

UCL Bartlett School of Architecture
2023-24 ARCHITECTURE RESEARCH FUND (ARF) Policy [Updated October 2023]

1. Purpose of the Architecture Research Fund

The Architecture Research Fund (ARF) is available to support staff and MPhil/PhD students to carry out distinct research projects with the aim of producing significant research projects and outputs. It aims to support cutting edge (REF2028 standard) research in architectural and urban design, architectural history, theory, landscape, technology, manufacturing, computation, professional studies, including novel hybrids across any of these, and research of strategic interest such as, health, social equity, climate change, biodiversity (and with reference to UCL's 2022-27 Grand Challenges (<https://www.ucl.ac.uk/strategic-plan-2022-27/plan-content/academic-initiatives#Grand>)). It also aims to build capacity across the school for larger funded research projects and collaborations.

This guidance applies to the second round of funding in 2023-24 to support project **expenditure before 30 June 2024**. ARF applications supported by additional funding sources are strongly encouraged. Applications from early career staff are especially welcome. N.B. Please note overall ARF funds are reduced for this round, which will affect the number of successful applications which can be awarded.

2. Eligibility

Staff

- All BSA employees across academic, research, teaching, workshop, roles, etc. However, staff employed and paid by Form 7 and 'As and When' contracts are not eligible.
- **The maximum amount of an ARF award for an individual staff member is £2,500.**
- **The maximum amount of an ARF award for two or more collaborating members of staff is £5,000.**
- Collaboration may be with academic members of staff in other departments or faculties at UCL, providing the work is of demonstrable benefit to all BSA applicants. In these cases, additional or matched funding is not necessary, but is encouraged, and these applications will be given priority.
- Applicants may submit only **one** application for this round.

Please note changes to previous guidance:

- **overall ARF funds are reduced for this round, which will affect the number of successful applications awarded**
- previously-funded projects are not guaranteed to receive additional funds
- conference fund applications also remain limited to one application.

MPhil/PhD students

- PhD students registered in the Bartlett School of Architecture are eligible. All PhD students need an endorsement from their primary supervisor.
- **The maximum amount of an ARF award for training/research activities is £700, and the maximum for conference attendance is £500.**
- PhD students must be fully enrolled in their programme (not on CRS) when funds are claimed, and must notify the Director of Research immediately if there is a change to their enrolment status.
- Students may make up to two applications to the ARF over the course of their PhD studies.
- PhD students may be named collaborators on bids led by staff, in which case the above staff eligibility terms apply.

3. Types of proposal that will be considered

Funding proposals will be considered and assessed on their originality and rigour, and the international significance that the work is likely to achieve within the relevant field, as well as the actual and potential impact of the work beyond academia. Academic staff should also show how the project will meet their REF2028 submission.

Staff

Funding can be applied for to meet the direct costs of a research project, which can include the following:

- Technical, clerical or research support to assist in the production of a specific research output or to prepare a major funded grant application. Support staff must be hired on a fractional contract after an internal posting of the vacancy.
- Material costs for drawing and making and costs of consumable items where such items are above and beyond those normally available within the college.
- Pump-priming funds for collaborative research projects, workshops, meetings, etc., especially when cross-fertilisation between UCL departments or other external institutions is involved, and there is potential for a larger collaborative grant application.
- Pump-priming funds for new research projects based on collaborations between academia and practice.
- Costs associated with organising and hosting a conference with a clear research remit (e.g. that will generate future research collaborations, activities, or outputs such as an edited journal or book collection).
- Costs associated with attending a conference to present a paper/poster/project. Academic staff will be expected to cover these kinds of costs first from their Individual Research Fund (IRF) allocation.
- Travel and subsistence costs for research trips. Academic staff will be expected to cover these kinds of costs first from their Individual Research Fund (IRF) allocation.
- Costs involved for preparing research for public output, such as preparing illustrative material, fees for image reproduction rights, preparing work for exhibition, or other forms of public dissemination.

MPhil/PhD Students

- PhD students may apply for funding for research trips or for research training unavailable at UCL.
- For conference funding, PhD students must first apply to the Faculty through the Bartlett Student Conference Fund: <https://www.ucl.ac.uk/bartlett/programmes/applying/funding-and-scholarships/graduateresearch-funding>
- In cases where conference expenses are not fully covered by Faculty funds, students may apply for top-up funds through the ARF.
- For PhD student-led events, students should apply to the Bartlett Doctoral Initiative Fund: <https://www.ucl.ac.uk/bartlett/programmes/applying/funding-and-scholarships/graduate-research-funding>

4. The following requests will not be funded

- Incomplete applications, and any applications where costings are incorrectly calculated, or exclude VAT where applicable.
- Applications to pay for the time of any full-time member of UCL staff, whether through UCL or through a limited company.
- Retrospective applications (e.g. for expenditure already incurred on projects).
- Training courses already provided within UCL.
- Personal computing equipment.
- Recurring fees for membership of professional bodies.

5. Specific points of consideration

- Each application is considered on its merits.
- First-time early career researcher applicants are welcomed.
- Funding cannot normally be provided in advance but must be claimed back against receipts/invoices.
- Any application will be strengthened by evidence of an application(s) to other funding sources, or by the existence of other funding for the project. This should go beyond simply 'funding in kind' and which makes an evident material and economic contribution to the research.
- Where the applicant is clearly eligible for additional funding from UCL, the Bartlett Faculty or elsewhere, the ARF Committee will expect to see evidence that applications have been made to these sources.
- The ARF welcomes applications for the UCL aspect of joint ventures with other institutions provided that there is some reciprocal contribution from the other institution(s).

- Applications will be considered by an ARF Committee chaired by the Director of Architectural Research and consisting of an annually rotating membership of academic staff from all areas of the BSA.
- ARF Committee meetings will be held in the fortnight following each application deadline. Applicants will receive written confirmation of the outcome of their application if successful as soon as possible.

6. Criteria used to assess applications

The ARF Committee assesses all applications on their merits, and according to the criteria set out below:

- Significance and impact of the project, in contributing to original contribution to knowledge and understanding (cf. REF2028 assessment).
- Potential to further developing a relevant research area at an international level.
- Appropriateness, effectiveness and feasibility of the proposed research methods and the likelihood of achieving the specified outputs within the funding timeframe.
- Potential of the project to attract external funding.
- Value for money in relation to the significance and quality of the projected outcome of the research.
- The ARF Committee will take into account the School's research objectives in addition to the experience and career trajectory of each individual.
- The ARF Committee will also take into account the ARF's, the Bartlett Faculty's and UCL's previous financial support for the applicant's research activities, as well as any available funding remaining in an Academic staff member's Individual Research Fund (IRF) allocation.
- Applications which directly support a REF2028 submission may be prioritised. The ARF Committee will make the final decision with regard to each application.

7. How to apply

Proposal

- All applications should provide as much relevant detail as possible and include appropriate and relevant supporting documentation. If an applicant has already received an ARF award towards a project, this should be indicated in the application form and budget.
- For conference attendance, please include an abstract, proof of its acceptance, proof of registration and the title, dates and venue of the conference. PhD students seeking top-up funding must also report the outcome of applications to the Bartlett Student Conference Fund.
- For research trips, please provide the location and dates of travel, even if these are only approximate.
- Applications for funding to attend a course should specify the course name, an overview of its contents, dates and venue of the course, and confirm that this training was not available at UCL.
- Before applying for funds towards small items of equipment, please check the availability of equipment with Matthew Bowles, the Bartlett School of Architecture's Audio Visual Manager (m.bowles@ucl.ac.uk).

Estimating costs and contributions

- Please give a full breakdown of all relevant estimated expenses, justifying costs and providing quotations. **Be as accurate as possible, and include VAT.**
- For conferences: speakers' fees and accommodation, travel costs, and catering must be costed and proportionate.
- Please ensure estimates are based on reasonably priced accommodation and fares. For travel expenses quotations should normally be with Clarity Travel Management, UCL's contracted travel agent:
<https://www.ucl.ac.uk/staff/task/book-travel-and-accommodation>
- Information on college travel insurance policies can be found here:
<https://www.ucl.ac.uk/finance/insurance/travel>
- If foreign currency is used, please state the exchange rate and convert the costs to pounds sterling.
- Accommodation and expenses should be estimated in line with UCL guidelines:
<https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy>
- Applications for a proportion of time of fractional staff, whether research, clerical or technical, must be calculated **at their current contracted grade and spine point**. All payments will be made through the one off payments scheme.

Submitting the application

- Applications should be submitted as a single PDF composed of:
 - (1) Application form (max. three sides of A4), providing concise and relevant detail sufficient to understand the proposal and assess it against the ARF criteria. N.B. The Committee appreciates well-written and clearly communicated proposals. The application cannot be judged on information that has not been stated/included/evidenced in the form.
 - (2) Visual material where relevant (max. one side of A4).
 - (3) Supporting documentation (max. four sides of A4), such as paper abstracts, letters of acceptance, quotes, etc.
 - (4) Non-academic staff should also submit a CV (max. two sides of A4).
 - (5) MPhil/PhD students should pass the form to their primary supervisor for endorsement.
 - Any application in excess of these page limitations will not be circulated to the ARF Committee.
- Completed applications should be submitted electronically, as a single PDF to [<bartlett.arch.researchandenterprise@ucl.ac.uk>](mailto:bartlett.arch.researchandenterprise@ucl.ac.uk), by the application deadline. Incomplete or late applications will not be considered.

8. Conditions of awards

- ARF awards made in these rounds must be claimed within the 2023-24 financial year, **i.e. by 30 June 2024**.
- ARF awards must be spent as detailed in the budget submitted in the original application.
- All award holders must keep accurate and up-to-date records of all expenditure, including salary costs for staff time where applicable.
- Awards are given based on the estimated costs; however, if the actual costs incurred are lower than those estimated, the award may be reduced accordingly.
- Recipients must abide by UCL's standard financial regulations on purchasing and expenses; the BSA finance team can advise on this at any time prior and during the project.
- If an applicant subsequently receives other funding in addition to the ARF award, the Director of Research should be informed immediately.
- The financial contribution of the 'Architecture Research Fund of the Bartlett School of Architecture, UCL' must be formally acknowledged in writing in all forms of dissemination associated with research that has been funded fully or in part by an ARF award.
- Items of equipment funded by the ARF will remain the property of the School of Architecture.
- Income generated from the subsequent sale of objects produced with ARF funds may be paid into the recipient's discretionary account, but are not to be paid to personal or external company accounts.
- All award holders must supply a final report after completion of their project. Award holders will receive a final report form by email upon confirmation of the award.
- The applicant must supply the Director of Architectural Research with copies of the research outputs associated with the award, including documentation of any practice-led outputs in the form of a short, annotated portfolio (with project description, images and reviews).
- Recipients of ARF awards may be invited to make a presentation at one of the school's research events.

9. Claiming an award

- Please consult the 'Claiming Internal Funds' documents for details of claiming your award.
 - ARF awards should be charged to your own academic project account, linked with the ARF task code 460. Please contact bartlett.arch.finance@ucl.ac.uk for further information.
- For queries about the ARF policy or applications please contact Peg Rawes or Marjan Colletti (m.rawes@ucl.ac.uk, and m.colletti@ucl.ac.uk), or via Vaishnavi Gondane (Research Administrator) bartlett.arch.researchandenterprise@ucl.ac.uk. Note, however, that detailed advice or feedback about individual ARF applications cannot be given.

ARF RESEARCH ASSISTANT SALARY COSTING GUIDELINES 2023-2024

NB – These costs are an estimate and may vary!



		AMOUNT RESEARCH ASSISTANTS RECEIVE						USE THESE FIGURES IN YOUR BUDGET AMOUNT INC. ON COSTS, CHARGED TO YOUR ARF/IRF AWARD		
Spine Point	Basic Salary	London Allowance	Total	Day	Hour	NI	Saul	Total	Day	Hourly Salary (including Oncosts)
29 Rate A	39115.58	5416.67	44532.25	171.28	23.46	4785.00	9618.97	59397.26	228.45	31.29
25 Rate B	35080.50	5416.67	40497.17	155.76	21.34	4228.16	8747.39	53890.27	207.27	28.39
16 Rate C	27283.17	5416.67	32699.83	125.77	17.23	3152.17	6866.97	43055.73	165.60	22.68

ESTIMATING THE COST OF RESEARCH ASSISTANCE FOR APPLICATIONS TO THE ARCHITECTURE RESEARCH FUND

Architectural Research Assistants

Please use the following guidelines for estimating the cost of research assistance for your research project.

Rate A - For Research Assistants doing research work that involves using a level of intellectual/analytical/investigative skill, and who hold a PhD.

Rate B - For Research Assistants doing research work that involves using a level of intellectual/analytical/investigative skill, and who do not hold a PhD.

Rate C - For Research Assistants doing research work requiring only a small degree of analysis and decision-making (e.g. writing letters, making telephone calls, photocopying and collating information, light editing, and general administrative assistance).

As there are no long-term appointments, we will be paying Architectural Research Assistants through UCL Payroll, using one-off payments on a monthly basis.

All payment requests must be sent to bartlett.arch.researchandenterprise@ucl.ac.uk via their Microsoft Form for approval, and then will be actioned by bartlett.arch.hr@ucl.ac.uk.

Please note: These guidelines are not to be used to estimate the costs of Teaching Replacement.