Research Development Fund (RDF) Criteria and Guidelines

The Research Development Fund (RDF) supports initiatives targeted towards research income generation.

This includes:

- Funding specialist support for research proposal development;
- Providing pump-priming funding for new, less experienced researchers;
- Supporting interdisciplinary research;
- Supporting the development of the URC/UIRCs.

The RDF provides funding for **pump priming of activities that will lead to the generation of external research funding**. Applications can be submitted for activities such as:

- Support for the preparation of large-scale research proposals;
- International consortium building for proposals co-ordinated by Brunel;
- Buy-in of specialist proposal writing consultancy support.

A proportion of the RDF will be earmarked for applications from URC/UIRCs.

The RDF will make awards generally in the region of £3,500, and exceptionally up to £5,000, for individual proposals. Applicants must demonstrate that funding will lead to proposals for external funding, and are required to provide a report one month after the end of the project. Any member of staff who could ordinarily apply for external research grants in their own name would be considered eligible to apply to the RDF.

Please refer to the full guidelines and send a completed application form to jean.grimshaw@brunel.ac.uk

There are no deadlines for proposal submissions and a funding decision will normally take no longer than 3-4 weeks.

**Annex A** Criteria and Guidelines
**Annex B** Application Form
Research Development Fund

Criteria and Guidelines

Annex A

1. Purpose of the RDF

The primary objective of the RDF is to provide pump-priming support for activities that will generate research funding from external sources.

2. Eligibility

Any member of staff of Brunel who is eligible to apply for an external research grant in their own name may apply to the RDF.

3. Administration of the RDF

The Research Support and Development Office (RSDO) administers the RDF and the Research & Enterprise Committee has overall responsibility for its management. The application process is flexible and responsive. In order to ensure a rapid response, all applications will be considered by a sub-panel of the Research and Enterprise Committee on a monthly basis.

4. Conditions of the Award

All awards are made on the following conditions:

a. In all cases, options for accessing external funding should be explored before applying to the RDF. Parallel applications may be submitted to an external funding body and the RDF; in the event that the application for external funding is successful, the sum (or relevant proportion) allocated from the RDF should be returned.

b. The grant should only be used for the purpose stated in the application.

c. All recipients of awards must provide a short report detailing how the grant was used and how it has helped to generate further external income. Outcomes will normally be reported in the Leading Edge research newsletter and will be reviewed by the Research & Enterprise Committee.

d. The RDF is a limited fund, and aims to support specific initiatives that will lead to external research funding. It will not usually support the provision of academic or research posts, or periods of research leave (for which applications should be made to the Research Leave scheme) or to fund research projects (for which applications can be made to BRIEF in the case of researchers below the level of Senior Lecturer in the first 3 years of their appointment). In exceptional circumstances, support for short-term casual assistance to complete a specific task, related to external income generation, can be sought. Support will not be provided for retrospective expenses incurred for project work.
5. URC/UIRCs

A proportion of the RDF is earmarked for URC/UIRCs. Applicants should indicate on the form whether they wish to apply via a URC/UIRC of which they are a member. The Director of the URC/UIRC is required to approve the application.

6. Brunel/RMIT Collaboration

Brunel has recently entered into a formal research collaboration with RMIT University, Melbourne (RMIT). To facilitate the submission of joint applications for funding, RMIT and Brunel have earmarked funding to support the costs of research exchanges between the institutions where they lead directly to the generation of a proposal for external research funding.

Applications are encouraged in the following research areas:

- Bioengineering/processing (Traditional Chinese Medicine);
- Bioinformatics/Information Systems;
- Design;
- Environmental science and technology;
- Globalisation;
- Materials Science and Engineering;
- Sports Science/Engineering.

Applicants should apply to their home institution for funding associated with proposed research exchanges and should provide details on the application form of the co-applicant from RMIT. All joint applications will be reviewed by, and will require the support of, senior representatives of both institutions.

In 2008/9 £10,000 will be available from the RDF to support joint applications with RMIT.

7. Application Procedure

- All applications should be made on the attached application form and can be made at any time of the year. There are no deadlines. Decisions will normally be notified within 3-4 weeks of application submission.

- Awards will normally be in the region of £3,500 but exceptionally may be made up to £5,000.
c. The RDF operates on a competitive basis and preference will be given to projects that:

- Demonstrate that the required funding is not available from external sources;
- Will lead to a large-scale bid for external research grant funding;
- Have a close fit with the research plans of the School/SRI or URC/UIRC as appropriate, and ideally can show matched financial support;
- Are led by early career researchers.

d. Funding can be sought for initiatives that will support the generation of external research income. This might include (but is not limited to):

- Travel and subsistence to establish consortia and develop proposals for large scale projects to be co-ordinated by Brunel.
- Specialist external proposal writing consultancy support.
- Exceptionally, casual staff to undertake a specific income generation related task.

e. The RDF cannot be used to cover:

- Research leave
- Academic or research posts
- Research projects
- Running conferences

All applications, together with any other relevant information, should be sent electronically to jean.grimshaw@brunel.ac.uk (ext. 66200)