

Innovation Fellowships Scheme 2021-22

Frequently Asked Questions – Route A: Researcher-led

In this document you will find the answers to frequently asked questions (FAQs) relating to the Innovation Fellowships Scheme 2021-22 – Route A: Researcher-led. Please read this document and the scheme guidance notes carefully.

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Scheme overview

How long is the grant period and what is the latest date I can apply to start my project?

Awards can be held for a minimum period of 6 months and up to a maximum period of 12 months. Awards are expected to commence no earlier than 1 March 2022 and no later than 31 March 2022.

What is the maximum grant amount I can apply for with the Innovation Fellowships Scheme – Route A: Researcher-led?

Route A awards will have a maximum award value of £120,000 on a Full Economic Costing (FEC) basis. All of the grants awarded are expected to be used 100% for the purposes specified in the application and agreed in the award-letter.

The Lead Applicant must commit between 0.4 and 0.8 FTE time to the Fellowship, providing justification for the time percentage as part of the application, especially if the time commitment is below 0.5 FTE.

The Academy recognises that the upper limit on the contribution that the Academy's funding can make to this award – £120,000 – might not be sufficient to cover all of the costs up to 80% of the Full Economic Cost value required. In those cases, an employing institution may need to be willing to make additional contributions to the overhead costs involved. In all cases it is expected that at least £10,000 will be allocated to support directly incurred

research expenses to support the project and/or enable the Lead Applicant to travel and work with the partner in their institution.

How do I apply?

Applications can only be submitted online using the British Academy's [Flexi-Grant® Grant Management System](#) (GMS). If you have not previously used the British Academy's Flexi-Grant® GMS and were not previously registered in the e-GAP system, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format.

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Applicant eligibility

I have just completed my PhD. Can I apply for a Fellowship?

The Academy welcomes applications from recent postdoctoral scholars. You must be resident in the United Kingdom with a current long-term appointment that will continue for at least as long as the period of the award at a UK-based institution (e.g. a Higher Education Institution [HEI] or Independent Research Organisation [IRO]). If your organisation is not currently registered on the Academy's grant management system, Flexi-Grant, please contact us via grants@thebritishacademy.ac.uk to discuss possible registration. Please note that applications from independent researchers cannot be accepted in this round of the scheme.

I am an early-career/mid-career researcher in an established post at a UK institution, but I do not have a doctorate. Am I eligible to apply for an Innovation Fellowship?

If you are able to make a case that your career experience is equivalent to that of PhD level and you are in an established position at a UK-based institution (e.g. a Higher Education Institution [HEI] or Independent Research Organisation [IRO]), then you will be eligible to apply. However, we recommend that you make reference to this under the 'Personal Statement' part of application form so that the assessors are fully informed.

I am employed at my university on a part-time contract – am I eligible to apply for an Innovation Fellowship or are only full-time researchers eligible?

Applications are accepted from researchers currently employed on both full and part-time contracts (i.e. anything less than 1.0 FTE). An applicant who works part-time would need to be supported by their employing institution to be able to devote sufficient time (a minimum of 0.4 FTE) to enable the purposes of the award to be fulfilled.

I am on a full-time contract but only wish to dedicate and charge part of my time to the Fellowship. Can the overall cost of the award be shared with funding from another body on a part-time basis?

Yes, providing there is no duplication of costs. We are only expecting to pay for the time of the award holder between 0.4 and 0.8 FTE, and therefore for the remainder of the time the applicant is able to carry on other duties. It is not expected that funding from another body will be required to add to the British Academy's contribution.

If a member of staff is on a fixed term contract which covers the proposed period of the Fellowship, would such a person be eligible to apply for the scheme?

Yes. It is essential, however, that the period of the contract covers the whole proposed period of the Fellowship. The purpose of the scheme is to allow successful applicants to obtain time freed from their normal teaching and administrative commitments. If the member of staff's current contract ends during the proposed Fellowship period, or before it starts, but there is a commitment from the University or other organisation to renew the contract, then also, yes, the applicant would be eligible.

Is the salary element of the Innovation Fellowship funding intended for the award holder or for teaching replacement?

The basis of the Innovation Fellowship is that the Fellowship is offered on the Full Economic Costing model, under which costs are calculated on the basis of the salary of the Innovation Fellows themselves. The Innovation Fellow must commit between 0.4 and 0.8 FTE time to the Fellowship, providing justification for the time percentage as part of the application, especially if the time commitment is below 0.5 FTE. In agreeing to support the award, the institution is agreeing to enable the Innovation Fellow to have the time to concentrate on the programme of knowledge exchange or communication set out in the original application. How the employing institution uses the money awarded for the Fellowship is up to the institution. The Academy is not paying specifically for a replacement, so we cannot insist on a full-time teaching replacement being appointed, but it would be good if an opportunity (albeit a short-term one) was opened up for an early-career appointment as a result. All the Academy needs to be assured about at the end of the Fellowship is that the programme of knowledge exchange and activity has been carried out as planned, and that teaching and other commitments did not impact the Fellowship.

I have applied for a Innovation Fellowship, but I will be taking up a new post at another institution shortly. Are these Fellowships transferrable, and if I was offered a Fellowship could I take it with me?

Yes, these Fellowships are transferrable and if your application is successful then we will advise you on what you need to do in order to take the Fellowship with you to your new institution.

Am I eligible to submit applications to more than one Academy scheme at the same time?

Please note that only one similar British Academy grant may be held, or applied for, at any one time.

An application cannot be accepted if there is a report outstanding on any previous research grant awarded by the Academy to the Lead Applicant or Co-applicant named in the current proposal. Failure to follow this guidance will result in your application being withdrawn from this round of competition. Duplicate applications for the same purpose to more than one Academy scheme will not be accepted.

Please note the following:

- A Newton International Fellowship Co-applicant can apply to this scheme providing there is no duplication of costs (e.g. if the Co-applicant or research partner was the Newton International Fellow)
- You can apply to both this scheme and the Mid-Career Fellowship Scheme but cannot be successful in both as the Mid-Career Fellowship Scheme includes some research

expenses. You cannot apply either for the same or a different project as the Mid-Career Fellowship Scheme buys 100% of your time.

- You can apply to both this scheme and the BA/Leverhulme Senior Research Fellowships Scheme but cannot be successful in both as the purposes for which the funding might be awarded are similar.
- You can apply to both this scheme and the Postdoctoral Fellowship Scheme but cannot be successful in both as the purposes for which the funding might be awarded are similar.
- You can apply to both this scheme and the BA/Leverhulme Small Research Grant Scheme providing there is no duplication of costs.
- You can apply to both this scheme and the Talent Development Awards Scheme providing there is no duplication of costs.

I have submitted an application for Route A (Researcher-led) of the Innovation Fellowships Scheme and am waiting for the result/have been unsuccessful. Am I permitted to apply for Route B (Policy-led) of the Innovation Fellowships Scheme?

On this occasion, yes, you are permitted to apply through both routes, but you cannot be successful via both routes, i.e. hold an Innovation Fellowship for both Route A and Route B at the same time.

Co-applicant

How do I find a Co-applicant/does the British Academy help me find one?

The British Academy does not help researchers find a Co-applicant. It is up to the Lead Applicant to find them. We suggest that you find a partner whose activity clearly aligns with your own interest and to then reach out to them to see if they will support your application.

For Route A (Researcher-led) Fellowships, the Co-applicant is defined as the principal individual from the UK-based partner organisation receiving the Fellowship who will be directly involved in the project. A UK-based partner organisation for Route A (Researcher-led) includes: business, charity and public sector organisations, policy-relevant organisations, think tanks or voluntary organisations. The partner organisation must not be the same organisation at which the Lead Applicant is based.

I am applying for a Route A (Researcher-led) Fellowship. Is a Co-applicant required?

Yes, one Co-applicant is required. For Route A (researcher-led) Fellowships, the Co-applicant is defined as the principal individual from the UK-based partner organisation receiving the Fellowship who will be directly involved in the project. A UK-based partner organisation for Route A (researcher-led) includes: business, charity and public sector organisations, policy-relevant organisations, think tanks or voluntary organisations.

I am not sure whether to list someone as a Co-applicant or other participant. What is the difference?

Other participants will be beneficiaries of the activity proposed by the Lead Applicant and will not be directly involved with the organisation of activity. For Route A (researcher-led) Fellowships, the Co-applicant is defined as the principal individual from the UK-based partner organisation receiving the Fellowship who will be directly involved in the project.

Nominated referees

Do my referees have to be based in the UK?

No. References may be obtained from people based within or outside the UK, but must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.

What information will my referee have to provide?

Please see further details below relating to both nominated referees. They will need to supply their references as an attachment and upload them accordingly to the application on the Academy's grant management system, Flexi-Grant® GMS. We advise all applicants and nominated referees to consider the assessment criteria as set out in the Scheme Guidance Notes.

Assessment criteria: Assessors expect to be satisfied with the knowledge exchange experience and credentials of applicants. Decisions will then be taken with regard to the quality and interest of the activity proposed for support under the scheme. In particular, the assessors will look at the anticipated benefit and impact on the applicant's future engagement ambitions; and the improvement of connections with policy leaders and innovators at local and regional levels; the wider benefits to both academic and non-academic environments that are anticipated to arise from the activity; the feasibility of the timetable and organisation of the activity, the likelihood of other activity developing from the Academy's initial investment, and the suitability of the costs presented. Comparative judgements about value for money may be considered at the final stage of assessment.

Nominated referee 1

Nominated referee 1 must **not** be based at the same employing institution as the Lead Applicant or Co-applicant. The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is independent from the Lead Applicant). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application. They will be expected to comment on the research capability and capacity of the Lead Applicant.

Nominated referee 2

Nominated referee 2 may be based at the same employing institution as the Lead Applicant or Co-applicant. The primary consideration is that they are able to attest to your ability to exchange knowledge in non-academic settings and comment on your track-record of wider engagement in non-academic environments. It is expected that you will have had prior contact with them accordingly. They do not necessarily need to have an academic position or background. You should make sure they are able to provide a reference before adding them to your application.

Head of Department

I am the Head of Department at my UK institution (HEI or IRO), what do I do?

If you are the Lead Applicant and also Head of Department at your HEI or IRO, another suitable individual is required to provide the statement of support, e.g. Deputy Head or Head of School.

I am unable to provide a letter on the requested letterheaded paper; what should I do?

In the current situation, we realise that not all applicants or academics will have access to the requested letterheaded paper. As long as the reference is provided by an easily identifiable Academic or Head of Department and contact details are provided, we will accept these references on a non-letterheaded paper.

Research proposal

Can I include publications that are under submission?

Yes. You may include publications that are under submission, but you should make this clear in the application form.

Can I include a bibliography/reference list and, if so, where should I place this?

It is not a mandatory requirement that you include a reference list. If you choose to include this as part of your application, then it should be placed as part of the main text in your research proposal – you cannot upload this as an additional document.

What kinds of activities and outputs can I include?

Eligible activities and outputs can involve, but are not limited to:

- Evidence notes – reports, notes and responses to key challenges/approaches for developing connections with policy leaders or innovators;
- Data analysis – identifying and analysing datasets that may be relevant to enhancing understanding and framing new solutions;
- Case studies – exploring practical or policy-orientated solutions, engagement between academic and non-academic environments and the wider benefits to individuals/communities/regions;
- Blogs/podcasts/videos and other outputs to reach a variety of audiences and environments;
- Conferences/workshops/webinars/toolkits and other training opportunities which enable knowledge exchange.

Please note that the activities and outputs mentioned above and in the scheme guidance notes are suggestions, and are not exhaustive.

Use of funding

When I apply for funding through any of the schemes offered by the British Academy, can I include in the application the cost of APCs (Article Processing Charges) to enable any articles that may arise from the research to be published in learned journals that offer a ‘Gold’ open access option?

No. Currently the Academy’s position is that costs of publication are not eligible costs.

Does the Academy require the outputs of the research it funds to be made available in any open access format?

No, this is not currently a stipulation of any Academy award.

Is Apprenticeship Levy an eligible cost?

No, this is currently not an eligible cost and should not be included in the Final Expenditure Statement.

Flexi-Grant

How do I invite a Co-applicant/referee/Head of Department?

To invite a Co-applicant/Referee/Head of Department, go to the summary page of your application, click into the 'Contributors' tab (next to the 'Application' tab). In this section you then need to click 'Invite' next to Co-applicant/Referee/Head of Department. You will then be prompted to add the Co-applicant's/Referee's/Head of Department's details and they will be sent an automatic invitation email.

My referee/Head of Department has not received their invitation, what should I do?

Please make sure that your referee is logging into the email address to which you have sent the invitation. The email may have gone into their spam folder. If these steps do not work, please log back in and send another reminder to your referee. We advise that all nominated referees, Heads of Department and supporting participants submit their contributions at least five days before of the application deadline, 8 December 2021 at 5pm (UK time).

I am unable to see the submit button on the application form, what should I do?

You will not be able to submit your application until you have completed each section in full. All of your contributors will need to complete and submit their sections. You will be able to see whether they have submitted their sections by looking at the "Contributors" tab; if they have submitted their sections, it will say "Complete" next to their name. Once all sections have been completed, a "Submit for Organisation Approval" button will appear on your application form.

Another issue can be that the research support is not completed and can be revoked in order to submit the application as research support is not necessary for this application form.

You should submit your application for approval by your host organisation **at least five working days before the closing date** to allow for your host organisation's administrative procedures. You should also check whether your institution has its own internal deadlines. We strongly advise that you contact your referee as early as possible to avoid any last-minute issues before the submission deadline.

Who can offer institutional authorisation for my application?

Institutional authorisation must be given by the registered approver in the British Academy Flexi-Grant® Grant Management System (GMS). This is variable at each institution and will often be the Research Grants or Contracts Office or equivalent. You should seek advice at your employing institution.

British Academy contact

I have another question, who should I contact?

If you cannot find the answer to your question in the FAQs, the scheme guidance notes or on our website, please email your query to grants@thebritishacademy.ac.uk and a member of the team will respond.