London Arts & Humanities Partnership

Impact, Engagement & Entrepreneurship Fund (maximum of £600)

Guidelines

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

1. General Regulations

This fund offers current second and third year LAHP funded 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-up' grants to develop a research-related idea into a saleable product and/or to develop a digital project from their research.
- To develop and implement their own innovative approaches and schemes, which if successful, will be added to our portfolio of future cohort-development activities made available to the cohort as a whole.

Non-HEI partners working with LAHP can also apply for funding under this scheme to assist with cohort building or other development activities for LAHP students.

Students can apply for a maximum of £600 from this fund in Year 2 or 3 of their programme.

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 & 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.

3.1. Retrospective Applications

- Retrospective applications will not be considered under this fund.

4. How to Apply

- Please submit an electronic copy of the LAHP Research Support Fund 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*

- **P**lease use this section of the application form to explain 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 give a full breakdown of all relevant expenses, justifying your costs and providing quotations as appropriate.
- Please be as accurate as possible in estimating your projected expenses.
- 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 LAHP (info.lahp@london.ac.uk)by the deadlines stated on the website: 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 email with an award letter and an Expenses Form. Please remember to keep all original receipts (scans, photocopies or clear images of the receipts are accepted), as proof of payment, as you will need to send them to the LAHP alongside your expense claim.

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

- Complete the Expenses Form with **actual** 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 office.
- Ensure that you have signed the form under 'Claimant signature' and not under 'Authorised signatory name'.
- LAHP will reimburse travel, accommodation and conference registration expenses as they arise for awards made under the LAHP Impact, Engagement & Entrepreneurship fund only.
- Send your completed Expenses Form, any electronic recipients and scanned/photocopied/images of physical receipts (e.g. booking confirmations) directly to info.lahp@london.ac.uk
- You should provide receipts for each item you have listed on your expenses form. Please number the receipts in the order in which you have listed them. If possible, please submit the expense claim and evidence in a single PDF, with the evidence/receipts being in the order that you have listed them.
- Please also submit the excel version of the claim, as UCL Accounts Payable require this for data entry purposes and will not accept claims that are not accompanied with tis.
- 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.**

5. Reporting requirements

Successful applicants are required to submit a LAHP Impact, Engagement & Entrepreneurship 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