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**Guidance on Eligibility & Evaluation Process**

**Overview of the Grants; Small Project Funding and Pioneer funding**

The second open call for productivity project funding is live from Monday March 18th to Tuesday 30th April. We are looking to fund new interdisciplinary directions in productivity research across the social sciences that engage partners and deliver impact. Applications must be both interdisciplinary and involve non-academic partners. Applications must be collaborative, with preference given for projects which are either, interdisciplinary, involve a non-academic partner, or which draw on evidence from different fields. International partners are welcome, provided there is a UK-based scholar as lead applicant.

You can see an overview of the projects that received funding in the first round for both the Small Projects and Pioneer Funding here. All applications must demonstrate how the funding will support a clearly defined piece of interdisciplinary social science research with an identifiable outcome which makes a contribution to productivity research <u>and</u> engages with non-academic audiences.

**Level and duration of award**

| Grant name | Value | Duration | Time frame |
|---|---|---|---|
| Small Project Funding | £10,000 | 4 months | June 2019-October 2019 |
| Pioneer Funding | £50,000 | 10 months | June 2019-April 2020 |

Applications will not be considered for less than £5,000, and the maximum small grant is £10,000 over 4 months and the pioneer grant is £50,000 over 10 months.

**Eligibility**
Proposals are welcome from public, private and third sector organisations. Postgraduate students are not eligible to apply however applications from early career researcher are welcomed. International partners are welcome to apply, providing the focus of the work is on the productivity puzzle in the UK. Where there is an international dimension to the project it is not anticipated that the Productivity Project Funding will support overseas travel or attendance at conferences. Applicants can be named in more than one application but cannot act as the lead investigator in more than application.

**Eligible costs**
Productivity Project Funding is intended to cover the direct expenses, including:
- project planning and development costs (cost of travel for discussion in the UK; initial workshops with potential partners)
- travel and maintenance for UK scholars; including travel to disseminate results of the research through engagement and impact events

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- research assistance and administrative support
- workshops or events to advance the programme of research or engagement and impact associated with the project (i.e. the costs of travel and maintenance for key participants)
- consumables, travel (non-international) and subsistence.

**NOTE: FOR THE PIONEER FUNDING (i.e. PROJECTS UPTO £50k) REPLACEMENT SALARY COSTS, TO COVER TEACHING, ADMINISTRATION OR OTHER DUTIES, ARE NOT AWARDED TO REPLACE THE APPLICANT AT THE LEVEL AT WHICH THEY ARE EMPLOYED, BUT FOR A JUNIOR LEVEL REPLACEMENT. YOU ARE EXPECTED TO USE SCALES AND SALARIES FOR AN EARLY CAREER LECTURER OR EQUIVALENT (EXCLUDING OVERHEADS AND INDIRECT COSTS BUT INCLUDING ON COSTS) – E.G. c.£40K PER YEAR FTE .**

The following items **<u>are not</u>** currently eligible for funding: institutional overheads, or any element that should properly be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; payment to the principal researcher(s) in lieu of salary.

Applicants should not apply for expenditure that will take place over more than 10 months in the case of the Pioneer Grants or 4 months in the case of the Small Grants. NB. The administration of the scheme is undertaken solely by the Productivity Insights Network with all aspects of the application process, assessment process and award process managed by the University of Sheffield.

## Confidentiality
The PIN peer review process is undertaken anonymously with all reviewers required to treat proposals in confidence and keep any personally retained documentation (paper or electronic) secure. Reviewers will review all proposals using the template below.

## Conflicts of Interest
A conflict of interest might arise as a result of direct, or indirect, personal, academic, financial or working relationships. If you think that your involvement in assessing a particular Productivity Project Funding proposal might be perceived as a conflict of interest, you should declare this to Professor Philip McCann or Professor Tim Vorley as soon as possible.

## Equal Opportunities
It is our intention to ensure that the deliberations are fair and equitable and we will achieve this through paying close attention to the scoring criteria and definitions, and by challenging any imprecise language used by reviewers which might allow unconscious biases to creep into the panel's discussions. The PIN is committed to equal opportunities in all of our activities. Reviewers should ensure that they avoid any bias in the assessment of proposals and final reports due to gender, disability, age, racial or ethnic origin, sexual orientation, or religious belief. Comments by the reviewers must not contravene this policy. Defamatory or otherwise actionable comments should also be avoided.

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**Protection of Ideas**

The integrity of reviews is dependent on the selflessness of reviewers. Productivity Project Funding proposals must be treated as strictly confidential and seen for the purpose of review only. After assessment any personally retained documentation relating to the review should be destroyed. Reviewers must not take advantage of any information obtained as a result of their role.

**Scoring System**

Reviewers will select a score of 1-5 to indicate their assessment according to the six criteria (C1-C5) in the table below. Detailed comments in support of these scores will be made in the free text overall assessment section. Both the scores and the free text will be used during the selection process.

| | Criteria description | Score 1-5 | Comments |
|---|---|---|---|
| C1 | Potential contribution to the productivity debate | | |
| C2 | Research design and methods | | |
| C3 | Strength of team & external partners | | |
| C4 | Value for money | | |
| C5 | Outputs, dissemination and impact | | |

| Criteria Scale | | | | |
|---|---|---|---|---|
| **Poor** | **Fair/Some weaknesses** | **Good** | **Excellent** | **Outstanding** |
| 1 | 2 | 3 | 4 | 5 |

**The Selection Process**

All proposals will be assessed in 2 stages;

*Stage 1 – Proposal review*

Based on the five criteria in the evaluation form the Productivity Project Funding proposals will be scored by a minimum of two reviewers.

*Stage 2 – Award Panel*

Following the initial review of proposals, the applications will be considered by an awards panel (see Table 2) including a representative from the ESRC. The panel will meet, either virtually or in person, with the final decisions based on reviewing ranked scores by

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reviewers while also looking to build a portfolio of Productivity Project Funding projects across the thematic areas and in accordance with the priorities of PIN. Divergent scores will be reviewed by the Primary Investigator.

| Member | Function |
|---|---|
| 2 x PIN Co-Investigators (academic) | To assess the proposal in relation to the academic objectives of PIN |
| External independent academic reviewer | To provide an external perspective on the academic excellence of the proposal |
| ESRC representative | To ensure protocols adhered to in selection |

**Timetable**

The Productivity Project Funding call will open on **Monday 18th March** and be closed at **16:00 on 30th April 2019**. All applications will be reviewed by the panel and notified of the outcomes by **Wednesday 22nd May 2019**.

- Call launch –Monday 18th March 2019
- Call closes - 16:00 on Tuesday 30th April 2019
- Initial reviews of all complete/eligible applications- 2nd-3rd May
- Scored proposal sent to the Award Panel w/c 6th May
- Meeting of the Award Panel to make final decisions w/c 13th May
- Final decision and summary feedback communicated by Wednesday 22nd May 2019
- Grant begins – June 2019