**The Bartlett** Faculty of the Built Environment

**Bartlett Research Grants Scheme 2021-22**

**1: ABOUT THIS CALL**

**The Bartlett Research Grants Scheme (BRGS) is now open for the 2021-22 academic year to support colleagues identifying as ‘early career researchers’. £50,000 is available for five awards of up to £10,000, which must be spent by 31 July 2022.**

The scheme is aimed at ‘early career researchers’, working individually or in small teams (within or across the Faculty’s Schools and Institutes). Grants will support the kick starting of new ideas, initiating/developing collaborations, and the development of larger project proposals to external funders. Applicants will be asked to demonstrate how they will develop their ideas beyond the lifetime of the grant, including plans for securing further funding from external sources. We are keen to receive applications from across the Faculty, and particularly welcome applications from subjects and disciplines that find it hard to secure external funding for their work. We are also keen to see previous recipients of Faculty grants acting as mentors to this year’s applicants. All types of research are eligible, but we do expect all applicants to be able to locate their project in the context of the Faculty’s 12 Commitments to Change: <https://www.ucl.ac.uk/bartlett/about-us/our-values/build-better-future>

**2: WHO CAN APPLY?**

* Lead applicants must be based in the Bartlett Faculty, and have contracts that extend beyond the end of the project.
* Probationary lecturers can act as lead applicants or co-applicants.
* Co-applicants can include Grade 6, 7 and 8 academic staff and post-doctoral researchers, including those whose contracts do not extend beyond the end of the project.
* All applications should include at least one named mentor, who need not be a member of the Bartlett Faculty.
* All applicants are asked to explain why they identify as ‘early career researchers’. This may be described through any aspect the applicant/s deem relevant, such as years post PhD award, time in post, not having been PI on a substantial grant, time for parental or carer leave, moving into academia from another sector, number of papers, amount of research income, or any other suitable indicator.

**Specific exclusions:**

* Grades 9 and 10 academic staff (Associate Professors/Professors) are not eligible to apply for this scheme as applicants or co-applicants. However, they may be named as mentors.
* Anyone who has previously been named as a lead applicant on a successful Bartlett Research Grant, Synergy Grant or Materialisation Grant is not eligible to apply. However, they may be named as a mentor. Co-Investigators on previously funded Faculty grants are eligible to apply.

**3: WHAT IS AVAILABLE?**

The Faculty has allocated £50,000 for this scheme to support five projects of up to £10,000. Projects can start from confirmation of award, with a final date of 31 July 2022 (or earlier if preferred). The Faculty will provide guidance and support throughout the process. Successful applicants will receive some communications and impact support from the Faculty Office, but please note that website development must be costed as a standalone item – contact Ella for further advice on this.

Please find below a list of important conditions for this scheme:

* All funds must be spent by 31 July 2022.
* All claims for temporary/casual staff payments must be submitted to HR by 8 July 2022.
* All goods and services must be received and invoices paid by 31 July 2022.

The following are eligible for funding:

* Researcher time or temporary/casual staff payments (e.g. to PhD students).
* UK/domestic travel.
* Materials, consumables, and small items of equipment (up to £500).
* Contractors or consultants, provided they are already approved suppliers to UCL.

The following are not eligible for funding:

* Core staff salaries.
* Estates and indirect costs.
* International travel costs.

An important aspect of this scheme is that the School/Institute in which the lead applicant is based shall commit to:

* Produce a Worktribe costing report (required only if researcher time is requested).
* Check and approve the application by including a signature from the HoD/Director.
* Take responsibility for all the finance and/or HR administration associated with the project.
* Respond promptly to any requests from the Faculty Research and Enterprise Manager for updates on the project.
* Support the lead applicant in preparing a formal closing report at the end of the funding, which will be reviewed by the Vice Dean Research and Faculty Lead for Impact.
* Flag any problems or delays promptly to the Faculty Research and Enterprise Manager, who will liaise with the Vice Dean Research and/or Director of Operations, as appropriate.

**4: WHAT IS THE PROCESS?**

Below is the timeline for the scheme:

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| --- | --- |
| **Faculty Early Career Grants Scheme 2021-22** | |
| Call for project proposals opens | 18 October 2021 |
| **Deadline for submitting proposals** | **12 Noon, 25 November 2021** |
| Faculty assessment panel | w/c 29 November 2021 |
| Project allocations confirmed | By 7 December 2021 |
| Light touch check-in on project progress | 14 March 2022 |
| Final claims for temporary/casual staff payments sent to HR | By 8 July 2022 |
| **All funds must be spent** | **31 July 2022** |
| Lead applicants submit project report to Faculty | By end August 2022 |

**Assessment criteria**

Project proposals will be assessed, against the following criteria (all carry the same weighting):

1. Quality, novelty and significance of the proposed research.
2. Alignment with at least one of the Faculty’s [Commitments to Change](https://www.ucl.ac.uk/bartlett/about-us/our-values/build-better-future).
3. Suitability of the applicant/s to undertake the project.
4. Feasibility of the approach and resourcing, including ability to meet the July 2022 deadline.
5. Plans and scope for future funding.

**Assessment**

Submitted applications will be evaluated against the criteria set out above, by a panel composed of Faculty academic staff with experience of allocating research funding, and an understanding of the general research landscape (including the Faculty Lead for Impact).

The panel will be Chaired by the Vice Dean Research.

All applicants will receive feedback, via email, after the panel meeting.

**Any questions about this scheme should be directed the Faculty Research and Enterprise Manager, Ella Sivyer (**[**e.sivyer@ucl.ac.uk**](mailto:e.sivyer@ucl.ac.uk)**).**

**APPLICATION FORM**

**Please email your completed application as a single pdf to the Faculty Research and Enterprise Manager, Ella Sivyer (**[**e.sivyer@ucl.ac.uk**](mailto:e.sivyer@ucl.ac.uk)**) by 12 Noon, Thursday 25 November.**

**SECTION A: APPLICANT/S DETAILS**

|  |  |
| --- | --- |
| **Lead applicant name** |  |
| **Lead applicant email address** |  |
| **School/Institute** |  |
| **Please explain how you identify as an early career researcher (max. 50 words).** |  |
| **Please outline what you hope to gain from this project (max. 50 words).** |  |

|  |  |
| --- | --- |
| **Co-applicant: name and email address** |  |
| **Co-applicant email address** |  |
| **School/Institute** |  |
| **Please explain how you identify as an early career researcher (max. 50 words).** |  |
| **Please outline what you hope to gain from this project (max. 50 words).** |  |

**Please copy and paste the Co-applicant section above for any other Co-applicants, up to THREE Co-applicants may be included.**

|  |  |
| --- | --- |
| **Mentor name** |  |
| **Mentor email address** |  |
| **School/Institute** |  |
| **Please explain how you will support the applicant/s (max. 100 words).** |  |

**SECTION B: ABOUT THE PROJECT**

|  |  |
| --- | --- |
| **Project title** |  |
| **Start date** |  |
| **End date (latest end date is 31 July 2022)** |  |
| **Aim and objectives (max. 100 words).** |  |
| **Project description – please explain the novelty of this work and why it is important and timely (max. 300 words).** |  |
| **Outcomes – please explain what this project will enable you to achieve (max. 100 words)** |  |
| **Timetable - please provide a simple timeline for your project, including any key milestones.** |  |
| **Please explain how this project relates to at least one of the** [**Faculty’s 12 Commitments to Change**](https://www.ucl.ac.uk/bartlett/about-us/our-values/build-better-future) **(max. 100 words).** |  |
| **Please note any websites, blogs, or social media accounts currently linked to this research.**  The Faculty Team will work with you to promote your project if you are awarded funding, but do not have the capacity to support website creation. |  |

**SECTION C: FUNDING REQUESTED**

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| --- | --- |
| **Total amount requested (maximum £10,000).** |  |
| **Breakdown of costs – please append a Worktribe costing ONLY if researcher time is being requested.** |  |
| **Please outline why this is a feasible approach, including the applicant/s ability to meet the July 2022 deadline.** |  |
| **Please explain how this project will help you seek external funding in the future (max. 100 words).** |  |

**SECTION D: COMMITMENT FROM LEAD APPLICANT AND SCHOOL/INSTITUTE**

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| --- | --- |
| **We confirm that by submitting a project proposal we accept responsibility for the project if awarded. This includes:**   * **performing the necessary due diligence for any HR or recruitment procedure** * **completing all necessary finance paperwork** * **administering the project throughout its lifetime in line with UCL requirements** * **including the appropriate UCL logo/branding in all published material** * **acknowledging the ‘Bartlett Research Grants Scheme’ in all published material** | |
| **Lead applicant signature** |  |
| **HoD/Director signature** |  |
| **Date** |  |

**Any questions about this scheme should be directed the Faculty Research and Enterprise Manager, Ella Sivyer (**[**e.sivyer@ucl.ac.uk**](mailto:e.sivyer@ucl.ac.uk)**).**