

Scottish Research Partnership in Engineering (SRPe)

PEER & PECRE Awards 2018/19

Application Guidelines

SUMMARY

Under the Scottish Funding Council's PEER & PECRE Scheme the Scottish Research Partnership in Engineering (SRPe) receives funding to support our mission to strengthen European and wider international research collaboration, to support increased access to European funding, and to provide enhanced postgraduate and early career researcher skills & capabilities development opportunities across the SRPe partner institutions.

The SRPe PEER & PECRE Scheme 2018/19 supports two types of award:

- **PEER – Pool Engagement in European Research**
Supports engagement in European collaboration and funding opportunities, for example, networking, promoting research capabilities, developing collaborative relationships, policy influencing, project preparation, and development of proposals.
Awards of between £2k and £10k.
- **PECRE – Postgraduate and Early Career Researcher Exchanges**
Provides skills & capabilities development opportunities for postgraduates and early career researchers to build experience of international collaboration with academia and / or industry across Europe, North America, China and India.
Awards of between £2k and £7.5k.

The awards covered by this call will fund applications that focus on one or more of the SRPe strategic priority themes listed below:

- Advanced Manufacturing
- Robotics & Autonomous Systems
- Infrastructure & Environment
- Engineering at the Life Sciences Interface

Preference will be given to applications which demonstrate clear alignment with the overall strategic objectives of SRPe, the objectives of the relevant award type and involve more than one SRPe partner university, and / or cross-disciplinary activity and / or in collaboration with external organisations (either academic or industrial (including SMEs)).

Postgraduate Students, Researchers and Academics from SRPe institutions are invited to submit applications for PEER and / or PECRE awards.

PEER awards are available in the range £2k to £10k and PECRE awards in the range £2k to £7.5k.

Further information on the specifications of the call and how to apply are available within this document and on the SRPe website www.srpe.ac.uk.

Please note there is a single stage application process and the deadline is 5pm on Friday 31st August 2018.

We aim to inform applicants of the outcome of their applications by Friday 12th October 2018.

All funds awarded must be spent by Wednesday 31st July 2019.

If you have any questions regarding the criteria for application and / or the application process please contact Susan Hamilton, SRPe Project Manager at susan.hamilton@srpe.ac.uk.

INTRODUCTION

Scottish Research Partnership in Engineering (SRPe)

The Scottish Research Partnership in Engineering is the Pan-Scottish research partnership of universities working in collaboration with industry and government to ensure Scotland's future as a world-class centre of excellence and globally competitive driving force in engineering.

The creation of the Scottish Research Partnership in Engineering was driven by the Scottish Funding Council strategy to pool university resources to address challenges and opportunities of national strategic importance to maximise Scotland's research excellence, produce increased skills provision and enhanced research impact to drive socio-economic development.

The SRPe partner institutions are: University of Aberdeen, University of Dundee, University of Edinburgh, Edinburgh Napier University, University of Glasgow, Glasgow Caledonian University, Heriot-Watt University, Robert Gordon University, University of Strathclyde, University of the West of Scotland.

SRPe's Vision

SRPe's vision is for Scotland's position as a world-class centre of research excellence and globally competitive driving force in engineering to be robust and future-proofed and for collaborative research activities across Scotland to be targeted and focused on addressing national priorities / global challenges to ensure enhanced and sustainable socio-economic impact for Scotland.

Scope of SRPe PEER / PECRE Awards

The PEER and PECRE awards are competitive, and applications will be assessed based on their ability to clearly demonstrate alignment with the overall strategic objectives of SRPe and the objectives of the relevant award type. We are particularly interested in receiving applications which may involve more than one SRPe partner university, and / or cross-disciplinary activity and / or in collaboration with external organisations (either academic or industrial (including SMEs)).

Applications must focus on one or more of the following SRPe strategic priority themes:

- Advanced Manufacturing
- Robotics & Autonomous Systems
- Engineering at the Life Sciences Interface
- Infrastructure and Environment

Note that the SRPe Energy theme is not covered under this call. The SRPe Energy theme is delivered in collaboration with our sister pool the Energy Technology Partnership (ETP) and further details on the ETP funding schemes available can be found on the ETP website www.etp-scotland.ac.uk.

The awards are open to Postgraduate Students, Researchers and Academics at any of the SRPe partner institutions.

PEER AWARDS

The Pools Engagement in European Research (PEER) awards aim to assist SRPe universities in engaging in and extending their participation in European collaboration and funding opportunities (e.g. European Framework Programme), networking, promoting research capabilities, developing collaborative relationships, policy influencing, project preparation, and development of proposals.

Scotland Europa can be a point of contact to help researchers engage with the EU Framework process. <http://www.scotlandeuropa.com/>

Individuals from SRPe universities are invited to submit applications for awards of between £2k-£10k. For example, the award can be used to:

- Assist in the development of SRPe consortia
- Attend or host meetings of academic and external partners at any stage during the preparation of applications
- Run workshops to share experience and best practice with regard to European funding
- Co-ordinate meetings to engage with SMEs and to share best practice with regard to this engagement

Eligible costs include:

- All actual costs incurred as a result of engagement in the European funding application processes including staff time /services employed specifically for that purpose, travel and subsistence, and costs associated with hosting meetings
- Travel and subsistence costs may be included for the staff of partner institutions and should be calculated at the rates normally applied by the institution.

PEER Awards will not fund:

- Attendance at a routine project meeting, where funding is available under an existing European project
- Attending and presenting a paper at a European meeting of a general annual conference
- Delivering a lecture or seminar at a European University
- Note that travel and subsistence costs for non-academic organisations is ineligible
- Overheads are not permitted

Preference will be given to applications where there is good potential for external funding back to Scottish Universities. SME involvement is not mandatory. However, we would encourage every applicant to consider the potential for both involving Scottish SMEs and representing their interests wherever possible.

Conditions of PEER Awards

All recipients of a PEER award are required to submit a report at the end of the activity. It must contain a list of the institutions / companies involved, and clearly outline the next steps the recipient will take towards potentially securing future European funding.

Failure to deliver the report within one month of completion of the activity may result in the award being reclaimed by SRPe. The award holder will be required to present at a future SRPe Annual Conference (date TBC).

To submit an application, please follow the application guidelines below, and complete the PEER application form.

PECRE AWARDS

The Postgraduate and Early Career Researcher* Exchanges (PECRE) awards aim to support research exchanges which provide skills & capabilities development opportunities for postgraduates and early career researchers to build experience of international collaboration with academia and / or industry across Europe, North America, China and India.

Individuals from SRPe universities are invited to submit applications for awards of between £2k and £7.5k.

Exchanges can be hosted by either academia or industry, and each exchange must be for a minimum of one month. This can be applied as one extended trip or several smaller visits to accommodate child care or other commitments. Applicants may build on existing, or establish new collaborations.

Eligible costs are restricted to economy travel and subsistence at the agreed institutional rate.

Costs related to the research undertaken during the exchange, such as staff time and equipment, are not eligible.

The funding must not be used for general attendance at conferences, training seminars, or other such activities. Institutions may choose to add additional funds to extend the duration of an exchange or support more than one visit.

**Please note that for the purposes of SRPe PECRE awards, an early career researcher is defined as an individual who is within 4 years of the award of their PhD (or equivalent professional training), or their first academic appointment. These durations exclude any period of career break, e.g., for family care or health reasons. The first academic appointment is defined as the first paid contract of employment, either full or part time, which lists research and/or teaching as the primary function.*

Selection criteria include:

- Evidence of the ability of the candidate (research output, leadership);
- Likely benefits to the research of the candidate (new skills, techniques likely to be acquired) as a result of the exchange;
- Likely benefits to the longer term career of the Postgraduate or Early Career Researcher as a result of the exchange;
- Evidence of wider benefits to the individual, their institution and SRPe as a result of the exchange; and
- Prospects of sustained collaboration as a result of the exchange

Conditions of PECRE Awards

All recipients of a PECRE award are required to submit a report following their exchange. It must contain a list of the institutions / companies involved in the exchange, and a brief scientific and personal report of the exchange, along with a list of any resulting outputs.

Failure to deliver the report within one month of the completion of the exchange may result in the award being reclaimed by SRPe. The award holder will be required to present on their exchange experience and outcomes at a future SRPe Annual Conference (date TBC).

To submit an application, please follow the application guidance below, and complete the PECRE application form. Please note that applications must be accompanied by a formal letter from the exchange host, confirming that they are prepared to accept you to undertake the work proposed and for the stated duration, along with an up to date CV. Applications for exchanges will only be considered for hosts located in Europe, North America, China and India.

APPLICATION PROCESS

Applications that fit the remit of the SRPe PEER and PECRE awards will be assessed through a single stage panel assessment process, and applicants will be notified of the outcome via email.

Please note:

- Applications will be assessed by a panel comprised of members of the SRPe Board.
- Applicants should ensure that sufficient detail of their expertise and track record, proposed activity, and how it fits with SRPe strategic objectives and objectives of the relevant award scheme are provided within their application.

- Due to the anticipated number of applications, we are unable to provide feedback to applicants on unsuccessful applications.
- Applicants may submit applications for PEER and / or PECRE schemes. However only one application per individual should be made to each scheme

Submitting an application

To submit an application for a PEER or PECRE award, please complete the relevant application form. Completed application forms should be emailed to Susan Hamilton, SRPe Project Manager, at susan.hamilton@srpe.ac.uk.

Applications for PECRE awards must be accompanied by a copy of an up to date CV, along with a supporting letter from the exchange host. PEER applicants do not need to submit a CV.

Please note that additional supporting information, such as publications, are not required.

The submission deadline for both PEER and PECRE is **5pm on Friday 31st August 2018**. Please note we are unable to accept applications after this date.

Applicants must ensure they have received institutional sign-off before they submit an application.

Awards

On notification of an award, successful applicants will be required to confirm acceptance of the award via email. The funds will be transferred directly to the applicant's institution who will manage the award on behalf of SRPe, and in accordance with their own financial regulations and those outlined in the SRPe PEER & PECRE Award Terms & Conditions. All expenditure associated with the award must be incurred before 31st July 2019, and any funds that remain unspent must be returned to SRPe.

All recipients of SRPe PEER and PECRE awards are required to complete an end of activity report, which must be submitted no later than 31st August 2019, and present at a future SRPe Annual Conference.

PEER & PECRE 2018/19 Timeline

Funding call announced	15 th June 2018
Application deadline	31 st August 2018
Notification of award	12 th October 2018
Activity period	15 th October 2018 – 31 st July 2019
Expenditure deadline	31 July 2019
End of Activity report deadline	31 August 2019
Financial reporting deadline	31 st October 2019
SRPe Annual Conference	Autumn 2019 (TBC)

SRPe PEER & PECRE Awards

TERMS & CONDITIONS 2018-19

1. Award

All PEER / PECRE activities must be completed by 31st July 2019.

2. Budget

Amounts spent over budget on associated costs cannot be reimbursed. At the end of the activity, any unspent funds must be returned to SRPe by the award holder's institution.

3. Recipient

An Award Holder who moves to a new institution after an award has been made should inform SRPe accordingly, and they should also report any other significant change in their circumstances and / or the proposed activity against which the award was made. It is a strict requirement for the award holder's institution to inform SRPe of any changes relating to the person responsible for administering the award and providing the reports requested in Section 5.

4. Payment

Following acceptance of the Award, funds will be paid by BACS directly to the Award holder's institution. It is the responsibility of the Award Holder's institution to ensure that expenditure incurred during the PEER / PECRE activity complies with the criteria set out below, and that all expenditure related to the activity is incurred before 31st July 2019.

5. Reporting

The following reports are required:

- An end of activity report from the award holder.

- A statement of expenditure from the award holder's institution with a breakdown of costs, following the end of the activity. Receipts and evidence of expenditure do not need to be submitted with the expenditure statement, but should be retained by the award holder's institution and be made available for audit purposes, if required.

Guidelines for writing these reports will be sent to the Award Holder at the appropriate time. Failure to submit these reports may result in the cancellation of an award.

6. Data Protection

As part of the PEER and PECRE application process, SRPe collects and processes personal data from PEER and PECRE applications. We are committed to being transparent about how we collect and use that data, and to meeting data protection obligations.

- What personal information does SRPe collect from PEER and PECRE applications?

When you apply for an SRPe PEER or PECRE Award, we ask you to provide your name, job title, email address, contact address and phone number. Applicants to the PECRE scheme are asked to provide a copy of their CV. We also ask applicants to complete the PEER & PECRE Equality and Diversity Monitoring Form, which is enclosed with the application form. Completion of this form is optional, and is not required as part of the application process.

- Why does SRPe collect this data?

SRPe will use information provided on the PEER & PECRE Application Forms and CVs for the purpose of processing the application to assess its eligibility and suitability for support. If the application is successful, SRPe will use the information for administration, management and reporting purposes, including carrying out appropriate checks, audits and marketing. Information collected from the PEER & PECRE Equality and Diversity Monitoring Forms is used solely for statistical reporting purposes, and is not used as part of the selection process.

- How is the data stored and who has access to it?

SRPe stores data relating to PEER & PECRE applications using approved secure procedures. Your personal data is stored by SRPe and not shared with any third parties. Equality and Diversity Monitoring Forms are anonymised and stored separately from PEER & PECRE Applications.

- How long is the data retained for?

SRPe will hold data relating to PEER & PECRE applications only for as long as the information is relevant to SRPe activities.

7. PEER

It is the responsibility of the Award Holder's institution to ensure that expenditure related to PEER funding complies with the following:

- Overheads are an ineligible cost
- Day rates for academic staff must be costed at standard university rates (direct salary + NI + pension). The maximum eligible day rate is £500 per day.
- Economy travel and subsistence must be costed at the agreed institutional rate.
- Travel and subsistence costs for non-academic partners are ineligible.

8. PECRE

It is the responsibility of the Award Holder's institution to ensure that expenditure related to PECRE funding complies with the following:

- Economy travel and subsistence must be costed at the agreed institutional rate.
- Staff time and research costs (e.g. equipment) are ineligible.
- Funding must not be used for general attendance at conferences, training seminars, or other such activities.

9. Award Acknowledgement

We ask all Award-Holders to acknowledge SRPe's support in any publicity, promotional materials, or publications associated with the activity funded by SRPe.