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**Institute of Humanities and Social Sciences (IHSS)**

**Large Grant Seed-corn Fund**

**Guidelines 2021-22**

**Deadline: Friday 22 October- 12 noon**

**Information for Applicants**

**Background:**

The Faculty of Humanities and Social Sciences is committed to fostering a vibrant and supportive research environment to build a long-term sustainable research culture at QMUL. The Faculty seeks to foster a research environment that enables academic staff to develop research expertise and interests that are consistent with our values and strategic aims.

To this end, the Faculty supports a seed-corn funding scheme in 2021/22 overseen by the Institute for the Humanities and Social Sciences. The seed-corn fund provides support to academic staff at various stages of their career. The fund’s primary purpose is to pump-prime research leading to the submission of large, externally funded research applications by enabling academics to develop a full proposal for submission to an external funder. The expectation is that such applications should be clearly identified and formulated in the application and should be substantial in nature and in value (£350,000 and above).

This academic year we are re-introducing a **teaching buy-out option**, which can be requested as support for preparing a large grant application to *UKRI responsive mode schemes only*.

Applications for buy-out require approval from the applicant’s Head of School and Director of Research. The maximum amount of buy-out to be applied for is **£3,000.** The funds may be used to cover contact hours or marking; they may *not* be used to buy out sustained teaching commitments (e.g. a whole semester-long module). If applying for buy-out, you must demonstrate that you have considered how to minimize effects on student experience.

Applicants should describe their plans for submitting a substantial grant application. Although the quality of the research proposal and potential outputs are of paramount importance, under this scheme projects with the clear potential to attract larger sources of external funding in the future will be prioritized.

All applications should state clearly how they contribute to the Faculty research environment and objectives.

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| **Eligibility:** | All academic staff in the Faculty of Humanities and Social Sciences are eligible to apply. Please note: this scheme is not open to PhD students |
| **Duration:** | Projects must be completed **no later than 31 July 2022.**  There is no minimum project duration. |
| **Funding:** | Two options are available:   1. Request for up to £2,000 to support proposed project activities (pilot studies, data collection, travel, workshops, etc.)   OR   1. Request for up to £3,000 for buy-out from teaching. If you are applying for this option, you must secure approval from your Head of School and Director of Research. |
| **Deadline:** | **12 noon Friday 22 October 2021**  Email completed application forms6as either 1 PDF or 1 Word document to: [ihss@qmul.ac.uk](mailto:ihss@qmul.ac.uk) |

**Procedure for applying for Seed-corn funding support:**  
Applicants must complete the *Seed-corn Funding Application Form*. All applications must address the following:

**1. The project/activity:**

(a) A title and summary of the nature of the work planned.

(b) Why it is important, for the applicant(s) and its fit with Faculty priorities.

(c) Proposed research methods.

(d) Timescales for the project/activity with a clearly defined end date.

(e) Expected outputs/deliverables, within the short term and longer term.

(f) How it will lead to a full funding application, and specification of the concrete plans for doing so (funding body and programme where appropriate, approximate value of application, identification of research partners, where appropriate).

**2. Finances/Budget -** *this section requires the following information:*

1. A breakdown of the project budget and what is being requested from the Seed-corn fund.
2. If applying for teaching buy-out, a clear description of what activity will be bought out.
3. Who else has been approached for support? What is the nature of that support (amount and

towards which parts of the cost)?

(c) Would the project/activity still be able to go ahead without Seed-corn funding support?

(d) If yes, then what added value will the Seed-corn fund support bring to the project/activity?

Applications may include a request for support towards the following categories, associated with the research project:

1. The cost of equipment/software.
2. The cost of consumables.
3. Travel and subsistence costs.
4. Fees for research assistance (e.g. technical support and data collection).
5. The cost of teaching buy-out if applying for that part of the scheme.

**Procedures for seed-corn funding applications:**

1. Bids may be submitted at any time prior to the deadline to [**ihss@qmul.ac.uk**](mailto:ihss@qmul.ac.uk) as a **word or PDF document**.
2. Applications will be reviewed by the VP HSS, Dean for Research and IHSS Director.

**Reports:**

Successful applicants are required to submit a one-page report within 6 months of the award, specifying the outcome/product or progress of the research.