

Support for Research Funding in AHSS

An Overview for Faculties and Departments

1 Finding funding

Support available (see pages 4-5)

Training programmes:

- 1) X5 training
- 2) fEC training
- 3) Departmental inductions
- 4) ROOTS training

Online resources:

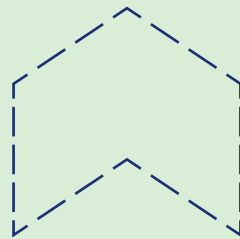
- 5) AHSS Research Website and funding bulletin
- 6) Research Professional

- 7) School Research Facilitators and Research Grant Administrators
- 8) Impact Facilitators
- 9) Faculty and Department Support

Other forms of support:

- 10) Support for large bids
- 11) Cambridge internal pilot funding
- 12) Arts and Humanities Impact Fund and ESRC Impact Acceleration Account

Key contacts:



4 Managing your project

Support available (see pages 10-11)

Training:

- 1) Project Administrators' Network
- 2) PI Colloquium and PI Development Programme

Key contacts

- 3) Post-award Research Office team (regular departmental visits, invoicing, financial reporting, audit support, 3-2-1 emails)
- 4) Impact Facilitators

Other support

- 5) Budget Monitoring and Forecasting
- 6) Symplectic/Researchfish
- 7) Open Access

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Planning and costing your research

Support available (see pages 6-7)

Online resources:

- 1) AHSS Research Website
- 2) Research Operations Office Website
- 3) Research Integrity Framework

Key contacts:

Research Office

- 3) Research Development Team
- 4) Due Diligence Team
- 5) Contracts Team

6) School Research Grants Administrator Team for the School of the Humanities and Social Sciences

7) Research Grant Administrator network

Faculty and Department Support:

8) Departmental sign-off and Research Committees

9) Ethics Committee (incl. School Research Ethics Committee and central Ethics advice)

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Activating your grant

Support available (see pages 8-9)

Key contacts

- 1) Contracts Team
- 2) Post-award Team

Other support

- 3) Project start-up meetings

Online resources:

- 4) Research Dashboard

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Finding Funding

Training programmes

1) X5 Training

X5 is the University's research costing tool. X5 Training takes place once a month and covers setting up an X5 using the Project Wizard, as well as using the correct methodology for capturing costs. Introductory and Advanced sessions are available as well as Surgeries on Wednesdays. Mini User Guides are available to assist you in creating a Costing using the Project Setup Wizard.

<https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal/training/x5-training>

2) fEC Seminars

Full Economic Costing (fEC) methodology is crucial to costing and pricing of research projects and central to anyone involved in research administration. <https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal/training/fec-seminars>

3) Departmental inductions

In addition to (i) University and Department induction for academic staff, Faculties and Departments may set up regular (ii) discussions about career and research planning at Faculty level.

4) ROOTS training

The Research Operations Office Training Strategy (ROOTS Tier 2) consists of three morning sessions offering a mix of skills development and knowledge transfer. Topics will cover applying & managing grants, understanding contracts and audit requirements. The programme runs twice a year, during the Lent Term and the Michaelmas Term.

The programme is aimed at staff who play an active role in the Grants Lifecycle and Research Contracts process and who have been in post for a minimum of three months. For further details and to apply, please complete the expression of interest form including nomination by your Department Administrator or Line Manager and approach the Research Office Training Manager with any questions.

Online resources

5) AHSS Research Website and Funding Bulletin

The AHSS Research Website contains a wealth of information for researchers in Arts, Humanities and Social Sciences about research and impact funding, including a guide to the various grants and fellowships available. www.ahssresearch.group.cam.ac.uk

You can also sign up for the [AHSS Research and Impact Bulletin](#), which provides regular updates on funding opportunities and available training.

6) Research Professional

www.researchprofessional.com lists practically all funding opportunities open to UK-based researchers, which can be filtered by type of scheme, career stage and disciplinary area (go to 'Advanced Search'). You can set up weekly research funding opportunities and news email alerts, based on your individual preferences and research interests. Access is enabled across the University of Cambridge and, after registration, off campus.

Key support contacts

7) [School Research Facilitators](#) are available to

- discuss one-to-one how to translate a research idea into a project;
- learn about suitable research funding options and advice on funding bodies;
- get support with the writing of applications and feedback on drafts;
- build and fund a research network for interdisciplinary research, international projects, etc.
- use the University's internal peer review system to receive comments from experienced colleagues.

8) The [Arts and Humanities & Social Sciences Impact Facilitators](#) are available to:

- provide specialist advice and feedback to researchers who are preparing external and internal funding applications with formal and informal impact components, including 'Pathways to Impact' for AHRC/ESRC bids
- meet one-to-one, to explore impact opportunities arising from current and prospective research plans
- help identify stakeholder and beneficiary groups, on project design, delivery and evaluation
- advise on cutting edge methods and help make links for impact work beyond the University
- support the development of strategic impact plans
- advise on designing stakeholder and public engagement events for maximum impact
- help connect researchers with interdisciplinary and cross-sectoral organisations and networks

<https://www.ahssresearch.group.cam.ac.uk/contacts>

9) Departmental or research grant administrator may operate departmental research funding newsletters. If your department does not distribute one, sign up for the [AHSS Research and Impact Bulletin](#).

<https://www.ahssresearch.group.cam.ac.uk/sign-receive-ahss-research-and-impact-bulletin>

Other forms of support

Seed and pump-priming funding:

10) Funding support for large bids

A central Administered Fund under the remit of the University's Research Policy Committee considers requests for resources to enable the preparation of large collaborative bids. Applications must demonstrate strong academic leadership with clear goals, and involve researchers from at least two Schools and is mainly aimed for bid preparation of specific funding calls with a defined deadline.

www.research-strategy.admin.cam.ac.uk/research-funding/support-large-bid-preparation

11) Cambridge Humanities Research Grants

Cambridge offers a variety of internal cross-Faculty funding opportunities for researchers in the arts, humanities and social sciences: <https://www.ahssresearch.group.cam.ac.uk/res-fund-ops/internal-funding>

12) Arts and Humanities Impact Fund or the ESRC Impact Acceleration Account, specifically to pump-prime strategic engagements with external partners. <https://www.ahssresearch.group.cam.ac.uk/impact>

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Planning your Research

Online resources

1) AHSS Research Website

The website contains practical guidance, tools and examples for Research Grant Administrators with focus on the Arts, Humanities and Social Sciences. www.ahssresearch.group.cam.ac.uk

2) Research Operations Office Website

The website brings together all information on University processes, policies and support regarding research funding. www.research-operations.admin.cam.ac.uk

3) Research integrity framework

All staff are also bound by the [Research Integrity Framework](https://www.research-integrity.admin.cam.ac.uk/) and asked to familiarise themselves with it. <https://www.research-integrity.admin.cam.ac.uk/>

Key contacts

Research Operations Office support

3) Research Development Team

(grant queries, grant risk assessment, final submission, costing and pricing)

The RD team supports the work of the Schools' (and Non-School) department-based Research Grant Administrators and Faculty Administrators and Heads of Department. The RD team provides advice and guidance on funder and University policies, offers training and resources on these, and supports knowledge sharing and learning. The team carries out risk assessment and mitigation, processes and submits research grant applications on behalf of the University. The team also undertakes costing, a Research Grant Administrator function, for particular departments. <https://www.research-operations.admin.cam.ac.uk/about-us/contact-us>

4) Due Diligence Team (support for funders and collaborators)

The University is obliged to carry out due diligence and credit checks on new funders as well as collaborators. The Research Office in collaboration with Departments are responsible for this process. For due diligence on donations please contact the Development Office CUDAR. <https://www.research-operations.admin.cam.ac.uk/costing-and-pricing-research-proposal/x5/requesting-new-funders-schemes>

5) Contracts Team (support for tenders)

Tenders are legally binding applications, usually for government departments, to provide services which may be research. Terms and conditions need to be reviewed by the Research Office or Cambridge Enterprise before an application is placed. If you are considering applying for a tender please immediately get in touch with your local contact at the contracts team in the Research Office (for research) or Cambridge Enterprise (for provision of services such as consultancy work). Do not submit your tender without checks as you may be personally liable. ahsscontracts@admin.cam.ac.uk

Faculty and Department Support

6) [School Research Team](#) for the School of the Humanities and Social Sciences provides dedicated research grant support and expertise to Research Grants Administrators and academics within the School of the Humanities and Social Sciences' departments, faculties and centres. They assist with the preparation of complex applications- budgets, eligibility of costs, X5- and with post award activities and management. Assistance is given in resolving administrative issues throughout the project lifecycle. The team proactively engages with the changing regulatory framework of research grants and generates relevant information / resources to support an efficient, accurate application / grant management process. <https://www.ahssresearch.group.cam.ac.uk/contacts>

7) Research Grant Administrator network and Research Grant Administrator Lunchtime Forum
The Network offers regular updates and discussions of issues relevant to research funding administration on a termly basis. The Lunchtime Forum enriches the Network by informally sharing experience and solutions. Please contact the [Research Development Manager](#) and [School Research Grant Administrators](#) for more information.

8) Departmental Sign-off and Research Committees

Each research grant application requires departmental approval on finances and willingness to host a project by Heads of Department or those with appropriate delegated authority before the Research Office will submit on behalf of the University. The Research Development Team can support the departmental grant assessment for approval and provide central checks before submission following the application.

Many Faculties and Departments carry out a prior assessment of the timing, eligibility, quality and fit of a proposal with the institutions research strategy, and often through local Research Committees.

9) Ethics Committee (School Research Committee and central Ethics advice)

The University of Cambridge is committed to providing a rigorous and independent ethical review process that is proportionate to the potential risk.

In the first instance advice should be sought at a local level. Undergraduate and Postgraduate students should seek the advice of their supervisor or mentor. Staff, or any other person conducting research on University premises, should seek advice from the local ethics committee or ethics contact in the Department in which the research will be carried out. If further advice is required, researchers should contact the appropriate School-level Research Ethics Committee. A research ethics review flowchart has also been produced that provides further guidance on when and where to seek ethical review- this should be used to supplement, and not replace local advice. <https://www.research-integrity.admin.cam.ac.uk/research-ethics/ethical-review>

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Implementing the grant

Key contacts

1) Contracts Team (Research Office)

Certain research projects require the University to negotiate an agreement with the other parties involved, making everyone's rights and responsibilities clear and protecting the interests of all (e.g. collaboration agreements, confidentiality disclosure agreements, material transfer agreements, contract amendments, etc.).

The Research Operations Office's role is to negotiate on behalf of the University for those researchers whose funding arrangements require it. The Office is the legal signatory of the University for research contracts. Our negotiations generally cover specific contractual issues including

- price
- intellectual property (IP)
- publication
- liability

Please inform the contracts team in the Research Office when you have received an award letter or research contract by writing to AHSScontracts@admin.cam.ac.uk.

2) Post-award Team (Research Office)

Project handover in support of grant setup is coordinated by the Department and operates between departmental administration and accounts, HR, IT and Research Office.

The Research Operations Office is authorised to accept awards on behalf of the University however we will always seek approval from the department. The acceptance procedure of some sponsors is through activities such as the sending of a start certificate (e.g. Research Councils) and others are through formal acceptance letters.

When the grant has been activated on the University Finance System (UFS also known as CUFS) Principal Investigators (PIs) Heads of Department (HODs) and Departmental Administrators (DAs) are notified of this and reminded of the Terms and Conditions relating to the specific award, which they are responsible for delivering. <https://www.research-operations.admin.cam.ac.uk/managing-research-projects/research-projects-start-end/winning-and-activating-award>

Other Support

3) Project start-up meetings

For large and complex grants or on departmental request, the Research Office and HSS RGA offer a start-up meeting with the PI and relevant departmental staff (e.g. RGA, accounts clerk, departmental administrator) at the project start. This allows staff to learn more about the project itself, inform about finances, funder terms and conditions, audit requirements and management of the grant. Please approach your Faculty's [Research Support Advisor at the Research Operations Office](#) or [HSS RGA](#) to make arrangements with you and the PI. <https://www.research-operations.admin.cam.ac.uk/about-us/list-contacts>

Online resources

4) Research Dashboard

The Research Dashboard brings together research project information in one place, based on the University's financial system (CUFS), HR system (CHRIS), grant application costing and approval tool (X5) and also covers research contract status updates. When logging in you can view:

- Grant finances; summary expenditure, grant balances and team details
- Application deadlines
- Contract status and progress updates

<https://researchdashboard.admin.cam.ac.uk/>

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Managing your grant

Training

1) Project Administrators' Network

The Project Administrators' Network brings together those who are providing dedicated administrative support for individual research projects and centres in order to facilitate network building, learning and the sharing of best practice. <https://www.ahssresearch.group.cam.ac.uk/RGA/ProjectAdmin>

2) PI Colloquium and PI Development Programme

The colloquium brings together PIs who hold larger grants (usually with staff management duties) on a biannual basis for information sharing with regard to research grant management and allows for networking for problem solving and sharing of good practice across faculties and departments. Around 100 PIs are invited across all Faculties. Specific training is available via PPD on staff management, difficult conversations, etc. Previous sessions have covered data management and storage, grant finances, Leadership Essentials for PIs. For suggestions of future topics and expressions of interest, please contact the Assistant Director at the Research Office for Arts, Humanities and Social Sciences. <https://www.research-operations.admin.cam.ac.uk/about-us/contact-us>

Key Contacts

3) Research Operations Office support

Each Department has a dedicated [Research Support Advisor at the Research Office](#) who can offer departments advice and arrange regular visits and updates. The Research Operations Office also provides:

- reconciliation of the funds throughout the life of the award
- ensuring that invoices, reports and financial statements are processed in a timely manner within the sponsor's Terms and Conditions
- liaison with the Departmental Administrator (DA) and PI regarding eligible expenditure and virement (re-allocation) of funds between budget headings
- renewing existing awards and ensuring that amendments to an award are updated on the UFS
- closing an award and reconciling income and expenditure at the project end, and final reporting
- reconciling invoicing and overdue payments
- help and advice on any awards management issues and the transferring of awards
- audit support for projects to be audited according to audit requirements

<https://www.research-operations.admin.cam.ac.uk/about-us/list-contacts>

The Research Office supports departments and PIs in financial audits by external auditors.

For financial audits, generally the following items will be looked at:

- Copies of invoices and expense claims
- Billing report and reconciliation with submitted claims
- Back up for personnel costs, including signed timesheet, Contract of Employment and any subsequent contract extension or contract change letters
- Evidence of following procurement process
- Evidence of due diligence checks

For technical audits, the PI leads on the reporting to the funder. Generally the followings are covered:

- Degree of fulfilment of the project work plan and deliverables for the relevant period
- Continued relevance of the objectives
- Management procedures and methods of projects
- The beneficiaries' contributions and integration within the project
- Use of resources in relation to the achieved progress
- Expected impact of the project with focus on dissemination

<https://www.research-operations.admin.cam.ac.uk/managing-research-projects/audit-overview>

4) The Arts and Humanities & Social Sciences Impact Facilitators are available to:

- provide project-specific post-award support and best-practice advice to PIs and project teams on designing and delivering impact activities
- support researchers in monitoring, evaluating and measuring the reach and significance of impacts achieved, for reflexive and reporting purposes
- direct award holders to other important sources of support within the University on public engagement, communications and digital strategies etc.
- advise on additional sources of internal and external impact funding, available to support
- expansions of initial impact plans
- facilitate applications to the Arts and Humanities Impact Fund and ESRC Impact Acceleration Account to extend the scope of a project's projected impact
- deliver bespoke impact training sessions for project teams, Faculties and Departments
- Full information on AHSS services is available here and further AHSS impact resources, including materials on impact evaluation, are available here:

<https://www.ahssresearch.group.cam.ac.uk/impact>

<https://www.ahssresearch.group.cam.ac.uk/impact-resources>

Other support

5) Budget monitoring and forecasting

Please use the Research Dashboard to monitor your budget and forecast and discuss with your departmental finance support: <https://researchdashboard.admin.cam.ac.uk/>

6) Symplectic (Element)/Researchfish

Symplectic Elements (often referred to as Symplectic) is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community.

Originally implemented to help with the management of submissions to REF2014, Symplectic is now the linchpin of research information management across the University, connecting, synchronising and collating information from a wide range of platforms. It supports research reporting to funders such as the annual Researchfish submission for UK Research Council (UKRI) grants, for example.

<https://elements.admin.cam.ac.uk/login.html>

7) Open Access (data and publications)

Open Access is simply making published research results freely available to anyone with an internet connection rather than keeping those results hidden behind a subscription paywall. Your research funder may require you to make publications available via open access and certain publications such as journal articles need to be open access in order to be eligible to the REF. You can find more information on open access journals, pay options and seek advice here: <https://osc.cam.ac.uk/open-access>

You can seek advice on data storage and to deposit in the data repository here:

<https://www.data.cam.ac.uk/repository>

