

**CENTRAL RESEARCH FUND
INFORMATION SHEET
2009/2010 SESSION**

Applicants are advised to read this information through thoroughly before completing their applications.

1. **General:** Since its inception in 1937 the Central Research Fund has given substantial aid to many members of this University working on research projects. **The Committee defines research as a major piece of work leading to the advancement of knowledge by original enquiry, which is normally followed by publication.** Grants may be awarded for, or as a contribution towards, expenses incurred in undertaking a specific project of research, e.g. for a special piece of equipment, for a journey, for the cost of xeroxing or microfilming source material, or for additional costs of maintenance away where these exceed costs of maintenance at home.

The Awarding Committee has limited resources, and the attention of academic staff of the University is therefore drawn to the Small Grants Schemes of the British Academy, the Nuffield Foundation, Leverhulme Foundation and the Royal Society for Scientific Research. If appropriate, simultaneous application should be made to these sources. Likewise postgraduate students should apply to their own institutions and to any others available to them. Those in receipt of Research Council awards should apply to those bodies. For instance, holders of AHRC Studentships and fees-only awards may apply for one study visit abroad and should do so before applying for a CRF grant, see http://www.ahrc.ac.uk/imgaes/4_98383.pdf for information.

2. **Eligibility:** Applications may be made by members of the University, undertaking independent projects of original research, as follows:-

- (a) Postgraduate research students registered for MPhil/PhD and Specialist Doctorate Degrees of the University or of a College of the University
- (b) Academic staff at an early stage in their careers, who are employed on a contract that requires research at a College or Institute of the University, and who were awarded a doctoral degree not more than five years prior to the date of application.

3. **Applications by postgraduate students:** The Committee expects that, where appropriate, students will have received research funding from their own institutions and Departments. If application is made to the CRF it should be noted that:-

- (a) Awards are not normally made for scientific and medical laboratory equipment and materials so, if applied for, the Committee would expect a special case to be made, such as when the need has arisen during the course of a project and could not have been foreseen.

Supervisors please note: Where students are requesting medical or scientific apparatus/materials the supervisor should declare in full the funds they have available to them in the specific area of the application, and indicate why the costs applied for by the student cannot be met from their own resources or other sources.

- (b) The CRF cannot act as the major funder of large-scale fieldwork projects. It can provide some assistance but travel to the home country has to be fully justified.
- (c) The Committee expects those currently registered for the MPhil to be planning to apply for transfer to the PhD. If appropriate, the Committee would find it helpful if supervisors of MPhil students could indicate whether or not it is anticipated that registration will be transferred to the PhD degree and, if so, at what stage in the work this will take place.

4. **Maximum Grants:** It should be noted that in 2007/2008 the Committee was only able to allocate about 40% of the sums requested by applicants. The income from University Trust Funds used to award grants was, in the main, bequeathed for research in Medicine, Science & Engineering, so for applications in these areas, where often expensive scientific apparatus and consumable materials are required, the maximum grant will be £7,000, but for those requiring travel and maintenance alone the maximum sum applied will be £2,000. Applicants from the Humanities and Social Sciences will be subject to a maximum grant of £2,000. **Please note that the Committee will not consider applications that exceed the limits stated.**

5. **Partial Awards:** Due to the large number of applications received the Committee often makes partial awards and reserves the right not to fund applications in full. If a partial award is made a grantee would be expected to raise the remainder of the sum required to carry out the project. If this is not possible the grant will not be paid.

Requests for expensive apparatus or for unusually heavy fieldwork expenses have a greater chance of success if support has been obtained from other sources, so that the Fund is asked to make only a contribution.

6. Scientific Apparatus: Grants are made from University Trust Funds and the distribution of the limited funds available reflects the wishes of the benefactors. This means that a relatively large proportion of the money available is awarded to applicants in the scientific/medical fields, in which the cost of scientific apparatus has risen steeply in recent years. This factor, together with a demand for increasingly complex equipment, accounts for almost three-quarters of the total applications to the Fund.

The Fund is unable to provide apparatus that a Department would normally be expected to possess or which would be put to general departmental use. Requests for transcribing and basic word processing equipment cannot be considered, but in exceptional circumstances computer equipment may be considered in connection with data manipulation. The Committee's principal aim in relation to apparatus is to support individual research workers by recommending the provision of items of apparatus for their own use.

7. Ownership of Equipment acquired or purchased with grants from the Fund: Major apparatus and portable equipment (e.g. tape-recorders, cameras) remain the property of the University and after a project has been completed will revert to a grantee's College/Institute.

8. Consumables: Application may be made for the cost of consumable materials, provided that a Department would not normally supply them.

9. Visual Materials: Expenses in respect of maps, microfilms, photographs and photocopies may be considered, and full details of the documents to be reproduced should be given. Those requiring microfilms of an historical nature should confirm that they have checked that they are not available within London by consulting the publication "Microforms for Historians" available in the Library at the Institute of Historical Research. Items funded by the CRF and requested by a Library of the University must be deposited in that Library at the conclusion of the research.

SAS-SPACE: This repository preserves and disseminates digital scholarly and research materials of enduring value produced at, or in association with, the School of Advanced Study. It makes all kinds of digital materials (text, image, audio and video) freely available via the internet allowing users to read, download and copy material for non-commercial private study or research purposes. Researchers in the Humanities and Social Sciences may wish to contact the SAS-SPACE Coordinator at the Institute of English Studies for further information.

10. Group Projects: Applications for group projects may be considered. Each member of a group project who is eligible to be considered for a grant and who is undertaking individual and separate research should apply individually on their own behalf. Where two or more research workers are engaged on the same project in the same capacity a joint or group application may be made on a single form. In such cases the leader of the project should itemise the expenses, with an indication of the share the Committee is being asked to meet. Also, the leader should list all members of the group eligible to apply in their own right, indicating the numbers of those who would not be eligible; and attach a description of the overall project. Leaders of group projects are advised to contact the Academic Trust Funds Office for guidance on making an application.

11. Travel and Maintenance Costs: The volume of applications to cover such costs has increased over the last few years so that often only partial support can be offered in the case of long-distance travel or fieldwork. Applicants should note that up to £2,000 may be awarded for travel and maintenance. Where travel is to be undertaken abroad (particularly if the locality is remote) or research is to be carried out in foreign archives, special attention is paid to a candidate's proficiency in the language or ability to read ancient or unusual scripts. The Fund supports a significant number of individual projects each year but does not fund expeditions of a general nature. The Committee considers applications for travel abroad but will not fund maintenance for more than four months; residence for a longer period should more properly be regarded as the subject of application elsewhere. However, in the case of longer periods, the Committee may still be able to make some contribution to the overall costs of a large project. Applicants wishing to apply for travel grants outside the UK are required to explain the need to consult library, archive or museum materials at first-hand rather than by means of photographs, microfilms, xeroxes, etc. **[Refer also to Section 14 (d & i)].**

12. Interviewing Costs: Applicants for grants to conduct interviews should provide evidence of the feasibility of conducting those interviews.

13. Special Assistance: The Committee does not normally fund research assistance. The Committee cannot provide grants in order to pay for a Research Assistant, nor can they provide assistance of a purely secretarial or clerical nature.

14. Applications, in addition to those mentioned in the preceding paragraphs, which are inadmissible or unlikely to be approved

- (a) The Committee is not prepared to consider retrospective applications; i.e. for projects that will have started before the decision on awards is made by the Academic Trust Funds Committee, i.e. normally by the end of December for the 9 October 2009 deadline and the middle of June for the 12 March 2010 deadline.
- (b) Resubmitted CRF applications will not be considered.
- (c) Supplements to CRF grants already awarded will not be considered.
- (d) The Committee is not normally prepared to take account of fares to or within London, although where substantial expenditure is involved, special application may be made.
- (e) Researchers are strongly advised to arrange for basic personal insurance cover. It should be noted that insurance cover will probably be available from your institution and that the Committee will not normally meet it.
- (f) The Committee will not normally cover the cost of language courses, e.g. language tuition.
- (g) The Committee does not normally fund translation assistance unless a strong case is made, e.g. where the language/dialect concerned is obscure and the researcher cannot be expected to know it him/herself and for surveys by questionnaire.
- (h) Training courses and replacement teaching costs will not be met.
- (i) The cost of attending conferences and the like will not be met.
- (j) The purchase of books is not normally considered.
- (k) The cost of producing or illustrating a thesis or book will not be met.

15. COMPLETING THE APPLICATION FORM

SECTION A: Personal details as indicated on the form.

SECTION B: Education and Employment: Applicants are asked to provide a list, in date order, of their education and employment, including details of their current post or course of study and any skills which would enable them to conduct the research proposed. Members of the academic staff should include details of College, date of appointment and whether it is full or part-time, permanent or temporary and how funded (see paragraph 2a above). Academic staff should indicate the length of appointments. Students should include College, subject, degree for which registered, whether full or part-time, year and month of registration and name of supervisor. If applicable works published within the last five years should be listed.

SECTION C: Details of Research Project (500 words):

The Committee needs to know exactly why a grant is required, i.e. what it is to be used for and why the piece of work being undertaken is essential to the specific project. In not more than 500 words and in terms which will be understood by a non-expert explain, without appending extra sheets, the aims and significance of your research project and its place in the overall pattern of research in the subject, the nature and methodology of your proposed research and its suitability to the objectives of the work and list three publications considered most relevant to the application written by yourself or others. **Postgraduate students are strongly advised to discuss their applications, particularly the methodologies to be employed, with their supervisors.**

Applicants may find the following guidance about completing the form helpful:-

- (a) What is the topic of your research? (ca 25 words)
- (b) Why is the topic significant? (ca 50 words)
- (c) How is the topic treated in the relevant literature? (ca 125 words) You should list three publications considered most relevant to the application written by yourself or others (not included in word count).
- (d) What are your research questions? (ca 50 words)
- (e) How, methodologically, will you address these questions? (ca 125 words)
- (f) How, precisely, does this application for funding contribute to the furtherance of your research? (ca 125 words)

In addition please note:-

- (i) if travelling abroad please indicate your language proficiency (see paragraph 10 above),
- (ii) if applicable, indicate any collaborative arrangements, and
- (iii) if applicable, possible applications of the potential results of the work,
- (iv) if you wish to supply drawings of formulae, diagrams, maps etc. these may be provided on a separate sheet.

SECTION D: Equipment, Materials, etc: Applicants should include:-

- (a) a detailed list of equipment to be purchased, showing the cost of each item, including VAT and Import Duty, where applicable;
- (b) a detailed list of materials to be purchased, showing cost of each item, including VAT;
- (c) details of any special assistance requested (such awards are rare, so a full justification of the need should be provided).

(See also paragraphs 6, 7, 8, 9 and 13 above)

SECTION E: Travel and Maintenance: Applicants should state:-

- (a) destination(s) and duration of stay in days, weeks or months of proposed travel and return dates of each journey;
- (b) cost of travel, including where necessary the cost of local travel at your destination; applicants **are expected to explore the cheapest mode(s) of transport**;
- (c) cost of maintenance whilst away from home per week and the number of weeks' support requested including visa costs if necessary.

(See also paragraph 11 & 14 (d & i) above)

SECTION F: Other Funding Sources: The information in this section should include:-

- (a) Details of Central Research Fund applications made during the past five years (successful and unsuccessful) including the year of submission, whether for this or another project and, if applicable, the amount granted.
- (b) **ALL** scholarships, studentships or research grants currently held, or being applied for, by the applicant for the project and the Supervisor in the case of postgraduate students.
- (c) The reasons why the application has not been made to any sources indicated in (b); and whether application has been, or will be, made for a grant from any source (including the applicant's own institution) for the same project and, if so, with what results.

SECTION G: TOTAL ESTIMATED GRANT

Applications that exceed the set limits will not be considered. See page 1 – Section 4 – of the Information Sheet.

SECTION H: REFERENCES

All applicants are required to arrange for a reference to be supplied. A member of staff should arrange for one independent academic referee from outside his/her own institution. A postgraduate student must ask his/her supervisor to act as a referee and, if considered necessary, may name a second referee. Guidance on submitting references, to be given to the referee(s), is attached. If references are not received by the specified date, the applicant will be informed. **It is the applicant's responsibility to ensure that a reference is supplied.**

SECTION I: SIGNATURES

It is very important that the Declarations (i-iii) are noted and that where necessary ethical approval is obtained and a risk assessment undertaken. Also, in order for applications to be processed forms must be signed by the Applicant, Head of Department and, in the case of postgraduate students, the Supervisor. Failure to comply with the foregoing requirements may result in applications being rejected or delayed.

Further information and advice about Central Research Fund grants may be obtained from the Secretary to the Academic Trust Funds Committee, Senate House, Room 106, Malet Street, London WC1E 7HU. Telephone number 020-7862-8041, FAX number 020-7862-8032, EMAIL linda.west@london.ac.uk

The website address is www.london.ac.uk/crf