ESRC Impact Acceleration Account (IAA)  
Knowledge Exchange Secondments  
Guidance Notes for Spring 2018 Call  
Weblink: http://www.ncl.ac.uk/hss/internal/impact/iaa/

A. Background  
The ESRC has awarded Newcastle University funding through an Impact Acceleration Account to fund knowledge exchange (KE) and impact activities to enable academics to maximise the impact from their social science research and contribute to economic and societal development in their region and beyond.

B. Aims of the ESRC IAA  
The aim of the ESRC IAA is to support impact and knowledge exchange activities, which enable researchers at all levels to engage with the public, private and third sectors, to establish a sustainable support structure within the University to promote wider and more effective engagement with external organisations that will enhance impact. The target audience of the activity must therefore be non-academic stakeholders.

The Knowledge Exchange Secondments Programme is an annual call intended to fund two inward secondments and two outward secondments per year.

- **Inward secondments** will take the form of Visiting Fellows/’Professors of Practice’ coming in to the University for periods of up to a year. The salary costs of the secondees would be met by the external organisation.
- **Outward secondments** will involve Newcastle social scientists working in external organisations for periods of 2-4 months. The salary costs will be met by Newcastle University, although the fund will only cover any teaching buy-out costs for the academic involved in the project or RA support, not the actual salary.

C. Eligibility  
For outward secondments, nominations are invited for any academic member of staff active in the social sciences (whether or not they are ESRC grant holders) who, at the point of application, hold a current contract of employment with Newcastle University. Applications are welcomed from staff across all three Faculties.

For inward secondments, nominations are invited for any individual who will collaborate with University staff working in social science research.

Awards will be made available to fund work which will significantly increase the impact on the private, public and third sectors through e.g. increased jobs, turnover or profit; change in policy and/or practice; increased expenditure on research and development by non-academic partner etc.
D. Extent of the Knowledge Exchange Secondment Fund

1. The Faculty has allocated c £15,000pa (plus £15k pa to cover teaching buy out for academic staff).
2. IAA awards are made on the basis of individual project needs. We expect to fund two inward and two outward secondments per annual (average £4k plus teaching buy out for outward secondments where required).
3. All costs must be fully and clearly justified and may include the following:
   a) Reasonable travel, accommodation and subsistence costs: in accordance with the University expenses manual at: http://www.ncl.ac.uk/internal/finance/expenses/regulations/index.htm
   b) Equipment: Consumables directly related to the project may be eligible for funding, but must be fully justified. Where items of equipment are requested at substantial cost and are to be retained within the School, the School would ordinarily be expected to contribute 50% of the cost of these items.
   c) Salaries: For teaching buy out for T&R staff or for salary costs of external partners where the activities proposed don’t form part of the organisation’s normal remit/services (NB this is likely only to apply to third sector organisations). If a named RA is an existing member of staff (already on payroll) being costed you must ensure salaries are costed at ‘actual’, not ‘banded’ rates by ensuring the ‘use Actual Salary’ option in MyPP is selected. Other: The Panel will consider applications for costs such as registration costs at events, production of professional materials, room bookings, catering etc.

E. Assessment Criteria

1. Quality of the proposal; is it academically rigorous in terms of its methodology, reach and significance and generated by 2* quality research? In relation to KE networks, are there clear underlying themes and a clear need for the network?
2. Are there clear objectives and milestones and are the proposed activities deliverable within the timespan defined?
3. Are the proposed societal and economic outcomes and outputs of the proposal realistic and appropriate?
4. Does the proposal represent Value-for-Money?
5. Will the proposal develop sustainable relationships with an external organisation (s) and/or community (s) and/or research-user(s) and/or practitioner(s)?
6. Will the proposal leverage additional resources (both financial and non-financial) from an external organisation (s) and/or community (s) and/or research-user(s) and/or practitioner(s)?
7. Is the proposal significantly (50%+) within the ESRC Disciplinary Remit?
8. Does the proposal align to and support the ESRC IAA key performance indicators?
9. Will the proposal enhance the University’s research culture and environment?
10. The Awards Panel will adopt an open and expansive appetite for risk, innovation and entrepreneurship when considering proposals, in balance with the need for securing Value-for-Money. This approach is designed to encourage and support proposals that are novel in design and whose ultimate success is consequently more uncertain than more traditional and/or conventional impact and engagement projects.

F. Strategic Priorities

As part of the updated KPIs submitted to the ESRC in 2017 we outlined a number of strategic priorities for future projects funded through the IAA.
If applicable, candidates are encouraged to include details in their application of how their work will address at least one (or more) of these priority areas:

**Interdisciplinary collaboration:** We encourage applicants to collaborate with other disciplines outside of social science especially in the Arts and Humanities or in the EPSRC research areas (noting that any IAA projects must be 50% social science).

**Enhanced external partnerships:** We would welcome proposals that involve new external partners to the University – especially in the VCSE sector or in partnership with industry.

**Early Career Researchers**– We welcome/encourage project proposals led by ECRs, where the team consists of an ECR and a more experienced academic member of staff, or other ways in which ECRs are included in project teams.

**Legacy** – Consideration should be given to how the proposed project will make a long-term, lasting impact after the IAA funding has completed, including building capacity for working towards impact within Schools or Institutes.

**G. Process**

1. There will be one competition during each academic year for the KE Secondment Scheme.
2. There is no limit to the number of applications from each School per competition.
3. Applicants are required to discuss their project with the Faculty’s ESRC Impact Acceleration Account Officer, Dr Eve Forrest and your School Impact Champion before submission.
4. The normal process for costing external awards should be followed. Applicants should cost their proposals in MyProjects Proposals (please keep at P-stage only) in liaison with their School office.
   Please ensure Clare Graham is added as a project team member for support purposes.
   Please select the following proposal funding and pricing templates:
   - **Funder:** ESRC
   - **Pricing template:** 100% fEC excluding inflation (with Directly Allocated costs removed in final adjustment). Please contact hass.researchteam@ncl.ac.uk if you have any queries.
5. Applicants are required to discuss their project with their Research Director and Head of School in relation to strategy and staffing implications. Applications should have support from the School and must be ranked by the Director of Research, confirmed by the Head of School. Impact applications should be ranked separately from applications exclusively for KE networks and/or engagement.
6. Standard conflict of interest considerations will apply. Where the Research Director is an applicant or a collaborator on the relevant project, he or she will not be involved in the process nor have access to the relevant School documentation, and the Head of School will submit the form in lieu of him or her. Where the Head of School is an applicant or a collaborator on the relevant project, he or she will not be involved in the process nor have access to the relevant School documentation, and the Research Director will submit her or his ranking without Head of School confirmation. Where both the Research Director and the Head of School are applicants or collaborators on the relevant projects, the School ranking will be made by the Deputy Head of School or, when one is not available (or he or she is also affected by conflict of interest), a suitable person (or persons) nominated by the Dean of Research and Innovation.
7. A signature of support for the project should be included from all stakeholder partner organisations. This can be in the form of an email attachment.

8. Completed forms should be submitted electronically to hass.researchteam@ncl.ac.uk by the deadline date on the application form.

9. Applications will be considered by the Newcastle ESRC IAA Fund Awards Panel meeting as stipulated on the application form. The panel comprises the IAA Director (Dean of Research and Innovation), three research users, two Newcastle Institute for Social Renewal impact champions, plus other members of the ESRC IAA Management Group. The awards panel will rank the applications and allocate funding up to the total available for that call.

10. Applicants will normally be informed of the results within two weeks of the awards panel meeting.

11. Successful applicants will be required to use the impact section of MyProjects to record activity in relation to their award.

12. Successful applications will be asked to provide information about their project for publicity purposes within the Faculty and may be asked to participate in CPD events.
13. Funded project holders will be required to complete at least two reports:

- At the end of the project award holders will be required to discuss their project face to face with ESRC IAA Impact Officer Dr Eve Forrest (eve.forrest@newcastle.ac.uk). This discussion will evaluate if the relevant milestones and KPIs for the project have been met to date. Based on this discussion a report will be produced by Dr Eve Forrest and then signed off by both parties subject to agreement. Should the project have received a significant extension of time, these discussions will take place one calendar year from the project start date, with an additional meeting once the project has completed. These reports will then be considered by the Newcastle ESRC IAA Steering Group and at Management Group Meetings.
- 12 months after your project end date another discussion will take place to give an update on any additional outputs and impacts

14. Exceptionally, applications for “urgency funding” will be considered between calls where opportunities arise that require an immediate decision. Chair’s action will be taken in such instances after electronic consultation with panel members.

H. Terms and conditions of awards

1. Successful candidates are expected to start the impact outputs and activities as soon as possible and to complete them within 12 months of the official start date.

2. Successful candidates are required to consider any ethical issues relating to their application and comply with the University procedures for ethical review process.
   a. For awards set up with a RES account, the preliminary ethics section on MyPP will need to be completed and if this indicates ethics are required, please complete the University Ethics Form.
   b. For all projects set up with an OSR account please complete the University Ethics Form.

3. Successful candidates are required to contribute to the HaSS Research Impact Blog, writing one article, preferably in collaboration with any partners, about their project work. Your blog piece can be discussed with Dr Eve Forrest.

4. PI’s must acknowledging the ESRC IAA block funding in the following ways:
   - Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the Research Council, quoting the grant reference number if appropriate.
   - Any journal publications or reports should acknowledge the block funding using this format: “This work was supported by the Economic and Social Research Council, Impact Acceleration Account [Grant Ref: ES/M500513/1, Newcastle University].”
   - Ensure the use of the ESRC logo on any printed materials/outputs. ESRC logos can be downloaded from: http://www.esrc.ac.uk/about-us/visual-identity-and-logos/

5. The award will be withdrawn if a successful candidate subsequently leaves the University.

6. The balance of an award outstanding at the end of 12 months will automatically revert to the Fund, unless prior warning and justification is given to the Dean of Research and Innovation.

7. Successful projects will be listed on the Faculty ESRC IAA website.

8. A RES/OSR account and impact project will be set up in MyProjects on award and funds transferred into this account, usually at the end of the project and on submission of your final report.

9. Where there are cash contributions from external organisations, a collaboration agreement must be drawn up in conjunction with the Grants and Contracts /Enterprise team. School
admin support are responsible for managing any cash contribution funding and liaising over collaboration agreements.

10. That Schools will administer the spend against the allocated funds and reports will be run by the Research and Impact Support Officer in the Faculty to monitor spend.

11. Spend of your allocated funding from the ESRC IAA award may vire between requested headings, for valid reasons, as long as the outputs are achieved. Any major amendments to your budget plan, where you would like to use your award to cover new/additional outputs should be pre-approved by the IAA Manager. On these occasions, please contact hass.researchteam@ncl.ac.uk with full details on the project budget amendment request.

12. Any equipment, materials or books purchased from the award shall remain the property of the University.

13. The Faculty reserves the right to review and to terminate an award at any time.
ESRC have set a number of KPIs for the overall Impact Accelerator Account. Some of these are directly related to the KE secondment funding stream, and academic staff will be asked to report on Outputs, Outcomes and Impacts both during and at the end of their awards (depending on length of award) giving evidence in all categories.

Outputs

- Number of secondment projects (inward/outward)
- Cash and In-kind contributions from non-academic partners (amount from each partner, which partners?)
- Joint publications with non-academic partners (how many publications? where published?)

Outcomes

- Number of partners who go on to pursue further collaborations with RO following secondment/placement/visit (who are they, what is the collaboration)
- Investment in further engagement following secondment (what is this? with who?)
- Future employment destination of secondee or others from the RO

Impacts

- Jobs and/or increased turnover, profit and exports from/of new products and/or processes
- Policy and/or practice change
- Increased R and D expenditure of non-academic partner
### Appendix 2 RCUK IAA Reporting Matrix

| Activity (including)                          | Outputs (including)                                                                                                                                                                                                 | Outcomes (including)                                                                                                                                                                                                 | Impacts (including)                                                                                                                                                       |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| **Secondments, Placements, Visits**<sup>1</sup> | - Number of secondment projects (inward/outward)<br>- Cash and in-kind contributions from non-academic partners<br>- Joint publications with non-academic partners                                                                                                                                 | - Number of partners who go on to pursue further collaborations with RO following secondment/ placement/ visit<br>- Investment in further engagement following secondment<br>- Future employment destination of secondee or others from the RO                                                                                                       | - Jobs and/or increased turnover, profit and exports from/of new products and/or processes<br>- Policy and/or practice change<br>- Increased R&D expenditure of non-academic partner |
| **Early Stage Commercialisation**            | - Number of patents filed and disclosures received<br>- Number and value of licensing agreements<br>- Number of Proof of Concept (PoC) projects<br>- Value of co-produced research<br>- Number of market assessments completed<br>- Number of prototypes/ tool kits/ test beds/ beta software produced<br>- Number of CPD Programmes developed                                                                 | - Investment gained in activity<br>- Number of spin-outs/ social enterprise/ joint ventures established<br>- External investment in spin-outs/ social enterprise/ joint ventures<br>- Number of PoC projects funded by others<br>- Licenses completed<br>- Income generated (included through consultancy fully funded by non-academic organisation)<br>- Extent and reach of CPD Programmes                                                                 | - Jobs and/or increased turnover, profit and exports from/of new products and/or processes<br>- New business models in non-academic organisations<br>- Cost savings in non-academic organisations<br>- Policy and/or practice change |
| **User Engagement**                          | - Number of collaborative projects supported by IAA (and number not supported)<br>- Agility and rapidity of funding for time-bound activity<br>- Number of new partners participating in collaborative projects/ proposals<br>- Number of new collaborative projects/proposals following engagement through IAA funding<br>- Cash and in-kind contributions from partners<br>- Number of industry visits<br>- Number of strategic events participated in (both ways)<br>- Joint publications (academic and other) with non-academics                                                                 | - Increase in range of research investors in the RO<br>- Increase in research investment and engagement with non-academic organisations<br>- Increase in the number of projects that continue beyond initial engagement<br>- Increase in volume and value of collaborative activities (e.g. Innovate UK, KTP etc)                                                               | - Jobs and/or increased turnover, profit and exports from/of new products and/or processes<br>- Increased R&D expenditure of non-academic partner<br>- New business models in non-academic organisations<br>- Cost savings in non-academic organisations<br>- Policy and/or practice change |
| **Driving Culture Change**                   | - Number of enquiries received from staff<br>- Value of joint investment in IAA activities from within the RO (financial and broader resources)<br>- Number of academics trained<br>- Number of staff engaging (success rates for opportunities)<br>- Case studies developed<br>- Number of events and attendance<br>- Number of people completing surveys/ interviews<br>- Engagement with other institutions (with and without IAAs)<br>- Complementarity between multiple IAAs and other funding, including between structures and processes                                                                 | - Increase in number of researchers participating in KE/ Impact/ commercialisation activity<br>- Increased income from impact activities<br>- Increased number of engagements<br>- Increase in resource requested from RCUK for Pathways to Impact                                                                                                                                         | - Increased number of secondments<br>- Increased co-produced research<br>- Increase in range of research investors in the RO<br>- Increased commercialisation and business/stakeholder engagement                                                                                           |

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1 IAAs are not expected to deliver against every point in the matrix (as not all may apply to their IAA). RCs will capture the gross outputs for IAAs as an innovation support mechanism. The reporting matrix covering the numbers of meetings, events and projects must be supplemented by a narrative explaining the nature and quality of these developing relationships.

2 With a visit being less formal than the others, but an engagement that is part of relationship, project or capacity building.