivery and evaluation. Collaboration activity can include anything from a series of workshops, public lectures, or any other activity that enhances your research.

| Policy Officer | Jessica Simkiss | jessica.simkiss@humanities.ox.ac.uk |

11. Applications that crossover more than one of these sectors are also encouraged.

12. Applications that sit outside of these sectors are highly encouraged. If you have any queries please feel free to contact the KE Support Officer for further information.

| KE Support Officer | Barbara Zweifel | kesupport@humanities.ox.ac.uk |

FUNDING

13. Funding can be requested to:
    I.   Develop or pilot new collaborative projects with external partners
          or
    II.   Improve/enhance existing activity with external partners.

14. *We will fund*
    I.   Travel and subsistence costs
    II.   Research Assistance costs
    III. Partner costs (Technical development fees, artistic and creative fees)
    IV.   Event costs (venue hire, refreshments, and facilitation fees).
    V.   Filming and editing, Photography costs
    VI.   Evaluation costs (staff costs, materials etc.)

    *We will **not** fund:*
    I.   Teaching buy-out
    II.   Applicants' salaries

ELIGIBILITY

15. Applications from both those new to, or experienced in, collaborations with theatre, heritage, creative industries, and policy as well as applicants with research projects that sit outside of these sectors are welcome.

16. The main applicant must be a researcher at the collegiate University in the Humanities Division. This includes Early Career Researchers, teaching staff and Faculty members. DPhil applicants are eligible as main applicants also. Applications that are interdisciplinary and include participants from different Divisions of the University are especially welcome. Please see (18) for information about seeking Faculty/Department approval for your application.

17. Enquiries are welcome at any time; contact details are provided at the end of this document.

18. All applications are subject to Faculty/Department approval, and applicants are strongly advised to consult with their Faculty/Department approver prior to applying to ensure their application will have the support of the Faculty/Department, and once submitted that the application is approved in a timely manner to avoid unnecessary delay. Your application must be approved by your Faculty/Department before the deadline. Please note that your Faculty/Department deadline will be at least a week before Fund's deadline. Please check with your Faculty/Department regarding their deadline.

19. 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).

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

    I.   A **Project Proposal** (500 words) outlining:
         i.   A plan of how you will collaborate with your partner(s), which should include: the timeline of delivery and key milestones and the potential outcomes and evaluation plans of the project.
         ii. A description of how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.
         iii. Please include how you will promote your project/ activities/ outputs.
         iv. Statement of how this project embodies innovative approach and, where relevant, entrepreneurial practice.
         v.   Opportunities for Knowledge Exchange and Public Engagement with Research activities.

    II. 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.

    III. A **Partner Statement** (200 words) by the partner that answers, from their perspective, why they need academic expertise, their proposed involvement in the project, and how it will benefit their organisation and business case. This statement must be written by the partner, who must have clearance to participate from their line manager. It may also note any previous collaborations they have undertaken with you or others elsewhere in the University.

    IV. A **Breakdown & Justification of Expenses** which clearly outlines the direct costs required to develop and deliver the project.
         This can include reasonable partner costs (tech development and support), travel (standard class only), accommodation, reasonable venue hire, group refreshments (as part of events), materials for workshops/hackathons/product testing/performances etc., printing costs, reasonable creative and artist fees (must be invoiced – honorarium not possible), student bursaries, filming, photography etc., and evaluation support costs.
         Please see above for more information on what we will and will not fund.

21. The online application form requires a financial breakdown of the project. For each budget line, please describe the costs being requested in the corresponding 'Description' field, and if appropriate, a justification.
    Please note: Once you enter the 'Purpose' for three budget lines, more budget lines will become available on the online form.

22. All funds must be spent by 21 July 2023 to allow processing by the finance team.

23. On the IRAMS application form, attribute all costs to Year 1 only.

24. Once the application is submitted, IRAMS will send out a request to the Faculty to review the application. Subject to Faculty/Department approval, your application will be reviewed and the funding recommendations will be made by a panel comprised of Oxford researchers, staff and external members.

25. Once awarded, and before any funding is committed, it is important to meet with your allocated KE contact, so that we can confirm how the financial payments can be appropriately set up.

TIME LINE

Call opening	HT Week 4	Monday	07 February 2022	12:01 noon (GMT)
Call closing	TT Week 4	Monday	16 May 2022	12:00 noon (BST)
Decision by	TT Week 9	Friday	24 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	

SELECTION CRITERIA

26. Connect with the strand/sector (Creative Industries; Heritage; Theatre and Performance; Policy; as well as crossovers or additional strands/sectors).

27. Evidence of innovative and/or entrepreneurial practice.

28. 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.

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

30. Mutually beneficial to researcher(s) and external partner(s)

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

32. The project's potential legacy which could include one of the following:
    I.   Build capacity for collaborative research with external partners;
    II.   Serve as a best practice case study for collaborative research;
    III.   Potential to continue past the period of funding;
    IV.   Evaluation plan which supports demonstrable impact of project and its activities
    V.   Potential for future impact case studies, if appropriate

REPORTING REQUIREMENTS

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

34. All awardees are required to share updates on their project, which will be publicised through the TORCH website.

35. Awardees are required to provide a final project report (a template will be provided) and will be asked to present their work.