



LINCOLN HIGHER EDUCATION RESEARCH INSTITUTE

Awards Guidance - Lincoln Higher Education Research Funds 2018-19

The Lincoln Higher Education Research Institute (LHERI) has been established to foster and support existing and new higher education research at Lincoln; providing a platform for excellent and useful research being undertaken at the University (independently or with external partners). As part of LHERI's aims to develop expertise and impact through support and guidance to colleagues and by facilitating effective internal and external partnerships, LHERI is opening a call for bids for internal research funds. These funds are intended to support new research that will advance understanding of higher education.

Applications open on Monday 4th June and close at midnight on 1st October 2018

We aim to advise all applicants as to the outcome of their submission by 31st October 2018

Please read these guidance notes before completing and submitting an application for funding.

Outline

For the second year of these research awards, LHERI, with support from the Lincoln Academy of Learning and Teaching, is offering a number of research awards to a maximum of £750.00 each. The awards will be made primarily for research focused on key issues within higher education and reflected in the University's Strategic Plan, typically this may include;

- Interdisciplinarity and interprofessional education
- 24/7 campus
- Technology enhanced learning / digital engagement
- Resilience in higher education
- Supporting confidence in students
- Collaboration and partnership approaches
- Inclusivity

However, these themes are broad and submissions outside of these themes will not be discounted.

The aim of these awards is to probe gaps in present research knowledge, to evaluate innovative practices or offer new research evidence on some key issues. LHERI hopes both to stimulate new research and add to the research or evidence knowledge base. These small awards are intended to stimulate, support and encourage colleagues who are undertaking or considering undertaking research into higher education.

Timescales

Date	Action
4 th – 6 th June 2018	2017 Awards Dissemination Exhibition and Launch of 2018 Awards – call for applications open and publicised at the exhibition and online
1 st August, 25 th September 2018	Drop in Sessions with Dr Karin Crawford: 1 st August 10-12 noon, 25 th September 10-12 noon. Held in Karin's office; One Campus Way first floor, for applicants who need any advice or guidance on completing their bid for funding.
1 st October 2018	Deadline for applications, midnight Monday 1st October.
31 st October 2018	Panel outcome announced
1 st November 2018	Projects begin
January 2019 (tbc)	Award recipients networking event
March 2019 (tbc)	Award recipients networking event
Late May/Early June	Research dissemination event (projects do not have to be fully completed at this point) Launch of 2019/20 Fund
28 th June 2019	Final research report deadline

Selection criteria and process

The research awards are intended to support work of an empirical nature, which have the potential to make a contribution to the field of higher education research. Applications are welcome from all members of staff and post-graduate research students. This fund aims to act as a pump-primer to support projects to potentially lead into external funding.

The review criteria can be viewed online here: <http://lincn.eu/LHERA18PRF>

Application process

The application form can be completed online at <http://lincn.eu/LHERA18app> or downloaded from <http://lincn.eu/LHERA> and emailed to LHERI@lincoln.ac.uk by midnight 1st October 2018.

Applicants are requested to detail the scheme of research, proposed methods, time plan, budget, proposed outcomes and outputs, and research benefits. Applicants will also be asked to address any ethical issues arising from their research proposal as part of the application process. Support from line-manager is required for all applications.

Your Finance Business Partner will be able to assist you with queries regarding costings for buying out your time, student payments, transcriptions etc.

As detailed in the timeline above, Dr Karin Crawford will be available for advice and guidance on completing applications at 2 drop in sessions as follows:

1st August 2018 – 10-12 noon

25th September 2018 – 10-12 noon

All drop in sessions will be held in Karin's office; One Campus Way first floor.

Completed applications must be submitted by 1st October, 2018



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Review Process and Assessment

Each application will be reviewed by a minimum of two reviewers, who are experienced researchers in this area. Review outcomes will be considered by a selection panel drawn from Fellows of the Institute who will determine the awards; their decision will be final. The Institute's commitment to capacity building in higher education research and in developing a body of new research of wide application will be important factors in the selection criteria.

The panel will be assess the bids by consideration of the

- Clarity of the aims of the study
- Conceptual framework for the study, and relevance to the known research evidence or literature
- Suggested research methods or approach, including ethics
- Feasibility of the study in the terms of the timescale
- Collaborative nature of the project, including engagement of students and/or interdisciplinary proposals
- Likely impact of the study on policies or practices in higher education through dissemination
- Budget which is realistic and full-costed

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Using the research award funds

Research award funds may typically be used for the following:

- Bursaries to students for participation in the project
- Reasonable travel and subsistence costs
- Purchase of consumable items
- Cost of transcription of qualitative data
- Costs of attending relevant conferences
- Release of time from teaching, research or service duties

Requirements from supported research projects

Award recipients will be required to produce the following:

a) Audio for the Dissemination Exhibition

A short verbal summary of your project to be recorded in May 2019 for an exhibition to take place in June 2019

b) Report:

A final report on completion of the research using the provided pro forma (28/6/2019).

c) Outputs: (up to 12 months after submission of final report)

- Minimum of one output for an academic audience (such as a conference presentation, journal article or book chapter)
- Provide a short article for the LHERI newsletter and a blog post for the LHERI website.



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Support and monitoring

Colleagues in the Institute are available to provide guidance and support for all applicants and for funded projects as they progress. Award holders will be required to provide regular updates on progress against milestones and expenditure plans. Award holders are also asked to attend two internal networking events, organised by the Research Institute, over the period of the research; the Institute reserves the right to withdraw funding where a project does not make adequate progress as planned and is not drawing down the expected expenditure as detailed in the application form.

Further information

Reports from the 2017-19 projects can be found on our website along with details of how we are addressing challenges raised during the first year of these awards:

<http://lincn.eu/LHERA>

If you intend to employ students, please do consider visiting the Campus Jobs portal page which holds a wealth of information on the processes that must be followed to do this:

<https://ps.lincoln.ac.uk/services/CampusJobs/SitePages/Home.aspx>

Applicants wishing to discuss any aspect of their proposal or seek advice on eligibility should contact LHERI@lincoln.ac.uk