**Awards Guidance - Lincoln Higher Education** **Research Institute Funds 2019-20**

The Lincoln Higher Education Research Institute (LHERI) has been established to help support new higher education research projects at the university. 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.

**Applications open on 1 May and close at midnight on 30 June 2019.**

We aim to advise all applicants of the outcome of their submission by 20 September 2019.

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

**Outline**

Now in their third year, LHERI is offering five research awards of £1000 each. The awards will be made primarily for research exploring student engagement and attainment in higher education in the broadest sense and key issues reflected in the University’s Strategic Plan.

The aim of these awards in detail is to create new knowledge in the areas of teaching, learning and assessment, to evaluate innovative pedagogical practices or to offer new research evidence addressing attainment gaps. LHERI hopes to stimulate new and innovative approaches to improving evidence-based practice. These awards are intended stimulate, support and encourage colleagues to initiate higher education projects with impact.

**Timescales**

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| --- | --- |
| Date | Action |
| 1 May – 30 June 2019 | **2019-20 Applications Open** |
| July and August 2019 | **Blind peer review period** |
| September 2019 | **Outcome announced, projects begin**  **2018-19 Awards Dissemination Exhibition (Date TBC)** |
| January 2020 (tbc) | **Award recipients networking event** |
| March 2020 (tbc) | **Award recipients networking event** |
| 30 September 2020 | **Final research report deadline** |

**Selection criteria and process**

Applications addressing the aims of the awards are welcome from all members of staff. This fund aims to act as a pump-primer to support projects to potentially lead to further activity.

The review criteria can be accessed from <http://lncn.ac/LHERA>

**Application process**

The application form can be accessed from <http://lncn.ac/LHERA> for submission by 30 June 2019. 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-managers 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, and so on.

**Review Process and Assessment**

Each application will be reviewed by a minimum of two reviewers from within LHERI who are experienced researchers in the field. Reviewers’ decisions are final. The Institute’s commitment to developing a body of new research leading to improvements in teaching, learning and assessment and evidence-based practices and their impact will be important factors in the process.

**Using the research award funds**

Funding may be used for all legitimate purposes including:

* 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 a final report using the provided pro forma following completion of the project and no later than 30 September 2020.
* Recipients are required to disseminate their projects as outlined in their applications.
* Recipients will be supported to produce a paper suitable for publication in *IMPact:* *The University of Lincoln Journal of Higher Education Research*.

**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 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 the LHERI website along with details of how we are addressing challenges raised during the first year of these awards:

<http://lncn.ac/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