

Bournemouth University HEIF 5 +1+1 (2016-2017)

Frequently Asked Questions (FAQs)

The following abbreviations are used throughout this document:

- Higher Education Innovation Fund (HEIF)
- Research and Knowledge Exchange Office (RKEO)
- Bournemouth University (BU)

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About HEIF

What is HEIF?

HEFCE provide funding for knowledge exchange ([Higher Education Innovation Funding \(HEIF\)](#)) to support and develop a broad range of knowledge-based interactions between universities and colleges and the wider world, which result in economic and social benefit to the UK. Bournemouth University (BU) benefits from this funding stream. The current round of HEIF funding – HEIF 5+1+1 is due to end 31 July 2017. Examples of current live projects (at BU) can be using the links below:

- [Building Roman Britain](#)
- [Modelling Natural Capital](#)
- [Psychiatric Genetic Counselling](#)

Interim funding has been made available to run from 1 August 2016 to 31 July 2017. Known as HEIF 5+1+1.

BU's HEIF strategy for HEIF 5 +1+1 (2016 – 2017)

These projects will need to reflect our interim strategy sent to HEFCE (as below):

“BU will continue to invest in innovation themes with a strong focus on network creation, with a particular focus on digital and creative industries, health and wellbeing, and regional development. The additional year of funding will enable BU to continue to develop our existing area in addition to investment to develop new innovations. This will allow BU to create innovations in key areas, whilst developing closer links with [regional initiatives](#) to enhance local development opportunities, working with the [Dorset LEP](#) and other organisations. We will also consider the use of HEIF funds to invest in effective mechanisms for engaging with business/industry. Our core strategy of investing in sector-specific themes with a strong focus on network creation remains; what has changed in light of emerging opportunities is the nature of the themes in which we will invest and the mechanisms through which we will engage with the region.”

You will need to consider these aims and objectives when making your funding application.

([Bournemouth University HEIF 2011-2015 Institutional Strategy.](#))

Who is responsible for the fund?

Professor John Fletcher (PVC Research and Innovation) is responsible for the HEIF funding. John works closely with Fiona Knight Head of the Research and Knowledge Exchange Office (RKEO) and Jayne Codling Knowledge Exchange Adviser. Jayne also works with the PI's and co-ordinates the HEIF project activity on a day-to day-basis.

Jayne is located on the 4th Floor of Melbury House and regularly visits both the Lansdowne and Talbot Campuses to work with the HEIF project teams. Jayne can be contacted ext. 61215/ email jcodling@bournemouth.ac.uk.

Is the fund open to everybody?

HEIF applications are encouraged from both academic and Professional Services staff. Visiting Professors/Fellows are not eligible to apply, but may be associated with applications indirectly e.g form part of the Project Board.

What is a Principal Investigator and how is this different from a Co-Investigator?

A Principal Investigator (PI) is the lead academic on a project, responsible for submitting the application and subsequently taking a lead in managing it. A Co-Investigator (CoI) is another member of staff who is contributing or collaborating on a project. Where a submission is being developed by a team of individuals a PI will need to be nominated for the purposes of managing the submission.

Do funds awarded from HEIF contribute to my faculty's Research & Enterprise targets?

No, as they are considered internal funds. However it is hoped that this funding may provide you with further opportunities to develop your research, facilitate interdisciplinary working, build networks and relationships with businesses and academics and scope out future funding opportunities and collaborations.

Application Process

Who should complete the application form?

Where a submission is being developed by a team of individuals a PI will need to be nominated for the purposes of managing the submission. Make sure you read the information on the application form and each question is answered. There are prompts on a number of sections as to the type of detail needed and also relevant website links to useful documents including the [Impact Toolkit](#).

How can I find out more about BU2018 and KPIs?

More information can be found on the staff intranet at: <https://staffintranet.bournemouth.ac.uk/aboutbu/bu2018/>. You will find a link on that page to "Key Performance Indicators for BU". You may also want to review the [Strategic Plan](#) for the university.

Will ethics approval be required before my funding can be released?

BU is committed to promoting and upholding the highest quality academic and ethical standards in all its activities. All research undertaken by BU staff and students must have ethical approval. Please ensure you consult the [Research Ethics Code of Practice](#) and gain ethical approval before commencing research.

More information can be found on the [Research Ethics page on the Research Blog](#).

Do applications need to be costed at full economic cost (fEC)?

No, established staff time and overheads are not to be costed into proposals. It is expected that the time needed to undertake the project, will be possible as part of your normal duties. However, salary costs for new posts, such as research assistants, should be included. Please see the [National Single Pay Spine](#) for information on salary scales and consult your HR advisor as appropriate with regards to the recruitment process.

I don't have detailed costings, does this matter?

Best efforts should be made to ensure the costs in your proposals are accurate and based on the minimum expenditure necessary to execute a project. It is important that value for money is demonstrated and faculty policies are adhered to.

For up to date travel and subsistence rates please consult the guidelines under 'Expenses' on the intranet: <https://staffintranet.bournemouth.ac.uk/workingatbu/findaform/>

If you plan to recruit someone for your project, please see the [National Single Pay Spine](#) for information on salary scales and consult your HR advisor as appropriate with regards to the recruitment process.

If you need to book flights, please ensure you consider that the price of flights change and you should take this into account when submitting your application.

Note that, once your application has been approved, no substantial changes can be made to either the amounts or the timing of your expenditure without obtaining prior approval, in writing. Please contact [Jayne Codling](#) in the first instance.

Some "ball park" figures for budgeting purposes:

1. Transportation

- UK Rail: Bournemouth-London return day ticket and Tube travel = £110, add transfers from home to Bournemouth rail station: £20.
- Flights: return flights from London to anywhere in Europe plus transfers = £300, 750 euros per person. Consider visa fees, if applicable.
- Mileage & Car Hire: 45p per mile on journeys up to 100miles.
Car hire: £25 per day plus petrol cost of £1.33/litre and 7 miles/litre.

2. Accommodation & Subsistence

Breakfast	£7.50	Bed & breakfast - regions	£90
Lunch	£7.50	Bed & breakfast – Inner London	£120
Dinner	£22.50		

3. Conferences

a. UK Conferences – to host at BU:

	Flyers	Advertising	Brochures	Catering
50 people Total £1510	£50	£1000	£100	Coffee £100 Catering £250 Water/Juice £10
100 people Total £1945	£75	£1000	£150	Coffee £200 Catering £500 Water/Juice £20

b. UK Conferences – to attend: sum of registration fee, return rail/flight/mileage, x nights accommodation, subsistence + 5% (for extraneous eg. transfers)

c. International Conferences:

- To attend in the EU: £2000
- To attend internationally: £3000

4. Transcription costs

Estimate: £1/audio minute

5. Impact: BU Festival of Learning costs

Estimate: £500 per year per PI

I need to recruit a research assistant for the project – how do I cost this?

Research assistants are usually recruited at Grade 4. We recommend you click on the National single pay spine link and find the mid-point on the grade 4 scale [National Single Pay Spine](#) and then add a further 20% of this amount to capture on costs. On costs represent NI contribution etc. which will also need to be paid for out of your project budget. When planning your project, please note that the recruitment process can be lengthy in order to recruit a new member of staff to a new post. Make sure you speak to your HR Advisor about this as soon as possible to avoid too many delays and to check salary costs.

Ball park rates:

- UG rate £9.35 / hour
- Student Placement - Grade 2
- PDRA – Already has a PhD - Grade 6

Do I need to justify the resources requested?

Yes, you must clearly state why expenditure or resource is required. Smaller pieces of equipment bought as part of a project will be at the disposal of the project and under the control of the PI during the duration of the project. Depending on the equipment, at the conclusion of the project it would be managed as any other minor equipment purchase would be within the faculty, in that it will be at the disposal of all staff/students.

Your total budget needs to be realistic and you need to consider the timescale of the funding round. Funds cannot be carried over beyond the end of the funding round i.e 31 July 2017. The budgets for HEIF projects

Assessment Process

What is included in the pre-screen?

Applications will be pre-screened after the deadline. Applications which do not pass the pre-screen will not be forwarded to the committee for review. The pre-screen will check the following criteria:

- The correct application form, downloaded from the website, has been used. Older versions of the application form will not be accepted.
- The word count is adhered to in every section.
- The budget has been completed in full, including the quarterly breakdown and details of the planned expenditure.
- The project starts on or after 1 August 2016 and finishes on 31 July 2017.
- DDRP signature is included on the application form. (An electronic signature is permitted as long as the DDRP has had a chance to review the HEIF proposal.)

What is included in the word count?

All words relating to a section of the application form will be counted towards the word count for that section, even if they are inserted, for example, below the box or at the end of the form as an appendix. Word count includes (but is not restricted to) tables, figures, academic references, embedded objects, appendices, attachments and any text inserted outside of the given sections.

Who will assess my application?

The chair is John Fletcher, Pro Vice Chancellor (Research and Innovation) and the panel is made up of internal and external members. Applications are initially subject to a pre-screen check. Applications which pass the pre-screen will be forwarded to this panel for review.

There is no-one from my faculty on the panel and no subject specialist, why? Will this affect my chance of success?

The panel are not subject specific, which is representative of many external funding bodies. They provide a broad assessment of applications and it is therefore imperative your proposal should be accessible to a broad readership.

Is the assessment process confidential?

The assessment process is confidential as are the contents of any unsuccessful proposals. Outcomes of completed projects are made available on the BU Research Blog, unless there are reasons of confidentiality not to do so e.g. IP, legal considerations.

How will I find out the outcome of my submission?

You will receive an email. Unsuccessful applicants will be provided with feedback.

Can I appeal a decision?

There is no appeals process for this funding stream.

Project Management

Which staff are involved in HEIF project management and what are their responsibilities?

The PI is responsible for:

- Obtaining ethics approval.
- Obtaining a project code from the faculty.
- Posting to the Research Blog at the beginning and end of the project to explain the project and its eventual results.
- Identifying potential PR opportunities during the project.
- Keeping track of the project expenses, ensuring that the agreed budget is adhered to and that expenses are correctly charged to the project's activity code.
- Reporting on the progress of the project as required, including an end of project report.

The faculty is responsible for:

- Making travel bookings, arranging purchases, paying personal expenses claims and dealing with any other project costs.
- Ensuring that any expenses charged to the project are in accordance with the project budget.
- Providing ad hoc expenses reports to the PI.
- Working with the PI to ensure that the project expenses have been recorded correctly.

The Knowledge Exchange Adviser (HEIF) is responsible for:

- Carrying out periodic audit checks of the project budget and raising any queries or discrepancies with the PI. (Quarterly as a minimum.)
- Obtaining periodic project updates/evaluations from the PI as required. (Quarterly as a minimum.)
- Working with the HEIF project teams to assist with ad hoc project requests and ideas.

How will the funds be administered?

An activity code for the project will need to be set up within the faculty. Once this code has been set up you will need to contact [Jayne Codling](#) and [Kitt Stones](#) within RKEO. Your HEIF funds will be transferred to this project code on receipt once this is in place and ethics approval has been confirmed. . The faculty will be responsible for administering the expenditure using this code, including any staff recruitment, bookings, purchases and personal expenses claims. Payments will be made in accordance with current BU financial regulations and faculty policies: PIs should ask their faculty for advice to ensure that any expenditure meets these requirements. Useful documents include:

- [Financial Regulations](#)
- [Authority Limits & Procurement Manual](#)

How will funds be managed if there is more than one faculty involved?

The project will be the responsibility of the PI and the funds will be administered by the PI's faculty. Each project will have a single activity code that should be used for all expenditure associated with that project. This activity code is issued by the faculty.

What type of reports will I be required to submit?

As a condition of the funding, the PI is required to report quarterly on their project and the project budget. This will be sent to all PIs by Jayne Codling quarterly. A reminder will be circulated via email in advance of the reporting deadline with a reminder of the completion date for each report.

An end of project report will also be required. (This is use for reporting on HEIF projects to HEFCE and for case studies and related PR material.)

- Quarter 1: August 2016 - October 2016
- Quarter 2: November 2016 – January 2017
- Quarter 3: February 2017 – April 2017
- Quarter 4: May 2017 – July 2017

(Quarterly project meetings take place chaired by John Fletcher. This is a chance for project leads to discuss their projects in more detail and to network with other project members/ teams. These meeting dates are planned well in advance and calendar invites are sent to the PIs.)

What other information may I be asked to provide?

The PI is required to post an entry to the BU Research Blog at the beginning of the project (to highlight the purpose of the project) and at the end of the project (to publicise the success and the outcomes of the project). For help with access to the blog or how to post an entry, you should contact [Rhyannan Hurst](#).

We are keen to include HEIF projects as case studies wherever possible and may also contact you from time to time to obtain material for use on the Staff Intranet and BU's external website, for example video/podcasts, images, text, etc. Project teams are encouraged where possible to publicise their project throughout. However please feel free to contact [Jayne Codling](#) or [Rachel Bowen](#) Research Communications Manager (RKEO) regarding publicity queries and opportunities.

What if my plans change after the award is made?

We appreciate that projects may not always run according to plan but it is important that we ensure that HEIF funds are spent in line with the approved application.

Any change to the proposal set down in your application (including changes to the scope, costs, or timings) needs to be authorised. Please contact [Jayne Codling](#) to discuss this.

Can I make changes to my budget during the project?

It is important that you keep to the spending profile set out in your application. If you would like to request any changes then you should notify [Jayne Codling](#) at the earliest opportunity and, if the departure from the original plan is significant, this will be escalated to Fiona Knight in the first instance.

Can I extend my project?

No the current funding round for HEIF 5+1+1 projects ends on 31 July 2017.

What happens to any unused budget at the end of my project?

Unspent funds beyond 31 July 2017 will be returned to HEFCE.