**LSE REF Strategy Committee**

**REF budget: REF impact fund guidance notes**

1. **What is the REF impact fund?**

The REF Strategy Committee (REFSC) has a budget to support various aspects of the School’s preparations for the REF 2021. Part of this budget has been set aside to assist individuals to enable them to produce 4\* impact case studies who would otherwise struggle to achieve this. Applications up to £25,000 will be considered but smaller applications are also encouraged. REF impact support may take the form of:

* support for travel and subsistence in order to collect and/or corroborate impact evidence from research users;
* provision of research assistants including occasional research assistants to collect impact evidence;
* costs of undertaking impact evaluation where this can help to demonstrate the reach and significance of the potential impact case study.
* exceptionally, buy-out of academic time, using the School’s existing internal formula, with the agreement of the Head of Department.

All of the above must be genuinely expected to lead to the production of 4\* impact case studies for REF 2021 which would otherwise be difficult for the individual(s) to produce and which are not already supported by other forms of funding. Note that the School also has a KEI fund to support knowledge and engagement activities which may or may not lead to a REF impact case study: see <http://www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/applyingForFunding/internalFundingOpportunities.aspx#Knowledgeexchangeandimpactfunding>

1. **Who can apply**

The key criterion for applications is that the research underpinning the potential impact case study was undertaken at LSE. Where a potential case study relies on research undertaken by those who are not current, permanent members of LSE faculty or research staff on the New Research Staff Career, applications must be made by a permanent member of LSE faculty or NRSC researcher on behalf of the original researcher. All applications should be made on the application form below and supported by the applicant’s Head of Department/ Institute, Research Centre Director or Chair of Departmental Research Committee. Completed applications should be emailed as a Word document to Jo Hemmings ([j.hemmings@lse.ac.uk](mailto:j.hemmings@lse.ac.uk)) in the Research Division.

1. **Deadlines**

The fund operates on the basis of an **open call for proposals.** Permanent members of faculty and NRSC staff are free to submit applications at any time, for consideration by REFSC. REFSC will aim to respond within 3 weeks of receipt of application.

1. **Selection criteria**

REFSC will assess applications according to the following criteria (in order of priority):

* The plausibility that the funds will result in a 4\* impact case study for the named individual(s). Note that any proposed case study **must meet** the REF eligibility criteria to be considered for support.
* The importance of the bid to the submitting unit’s REF submission;
* The anticipated effect of the bid on the School’s REF profile;

REFSC will also take into account whether other sources of funding, such as the LSE KEI fund may be more appropriate. REFSC will not make awards where the departments or institutes concerned might be expected to support the initiative, whether from their RIIF budget or other available funding, unless there are good grounds. Neither will the REF budget be used to displace external funding, nor for applications covered by STICERD grants or other funding sources available within the School. Any proposals which are deemed to support activity for which external funding is available will be rejected.

REFSC will consider all applications on their merits according to the criteria set out above and will monitor the allocation of funds for equality and diversity purposes. To this end, all names of applicants will be removed from applications prior to consideration by REFSC to mitigate unconscious bias.

1. **If your application is successful**

Funding will be provided to successful applicants through a **specific research account** set up by the Research Division for which the Department or Centre Manager will be the designated grant holder. Grant holders will be asked to report to the Research Impact Manager ([r.middlemass@lse.ac.uk](mailto:r.middlemass@lse.ac.uk)) on any evaluation or other evidence generated through activities funded by REFSC.

May 2017

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**LSE REF Strategy Committee**

**REF budget: Impact support application form**

**Please read the REF impact support guidance notes before you fill out an application form.**

**Section A. Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and name of applicant:** |  | **Name of lead academic unit:** |  |
| **Amount applied for:** |  | **Start/end dates & duration:** |  |

**Section B. Application Information**

**B.1. Do you already have a case study in draft? If yes, is this already logged with the School’s Research Impact Manager?**

**B.2. Please describe your reason(s) for applying for REF impact support and what you plan to do. Explain the how this is expected to prepare for a Research Excellence Framework (REF) impact case study for REF 2021. (max 1500 words)**

**B.3. Please provide a breakdown of your budget and a justification**

**B.4. Have you applied elsewhere for financial support in relation to this proposal? If yes, please give brief details and include details of outcome, if known.**

**B.5. Ethics: Are there any ethical implications arising from this application? If yes, please contact** [**research-ethics@lse.ac.uk**](mailto:research-ethics@lse.ac.uk) **in the first instance for further advice.**

**C. Statement of support**

**Please provide a statement for support (not more than 150 words) from your Head of Department/Institute or Chair of Departmental Research Committee.**

You can attach an emailed statement or a letter of support. Statements for support should include an explanation of **why the Department/ Institute/ Centre RIIF funds or other funds cannot be used to support this application.** It should also include **a confirmation that there will be adequate** office space and **resources** to support this application, if appropriate.