

Cambridge Humanities Research Grants Scheme: Guidance notes

1. Eligibility

Please note: in all cases, applicants should seek approval from their home Faculty or Department before making an application (see para 4.4).

1.1 Tiers 1 and 3: Newton Trust Small Grants, and PSL Exchange grants

Applications are invited from **any** researcher active in the arts, humanities and social sciences holding a current contract of employment as an independent researcher – at the point of application - with either the University or the Colleges (i.e. CTO and JRF will be eligible, but not visiting or affiliated researchers). This includes:

- externally-funded Research Fellows and those working in museums, research centres or other relevant non-School institutions;
- Cambridge-based emeritus staff (with the written support of their Faculty or Department);
- Senior Research Associates or Research Associates, provided that their current contract will outlast the proposed activity;
- applicants may not apply for their own salary costs or other direct personal support.

1.2 Tier 2: Standard Grants

Applications are invited from senior independent researchers. Award holders will normally be at or above the level of University Lecturer or equivalent, or holding a senior Fellowship.

- Research staff may not normally apply, except with the written support of their Faculty or Department;
- Applicants should hold a contract with an explicit research component. Affiliated researchers should seek written support from their home Department or Faculty;
- Cambridge-based Emeritus staff are able to apply with the written support of their Faculty or Department.

1.3 Postgraduate students are **not** eligible to apply to any of the tiers.

1.4 Applications to all tiers should demonstrate an explicit link to the arts, humanities and social sciences.

1.5 Preference will normally be given to first-time applicants, subject to the Scheme criteria.

1.6 Part-funding for this Scheme is provided by the **Isaac Newton Trust**. Unsuccessful applicants to this Scheme may not apply to the Isaac Newton Trust's main research grant programme¹ for the same project; successful applicants cannot apply to that programme in the same year for matching funding based on these grants, though the Trust might be prepared subsequently to consider applications to extend the work, in line with its own research grant criteria.

¹ <https://www.newtontrust.cam.ac.uk/ResearchGrants>

2. Criteria

- 2.1 The objective of the funding is to enable researchers to conduct small-scale research activities, of the highest quality, that enable them to bid successfully for larger-scale funding, and/or to generate publications, and/or to contribute materially in other ways towards the research objectives of their home institution.
- 2.2 Applications will be assessed above all for research quality, within the specific objectives of each of the Scheme's three Tiers:

Tier 1) Newton Trust Small grants - up to £1.5k

- Short-term support for initial/experimental research, or to expedite a research output.
- Preference for funding junior-level research assistance.
- Costs relating to (i) conferences and (ii) the direct costs of publishing outputs will not be considered.

Tier 2) Standard grants - £1-20k

- General research grants, to be assessed on academic quality.
- While conference support is not excluded, it must demonstrably support the priorities identified in 2.3 below.
- Preference will be given to applications from or benefitting early career researchers
- Costs relating to (i) conferences and (ii) the direct costs of publishing outputs will not be considered.

Tier 3) PSL/Exchange grants - £1-10k

The CHRG supports a range of collaborations and exchange opportunities of varying degrees of length and magnitude. In particular, the University supports mutual exchange with institutions within Paris Sciences et Lettres [PSL]. Funding collaboration with PSL partners is therefore a non-exclusive priority of Tier 3. A list of PSL institutions can be found via: <https://www.univ-psl.fr/fr/membres-de-psl>

The CHRG will provide funding in the range of £1-10k to support exchange and collaboration between Cambridge researchers and PSL colleagues. Awards will support the direct non-pay costs of organising conferences or seminars – costs for staff time, research assistance or publication costs will not normally be considered.

PSL has agreed to contribute 50% of Tier 3 awards approved by both Universities.

- 2.3 The primary criterion for award will be research quality. In addition, awards will be considered against the following specific priorities:
- a) Direct support (including research assistance) of pilot or experimental research intended to lead to larger-scale activity suitable for external funding;
 - b) Direct support for activity towards a publication. This may include supporting the costs of partial remission of Departmental duties if the case is sufficiently strong; please note however that costs directly associated with publication (e.g. permissions, indexing, picture costs) will not be supported in any of the three Tiers;
 - c) Support for fieldwork, archival access etc. allied to existing or emerging research priorities in Departments;

- d) Support for early-stage network or concept-development activities, including collaborative work with CRASSH;
- e) Match-funding to support research where sponsors are unable to meet the full costs, e.g. website assistance for dissemination, support for charity research;
- f) Support for research activities for which externally-funded grants are not normally available;
- g) Support for activities specifically designed to enhance impact or outreach, related to eligible underpinning research.

2.4 Researchers are normally expected to apply in only one tier in any given round.

3. Costing

3.1 The CHRG supports direct costs only, including travel, consumables and other non-pay costs. Research assistance will be supported in Tiers 1 and 2 only. Applicants may not apply for their own salary costs, within any of the three Tiers. As stated above, costs directly associated with publication (e.g. permissions, indexing, picture costs) will not be supported in any of the three Tiers;

3.2 Costs for the employment of research assistance should be presented using standard University rates, including the necessary allowance for on-costs. Payment for research assistance via expenses will be disallowed.

3.3 The Scheme is exempt from indirect costs and does not operate via fEC. An X5 costing is not required, but may be useful in preparing costs.

4. Process

4.1 There will be two open calls each year, with deadlines in the Michaelmas and Lent Terms. A cross-School panel will be convened comprising the Head of each of the two Schools, plus another senior UTO nominated by each School.

4.2 Applications must be made using the online system hosted by the School of the Humanities and Social Sciences <https://webservices.admin.cam.ac.uk/ncbk/gabb/fp.cgi>

For Tier 2: in addition to the online form, a project proposal (max 2 sides of A4) and one independent and **external** reference will be required.

4.3 The deadline will be as advised in the announcement of each round of the Scheme. **Late applications will not be considered.**

4.4 **Awards may only be held via a Faculty or Department².** After submission, Departments will be asked to prioritise each application within their remit, and provide a written statement of support. This is to ensure that funded applications are of the maximum strategic benefit to Departments. Staff applying from a College or other independent institution will be asked to nominate the Department most appropriate for the prioritisation process.

² It may be possible to hold an award in certain non-School institutions; please contact the Scheme administrator for advice - GrantsAHSS@admin.cam.ac.uk

5. Reporting

- 5.1 Awards will be transferred to the relevant host Faculty or Department, with all expenditure undertaken through standard financial procedures. Award holders should not make direct payments for services under any circumstances. Costs should be coded to Source of Funds AHAS.

Awards must be completed within the same academical year unless otherwise specified. Any underspend will be transferred back to the Scheme at the end of the academic year; any overspend will be the responsibility of the Faculty or Department concerned.

- 5.2 Normally extensions are granted only on the basis of unavoidable delay such as a change in personnel or other circumstances outside the control of the researcher.
- 5.3 As a condition of the award, each awardee will be asked to provide a brief report (up to 1 side of A4) on the outcomes of the project and the extent to which the specific aims/outputs have been achieved, along with a statement of expenditure. Reports are due within thirty days of the end-date proposed in the original application.

Final reports which are acceptable to the Panel will be due from all awardees by the end of each academical year, or such other time as determined by the Schools; **failure to submit a report may result in the funds being recalled.**

6. Operational notes

- 6.1 Before submitting, please ensure that your proposed host Department is aware of your application – there may be internal review procedures to follow within the Department prior to submission, and the Department may be able to offer assistance in preparing costings. After submission, Departments will be asked to rank each application within their remit in order of priority.
- 6.2 A formal X5 costing is not required, but please provide sufficient detail to show how the costs have been determined. If proposing to employ research assistance, please ensure that these costs are calculated using standard University rates, including the necessary allowance for on-costs. Under no circumstances may research assistants be paid through expenses or as cash-in-hand. Your Faculty or Department Finance Office will be able to advise on preparing realistic personnel costs.
- 6.3 The application system is **online only**, via the portal at <https://webservices.admin.cam.ac.uk/ncbk/gabb/fp.cgi>
- 6.4 Any queries relating to the scheme or the application process should be referred to the scheme administrator via GrantsAHSS@admin.cam.ac.uk

Last updated: 4 January 2018