**Institute for Lifecourse Development**

**Faculty of Education, Health and Human Sciences**

**Staff Scheme Request for Research Support**

The Institute for Lifecourse Development (ILD) is continuing its competitive bidding process to support research and knowledge exchange in FEHHS. These grants are allocated through a competitive process by the ILD Competitive Funding Panel chaired by the Deputy Director of the ILD. Funding up to a maximum of £4000 is available to support research, including to cover the cost of replacement teaching and marking. Funding up to a maximum of £4000 is available for training, research support (including travel, accommodation, and conference fees), equipment, and some publication costs. Any events or projects partly funded or funded in whole by the ILD should acknowledge the ILD. Funding support should also be acknowledged in conference papers and author affiliations in relevant outputs. Applicants in receipt of ILD funding must attend a Centre meeting and provide an update about the associated research and knowledge exchange outcomes, in addition to a written report about this.

**Please note:** only one international trip can be funded/taken within an academic year via the competitive funding round. However, you can still apply to the International Research Collaboration Fund if you have applied/will be applying for international travel under the competitive funding schemes within the same year. *Applicants should check the specific eligibility criteria the scheme carefully to ensure that they qualify*. Applications can only be made for up to £4000 within an academic year in total across the ILD’s competitive funding schemes[[1]](#footnote-2). For example, eligible staff could apply for £2000 from the ECA Competitive Scheme and £2000 from the Staff Competitive scheme but the combined total of the applications across these schemes should not exceed £4000. If you need to apply for an amount in excess of £4000, please discuss this with the Director of the ILD before commencing the application process. **Please note all eligibility criteria below.**

**Eligibility**

* All applicants must be current University of Greenwich staff members and be affiliated to an ILD research centre.
* It is possible for a PI who was awarded funding in a previous year to re-apply for funding if the project is continuing in this current academic year.

**ILD Priorities**

* The panel will be prioritising applications that demonstrate collaboration and interdisciplinary working and that align with the mission and values of the Institute.
* Funding initiatives that have potential to lead to high quality outputs (for example peer-reviewed publications in Q1 journals or with the potential to be scored 3\* or 4\* in REF), and/or strengthen research impact leading to new applications for external funding, and/or the development of a potential impact case study for next REF and support the Institute’s strategic goals will be prioritised.

**Process**

* We have revised the guidance and hence any applications made using previous versions of this scheme will not be accepted.
* **We will review applications on an on-going basis but the deadline for applications is** **1 June 2025 as all funds must be spent by 30 June 2025. The funding call may close sooner if the budget threshold limit is reached**.
* PIs must first have obtained ethics approval before applying for funding to support their research project (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 and should check availability of HPL staff and rates. Discussion with, and agreement from, Academic Portfolio Lead as well as Line Manager/Head of School and relevant Centre Leads must take place before any application is made for teaching cover.
* 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**.**
* **Please note that all expense claims should be submitted for reimbursement within four months of the expenditure in line with the university expense policy, and before 30 June 2025 to meet financial year end deadlines. Expense claims submitted after 30 June 2025 will not be approved by finance.**
* **If your application is approved and the final cost of your travel is more expensive than originally quoted you will need to ask the ILD for exceptional approval.**
* **You must include all costs on this application form. Any expense claims received for items not approved on your funding application will be rejected.**

**For Applications Relating to Travel**

* Please ensure that you adhere to the university’s expense claim policy when booking travel:

<https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>. All travel should be booked via one of our recognised university suppliers. **PLEASE NOTE that finance will no longer be reimbursing any expense claims for flights booked via non-university travel providers, in line with the revised university expense policy**:

* Clarity: [universities@claritybt.com](mailto:universities@claritybt.com)
* Diversity Travel: [online@diversitytravel.com](mailto:online@diversitytravel.com)

These companies can provide quotes for your travel and accommodation. You will need to include a quote from one of these companies in your application for funding. If you can find cheaper travel 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 permissible under the university’s expense policy only 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.
* Please ensure that quotes for subsistence overseas are made in line with HMRC guidance: <https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk> and follow the university's expense claim policy: <https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>.
* Travel overseas requires the completion of a Risk Assessment form well in advance of travel, available here: <https://www.gre.ac.uk/docs/rep/health-and-safety/risk-assessment-form>. Please complete this form in full and send it to [FEHHS-HS@greenwich.ac.uk](mailto:FEHHS-HS@greenwich.ac.uk) for approval ahead of any overseas travel.
* Travel overseas or in the UK involving a domestic flight and/or an overnight stay also requires completion of the university's travel insurance document advance of the trip: <https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzlRYuWJzoFFxk6ZlWBNl5LbD1h2wRRUODJNTTk0V1kzSkFCRk4yWkY4UUpHNzNGSi4u>

**For Applications Relating to Article Processing Charges (APCs)**

* For applications requesting support for publication costs or APCs please ensure you have familiarised yourself with the University’s transformative agreements. The University has agreements with certain publishers and can support our researchers to publish via Gold Open Access without incurring APCs: <https://libguides.gre.ac.uk/researchers/openaccess>.
* Staff can request funds for publication fees with publishers that we do not have an arrangement with. However, there are limited funds available for this and therefore a strong case will need to be made regarding why this particular journal is the most appropriate and that there are no other suitable outlets Please note the following important criteria:

1. Provision of funding would normally apply only to **Q1 Journals**. Please check here: <https://www.scimagojr.com/>.
2. There must be a high likelihood that the paper will be included in REF2029 and/or form part of a case study for this.
3. Authors must have a strong track record of publication in line with their current stage of career.
4. The publication must be part of a clear and planned trajectory/body of research.
5. This funding application MUST be made before submitting for publication to ensure that funding approval is in place. Retrospective requests will not be considered.
6. Please discuss publishing routes with your Centre Lead before submitting your funding application.

* Please ensure that you follow the University Publications Policy: <https://docs.gre.ac.uk/__data/assets/pdf_file/0028/198145/UoG-Statement-on-Scholarly-Communication-UPDATED-202009.pdf>
* If you need additional guidance please contact Hannah Wilson, Scholarly Communications Manager: [scholarlycommunications@gre.ac.uk](mailto:scholarlycommunications@gre.ac.uk).

**Deadline and Final Notes**

* The panel's decision is final, and no further correspondence will be entered into.
* The funding panel reserves the right to withdraw a grant offer at its discretion for example if there are ethical concerns around the nature or conduct of a study or for any other unforeseen circumstances or if it is unlikely that funds will be spent before **30 June 2025.**
* The funding panel will request a progress report for their review from research that has been approved at the end of the academic year.

***Prof Rosana Pacella, Associate Dean Research and Knowledge Exchange  
Director of the Institute for Lifecourse Development***

**Institute for Lifecourse Development**

**Staff Scheme Request for Research Support**

**(Revised September 2024)**

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| **ILD Resource Request** | |
| Name of PI |  |
| Name of Co-investigators |  |
| Date when doctorate was awarded (for PI and each co-investigator) |  |
| Title of project/ or staff development activities |  |
| Date of event and location (if applicable) |  |
| Contacts / Links (internal/external) |  |
| School and Centre(s) Affiliation |  |
| Please indicate how much funding you have received from the ILD in 2024-25 so far |  |
| Where relevant, please indicate the specific targets of the [Sustainable Development Goals](https://www.globalgoals.org/goals/) which your application relates to  E.g., 5.8: Promote empowerment of women through technology |  |
| Summary and benefit to researcher and ILD(brief description) |  |
| For applications for Article Processing Charges, please confirm:  - that you have checked existing alternative publications with transformative agreements in place  - that you have discussed this with your Centre Lead before submitting for publication  - how your publication meets the criteria listed above in the guidance notes relating to APCs. |  |
| Background and Research Plan (if relevant - max 750 words) |  |
| How will this lead to high quality outputs; new applications for external funding and/or support Institute’s strategic goals (max 500 words) |  |
| Resources required (this may include teaching cover, equipment, publications costs, participant payments, purchase of goods or services\* etc.).  If teaching cover is required, the applicant must confirm that the necessary arrangements have been made |  |
| Environmental statement: The ILD is committed to climate action. Please provide a brief comment on the environmental impact of your proposed work and the actions taken to minimise this. You should explain actions taken (e.g., travelling by train not plane) and justify if more sustainable actions will not be taken (e.g., why a face-to-face event is preferential to online) |  |
| Finance (amount requested - please show full costing breakdown below including any prospective income as well as expenditure) Please include quotes within the application |  |
| For research projects PI must please provide ethics approval reference number here |  |

***\*For the purchase of goods and services please use University approved suppliers and in line with University policies. Please note that any claims submitted from companies or individuals who are not University approved suppliers will be rejected and not paid.***

**COSTINGS**

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| --- | --- |
| **For example, include cost of hotel, travel or conference registration, HPL hourly rate for marking (\*suggested rates below but please check spine point) or hire of a student Research Assistant** | **£** |
|  | **£** |
|  | **£** |
| **TOTAL** | **£** |

***Please note that all staff are required to follow University policy for any requests. According to the University staff expenses policy, individual memberships/subscriptions to professional bodies are non-reimbursable expenses unless to reduce conference registration fees.***

\* **HPL Rates Effective 1st August 2024 including on costs**

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| --- | --- | --- |
| Suggested Spine Point | Total cost if not in Pension Scheme | Total cost if in Pension Scheme |
| Staff providing instruction to students or assisting teaching staff (Spine Point 22) | £52.64 | £65.91 |
| Staff demonstrating equipment or running sessions unrelated to academic activities (Spine Point 12) | £42.54 | £53.26 |

**ADDITIONAL EVIDENCE** (to be attached to this application for submission as one document). Examples may include:

* **Proof of costings including any commission and service charges, publication costs, travel and accommodation quotes etc. as relevant to the application.**
* **Email confirmation from collaborators.**
* **Information regarding an event or email confirming acceptance of abstract at congress**

If successful, any claims for costs must be completed on the relevant claim forms. **All expense claims should be submitted for reimbursement within four months of the expenditure in line with the university expense policy and BEFORE 30 June 2025 to meet financial year end deadlines.** Please note that any expense claims should be made using the Horizon system (email [ILD@gre.ac.uk](mailto:ILD@gre.ac.uk) for relevant cost codes).

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| **Name of applicant (where there are co-investigators only PI needs to sign):** |  |
| **Staff member Agreement (to be signed by PI):**  **I declare that I am affiliated to the ILD. In addition, I declare that the information provided in this form is correct. I agree to follow all applicable university policies, procedures, guidelines and regulations (including financial regulations) in the conduct of my research and knowledge exchange activities. I agree to acknowledge the support of the ILD in related outputs and events.** | |
| **Signature of applicant:**  *(electronic signature will be accepted)* |  |

**AUTHORISATION**

***I support the application of the above staff member. They have identified and discussed with me how this will benefit their research and practice and work of the ILD***

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| **CENTRE LEAD/PRACTICE LEAD COMMENTS** (if any)**:**  If a Centre Lead is a co-investigator on the application, then this section should be completed by the Practice Lead or another ILD Centre Lead or Practice Lead.  **For publication costs please confirm that University transformative agreements have been checked and this is a Q1 journal and that the proposed output is likely to be eligible for REF2029** | |
|  | |
| **Centre Lead or Practice Lead:**  **Print Name:**  **Signature:**  **Date:** |  |
| **Academic Portfolio Lead (APL) Comments** (if any)**:** | |
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| **LINE MANAGER/HoS COMMENTS** (if any)**: (If line manager and APL are the same person then only APL and HoS should sign form)** |
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| **APL:**  **Print Name:**  **Signature:**  **Date:** | **LINE MANAGER:**  **Print Name:**  **Signature:**  **Date:** | **HEAD of School:**  **Print Name:**  **Signature:**  **Date:** |

***This form should now be submitted, via e-mail:*** [***ILD@gre.ac.uk***](mailto:ILD@gre.ac.uk)

*NB Electronic Signatures are accepted however this form must then be sent via e-mail from the approving HoS*

**To be completed by ILD management team after review by ILD Competitive Funding Panel**

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| --- | --- | --- |
| **APPROVAL** | **Signature** | **Date Approved:** |
| Approved by the Director of Institute for Lifecourse Development |  |  |

1. This total does not include the International Research Collaboration Fund. [↑](#footnote-ref-2)