

Impact Acceleration Account (IAA)

Flexi Fund Award Funding Guidance & Guidelines July 2024

The University of Bath has been awarded Economic and Social Research Council (ESRC) Impact Acceleration Account (IAA) funding worth £1.25m, running from 1 April 2023 to 31 March 2028. As part of the award, the University will be running a series of funding calls designed to support projects with strong potential for research impact.

Please read all guidance notes prior to starting the application form.

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Funding Summary:

	Detail
Remit & Requirements	<ul style="list-style-type: none"> Projects must be underpinned by existing research within the ESRC Subject Remit Projects must not start until a full economic costing from PAM is produced, Ethics have been approved and any collaboration agreements required are in place. Projects must support generation of impact over the medium to long-term. See Appendix 4: Resources & Signposting Projects should include external partners/stakeholder. Duration of the project should be maximum of 6 months.
Award Aims	<ul style="list-style-type: none"> The award aims to support early-stage relationship-building and idea development for generating impact based on underpinning research that falls within the Economic and Social Research Council (ESRC) remit. Applications are open to permanent members of academic staff. Applications from ECR are actively encouraged.
Project Plan	<ul style="list-style-type: none"> A clear brief plan for the project and how the outcomes & impact will be achieved, and evidence is required within the application. See Q4 & 5. For information on eligible impact activity please see Appendix 2: Impact Activity
Amount	<ul style="list-style-type: none"> Funding is available up to £3000.00
Deadline	<ul style="list-style-type: none"> Rolling deadline until January 2025
How to apply	<p>Applications will only be considered if:</p> <ul style="list-style-type: none"> Applicants must be able to evidence they have met with a member of the UoB Impact team and/or discussed their application with their Dept. lead for Impact & KE. Application form is completed and signed by HoD. & submitted to: impact-acceleration@bath.ac.uk.
Project Finances	<ul style="list-style-type: none"> The fund is from the ESRC and is subject to the external funder's requirements despite its internal distribution. An accurate budget is expected to be included within the application form. A PAM costed budget for submission with the application form is preferred. Please Project Budget & Finances section & Appendix 1: Finance, Ethics & Contracts Process & Guidance All successful awards are dependent on a fully costed & approved PAM budget (this can be completed after notification of the award in principle) If your project includes salary costs, it is essential you seek advice from the RIS Pre-Awards team prior to submission of the application form.

Project Budget & Finances

Due to the external funding Body (ESRC) providing the funds, we are obligated to adhere to their requirements. This includes a fully economic costed PAM budget, ethics process and some form of collaboration agreement with external partners.

The internal process for this is highlighted in fig. 1, details and guidance can be found in [Appendix 1: Finance, Ethics & Contracts Guidance](#).

Figure 1.



Please note:

- All successful awards are dependent on a fully costed & approved PAM budget (this can be completed after notification of the award in principle)
- There can be a significant lag time between the start and completion of these processes, it is dependent on the requirements of the project and range from 3 weeks to 3 months.
- **Projects must not start until the process has been completed and the project code has been issued.**
- If your project includes salary costs, it is **essential** you seek advice from the RIS Pre-Awards team prior to submitting your application form.
- A PAM approved budget can be submitted instead of completing Q6.



- The amount of funding requested must be realistic and your application must provide a clear justification for the costs.

Eligible Costs:

- RA/hourly paid staff salary
- PI time must be included and is mandated by the UoB. If full costing of this would push your budget over the maximum limit of the award a nominal amount of 1 hour should be included instead.
- Materials and consumables
- Travel and subsistence
- Event delivery and follow-up
- Equipment access
- External consultancy, e.g., for market research or business planning up to 50% maximum of funding requested
- Other costs, where justified as necessary for the project.

More detailed information about eligible and non-eligible costs for ESRC IAA funding can be found in the [Appendix 3: Funding Terms & Conditions](#)

Contractual Requirements with partners

To meet ESRC requirements, all projects working with external partners/collaborators will need to be assessed by the contract's team to establish the nature of the agreement required. This can be a time-consuming stage, please plan accordingly.

Assessment & Criteria

Applications will be assessed for funding by a small panel of academics and members of professional services. A response will be provided within 3 weeks of submission wherever possible.

Proposals will be assessed against the criteria below:

Criteria 1: Quality of proposal and planned impact

- The overall quality of the proposal is high.
- The application sets out clear aims and objectives, a strong rationale for the project and a succinct summary of the problem it addresses.
- The proposal demonstrates a strong link to underpinning research that falls within the ESRC remit.
- The project has the potential to generate impact or outcomes that are likely to lead to impact at a later stage. There are plans in place to evaluate or evidence project outcomes and impact.

Criteria 2: Likelihood of generating impact

- The proposed activities are appropriate and highly likely to contribute to generating the anticipated outcomes and impact.
- The application has identified external partners, stakeholders or intended beneficiaries and set out effective means by which to engage with them.



Criteria 3: Good value

- The amount of funding requested is realistic and the proposed activities are likely to be completed and funding spent within the agreed time.
- The proposal demonstrates good value for money in relation to the expected impact it is seeking to generate.
- The proposal makes a convincing case for the amount requested and does not seek to inflate costs to meet the higher end of the award.

Please get in touch if you have any questions or require the materials in a different format: [impact-
acceleration@bath.ac.uk](mailto:impact-acceleration@bath.ac.uk)

Appendix 1: Finance, Ethics & Contracts Process & Guidance

1. **Accept you 'funding in principle offer' via email** to impact-acceleration@bath.ac.uk (subject to a fully costed PAM budget)
2. **Set up your PAM record**

You should first set up your PAM record using the step-by-step guidance attached [here](#). This process should take about 10 minutes. Please ensure you **select the correct IAA funding scheme** as this will ensure that overheads are not included in your budget. Please also **ensure** you name your project: ESRC IAA – Project title.

3. Ethics registration

Once your PAM record is created, it will have a unique reference number (e.g 24-12345). At this point you should complete your ethics registration using the following steps:

Ethics@Bath: [Work Area - Ethics@Bath Applications](#)

- a. Enter the project title and select the 'Main ethics form' from the drop-down menu. Click 'Create'.
- b. Click on the hyperlinked section titled 'A1: Project title, dates and team' (highlighted above in yellow).
- c. Select the option 'Staff project', then enter the project dates, look up the name of the Lead Investigator and any Bath co-investigators, and click on 'Next page'.
- d. In the section A2, say 'Yes' to question A2.1 and enter the PAM reference
- e. For the next question, tick the first option (*Please tick here to confirm that your PAM reference is correct and that you wish to submit the form so that your PAM costing can progress through the workflow.*) Then click on 'Next page'.
- f. You will be asked to tick the declaration (*I confirm that I will return to this form and complete it in full once the grant has been awarded*), after which a 'Sign' button will be displayed.

Any queries please use the email in the Help section & Export Control guidance [here](#) – any queries please use the email in the web page

4. Start the PAM costing

For populating your costs then please see the guide [here](#) - this is where you will include your time (if appropriate for the scheme), researcher time and any non-staff (travel, subsistence etc) costs. If you have any questions or unsure please contact your relevant RIS Pre Awards Officer:

Caroline Codling is the pre-award contact for Psychology and Health c.e.jones@bath.ac.uk

Liz Ourmazdi is for Mgt, IPR, Economics, Polis, SPS & Education es675@bath.ac.uk

PI and Co-I costings – If you have not included these within your draft budget, please do so as part of the PAM budget process as this is now a mandated as a requirement from UoB. If a full costing of this would push your budget over the maximum limit of the award a nominal amount of 1 hour or less per week should be included instead.



5. Contact Pre-Awards

Before you submit for sign-off, please let your Pre-Award contact know that you would like them to check your completed costing to make sure everything is correct.

Find your departmental [Pre-Award Officer](#) for support with completing your costing.

6. Submit costings for HoD approval

The last page of this [guide](#) shows how to complete the 'confirmation questions' and submit for HoD approval.

See further [guidance on using PAM](#)

7. Once the PAM costing and ethics approval has been fully approved

Download the Je-S report and send the pdf to the ESRC IAA Programme team (impact-acceleration@bath.ac.uk) referencing your IAA-OC number, so the award letter can be issued.

How to download the Je-S report

1. Press the 'export' button at the bottom of your main costing page.
2. This takes you to a new window. Select 'JeS submission report' and wait for this to load.

8. ESRC IAA Issues Award letter

Once the ESRC IAA Programme team have received and confirmed the finalised costings for your project they will send an award letter and include RIS Pre-awards. This will then be actioned to ensure if a collaboration agreement is required.

9. Contracts

If a Collaboration Agreement or other legal agreement is required, this must be in place before the project can start. The Research Contracts team in the Department of Research and Innovation Services (RIS) will consider what sort of agreement is required for the type of project and liaise with the project team and partners to sign off the agreement.

10. RS2

Once the budget, ethics and a collaboration agreement (if required) are in place, Pre-Award will circulate the RS2 for signature and the budget code will be generated with the funds made available for your project to start. (**Please note:** This process can take at least 2 weeks).

If there are any recruitment or RA contracts required, you will need to submit your staffing request to HR through Stonefish once you have the project code.

Appendix 2: Impact Activities

Activities could include, but are not restricted to:

- Knowledge exchange events with non-academic stakeholders
- Secondments
- Collaborative activities such as workshops, training programmes, or exhibitions
- Activities to inform policy or to engage policymakers
- Activities to improve or strengthen research-user engagement
- Proof of concept, marketing, and commercialisation activities
- The creation of resources to engage stakeholders with research

Guidance on generating impact can be found in UKRI's [Impact toolkit for economic and social sciences \(ukri.org\)](#) and the University's [Supporting your Research Impact](#) guide. Examples of the kind of impact your project may contribute to are outlined below. These are not exhaustive and projects are not expected to generate impact across all these categories.

- **Instrumental:** influencing the development of policy, improving practice or service provision, shaping legislation, altering behaviour, improving health and wellbeing, contributing to a company's productivity, launching a new product, strengthening existing or developing new processes or systems
- **Conceptual:** contributing to the understanding of policy issues, reframing debates and understanding of important social issues
- **Capacity building:** strengthening beneficiaries' technical or personal skills

Appendix 3: Funding Terms & Conditions

Funding is conditional on:

- Compliance with standard ESRC rules for IAA funds:

Allowable costs

- a. Directly Incurred Costs – hourly paid staff costs, technicians, administrative support costs, travel costs, facilities & tests, consumables.

- **Non-allowable costs**

- a. Laptops, computers, mobile phones, etc., are not eligible costs unless fully justified in this proposal.
- b. Infrastructure technician

- c. Estates
- d. Indirect

- You are expected to spend all allocated funds within the duration of the project. Any underspend at the end of the project will be returned to the IAA.
- Funding may be withdrawn (at the discretion of the Programme Manager) if all necessary contractual arrangements regarding the Project (including, where relevant, appointment of project personnel) have not been put in place within 3 months of the anticipated start date.
- Funding is non-transferrable and can be withdrawn if the project objectives are not being met.
- Where the spend profile is likely to alter significantly from that in the application, this must be brought to the attention of the Programme Manager.
- The Project activities must be as set out in your application or, where material changes are necessary, must first have been approved by the Programme Manager, your Head of Department and, where appropriate, an authorised representative of each Collaborator.



- In conducting the Project activities, you and your investigative team must comply with the rules and regulations of the University, ethical and regulatory requirements and other relevant laws.
- You must submit a short final project report (in a format to be provided by the IAA Programme Manager) within 3 months of the end date of the Project. If requested, you may be required to give a short presentation to the IAA management team about your project.
- A Pure record for the project will be set up upon approval of the award, and you will be required to report any outcomes and evidence of impact from the project in Pure; note that impact may take several years to achieve after the project end.
- You must acknowledge the support received from the EPSRC Impact Acceleration Account institutional grant at the University of Bath, Ref: **ES/X004651/1**, in all publications, presentations and other media communications concerning the project.

Appendix 4: Resources & Sign posting.

Responsible Research & Innovation (RRI)

[University of Bath RRI training](#)

Research Impact Resources

[University of Bath Research Impact Tool Kit](#)

[University of Bath online tool kit](#)

[Top Tips for Impact](#)

[Apsect Impact Tool Kit](#)

[ESRC Impact Tool kit](#)

[University of Bath: Supporting your research Impact](#)

[NIHR Planning for impact toolkit](#)

Other

Blogs: [Knowledge Exchange & research Impact UoB](#)

Podcast: [Fast track Impact](#)