

## QMUL “Bridging the Gaps” RESEARCH SUPPORT FUND GUIDANCE NOTES FOR APPLICANTS

### Objective.

The BTG makes funds available to the QMUL researchers from Computer Science, Electronic Engineering, Engineering and Mathematics Departments to support awards intended to build in capacity for multidisciplinary research and enhance its effectiveness. Funds are available to support new interdisciplinary collaborative ideas to the point where outside funding may be sought. The categories under which applications may be made are:

- Input and outbound visits
- Pump-priming funds
- Lecture buy-outs

### Applications

Pump-priming applications may be made at any time, and will be considered twice a year by the BTG Project Steering Committee, but in exceptional circumstances the applications may be considered earlier. Applications for funding of travel & visits will be considered at any time.

Multidisciplinarity, mentoring and partnership across disciplines are important aspects of the work that will be supported by the BTG funds. To help this multidisciplinary capacity building within QMUL, one of the BTG investigators or other suitable person would normally be assigned as a mentor to research projects funded through BTG pump-priming.

All applications will be reviewed by at least 3 referees, one of whom will be the Principal Investigator Dr John Schormans. Referees will make every effort to ensure fair allocation of funds across 4 participating departments, and to ensure as wide participation as possible. If the demand for the funds exceeds the supply, normally priority will be given to younger researchers in the early stages of their careers.

Application can be downloaded from the web at: [www.elec.qmul.ac.uk/btg](http://www.elec.qmul.ac.uk/btg)

Maximum value for the pump-priming award is £10,000. Applications for funds for inbound and outbound visits and for lecture buy-outs will be assessed individually on a case-by-case basis.

Applicants who have failed to submit a report / statement of expenditure on a previous grant within the time limit specified will not be eligible for further awards.

Where applicants already hold research grants or contracts in a relevant area, applicants will be expected to explain in detail why additional funding is required.

Applicants should note that grants will not be eligible for supplementation to meet pay increases or other escalations in costs. Applications should therefore include realistic provision for such increases.

### General Conditions of Awards

Recipients of awards are required to notify Dr John Schormans immediately where circumstances delay the work or make it impossible for an award to be used for the purposes for

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which it was given. Awards should be taken up within the year of the date of offer, otherwise the offer will lapse and the money will revert to the BTG fund to be offered to other applicants.

Applications should demonstrate strong multidisciplinary content. They need to:

- ❖ Clearly state **aims and objectives** of the project, work or visit to be funded
- ❖ Demonstrate the **multidisciplinary nature** of the work to be funded
- ❖ Explain how the proposed work, project or visit will **build capacity** for multidisciplinary research
- ❖ Show **clear timescales** and **justify costs**

**Eligibility**

The primary purpose of the fund is to build capacity for and facilitate multidisciplinary working across QMUL, and the aim is to make eligibility as wide as possible. All academic and research staff can apply for support, including PhD students looking to develop academic careers or to work across disciplines, with the agreement of their academic supervisor.

Where two applications have equal merit and only one can be supported, applications from junior members of staff will normally be favoured. The submission of an application does not guarantee the award of funds.

## **SPECIFIC CONDITIONS – TRAVEL GRANTS**

### **Purpose**

These grants are intended to encourage inter-institutional bids for external funds and to stimulate collaboration with other organisations. Applications from PhD students must have the prior agreement of their academic supervisor that they contribute to the QMUL multidisciplinary research strategy and capacity building.

### **Funding**

In most cases up to £500 per application will be considered, but exceptions will be made where higher costs are justified, e.g. for attendance to workshops, seminars and summer schools. Applications should be based on the cheapest fares available (eg APEX fares).

### **Deadlines For Submission**

There are no deadlines for Travel Grant applications and thus these may be submitted at any time. However, applications should be made far enough in advance of a trip to allow at least four weeks processing time.

### **Submission Process**

Two copies of the completed application form should be returned to Dr John Schormans or Dr Tijana Timotijevic in Engineering building, Elec. Eng. Department, or by email (name.surname@elec.qmul.ac.uk). These will be circulated among the BTG investigators, assessed by at least 3 of the investigators, and notification of the assessors' decision will be issued by Dr John Schormans.

### **Conditions of Award**

Holders of Travel Grants should provide, within three months of the trip, a statement of expenditure. Copies of all receipts used to claim against a project code, or a photocopy of the Expenses Claim Form submitted to and approved by the Department/School, must accompany this statement.

## **SPECIFIC CONDITIONS – PUMP-PRIMING FUNDS**

### **Purpose**

These funds are intended to support preliminary efforts which may be necessary in order to maximise the likelihood of success in obtaining external support for an innovative multidisciplinary research project.

Pump-priming funds are available to all applicants, regardless of seniority. However, priority will normally be given to junior staff starting their research career.

### **Funding**

Applications may be made for consumables such as laboratory materials, equipment, or to support research staff on a short-term appointment to assist with pilot work or with reviewing the literature, up to a maximum value of £10,000.

Applicants are expected to submit a typed Case for Support of no more than two sides of A4 paper. The Case for Support must explain clearly how the grant will assist in gaining external support and indicate the likely return on the investment. Applicants must also describe the relationship of the proposed project to their earlier or current research and to any relevant research being conducted elsewhere.

The work to be supported by the application must be interdisciplinary and collaborative in nature (e.g. between departments and/or with external partners).

### **Deadlines for Submission**

Applications can be made at any time, but will be assessed twice a year, at the BTG Steering Committee Meetings, which would normally take place in late autumn (Nov/Dec) and spring (Apr/May). In exceptional circumstances, e.g. where timing is critical for gaining external funding, applications will be considered at other times.

### **Conditions of Award**

Holders of Pump-priming funds must submit a report not later than six months after the period for which the award was made. The report should describe what has been done (including whether the objectives set out in the original application have been achieved), show how the funds were spent, provide information on any subsequent support which the work has attracted, and list any publications which will result. Reports should be typed and should not exceed two sides of A4. The holders of the award agree to give a short presentation of their results at the end-of-year workshop, to be held at the end of years 1, 2 and 3 of the PTG project (i.e. end of calendar years 2008-2010).

## **SPECIFIC CONDITIONS – LECTURE BUY-OUTS**

### **Purpose**

These funds are intended to free up the principal investigator from teaching duties to enable him/her to prepare a multidisciplinary research grant application.

### **Funding**

Applicants must be able to demonstrate that Bridging funds are necessary in order to retain the services of the named staff member, and show in what way that member will play a necessary part in helping to ensure the continuance of an effective and successful research programme.

Academic-related staff are not eligible to apply for Bridging funds to support themselves. Applications must be made by a member of the academic staff.

### **Deadlines for Submission**

### **Submission Process**

### **Conditions of Award**

Holders of Lecture Buy-Out funds must submit a short report not later than six months after the period for which the award was made. The report should describe what has been achieved and provide information on any subsequent support which the work has attracted. Reports should not exceed one side of A4.