Knowledge Exchange Seed Fund
Guidance Notes

Introduction

1. This Seed Fund is an internal grant scheme to support Knowledge Exchange activities and projects. It is supported by the University's [Higher Education & Innovation Fund](#) (HEIF) award to '*support and develop a broad range of knowledge-based interactions between universities and the wider world, which result in economic and social benefit to the UK.*'

2. Applications from those new to or experienced in Knowledge Exchange activity are equally welcome.

3. The closing date for applications is midnight Friday 3 May 2024; decisions will be announced on a rolling basis and funding for this scheme <u>must</u> be spent by 28 June 2024.

4. Grants of up to £5,000 are available. Typical awards are between £2,000- £4,000.

5. Staff at the University of Oxford are eligible to apply. Principal applicants do not have to hold an academic or research post.
- Students are not eligible to be a principal applicant, but may be co-applicants.
- The award is open to Oxford University Innovation staff.
- College-only post holders may not be principal applicants.

6. Enquiries are welcome at any time and contact details provided at the end of this document. Potential applicants should read the guidelines and **case for support** thoroughly, consult their local Research Facilitator, and/or contact the KE Seed Fund manager to help ensure that proposals are suitable before applying to the KE Seed Fund.

7. A University cost centre is needed to host an award. College-based activities are eligible, but funds must be managed through a Faculty or Department.

Project proposal

8. Funds can be requested to develop or pilot new innovative early-stage Knowledge Exchange activity. Research England defines KE as the '*collaborative, creative endeavour that translates knowledge and research into impact in society and the economy*'

The fund can be used to:

- Start or further develop Knowledge Exchange activities in a research project
- Explore early-stage KE ideas with external partners to see if the proposed activity/project has potential
- Organise internal or external secondments
- Conduct collaborative assessment work with partners in direct relation to an identified knowledge exchange opportunity (e.g. stakeholder analysis)
- Fund initial meetings or activities to inform and develop coordinated bids for KE projects using external funding
- Provide funding for a doctoral student to begin or develop KE activity with external partner(s). This activity must be fully supported by the Department and the Director of Graduate Studies and the Lead PI must be the Supervisor(s).
- Develop a Living Lab project on the Begbroke site
- Produce a KE Seed Case Study – production of a case study alongside a KE-orientated project, allowing the stakeholders to document collaborative projects as they happen. This funding can be applied for alongside another KE Seed fund project. Any such proposal must be discussed with the Fund Manager in advance.

Innovative KE projects, beyond the suggestions above, are very welcome.

Exclusions

1. The remit **excludes**:

   a. **Business as usual** e.g. research-oriented events/ workshops or publications.
   b. **Pure research** or activities which are predominantly research-based, **and** that do not further the application of research or related activities **beyond the University**.
   c. Activities that do not involve collaborations with external partners from non-HEI institutions.
   d. Projects that aim to reach undergraduate students, or those where the primary purpose is to increase student applications to the University of Oxford are not eligible for this scheme
   e. Projects that aim to target public engagement with research are not eligible for this scheme and should be directed to the University's Public Engagement with Research Seed Fund.

Reporting requirements

14. Summary details of the Awards made will be published via internal and external communication channels.

15. Awardees are required to provide a final project report found on the KE Seed Fund webpage.

Application Process

16. Applications are submitted via the University's Internal Research Award Management System (IRAMS).

17. This is a three-part process:

i) Complete the online application form.

ii) Upload the Case for Support in PDF format (using the Word template available in the IRAMS application system; which should be saved to PDF before submitting).

iii) Email the supporting documentation from external parties to keseedfund@admin.ox.ac.uk. The documentation should show that they fully understand the project and its aims, specifying their commitment to the proposal, what they hope it will achieve, and where they see the project leading.

18. The online application form requires a financial breakdown of the project. For each budget line please describe the costs being requested in the corresponding 'Description' field, and if appropriate, provide a justification.

19. Once you enter the 'Purpose' for three budget lines – more budget lines will become available on the online form.

20. All direct costs required to develop, deliver and evaluate the project are allowed.

21. All funds must be spent by **28 June 2024**, so all costs must be attributed to Year 1 only.

23. Applications are automatically submitted to your Department or Faculty. Subject to departmental approval, your application will be reviewed, and the funding recommendations will be made by an internal panel of Oxford researchers and academics, and KE professionals.

24. Applicants are advised to consult with their departmental approver prior to applying to ensure their application will be approved, and once submitted that the application is approved in a timely manner to avoid unnecessary delay.

Selection criteria

25. The aims of the project and the potential societal or economic benefits to the researchers, external collaborators and beneficiaries.

26. The potential to continue related activity beyond the scope and duration of the planned activity.

27. Clear evidence of partnerships with external parties which have the potential to develop into longer-term collaborations.

28. Matched funding from external organisations.

29. The justification for the costs and value for money.

30. The project's potential legacy which may include one of the following:

- Potential to contribute to future impact case studies for statutory University returns such as the REF, KEF or HEB-CI reporting

- To serve as a best practice case study for KE Activity

- Building staff capacity for KE projects

Contact & Further Information

For enquiries, please contact the Knowledge Exchange Seed Fund team: keseedfund@admin.ox.ac.uk.

For advice and support on the development of your proposal plans and ideas, please contact your Research Facilitator.