

NOT-EQUAL

EPSRC Network+: Social Justice through the Digital Economy Call for Collaborative Proposals 2020

FAQs

Eligibility

Who can apply?

Eligible lead organisations include all UK Higher Education Institutions that receive grant funding from one of the UK higher education funding bodies. Not-Equal is keen to encourage SME's/Industry and community groups to engage in collaborative applications.

Who is eligible to be a PI on the grant?

Investigators must be academic employees (fellows, lecturer or equivalent) of an eligible organisation and must be resident in the UK. Any fellows holding fellowships aimed primarily at the postdoctoral level would only be eligible to be a collaborator on the grant.

Can I carry out work abroad?

Yes, but the money will have to be awarded to an eligible UK Institute and the project will need to demonstrate clear impact in the UK. For example, a comparative study between local issues and those in another country.

Can the same partnership submit multiple proposals?

The same partnership can submit as many projects as they would like.

How many partners can be included on my project?

Projects should involve as many as required for the project. There is no maximum, but the project must have at least one academic partner and one non-academic partner.

How will applications from ECRs be taken into consideration?

At Not-Equal we are not looking to fund academics based on extensive experience within academia. The section 11. Experience and Interaction of Team in the application form gives ECRs as well as other applicants the opportunity to present their experience. Applicants are welcome to include relevant experience within and beyond academia such as community involvement and work with PhD students.

Can partners be from a business/SME if they have a social justice focus?

Partnership for projects can be from any non-academic sectors (e.g. SME, industry, 3rd or public sector).

Timeframe

When can I apply?

The second call will open on 20th January 2020, the deadline for applications is the 29th May 2020 at 5pm. (originally 30th April but extended due to COVID-19).

Budget

How much can I apply for?

Up to £40k (FEC) for a 6-8 month project, we will consider shorter projects with smaller funding requirements. This is inclusive of the university contribution (20% FEC).



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What is the Full Economic Costing (FEC) criteria for the funding?

As the grant holder, Newcastle University is responsible for allocating funding to successful proposals and will reimburse subcontracting organisations at 80% FEC. Academic institutions will be required to itemise bills based on 100% FEC and then invoice at 80% FEC.

What can I claim for?

You are able to claim for Research Assistant (RA) time and relevant FTE related costs, Principal/Co-Investigator time and other non-staff costs. In other words, For PI / Co-I, you can claim for the salary, the NI and the super-annuation, but not for estates, indirects or any (pool) technician infrastructure costs. Whereas for the RAs, this can all be included.

What am I unable to claim for?

You are unable to claim for FTE related costs attributed to PI/Co-Investigator time. In other words, For PI / Co-I, you can claim for the salary, the NI and the super-annuation, but not for estates, indirects or any (pool) technician infrastructure costs. Whereas for the RAs, this can all be included.

I am applying with a collaborator from another academic institution, how will that affect the FEC criteria?

All contracts and award documentation will be issued solely to the lead institution. Lead academic institutions will be required to itemise bills based on 100% FEC and then invoice at 80% FEC. The lead applicant will also assume full responsibility for any subcontractors involved in the project, this includes payments to them.

Can collaborator/non-academic partner time be costed?

Non-academic partner time can be costed. Many institutions will do this through consultancy costing. Please speak to your finance team at your University as soon as is possible to discuss their procedure for this.

80% FEC – what does this mean?

EPSRC funds to 80% FEC. This means that the academic partner's institute will fund 20%. This is standard EPSRC practice and Universities will be familiar with this.

Should non-academic partners offer any funding towards the project?

Non-academic partners do not need to offer any funding to the project. Their contribution should be solely project related. Where possible projects should be co-created with partners and the involvement of partners should be clearly defined.

Should we include contingency costing in the budget?

40K is the total possible funding available for each project and should include all contingency costing.

My work stems from another project – does that count as existing funding?

No, as long as a project is not replicated, Not-Equal can fund projects which stem from an existing or past project.

Can we include software development in our costs?

Yes

Can incentives be included in project costs for participants involved in project research?

Yes, please speak to your academic institution on how to cost these.

Collaboration/Partners

How should the role of a collaborator from outside the UK be framed?

The role of collaborators should be given as accurately as possible, i.e mentor, collaborator. i.e but we don't have any specific requirements regarding this.



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How many non-academic partners can be included in our project?

The role of each partner involved in the project needs to be defined, but there is no upper limit for number of partners (academic or non-academic).

Can you provide support in finding potential partners for our project?

Yes. The Catalyst website allows you to publicly display proposal ideas for others in our network to view to facilitate collaboration. You can also get in touch with us directly and we can help to source a suitable partner.

Application

Are applicants required to submit their ideas on the Catalyst site?

No, this is not a requirement. The Catalyst site is to facilitate collaborations by exposing ideas to potential partners but applicants are welcome to find partners using other means.

Can I include diagrams such as PERT charts on my application?

Yes, please feel free to include images and charts in your application.

How should I structure my proposal?

The structure of the proposal is predefined in [the application form](#).

For submission, do I need to send any other document rather than the application form (e.g. CVs, partner support letters, etc.)?

Everything required for submission is contained within [the application form](#).

How many areas and topics do you expect the project to align with?

The project must align with a least one area and one topic.

Review Process

Who will decide if my application is successful?

Projects proposals will be reviewed and scored by a multidisciplinary panel of experts and a Community Panel. The Not-Equal Principal Investigator and Co-Investigators will use the reviews and scores from both panels to inform decisions on final awards allocation.

Will applicants have access to the review criteria?

The review criteria are listed in [the Terms of Reference document](#).

What is the review process?

This is a threefold process, with an expert academic panel, a community panel and the Not-Equal Core Team. For more information please see the [Terms of Reference document](#).

Can project applicants be involved in the Community or Expert review panel?

Yes, reviewers are welcome to submit applications.

Can we seek feedback from the Not-Equal team on prospective proposals before submitting the final version?

We can advise whether the project is within scope, but for further guidance on aligning projects with themes, please refer to the guidance brochure. Unfortunately, we cannot give further specific feedback for prospective proposals as we do not have the capacity to offer detailed feedback to all prospective applicants.



Post Award

What outputs will I be expected to produce?

Successful applicants are required to produce and submit a report mid-way through the project and a final report on completion of the project. Please note the payment of the final 30% of funding will be reliant on submission of the final summary report.

How will payment be received?

The lead institution will be paid directly following on from itemised invoices being sent to Newcastle University. The lead institution will be responsible for organising separate arrangements to pay any collaborators on the project.

How will non-academic partners be paid?

Non-academic partners can act as subcontractors on the project as long as their costs are fully justified in the full application form. You will need to contact the lead institutions grant and contracts team to find out their individual process for this.

How will Not-Equal's Open Source Policy impact on my publishing rights?

Not-Equal follows the standard UKRI guidance on open access <https://epsrc.ukri.org/about/access/roaccess>.

Can a PI transfer the Not-Equal grant if they change institutions?

Not-Equal follows standard UKRI guidance on movement of PI's between institutions: <https://www.ukri.org/funding/information-for-award-holders/post-award-guidance/#transfers>.

COVID-19

Will the proposal deadline be extended given the current situation regarding COVID19?

Yes, the new deadline is 29th May 2020 at 5pm (originally 30th April 2020).

Will the project start dates be delayed given the current situation regarding COVID19?

At the moment, the projects are due to commence September/October 2020 but we are monitoring the situation closely and will send out notifications via our mailing list and social media should this change.

If I have a funded project, can I request an extension due to COVID-19?

All funded projects have been granted a no-cost extension. Please get in touch if you have any specific questions regarding your project.

If research questions have been developed in response to COVID-19, are such projects unlikely to be funded if by the start date, the current crisis has been resolved?

We welcome projects responding to the COVID-19 crisis. Projects offering a response to the pandemic can offer preparedness for future crises and therefore would not be penalised.

Is it possible to hold virtual Open Events, particularly in response to COVID-19?

Yes, Not-Equal are keen to offer a response to the current crisis and will welcome any ideas for virtual events. Not-Equal can be on hand with publicising the event and offering other support required. Please get in touch and let us know your ideas.

Some potential non-academic partners may not be able to commit to involvement in my project due to COVID-19 – how can we account for this in the proposal?

We understand that COVID-19 is likely to have an ongoing impact on people's lives and work capabilities. The potential involvement of partners should be included in the project. Please do bear in mind we are interested in funding collaborative projects which are ideally codesigned between academic and non-academic partners.



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Should we propose a project to start in September/Autumn, taking account for COVID-19 as it currently stands or is it possible to propose a project to start at a later date assuming we will be able to engage in more face to face work?

As we don't know how long COVID-19 will last, we would like to ask you to address how your project could go ahead in September if social distancing or intermittent lockdowns take place. This can be addressed in the resilience plan. Due to this uncertainty, delaying a project for this reason may lead to further delays down the line and we are keen to ensure that funded projects can go ahead.

Resilience Plan

Where can I add my resilience plan?

A section has been added to the application form. Please ensure you use the new version of the application form including the resilience plan which can be found [here](#).

Do Not-Equal want to see a fully developed resilience plan in response to COVID-19?

Not-Equal would like to see that applicants are thinking about project feasibility in the current climate and how the project could be delivered if social distancing measures are still in place later in the year. This is now one of the review criteria.

How much weight will be given to the Resilience Plan?

The review criteria can be viewed in [the Terms of Reference document](#). The resilience plan will be considered in line with the project feasibility. Not-Equal do not assign weights to each criterion, simply that reviewers assess the document considering all criteria.

Do delayed start dates need to be given in the project resilience plan?

Start dates are not required in the project application/resilience plan. We are aware that projects may be delayed and will work with you individually to come up with a suitable timeline. We have been offered a no cost extension from EPSRC so there is some leeway regarding starting and completing projects.

Please see below for some advice on conducting HCI research in a virtual environment...

<https://amp.ubicomp.net/users-off-limits/>

<https://docs.google.com/document/d/1hWMBiskMxRn8iGs9-38OBjIfa3lioLedq8iPzQfGJCo/edit>



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