

GW4



GW4 BUILDING COMMUNITIES DEVELOPMENT AWARD GUIDANCE

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GW4 BUILDING COMMUNITIES - DEVELOPMENT AWARD GUIDANCE

BACKGROUND

The GW4 Alliance brings together four of the most research-intensive and innovative universities in the UK: Bath, Bristol, Cardiff and Exeter. Its vision is to develop pioneering, collaborative endeavours to drive research, innovation and economic growth across the Great West region.

The GW4 Building Communities Programme aims to build research and innovation communities of scale and capability that will deliver a step change in world-class research and innovation that could not be achieved by one of the institutions alone. GW4 seeks to work across all areas of academic activity, opening up new opportunities for collaborative research and innovation; to develop shared research infrastructure, equipment and other resources; to identify and work with external partners; to seek joint capital investment; postgraduate training partnerships; joint appointments; and staff leadership and development initiatives.

The Building Communities Programme supports both new and existing GW4 research communities in any academic area.

AIMS OF THE GW4 BUILDING COMMUNITIES DEVELOPMENT AWARDS

These small awards (<£5K) will support the development and progression of GW4 collaborations by funding a single activity or resource. The GW4 collaboration may include external partners. Applicants must be staff from a GW4 institution (academic or professional services/support staff). A Development Award (DA) will be given to a community or individual who can demonstrate that their proposed research or innovation project would clearly add value to their community, institute and to the GW4, enhance their collaborative relationships (academic, industry or other stakeholders) and place them in a stronger position to achieve external funding and impact. The DAs will either

- (a) support existing communities whose initial funding has ended, maintaining their momentum and helping them achieve sustainability via external funding.
- (b) support new communities, allowing them create and grow their communities and to step forward their ideas, in preparation for an application for external funding or GW4 Generator funding.

These awards aim to be flexible and agile, responding to the needs of GW4 academics and staff to fund creative and exciting projects which progress collaborations. We are happy to discuss project proposals with applicants – please get in touch (communities@gw4.ac.uk).

Please note : For academic communities seeking more substantive funding, the Generator Funding scheme awards communities up to £20K for 6 months. The Generator call runs annually opening in the autumn; more details and examples of past communities can be found on this [webpage](#).

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AWARD GUIDELINES

- DAs are for a single activity which will support a new or existing GW4 community. Some possible uses for the fund include:
 - Developing industry or external stakeholder relationships
 - Seminars, webinars, lecture series'
 - Community workshops, sandpits and grant writing events
 - Resource creation – infographics, videos, etc.
 - Impact and public engagement activities
 - If there are any other activities that fit this scale of funding, please get in touch to discuss.
- Ideally, applications should consider involving all four GW4 institutions in some way (as CoIs; as attendees to an event; etc.). Where fewer than four are involved this must be fully justified in the application. Please talk to the Building Communities Manager or your local GW4 Programme Managers to find collaborators at other institutions if needed.
- We will accept applications from communities who have already received GW4 funding (as long as that award has been closed) and from communities who have not received GW4 funding.
- We will accept applications from communities who were unsuccessful in a previous application for GW4 funding, as long as the idea is distinct from the original or has been evolved to account for feedback and current situation.
- Applicants must be employed as staff at the GW4 Institutions for the duration of the project (the award is not open to UG, PG or PGR students). Staff on fixed term contracts may apply as long as their contract covers the duration of the award.
- External partners are actively encouraged and should be named on the application form. It is expected that some of our awards will have external partners.
- External partners could include industry, local and national government, enterprise partnerships, charities, funders, non-GW4 academics. External partners do not need to be from the GW4 region.
- If you are working with non-academic external partners, please ensure you have followed internal guidance for these partnerships:
 - University of Bath: through the [Business Partnerships and Knowledge Exchange team](#)
 - University of Bristol: visit the [Partnerships Portal](#) (SSO required)
 - Cardiff University: through the [Business Engagement and Partnerships team](#), also see resources [here](#) (SSO required)
 - University of Exeter: through the [IIB team](#) (SSO required)
- Awards are expected to be 6 months or less: we expect applicants to provide a timeline or outline project plan including expected date(s) of event(s) (if relevant), expected project length and completion date. Longer projects will be considered where justifiable – please get in touch to discuss before applying.

FINANCE/BUDGETS

- Applications up to a maximum of £5k will be considered.

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- Please ensure that all costs are covered, and are realistic and accurate. Please check costs with the relevant teams (finance, heads of school, etc).
 - Eligible costs are travel and subsistence, consumables, meeting costs, research assistant support, administrative support, facilitators, equipment (small purchases only, justifiable in line with project deliverables) venue and catering costs. All costs must be fully justified.
 - Ineligible costs include academic salaries, studentship fees and other indirect costs. Awards cannot be used to solely fund conference attendance.
- Applications with vague costings will be returned for clarification.
 - For RA or admin time, please speak with your HR teams to accurately cost the %FTE for the role. Please explain the tasks for this role in the application.
 - If costing travel, workshop and subsistence costs, etc please provide estimated costs per person and the expected total number of people.
 - Please justify the value of external venues – internal venues are often free.
 - If something has been costed, please discuss it in the application (and vice versa)!
- Awards can be used as a standalone award or in conjunction with other sources of funding (for example, match funding from external partners) or in-kind support. Please give details of co-funding on the application form.
- Budget must be held entirely at the lead applicants' institution. Lead applicants are accountable for budget management. We will provide you with a budget code for the project. We will ask you for an account of all spending at the end of the project. Any remaining funds will be returned to GW4.
- Any overspend will not be covered by GW4.

REPORTING

Following the end of the project, award holders are expected to complete a short End of Award report document to summarise their project and feedback on the scheme.

Once the project has ended, GW4 will follow up with award holders once a year for updates on community outcomes – information collected in this way is used to justify and protect this funding scheme.

Funded applications may be promoted via GW4 news stories, opinion pieces and social media channels.

APPLICATION PROCESS

The application form can be [found here](#). Please feel free to contact communities@gw4.ac.uk to discuss your project before applying, we are happy to have a call or email discussion to ensure your project is a good fit to this award scheme.

Awards will be made throughout the year, there are no deadlines. We aim to process applications within 1 month from receipt, with the intention for it to be much faster. Applications are assessed

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by the Building Communities Manager and approved by the GW4 Director and Institutional Programme Manager for the lead institution.

SELECTION CRITERIA

Applications must

- Detail the **opportunity** the project intends to address.
- Describe the **project activities** clearly.
- Articulate and evidence the **added value of working across GW4**. This may be in terms of capacity and capability building, complementarity or synergy of expertise, new interdisciplinary groupings, academic endeavours, building partnerships with external partners and the ability to attract external funding.
- Provide evidence that the project would enable the community to achieve **specific outcomes**, including making progress towards applications for **external funding**.
- Consider and describe the project's **potential impact** upon individuals, communities and institutions involved and the wider GW4 region.
- If the activity involves external partners, describe how the award will **evolve the collaboration, encourage knowledge exchange and develop funding opportunities**.
- Describe the **sustainability** of the project – for example, how will the community maintain the collaboration after the award end.
- Provide a **clear workplan** for the proposed activity, giving an expected project length and completion date. A proposed event should have a clear structure, invitees, activities and expected date; a proposed resource must be well described and have a clear timeline and end date.

GW4 is committed to supporting all research disciplines equally. To aid the assessment process, please ensure your application clearly justifies the scope of your proposed activities, outputs and outcomes within the context of your discipline norms.

QUESTIONS

Please contact communities@gw4.ac.uk with any questions about this award. Your Institutional Programme Managers can help with local queries (eg. Finance):

Bath: (in recruitment, please contact communities@gw4.ac.uk instead)

Bristol: Emma Barrow and David Ward emma.barrow@bristol.ac.uk & dh.ward@bristol.ac.uk

Cardiff: Kate Patten PattenK1@cardiff.ac.uk

Exeter: Helen Bell H.E.Bell@exeter.ac.uk

Past applications can be obtained by emailing communities@gw4.ac.uk, or contacting your local Programme Manager. All successful communities are listed on our [website](#) (please filter by “Fund: Development Award”).