Social Sciences Division Fixed-Term Researcher Support Fund: GUIDANCE DOCUMENT

1. Applications are invited from fixed-term research staff for funding to support research and impact related activities, especially focusing on their career development as researchers.
2. Permanent staff are **not eligible**.
3. Students, even if holding research assistant positions, are **not eligible.**
4. Only academics applying through one of the Social Sciences Departments are eligible.
5. Applications should be submitted through IRAMS on two yearly deadlines in December/January and June/July. Exact dates to be confirmed each year.
6. The Award will be administered by Departments.
7. Up to 40 awards will be offered every year (£10,000/20 awards available per deadline).
8. It is not possible to hold more than **one** award per year and you cannot hold more than one award at a time (i.e. if successful, you will not be eligible for the following round).
9. Decision panel will consist of:

   a. two or three representatives of the Research Staff Forum;
   b. The Divisional Research Facilitator (who will be a non-deciding member)
   c. A member of the Research Strategy Group

SCOPE OF THE FUND

10. Funding can be requested for any legitimate purpose identified by the applicant that addresses a clearly identified need. Support could include, but is not limited to:
    - Travel and conference registration (priority will be given to candidates who will be presenting rather than only attending).
    - Training and courses
    - Data purchase
    - Professional Services
    - Short-term research assistance
    - Workshop organisation

The following can also be considered but please get in touch with your Divisional contact to discuss:

- Small equipment purchases*
- Books*

* please be aware that these would likely remain the property of the purchasing Department.

FUNDING

11. Awards will normally be up to a maximum of £500.
12. Applications may request funding for more than one activity, provided that it can be demonstrated that the activities are linked (i.e. attending more than one workshop in order to write a collaborative grant).
13. **Retrospective payments are not permitted**. If you wish to apply for funding for an activity requiring expenditure before the application deadline or if you encounter a situation when your particular need does not fit the deadline, please get in touch with your divisional contact.

14. Please allow a minimum of 2 months between the deadline and the beginning of the activity in order for funds to be processed.

15. Awards are normally valid for six months. Applicants may apply for funding over a longer period or apply for an extension if the project is delayed (via an email to your divisional contact), but if such a request is not made any unspent funds will be reclaimed automatically at the end of the award period.

16. Awards are made for the purposes outlined in the application only. Any changes to the proposed use of the funds must be approved in advance, via a request to your divisional contact. If the costs of the proposed activities are lower than outlined in your application, any unspent funds will be reclaimed and returned to the Fund.

17. Costs should first be met or part-met from other sources, such as grant funding and details of any matched funding or other support being provided by your department should be supplied. The panel will receive information about departmental/college support available to applicant and might use this information

18. This money is non-transferable and must be used by the recipient.

APPLICATION PROCESS

19. You must use the application template in IRAMS. Please do not amend it, or exceed the word count.

20. It should address the costs and benefits, as well as justify why the fund is sought.

21. You must fill in your college and department affiliation, and add details of other funding applications for the same activity.

22. The application must be submitted on IRAMS.

2023/2024 Divisional Contact: alexandru.martalogu@socsci.ox.ac.uk