Humanities Knowledge Exchange Fellowship Scheme
Guidelines for applicants

Application deadline: Wednesday, 26 June 2019, 12:00 noon

Purpose of fellowship: Proposals are sought from Oxford researchers to facilitate new, or develop existing, relationships with external partners that further the reach and significance of research in **all disciplines in the Humanities Division at Oxford, and Humanities related research in any other Division at Oxford**. This is an additional application round taking advantage of additional in-year funding. The range of possible knowledge exchange activities and partners is deliberately broad; it is up to the applicant to make the case that what is proposed enhances their research, benefits the external partner(s), and has the potential to continue after the end of the Fellowship. All previous fellows have project descriptions on the **TORCH** website.

Up to £10k is available to support each fellow. This may include buyout of up to one-term of either teaching taken as one-term or pro rata across several terms, and/or hourly paid research or teaching assistance, and/or similar justified project expenses up to total of £10k. 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 a one-day a week staff contract at grade 7.1 (pro rata) plus £2000 project expenses. As this is an additional round, award holders may choose to take up their 12 month fellowship any time from the 5th July 2019 provided that all funds are spent by 31st July 2020.

The 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.

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.

Eligibility: All applicants must be an employee of the collegiate university with an academic post until at least to the end of the KE Fellowship contract (**KE Fellowship duration: 12 months from agreed start date**). Applicants **must** have the support of their faculty **AND** in the case of early-career applicants agreement from their line-manager or Senior Tutor to be released from their current post to undertake the fellowship. To qualify as an early-career researcher, 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).

IMPORTANT: Please check with your faculty/department for any internal deadlines, as the application will require their approval.

Level and duration of award: The fellowship will provide **up to £10,000** 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 rate 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 contract, plus £2000 project expenses.

How to apply: Applications are made using the **IRAMS** online form. Please provide your external partner's name, email, and, where applicable, the name of the organisation as a collaborator. The budget tab must be completed with an estimate of all costs; the staff contract cost for early-career researchers should be included at £8000. Ineligible costs include overheads or indirect/estates costs or equivalent 'bench fees', books, general office supplies, and computer hardware.

You will need to provide a PDF to attach to the online form 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).

   c) 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)

   d) 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 partner statement** (200 words) that answers, from the partner's perspective, why they need academic expertise, and how it may benefit their organisation or what might change as a consequence of the KE Project.

   This statement **must** be written by, and/or agreed with, the partner.

4) **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. **All funds must be spent or committed by 31 July 2020.**

5) **For early-career applicants only who are employed elsewhere,** 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 will be submitted online 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.

Selection criteria: Assessment of the applications will focus on
- The quality of the proposed project;
- The proposed benefit to the partner organization;
- 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 organization;
- The ways in which the project will promote the reach and significance of research beyond the academic community.

The selection panel, which is a mix of University academics and the applications will be treated as confidential at all times.

Award holders will hold the title of 'Humanities Knowledge Exchange Fellow' during the 12 months of 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.

Funding: all funds will be claimed through their faculty office. A project account will be supplied to successful applicants and their faculty..

Further expectations: TORCH, the Humanities Division and/ or the Research Services KEIT team would like to use the KE Fellows' projects as case studies, producing short videos on, and photographs relating to, the projects and uploading these to the **TORCH** and **Partnership** websites.

Fellows will be asked to attend the Induction Meeting, the KE Lunch Meetings (scheduled in each term), and the KE Showcase (in Trinity Term). Each fellow is 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) to be of use to colleagues considering engaging in KE;
- 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.

Outcome of application:
Applicants will be notified of the outcome of their application by Thursday, 04th July 19. Results will be issued 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.

For those who want advice on how to structure their application Andrew Fairweather-Tall, Victoria McGuinness, and Wes Williams will be offering bookable 20 minutes slots (see date below). For dates and to book a slot please email kesupport@humanities.ox.ac.uk

Application deadline: Trinity Term Week 9, **Wednesday, 26 June 2019, 12:00 noon**
Application submission: Online via **IRAMS** (single sign on) webform only

For queries regarding technical issues with IRAMS please contact: **research.support@humanities.ox.ac.uk**
For all other queries please contact: **kesupport@humanities.ox.ac.uk**

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