IMPORTANT: Please read these guidelines carefully before completing the application form.

1. General Regulations
The Impact, Engagement and Entrepreneurship Fund is a new funding scheme, which will be available from the 2019/20 year. This fund offers current LAHP funded students in their second and third year of full-time study (pro rata for part-time students) the opportunity:

- to develop and evaluate the impact of their research;
- to develop their engagement with community and other public audiences and partners;
- to fund small ‘start-ups’ to develop a research-related idea into a saleable product and/or to develop a digital project from their research.

Additionally, non-HEI partners working with LAHP can apply for the ‘Impact, Engagement and Entrepreneurship’ Fund.

2. Eligibility
- Current second and third year LAHP/AHRC-funded students registered for MPhil/PhD research degrees at one of the eight LAHP HEI Partners are eligible to apply for funding from the Impact, Engagement and Entrepreneurship Fund.
- Non-HEI Partners working with LAHP are eligible to apply for funding from the Impact, Engagement and Entrepreneurship Fund.
- Applications for activities taking place during the unfunded writing up year (CRS) cannot be accepted, even if submitted prior to your funding end date.

3. Guidance:
- Normally only one allocation will be considered from this fund during a student’s second or third year of study (pro-rata for part-time students) although additional applications will be considered on a case-by-case basis.
- Applications up to a maximum of £600 will be accepted.
- Applications will be accepted for the following:
  - Public engagement
    For students to develop their engagement with community and other public audiences and partners.
  - Impact
    For students to develop and evaluate the impact of their research beyond the academy.
  - Student Entrepreneurship
    Small ‘start-ups’ to allow students to develop a research-related idea into a saleable product or service. Successful projects will have access to the workshops and resources of the RCA’s established student incubator.
  - Digital Incubation
    Students can apply for funding (on a reimbursement basis upon submission of supporting receipts) to
develop a digital project.

- **Non-HEI Partner Activities**
  For non-HEI partners on an open competition basis to assist with cohort building or other imaginative development activities.

- **Please note that funding is not guaranteed.** Each application is considered on its merits. LAHP aims to support research-training activities for all its students, however, the LAHP Impact, Engagement and Entrepreneurship Fund is limited and there may be occasions when it is not possible to make an award.

  - Successful applicants will be required to submit a brief report when submitting the expenses claim.

**Retrospective Applications**

- Retrospective applications will not be considered under this Fund.

4. **How to apply**

- Please submit an [electronic copy](https://www.lahp.ac.uk/additional-funds-to-support-research-training/) of the LAHP Impact, Engagement and Entrepreneurship Application Form, together with supporting documentation to the LAHP Office on info.lahp@london.ac.uk

  - You will receive written confirmation of the outcome approximately one month after the closing date for applications.

4.1 **Proposal**

- Please use this section of the application form to outline how the proposed research activity will add value and benefit your research, which may include enhancing your employability skills (however, this cannot be the sole reason given).

4.2 **Activity costs & dates**

- Please provide details of the anticipated activity costs and dates.

  - If requesting part funding for this activity, please provide details and value of other funding sources. Please liaise with other funders to arrange the amount of their contribution.

4.3 **Supervisor endorsement and supporting documentation**

  - Applicants must attach any supporting documentation to their application form.

  - Applicants should pass the form to their Supervisor for endorsement.

  - The Supervisor should write a supporting statement, and sign the application form. Electronic signatures will be accepted.

4.4 **Deadline and submission of application**

  - Applications for funding must be submitted to the LAHP Office by the deadlines stated on the website: [https://www.lahp.ac.uk/additional-funds-to-support-research-training/](https://www.lahp.ac.uk/additional-funds-to-support-research-training/)

  - Details of the Implementation plan including timeline and milestones and a detailed budget should be included on the application form.

  - Please be aware that incomplete applications will be returned or rejected.

5. **Claiming an award**

If you are awarded funds, you will receive a confirmation and an Expenses Form. Please remember to keep all original receipts (photocopies are not accepted), as proof of payment, as you will need to send them to the LAHP Office.

On completion of the activity, please claim your award as follows:

- Complete the Expenses Form with [actual](http://) costs incurred. The items for which you claim should be the same as those listed on your original application. Please do not claim for items you have not listed on your application form unless special circumstances have arisen and approval has been sought from the LAHP.
Send your completed Expenses Form and any electronic recipients (e.g. booking confirmations) directly to info.lahp@london.ac.uk

Original receipts for the costs incurred should be provided (photocopies are not accepted). You should provide receipts for each item you have listed on your expenses form. Please number the receipts and staple together in the order in which you have listed them. Paper receipts must be delivered to the LAHP office: Room 204, Senate House, School of Advanced Study, University of London, London WC1E 7HU (via the postal service or hand delivery is acceptable)

If your actual costs are lower than your estimated costs, your award will be reduced accordingly.

Payment is via a personal payment.

Please allow one month for payment to be processed.

6. Reporting Requirements

Successful applicants are required to submit a LAHP Impact, Engagement and Entrepreneurship Activities Report using the template available here. Please send this form to the LAHP office at info.lahp@london.ac.uk at the time of submitting your expenses claim. Reports may be used for advertising of successful LAHP-funded activities on the LAHP website and for progress reporting to the AHRC.

For any queries please contact info.lahp@london.ac.uk