 

**AgriFood at York**

**Local Pump Priming Fund: GUIDANCE NOTES**

**SECTION 1: OVERVIEW**

* 1. **Source of fund:** Internal University Funding
  2. **Total funding available:** £45K
  3. **Maximum size of award:** £8,000

**Minimum size of award:** £500

* 1. **Duration:** Maximum of 6 months, starting from 1st November 2018. ***All funds must be spent and all projects finished by 30 April 2019***
  2. **Deadline for applications:** Thursday 18 October 2018
  3. **Overarching aim of the fund:**

Novel **interdisciplinary** partnerships are needed to carry-out innovative research which works towards ensuring sustainable, resilient and healthy food supplies for all. The aim of the *AgriFood at York* Local Pump Priming Funding is to support the N8 AgriFood Programme and is therefore to:

* Build new **interdisciplinary** collaborations across the N8 University partners and with non-academic bodies;
* Create proof of principle data to underpin external applications for additional funding;
* develop demonstrable research impact with industry and policy in the agrifood sector;
* Build international consortia for specific funding calls.  
  1. **Restrictions:** Funding is not available for:
* staff buy-out for PIs, except for research-only staff who are fully funded on external contracts (see further details below);
* the commercial exploitation of work already being undertaken, or intellectual property protection;
* studentships or fee waivers for students;
* start-up funds for new staff.

Note that funds will be allocated to specific projects, and not devolved to departments for internal distributions.

* 1. **Links:** <https://www.york.ac.uk/research/in-focus/agrifood/funding/pump-priming/>

**1.9 Contact:** [agrifood@york.ac.uk](mailto:agrifood@york.ac.uk) (for submission of applications)

Professor Bob Doherty or Dr Rachel Curwen (for advice):

[bob.doherty@york.ac.uk](mailto:bob.doherty@york.ac.uk)

[rachel.curwen@york.ac.uk](mailto:rachel.curwen@york.ac.uk)

AgriFood at York contacts:

<https://www.york.ac.uk/research/in-focus/agrifood/key-contacts/>

**SECTION 2: BACKGROUND**

**2.1 Funding Source**

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| The University of York is a member of the N8 Research Partnership of the eight most research-intensive universities across the north of England (Durham, Lancaster, Leeds, Liverpool, Manchester, Newcastle, & Sheffield). The £16M N8 AgriFood Programme is one of the flagship activities within the N8, which is co-funded by the eight universities and HEFCE and running until April 2020. N8 AgriFood is designed to foster new collaborations across the eight universities and with external stakeholders (industry, third sector, etc.) who operate across [three theme areas](http://n8agrifood.ac.uk/research-themes/):   * Sustainable Food Production * Resilient Supply Chains * Improved Consumption & Health   As part of its co-funding commitment, University of York has allocated up to £229K in this call to pump-prime collaborative projects, workshops and outreach activities. Equivalent priming funds are available within the other seven partner Universities. |

**2.2 Purpose**

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| N8 AgriFood is working to ensure sustainable, resilient & healthy food supplies for all. To do this innovative research, novel interdisciplinary partnerships are needed in **co-design with industry**. The aim of the priming funding is therefore to build new collaborations across the N8 University partners and with non-academic bodies; to create proof of principle data to underpin external applications for additional funding; and to bring academics new to the AgriFood research space on board.  [Read more](http://n8agrifood.ac.uk/about/our-vision/) about the vision and aims of the N8 AgriFood Programme. |

**2.3 Success Criteria**

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| **General criteria:**  Applications will be scored against the following five criteria.   1. Address important research problems that can only be achieved through an interdisciplinary collaborative team effort**. Those applications tackling key challenges listed below will be particularly encouraged:**  * **Balancing production with environmental & social sustainability** * **Addressing inequalities in the food system** * **Consumption for better health, well being** * **Designing sustainable food systems in a changing world**  1. Build on excellent research 2. Establish new, high quality **interdisciplinary** research collaborations, or significantly enhance existing partnerships 3. Demonstrate collaborations with industry, the global south or other external stakeholders, or clear plans to gain such collaborations in the course of the project 4. Demonstrate clear pathways to achieve outputs required by the N8 AgriFood programme e.g. attracting external funding or creating demonstrable impact outside academia   Each of the five criteria will be scored on a 0-5 scale, leading to an overall score which corresponds to one of the following descriptors. Feedback on applications will be informed by these descriptors, and short qualitative feedback statements (but not numerical scores) will be shared with applicants.  0 score = A: This proposal is scientifically or technically flawed  5 - 8 = B: This proposal does not meet one or more of the assessment criteria, or is a request for funding outside of the remit of the various research priming schemes  9 - 12 = C:    This proposal meets all assessment criteria but with clear weaknesses  13-17 = D: This is a good proposal that meets all assessment criteria but with minor weaknesses  18-21 = E: This is a strong proposal that broadly meets all assessment criteria  22-25 = F: This is a very strong proposal that fully meets all assessment criteria  **Additional essential criteria:** In addition to the above criteria, all applications are expected to:   * Involve individuals from at least two N8 institutions   Areas for expenditure within a project may include:   * Purchase of equipment or the use of research facilities (not the purchase of standard personal computers, laptops, or standard software) where they are necessary for the pump priming activities * Consumables, where these are solely and necessarily used for the pump priming project * Travel costs directly related to the project, but not for attendance at conferences except where that forms an explicit part of the preparatory work for the proposed project * Employment of casual staff (including summer students provided the project results do not form part of their thesis), where it can be shown this is the most effective way to undertake the work. This might include short-term employment of a post-doc. * Costs relating to the development of collaborations with other institutions or partners * Support for alternative modes of developing research projects such as workshops, seminars, away days or sandpits. * Exceptionally, the provision of bridging support for salaries of members of research staff between the end of one research contract and the start of another where funds for the latter contract are guaranteed, provided that the work to be undertaken fits the criteria listed above. Departments contemplating such contracts should take into account the implications of bridging contracts in terms of the Fixed Term Contract Directive and Employment Law |

**2.4 The Selection Panel**

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| **Selection Panel**  Applications to the *AgriFood at York* Local Pump Priming Process will be assessed by a panel comprising:   |  |  | | --- | --- | | **Panel member** | **Role holder** | | AgriFood at York lead academic | Bob Doherty | | N8 AgriFood Academic Director | Katherine Denby | | Associate Dean for Research for Science | Colin Brown | | Associate Dean for Research for Social Science | Matthew Festenstein | | Research Champion for Environmental Sustainability and Resilience | Sue Hartley | | Research Champion for Health & Wellbeing | Karen Bloor | | Member of the York International Development Network | Tony Heron | | Member of the Research Development Team | Rachel Curwen | | Member of the Research Development Team and N8 AgriFood Knowledge Exchange Fellow | John Atibila | | N8 AgriFood Knowledge Exchange Fellow | Sally Howlett | | N8 AgriFood Knowledge Exchange Fellow | James Stockdale | | Member of the Business Development Team | Stephen Oyston |   The panel will also include members from the *AgriFood at York* Reserve Selection Panel, as appropriate, depending on the disciplinary diversity of applications, to ensure parity of review and scoring across all applications. |

**SECTION 3: APPLICATION CRITERIA**

**3.1 Am I eligible to apply?**

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| The Internal Main Applicant must be a current member of University staff either on a Teaching & Research Contract within the ART category, or on a specific Research contract and considered to be an “independent researcher”. This is usually defined as being grade 8 and above; exceptionally, a colleague employed at grade 7 would be considered independent if they have been named as PI or equivalent on a research grant or significant piece of work. Instances that are not clear cut should be considered on a case-by-case basis by the relevant DRC Chair in conjunction with the member of staff’s line manager. Information about the member of staff’s ability to act in this capacity should be included in the DRC Chair comments, where relevant.  If the main applicant is on a fixed-term contract, with a contract end date before the end of the project or very shortly afterwards, a further project supervisor who will take over and oversee completion of the project should also be named.  Staff on support contracts may act as co-investigators, but this would normally be an exception.  There is no formal limit on the number of applications a department can submit, either as lead or as co-applicant. Submissions must be approved by the DRC Chair (see 4.3). |

**3.2 Can costs for current employees be covered by this grant?**

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| Staff buy-out is not generally funded, except in exceptional circumstances. Buyout is only considered for research-only staff that are fully funded on external contracts. Where it is proposed to fund staff who are already on paid contracts with the University, a detailed explanation must be provided in the application form (provided by the appropriate Head of Department) as to how it is possible for the individual to devote time to this project while also delivering on the commitments of the contract they have been engaged on. The same caveats apply to the use of the funds for bridging contracts.  Where this Pump Priming money is requested to provide salary to extend the contract of, or employ for a short period, a fixed-term member of staff, the potential employment law implications of such a contract should be fully appreciated by the Head of Department. Advice can be sought from the relevant HR Manager. |

**3.3 Is my project eligible?**

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| Eligible projects will meet the descriptors of the purpose of the fund outlined in “Purpose” above. Please pay particular attention to the eligibility criteria in “General Criteria” above.  In the section of the application form “Fit to the Funder” you will need to explain why the AgriFood at York Local Pump Priming Fund is the most suitable source of funding for your project, and why your project qualifies under the criteria of the scheme. You should pay particular attention to the scheme’s purpose in supporting work that is intended to lead to further or larger research projects i.e. your project should not be a piece of work designed as an end in itself. |

**3.4 What are the key requirements for my application?**

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| An attention to the General criteria for success outlined above and to the Additional essential criteria specified.  It is not a requirement for applicants to submit their CVs as part of the application process. Applicants should instead ensure that their York Research Database (YRD) and PURE profile are up to date, as reviewers will look at these as evidence of research activity/profile. Guidance on using PURE is available at <https://www.york.ac.uk/staff/research/pure/pure-user-guides/>.  CVs must be submitted with the application form for:   * Any Co-I(s) from another institution (1-2 pages maximum) |

**3.5 What cannot be funded?**

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| * The commercial exploitation of work already being undertaken. Staff seeking funding for this should discuss with the business development team. Staff seeking support for Intellectual Property protection should contact Matthew Just, who manages the fund related to this activity * Indirect and estates costs * Support for students directly via the waiver of fees or the provision of studentships. Students may be employed as technical support on projects, but this must not form part of their studies * Start-up funds for new staff * Honorarium payments to visitors or fees for undertaking teaching * Staff buy-out (see above for details) * Salaries of non-York employees (including N8 partners) |

**3.6 What are the limits of the scale and expenditure for my project?**

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| Applications are expected to be in the range of £500 - £8k. Larger bids may be funded, under exceptional circumstances, if a significant contribution should be made by a non-University of York partner. However, the £8K limit reflects the maximum project duration of six months, and all funds requested MUST BE SPENT. Applicants are recommended to discuss funding requests outside of the recommended limits with Bob Doherty or Rachel Curwen prior to submission.  Costs may be requested for materials and consumables, facility access charges, travel and subsistence directly-related to the project and directly-incurred staffing costs. Grant funds are not intended for significant capital expenditure, but requests for modest capital equipment funding may be considered (on a case by case basis), where appropriate. Requests for travel, accommodation and subsistence costs should be guided by the [University’s travel and expenses policy](https://www.york.ac.uk/admin/procurement/staff/travel-booking/travel-expenses-policy/).  With the exception of staff salaries at other institutions, payment of costs incurred by the N8 partner institution(s) is allowable (e.g. travel funds). These should be explained in the Justification of Resources and all expenditure items must be purchased by York e.g. travel tickets, consumables.  ***Note:*** No electronic intent to submit and SoR are required. Staff costings should be prepared using pFACT, but approval is at department level and not with RGC. |

**3.8 What should the duration of my project be?**

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| Successful applicants will normally be notified as soon as possible after the meeting of the selection panel, to allow commencement of the project as soon as possible, from 1st November 2018.  Project activity may be of up to six months’ duration from the award of the grant, ***but please note that ALL funds must be spent, and projects must be completed by 30 April 2019, to adhere to regulations of the N8 AgriFood Programme***. |

**3.9 Why should I consider IP and contracts at this stage and who should I ask for help?**

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| It is recognised that talk of IP and contracts can make many an academic’s heart sink. The perception is often that getting a relationship clear from the start can hold up activity or even prevent research happening.  Sadly however, there is bitter experience of informal research relationships leading to outcomes that mean the academic is unable to continue in a research direction they would prefer because ownership of new IP wasn’t clear, or being unable to exploit strong commercial opportunities because early disclosure of IP meant patents couldn’t be pursued.  An early conversation with someone from the Business Development or IP and Legal team is therefore recommended, possibly even before you submit your application. You may be advised to have conversations with your industrial partner under a non-disclosure agreement, or start thinking early about how new IP would be shared. Every effort will be made not to hamper your relationship or the research you want to do and they will be sensitive to the appropriate time to introduce formal agreements to burgeoning relationships with other academic or non-academic organisations. Clarity about the legal position will frequently also make the Selection Committee have more confidence in your relationships and the long-term sustainability of your research, enhancing your chances of funding.  If you haven’t spoken to IP and Legal during the application stage, you will receive further information and advice in your award letter.  **For AgriFood at York projects, standard Terms were pre-agreed for the sharing of intellectual property and publication rights between the N8 consortium members. These can automatically flow to your project and thus new, individual, contracts with your N8 partners are not needed, but your collaborator will be asked to sign a letter acknowledging the application of the consortium terms.** |

**SECTION 4: PRACTICALITIES**

**4.1 How will the call be disseminated?**

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| Guidance and application forms are available on the *AgriFood at York* website at <https://www.york.ac.uk/research/in-focus/agrifood/funding/pump-priming/>  The call will also be launched via email messaging to Departmental Research Chairs and research facilitators. Please ensure that you use the most up-to-date version of the application form (which will be on the website). Applications submitted on previous versions of the form will not be accepted. |

**4.2 How do I submit my application form?**

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| Completed application forms (including CVs and timeline documents) should be emailed as a SINGLE PDF file to AgriFood at York [agrifood@york.ac.uk](mailto:agrifood@york.ac.uk) (based in Research and Enterprise). Emails should be sent from the email account of the relevant Chair of Departmental Research Committee or equivalent.  Where CVs are required (key external collaborators), these should be collated as one PDF file. CVs submitted in different formats will be considered ineligible. |

**4.3 Whom do I approach for a sign-off?**

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| Your application must be signed-off by, and submitted through, the Chair of your Departmental Research Committee (see above).  Where the project involves more than one Department, the submitting DRC Chair should confirm that they have discussed the application with the DRC Chairs of all other relevant departments. The submitting DRC Chair should also send to the other DRC Chairs a copy of the final application as submitted.  Note: The Head of Department is responsible for signing off on staffing and resource allocation, where this is included in an application. Where more than one department is participating, and contributing resource or employing staff, each HoD should complete the relevant section within the final document. |

**4.4 How will I access the awarded funds?**

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| If successful, you will be notified by email of arrangements for drawing down the funds awarded; a workorder will be assigned to your project. |

**4.5 How will my funding be monitored and are there any practicalities I need to know about after the project finishes?**

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| **The following Conditions of Funding are absolute and apply in all cases unless otherwise stated:**  Reporting on project outcomes  Successful applicants are required to report on project outcomes (including publications and follow-on funding) in PURE and will be sent guidance on how to do this post-award. Failure to report the outcomes of your project on PURE may result in your being ineligible to receive internal priming funding in the future.  *NOTE: The overarching N8 AgriFood Programme which this funding supports, runs until April 2020, and reporting may be required up to and beyond that date for external purposes.*  Research Integrity  Projects are supported on the understanding that all applicants are familiar with the University’s [Code of Practice and Principles for Good Ethical Governance](https://www.york.ac.uk/staff/research/governance/policies/ethics-code/), and that where the project falls within the scope of the University’s ethical framework, the PI has taken ethical considerations into account in the project design, and has or will receive relevant formal ethical review and sign-off by a University departmental/subject-level ethics committee (and any relevant external committees), prior to the commencement of the research. The responsibility for identifying and responding to ethical considerations, referring them for review, and securing approval before the research commences lies with the PI: failure to do so can constitute misconduct.  Extensions  Projects must be completed by end of April 2019 (maximum of 6 months duration). Later completion dates, and therefore project extensions are not possible in this final round of local Pump Priming Funding. |

**SECTION 5: TIMELINE**

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| **Timescales / deadlines** | **Activity** |
| **28 August 2018** | The call opens |
| **18th October 2018** | Application submission deadline |
| **w/c 22 October 2018** | Selection panel meeting |
| **29 October 2018** | Outcomes to be announced |
| **By 1st November 2018** | Award allocation |
| **November 2018** | Feedback sent out to applicants |
| **From 1st November 2018 2018** | Start date for funding to be spent |
| **By end of April 2019** | Funding to be spent and projects completed |

**SECTION 6: ADVICE**

**5.1 Whom do I contact if I have a query?**

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| It is recommended that potential applicants contact Bob Doherty or Rachel Curwen via [agrifood@york.ac.uk](mailto:agrifood@york.ac.uk) to discuss their ideas and their fit to the scheme aims and rules.  To discuss the fit of your potential project within one or more of the themes, or for assistance with finding potential collaborators within other N8 institutions, please contact the relevant *AgriFood at York* Theme Lead:  Sustainable Food Production – [Professor Sue Hartley](mailto:sue.hartley@york.ac.uk?subject=AgriFood%20at%20York%20Pump%20Priming%20Funding) Resilient Supply Chains – [Dr Chris West](mailto:chris.west@york.ac.uk?subject=agrifood%20at%20York%20pump%20priming%20funding)  Improved Consumption & Health – [Professor Karen Bloor](mailto:karen.bloor@york.ac.uk?subject=AgriFood%20at%20York%20Pump%20Priming%20Funding)  For assistance with finding potential external collaborators, please contact our Knowledge Exchange Fellows: [Dr John Atibila](mailto:john.atibila@york.ac.uk), [Dr Sally Howlett](mailto:sally.howlett@n8agrifood.ac.uk?subject=AgriFood%20at%20York%20Pump%20Priming%20Funding) and [Dr James Stockdale](mailto:james.stockdale@n8agrifood.ac.uk?subject=AgriFood%20at%20York%20Pump%20Priming%20Funding) |