

## **Guidelines for applicants for research project funding from the University of Wales**

The University of Wales makes funding available – on a competitive basis - to employ research assistants on specific projects, together with a modest amount to cover additional expenses incurred during the projects. These guidelines for applicants are adapted from those published by the Economic and Social Research Council ([www.esrc.ac.uk](http://www.esrc.ac.uk)) and the Arts and Humanities Research Council ([www.ahrc.ac.uk](http://www.ahrc.ac.uk)) and outline items of specific importance to the University of Wales. They also set out the broad criteria which will be applied by the external assessors and members of the Publications and Collaborative Research Committee in determining awards to successful projects.

### **Section 1**

Please note that, according to Equal Opportunities legislation, you may not apply for funding to employ a named researcher. All applicants should be current employees of a Higher Education institution in Wales and you should not identify a potential research assistant in your application.

### **Section 2**

Describe clearly the **research question(s) or problem(s)** that you intend to address and describe the **research context** for your project. In doing this you should outline a clear theoretical and analytical framework to illustrate why it is important that this work be carried out now, what other work is being done in the field, and how your research in particular relates to this other work. State clearly your **aims and objectives**. Do they reflect intellectual aims and practical, attainable objectives? Provide a bibliography of key works cited in this section.

Set out your **research methods**, explaining the rationale behind your choices and how these methods relate to the project's research question(s) or problem(s). Ensure that you provide a reasoned explanation of the scale, timing and resources necessary. Demonstrate a clear and systematic approach to the **analysis of data** and how this fits into the research design. You should highlight any possible training requirements under this heading.

Outline any **ethical considerations** relevant to your project. Are there any sensitive issues or potential problems which need to be addressed? Do you need to conform to any ethical approval procedures in your institution(s)?

### **Section 3**

Please state if you have **applied to any other bodies** for funding for this project (3.1). You should also explain if there are **other applications** - pending or future - relevant to this proposal (3.2), for example for equipment, additional staff, or additional travel costs.

Provide a clear **timetable** covering the 12 months for which funding is sought and indicating the likely timescale for dissemination beyond that (3.3). Is your project feasible in the time allowed (3.4)?

Applicants should show how this pump-priming project would lead to an application for funding for a much larger project from a research council or trust. **This subsequent project must be undertaken in collaboration with the Centre for Advanced Welsh and Celtic Studies.** Collaboration may take different forms, e.g. a co-applicant may be a member of the Centre; a project leader or a researcher (or more) may be located at the Centre; joint conferences or seminars may be organized (3.5). Applicants are welcome to discuss modes of collaboration with the Director of CAWCS before submitting their application.

Indicate the potential users of this research both inside and outside the academic community, and provide a clear **dissemination strategy** for the research, demonstrating how the research outcomes will be communicated to all interested parties (3.6).

Provide the names of **two nominated referees** (3.7) who would be willing to write in support of your application. These should not be members of your institution. Note that it is the applicant's responsibility to ensure that references are submitted by the closing date. Provide also a statement of support from the Head of the Department (3.8) that will be hosting this project, if successful. This should indicate that the department will provide space for the research assistant and other support as *per* the budget.

#### **Section 4**

Provide a summary of the funding sought (4.1) divided into staff costs, travel and subsistence, and any other items. Full details should be provided in each respective section of the form. Please note that the University does not pay overheads on salaries and that additional expenses are normally limited to approximately £1,500, subject to budgetary constraint. The total grant application (including on-costs) should not exceed £33K.

#### **Section 5**

Details of the respective roles of the team members, including the Research Assistant, must be given in section 5 of the application form. This section should address the primary research/data collection and analysis, as well as responsibility for publication and other forms of dissemination. Provide details about how the researcher's work will be supervised.