Institute for Lifecourse Development

UNIVERSITY OF GREENWICH

**Institute for Lifecourse Development**
**Staff Competitive Funding Scheme Guidance for Completing the ILD funding Application Form 2026/2027**

**Faculty of Education, Health, and Human Sciences (FEHHS)**

This guidance must be used for completing all ILD Staff Competitive Funding requests. The application form must be electronically signed by your ILD Centre Lead, Line Manager before you submit it to the funding panel. Head of School or Associate Head of R&KE or nominee signatures would be arranged by ILD team.

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## 1. Eligibility

The Institute for Lifecourse Development (ILD) has revised its competitive bidding process to support research and knowledge exchange in Faculty of Education Health and Human Sciences. Grants are allocated through a competitive process by the ILD Competitive Funding Panel chaired by the Deputy Director of the ILD.

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**Funding up to a maximum of £2,000 in total is available for training, research support, conference presentations or equipment.**

All applicants must be current University of Greenwich staff members and be affiliated to an ILD Research and Practice Centre and actively engage with the Centre.

Applicants in receipt of ILD funding may be asked to provide a written and / or verbal report on the associated research and knowledge exchange outcomes at a Centre meeting and are encouraged to present and promote their work at appropriate meetings and fora. Any events or projects partly funded or funded in whole by the ILD should acknowledge the ILD.

It is possible for a Principal Investigator (PI) who was awarded funding in a previous year to re-apply for funding if the project is continuing in this current academic year.

## 2. Application Criteria

**All applications will be scored by the ILD Competitive Funding Panel reviewers against the 2026/27 ILD Funding Applications Category Descriptors in Appendix 1. Please ensure that you review these criteria when making your application**.

**The criteria are as follows:**

- **Quality and alignment with FEHHS/ILD priorities**
- **Significance of the Potential Outcomes and/or Innovation of the Concept**
- **Applicant/Team Quality & Capability, relative to opportunity.**

The category descriptors provide The ILD Competitive Funding Panel reviewers with some benchmarks for appropriately scoring each application, but it is not essential that all descriptors relating to a given score must be met. The descriptors are a guide to a “best fit” outcome and ensure equity, thoroughness and consistency.

PIs must first have obtained ethics approval before applying for funding to support their research project (your ethics approval number will need to be provided in the application form below).

If applicable, the applicant(s) must make any necessary teaching cover arrangements. Discussion with, and agreement from, Line Manager, Head of School or Associate Head of R&KE or nominee and relevant ILD Centre Leads must take place before the funding application is submitted.

If your funding application is approved and the final cost is more expensive than originally quoted you will need to make a request for exceptional approval by emailing ILD@gre.ac.uk.

You must include all costs and supporting documentation on this application form. Any expense claims received for items not approved on your funding application will be rejected.

For the purchase of goods and services please use university approved suppliers. This includes translation and transcription software/services. Please note that any claims submitted from companies or individuals who are not University approved suppliers will be rejected and not paid**.**

Accessibility and reasonable adjustment costs
The ILD recognises that some applicants may incur additional expenses related to disability, long-term health conditions, neurodiversity, pregnancy, etc. Reasonable adjustment costs may be requested. Such costs will not disadvantage applicants during the review process.

**The scheme will close on 27 May 2027. Any awarded funding must be spent by the deadlines set by financial year end deadlines set by Faculty finance usually 30 June 2027. The funding call may close sooner if the budget threshold limit is reached**. Any expense claims must be submitted for reimbursement within four months of the expenditure in line with the university expense policy, and normally before 30 June 2027 to meet financial year end deadlines.

Please note that the funding panel reserves the right to withdraw a grant offer at its discretion (i.e., if there are ethical concerns around the nature or conduct of a study, if it is unlikely that funds will be spent before financial year end, or any other unforeseen circumstances). Retrospective applications for funding for research projects will not be considered but retrospective applications for conference travel which occurs outside of the ILD funding period may be considered. The ILD Competitive Funding Panel reviewers' decision is final, and no further correspondence will be entered into. If your application is unsuccessful, it may be possible to revise and resubmit your application to another meeting of the funding panel for consideration.

## 3. Application Process

Please complete the ILD funding application form referring to the ILD Funding Applications Category Descriptors (Appendix 1). Applications must be completed in full, with all required evidence and signatures. The link to the form including all attachments must be submitted to the ILD@gre.ac.uk by the submission deadline. The ILD team will send the links to the application forms to Heads of School or nominee for signature before the panel meeting

**Applications will be considered at ILD Funding Panel Meetings and the dates for these meetings will be sent to all faculty staff when the call opens. New application deadlines will fall two weeks prior to each ILD Competitive Funding Panel meeting. Applications must be sent to ILD@gre.ac.uk by the advertised deadlines to be considered at the next ILD Competitive Funding Panel meeting.** The dates of the meetings and deadlines for applications to be received are advertised on the ILD webpage: https://www.gre.ac.uk/institute-lifecourse-development/funding-schemes.

To ensure fair allocation of funding, Chair's Actions for funding requests will only be considered in exceptional circumstances. Any applications made using previous forms or versions of this scheme will not be considered at panel meetings and will be returned to applicants.

## 4. Applications Relating to Conferences

The ILD will only fund **ONE trip to attend an overseas conference** within an academic year. Staff can apply to attend one conference per year. This can be either overseas, or UK based or online. Multiple applications will not normally be considered for the same conference. The ILD will not fund any conference related applications unless the applicant is presenting at the conference. Acceptance to present at the conference must be evidenced in the form of an email or letter from the conference organisers and included within the funding application form. For conferences taking place in the summer, it is possible to submit application with abstract acceptance pending (please provide proof that your submitted abstract is under review). The panel will not normally consider multiple staff members requesting to attend the same conference unless justification is made as to why more than one staff member should attend and for example they are presenting different papers in a symposium. Poster presentations will not be considered unless the applicant is a Postgraduate Researcher or an Early Career Academic.

Individual memberships/subscriptions to professional bodies are non-reimbursable expenses unless to reduce conference registration fees.

If you are undertaking research as part of a large collaboration, we would encourage you to request that your travel costs and subsistence are covered through the project in the first instance.

### Criteria for booking travel

If your ILD Competitive Funding application is approved for conference attendance, please ensure that you adhere to the university's expense claim policy when booking travel (Section 4. UK Business Travel and Section 5 Overseas Travel): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy.

Quotes for flights and accommodation must be provided as part of your application. Quotes must be provided by one of our recognised university suppliers:

- Clarity: universities@claritybt.com
- Diversity Travel: online@diversitytravel.com

**PLEASE NOTE that finance will not reimburse any expense claims for flights booked via non-university travel providers, in line with the revised university expense policy**. If you can find cheaper rail fares or hotel accommodation options from other suppliers, you must provide evidence of this in your application.

Please choose the most environmentally sustainable method of travel where possible. Taxis are only permissible under the university's expense policy if you are travelling at unsociable hours or in a location where no public

transport is available. You must state the reason for requesting funding for taxis on your application form and include quotes in your application.

### Criteria for requesting subsistence

#### UK

Please include quotes for any subsistence within your application form. For UK subsistence you must adhere to the university's expense claim policy (Section 4.2 Subsistence Rates for UK Business Travel): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy. Any approved expense claims applications for subsistence must be claimed via Horizon following your trip and normally before 30 June. You must keep itemised receipts during travel and upload these to Horizon when submitting your claim.

#### Overseas

Please include quotes for any subsistence within your application form. For overseas subsistence you must adhere to the university's expense claim policy (Section 5.4 Subsistence): https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy. In addition, all requests for subsistence overseas must be made in line with HMRC guidance: https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk.

### Risk Assessment for Travel

If attending either a UK or overseas conference, you must complete a travel risk assessment before any travel can be booked and paid for. All University related travel should be recorded on the FORESIGHT system. This replaces the previous paper-based approvals. **As the traveller, you must complete the Risk Assessment on Foresight yourself once your ILD Funding application has been approved.** Please select the Head of School or Deputy Head of School as approver. If you are based in the ILD (and not in a School), please select either Director or Deputy Director of the ILD as approver. There is also a Foresight User Training video available on Horizon.

## 5. Applications for Research Participant Incentives

ILD Competitive Funding can be used for the purchase of vouchers for participant incentives for research. Once an application is approved, the purchase of any vouchers must be made via the Procurement route (i.e., via Purchase Order sent to our approved suppliers). The following options are available.

- Prolific incentives. Applicants will need to create their own Prolific account and provide a quote from Prolific within their application form
- Vouchers. These are available in either e-voucher or physical form*

*There is an additional delivery charge of £10.80 for any physical vouchers. Please note that Love2Shop vouchers usually expire within 12 months so please ensure that these are used for the approved purpose within the specified timeframe.

## 6. Applications for Equipment

ILD Competitive Funding can be used for purchasing equipment to support research activity as long as the purchase takes place allowing sufficient time to meet financial year end deadlines. Please note that laptops and any other IT peripherals/hardware cannot be purchased using ILD Competitive Funding, as per the university expense policy.

Please note that any software purchases will need to have approval from the IT and Library Services (ILS) team.

For the purchase of goods and services, only University approved suppliers can be used in line with university policies (i.e. payment via invoice and purchase order). Any claims submitted from companies or individuals who are not university approved suppliers will be rejected and not paid. This also applies to translation and/or transcription services. Please include VAT and Import Duty in the costs.

## 7. Use of Artificial Intelligence (AI) in ILD Applications

The Institute for Lifecourse Development (ILD) will be adopting the UKRI policy on the use of artificial intelligence (AI) in the preparation and assessment of funding applications for all ILD funding schemes.

*Use of generative artificial intelligence in application preparation and assessment – UKRI*

This is intended to support transparency, research integrity, and responsible research practice throughout the funding process and aligns with ILD's commitment to equality, diversity and inclusion by helping to ensure that all applicants are assessed fairly, consistently and transparently.

In addition, the guidance encourages the responsible use of AI, recognising that these tools can have a significant environmental impact through their energy and resource consumption. Establishing clear expectations therefore supports both equitable access to funding opportunities and sustainability.

Applicants may use generative AI tools to support the development of an ILD funding application, but they remain fully responsible for the accuracy, originality, integrity and content of the submission. Sensitive, personal or confidential information should not be entered into AI tools, and applications must comply with intellectual property and data protection requirements.

Where AI has been used substantively (for example, to generate ideas, analyse information, compare literature, generate or refine code, draft an abstract or draft sections of the application form), applicants should declare this in their application. Use of AI for basic language editing, translation, formatting or word-count reduction does not need to be declared.

Applicants must not use AI to generate all or substantial sections of an application without meaningful human input and oversight. Any AI-generated content must be checked to ensure it is accurate and does not contain fabricated, plagiarised, misrepresented or otherwise inappropriate material.

## 8. Assessment criteria

We would encourage all applicants to consider the following points, as reflected within the 2026/27 ILD Funding Applications Category Descriptors (Appendix 1). As noted above it is not essential that all descriptors relating to a given score must be met. The descriptors are a guide to a "best fit" outcome and ensure equity, thoroughness, and consistency.

1. **Alignment with FEHHS/ILD Priorities**
   - Does the conference, event or research activity align with FEHHS/ILD mission, goals, and strategic priorities/plan on a page?
   - Is it targeting the appropriate audience with potential to reach key stakeholders?
   - Does it address a critical need or gap within the field, and does it have the potential to create positive change?
2. **Quality and Potential Impact**
   - Is the conference, event, or research activity well-structured, relevant, and engaging? Do conferences/events have high-quality speakers and sessions?
   - Are the objectives clearly defined and achievable, is there a solid scientific plan and does the conference, event or research activity offer opportunities for knowledge exchange and skills development?
   - What is the potential impact on attendees, the broader field, and the wider community? Will it lead to new interdisciplinary collaborations, innovations, advancements in knowledge, external funding, outputs?
3. **Sustainability and Cost Effectiveness**
   - Consider plans for long-term sustainability, including strategies for securing future funding and building a strong community of support.
   - Is the conference, event or research activity cost-effective, whilst offering value for the investment?
   - Consideration of environmental impact of research activity or travel

4. **Track Record**
   - Track record of applicant/team and mentoring opportunities.
   - For conferences, also consider whether the organiser has a proven track record of delivering successful events?
5. **Consider whether the conference, event, or research activity does any of the following**
   - Support engagement with the local community and contribute to the broader community
   - Support innovative formats, technologies, or approaches to knowledge sharing and engagement.
   - Promote diversity and inclusion for example for a conference, via programming, speakers, and attendees?

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