



AHRC Translating Cultures and Care for the Future

Research Innovation Call on International Development

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1. Introduction

The Arts and Humanities Research Council (AHRC) is pleased to announce a new call for Research Innovation awards on International Development. The call is a joint initiative between the AHRC's Translating Cultures and Care for the Future themes. Awards will be funded through the Global Challenges Research Fund (GCRF).

Projects will be expected to take innovative, internationally collaborative and adventurous approaches to development-focused topics pertinent to the Translating Cultures and Care for the Future themes by responding to the research strands outlined in section 4). They will also be expected to make incisive contributions to the development of the themes and to develop distinctive arts and humanities research perspectives with the potential to contribute to wider interdisciplinary debates on international development.

The call seeks to complement a number of other calls funded through the Global Challenges Research Fund (GCRF) that have recently been launched or are in development. This includes recently announced calls on global health and agriculture and food systems, a possible joint call on resilience to natural disasters, a planned ESRC/AHRC call on forced displacement and an AHRC/ESRC call on conflict to be delivered through the Partnership for Conflict, Crime, and Security Research (PaCCS). Given the intersections between some issues, applicants are advised to consider which opportunity is most appropriate for their research plans, taking into account the particular foci (for example the focus on Translating Cultures and Care for the Future for this call); call requirements (e.g. expectations relating to innovation, non-academic engagement, etc.) and types of activities which can be supported under the calls (e.g. funding levels/ durations, provision for networking, exploratory, developmental research etc.).

2. Global Challenges Research Fund (GCRF) and Official Development Assistance (ODA)

The AHRC funding for this call will be provided by the Global Challenges Research Fund (GCRF). The GCRF is a new £1.5bn initiative to ensure UK research takes a leading role in addressing the problems faced by developing countries. It aims to harness the

expertise of the UK's research base to pioneer new ways of tackling global challenges such as in strengthening resilience and response to crises; promoting global prosperity; tackling extreme poverty; and helping the world's most vulnerable. The fund forms part of the UK's Official Development Assistance (ODA). **All proposals submitted to this call must demonstrate how they are ODA compliant.** Further details can be found here:

<http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>

3. Summary of the Call

This call is for **Research Innovation Awards**. Funding of up to £100,000 is available on a full economic cost (fEC) basis with AHRC meeting 80% of the fEC. Awards should have duration of up to 18 months and will be expected to start by 1st November 2016. The aim of the call is to support the development of innovative, collaborative, higher risk and internationally collaborative research, including projects that are at an earlier stage of evolution and/or collaborative development.

The call aims to support projects that take innovative approaches to the research strands outlined in section 4) below. Proposals should clearly demonstrate the value of arts and humanities research to international development issues and provide a platform for further research in the relevant area. Projects that explore topics at the intersection of the Translating Cultures and Care for the Future themes are encouraged. Further information on Translating Cultures and Care for the Future is provided at Annexes 1 and 2.

All projects should be internationally collaborative; the nature of this collaboration should be appropriate to the work proposed. Projects must also include co-investigators and / or research assistants. Given the focus of the call, proposals including partnerships with organisations from outside the academic sector (notably those working in development contexts) are strongly encouraged. Partnerships may be at a developmental stage at the point of application if clear evidence of an intention to deepen and extend the relationship(s) during the course of the project is provided. International Co-investigators are eligible for this call; please see the AHRC's Research Funding Guide for further guidance on individual eligibility and costing:

<http://www.ahrc.ac.uk/documents/guides/research-funding-guide/>

Interdisciplinary approaches, both within the arts and humanities and, where appropriate, beyond, are also encouraged.

A broad range of activity is eligible in respect of the call's aims. This might include, but is not limited to: exploratory, pilot, feasibility or proof of concept research; the development of future research capabilities; the formation of new research networks and partnerships; the development of new methods, concepts or areas of enquiry and new types of outputs and / or approaches to dissemination.

4. Research Stands

Contributing to the further development of the AHRC's Translating Cultures and Care for the Future themes, this call aims to support research that explores the distinctive contributions that arts and humanities research can play in promoting the economic development and social welfare of developing countries. It invites engagement with a range of areas, including: language, development and aid; cross-cultural communication, multilingualism, translation and interpreting; silence, voicelessness and social exclusion; the role of diverse intangible, cultural and physical heritages in development; the use of material culture and its interpretation and representation; and the facilitation of cultural and leisure participation. The call seeks to encourage proposals situated at the intersection of the two themes, historicizing research linked to the area of Translating Cultures and considering the linguistic and intercultural dimensions of that associated with Care for the Future. In so doing it responds to a broad range of global challenges including peaceful and inclusive societies; justice for all and human rights; effective, accountable and inclusive institutions; the increasing mobility of populations; and the cultural and historical dimensions of sustainable development.

The call seeks applications that explore such issues through one or more of four strands:

- 1 **Languages, cultural exchange and development assistance:** this strand invites proposals that consider the importance of cultural exchange, intercultural knowledge and languages (including questions of translation and interpreting) to development assistance. It includes practical and procedural concerns: for example, the delivery of humanitarian aid and effective responses to crisis situations, as well as problems such as mistranslation and misinterpretation that can arise from multilingual contexts and the multiple linguistic dimensions these encompass. It

also explores the notion of development assistance / aid as a 'translation zone' in which local and 'outsider' interests coexist according to complex dynamics and where communication between cultures on matters such as medicine and human relations is complicated by different attitudes to, for example, progress, change, indigenous knowledge and tradition. The strand invites engagement with questions of silence, voicelessness and amnesia (including the ways in which these intersect with issues of gender, intergenerational dynamics, 'voice poverty' and social exclusion). These aspects might extend to consideration of the histories of language change and use, the legacies of the past, for example in terms of post-colonial contexts, and the extent to which these create enabling or disabling cultural and heritage contexts for the provision of assistance.

2 **Pressures in global mobility:** this strand explores the challenges and opportunities presented by global mobility in countries / regions of origin, transit and destination. It therefore draws on the cultural and linguistic dynamics underpinning migration, multiple refugee crises and processes of urbanisation, with these studied as phenomena impacting on areas such as cultural mixing, rural heritage and the diversity of urban environments. Proposals responding to this theme might wish to consider issues such as relationships between and across diasporic communities; the linguistic and cultural challenges of reaching forcibly displaced communities, particularly those in transitory environments such as camps, and in urban settlements; the impact of global movement on intangible heritage; the role of story-telling and cultural memory in the preservation, transmission and interconnection of values, histories, traditions, identities, ideas and beliefs as they circulate across populations and societies; and the value of cultural understanding in integrating diasporic groups and in building diverse, cohesive, vibrant and productive communities.

3 **Cultures and development:** this strand explores the relationship between cultural diversity and interaction, the cultural sector and cultural industries (defined broadly) and development. Research responding to this theme might draw on the almost 30 year discussion on Culture and Development (e.g. 'World Decade on Culture and Development 1988-1997' UNESCO) to consider how now, in 2016, and into the future, attendance to culture as 'the forth pillar of sustainability' is an important part of any development agenda. Proposals may examine the economic impacts of cultural exchange in diverse settings and contexts in developing economies through, for example, discussion of the trade and exchange of material

culture and cultural services, cultural exceptionalism (for instance in relation to GATT), the restitution of cultural property, the support and development of local intellectual property, the interconnections between cultural interaction, creative innovation and cultural production, and associated ethical and legal concerns. Other areas for consideration might include the cultural and economic impact of trade, tourism and other forms of cross-cultural exchange in developing countries as well as related concerns such as ethics, legal concerns and representations / legacies of the past. Proposals might respond to considerations such as linguistic and cultural differences as barriers to the development of trade and tourism; the role of legacies from the past (e.g. difficult or contested pasts, past conflicts etc) or (un)familiarity with local languages in shaping patterns of trade and tourism, and the impact of common languages of tourism or trade/exchange, particularly in areas of significant linguistic diversity. Finally, there might be proposals on the role of visual culture in determining the political context and diverse public perceptions of development as well as of the need for development policy and aid, and on what might be learned from historical survivals in this subject area.

- 4 **Cultural heritages, interpretation and representation:** this strand focuses on the need to support the agency of local populations in the conservation, sharing, interpretation, representation and use of their own cultures and heritages. Research might consider the ways in which cultures and heritages have been presented and, in seeking to understand the politics of display, address the production of representations which are socially purposeful and contribute towards the production of cohesive societies within which the rights of diverse communities and individuals are respected. Projects may investigate the extent to which 'hidden histories' have been absent from the representation of local and national stories. In addition to the representation and interpretation of cultures and heritages, projects might seek to understand: from diverse cultures and heritages what has been conserved and what has not; whose physical and intangible heritage has been protected, and whose has not? Finally, projects under this strand may focus on research which seeks to make a concrete contribution to the development of professional practice in developing countries through programmes which work in conjunction with both local practitioners and communities to encourage, and reflect on the potential for, cross-cultural exchange in leading edge, socially purposeful practice. This may be in areas such as cultural heritage conservation, collections management, participation or co-curation with diverse communities, interpretation, creative use of digital

technologies and so forth. Such research could also seek to integrate local cultural relationships and rituals, thus developing new forms of diverse heritage practices.

Although it is recognised that proposals may address topics of relevance to multiple strands, applicants are **required to identify the one strand to which they are responding most directly**.

5. Number and Value of Awards

Funding for each grant awarded will be a maximum of £100,000 (fEC) over a period of up to 18 months, starting on or by 1 November 2016. We anticipate that up to 10 grants will be funded.

6. Application and Assessment Process

Timetable

- w/c 16th May 2016: Launch of call
- 21st July 2016 (1600hrs BST): Deadline for applications
- Mid-September 2016: Assessment of applications
- Late September 2016: Outcomes announced
- 1st November 2016: Projects to start

Assessment Criteria

In addition to standard research excellence criteria, contribution to the Translating Cultures and Care for the Future themes, ODA compliance and fit to this call specification will be essential assessment criteria. The balance of coverage across the research strands highlighted above may also be taken into account when prioritising between high quality proposals.

Applications will be assessed by a single assessment panel. Members of the assessment panel would not be eligible to be named applicants under the call. Other conflicts of interest will be managed by removing panel members from the discussion of any

proposal with which they have a conflict of interest (for example, applications involving their research organisation).

The Assessment Panel will agree a grade for each application and a ranked prioritised list of applications for funding.

The following criteria will be used to assess proposals:

- the quality of the proposed research;
- the innovation and inventiveness of the proposed research and its potential to develop new insights and areas of enquiry;
- fit with the call specification;
- whether the activities meet the requirements of the Global Challenges Research Fund in relation to ODA compliance;
- demonstrable expertise across the relevant areas of the arts and humanities and, where applicable, beyond;
- the extent to which the proposed research seeks to make genuine and productive connections across boundaries (e.g. disciplinary, conceptual, theoretical, methodological, institutional, sectoral and international);
- whether the proposal identifies an appropriate range of potential users and beneficiaries in low and middle income countries and/or organisations that support international development and demonstrates an appropriate strategy for exploring pathways to impact relevant to international development and for the dissemination and exploitation of outcomes;
- the strength of plans for management and monitoring, including the balance of expertise in the project team and its capacity to deliver the proposed activities and outputs, and whether a feasible timetable and realistic costs are presented;
- the plans and aims for sustainable and enduring outcomes and legacy from the research;
- whether the application clearly indicates a familiarity with extant research in the area and how the proposed research will add to it.

How to apply

You should submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>). To prepare a proposal form in Je-S, log-in to your account and choose **New Document**, then select the following options:

Council: AHRC

Document Type: Standard Proposal

Scheme: Development Grants

Call/Type/Mode: Translating Cultures/Care for the Future Innovation Awards on International Development – 21 July 2016

Then click 'Create Document'; Je-S will then create a proposal form, displaying the relevant section headings. Using the 'Help' link at the top of each section will provide guidance relevant to that section of the form. **Please take care when choosing the Call/Type/Mode as other similar options will be presented in the drop-down list.**

Please note that the proposal form for this scheme will be available in Je-S in **mid-April 2016**.

Note that clicking 'submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to AHRC. Please remember to allow sufficient time for your organisation's submission process between submitting your proposal to them and the Call closing date.

All proposals must be completed and submitted by the host organisation by the deadline of 4pm Thursday, 21st July 2016

The page limits defined in this document (see annex 3) must not be exceeded.

If you have any queries about setting up your proposal form in the Je-S system please contact the Je-S helpdesk:

01793 444164

JeSHelp@rcuk.ac.uk

Preparing a Proposal

This document should be read in conjunction with the AHRC's Research Funding Guide <http://www.ahrc.ac.uk/SiteCollectionDocuments/Research-Funding-Guide.pdf> which gives details about applying for AHRC funding, including eligibility requirements, information about costings and completing the proposal form. Exceptions are described below.

Start date and duration

The start date for all grants should be **1st November 2016**. The maximum duration that can be applied for is **18 months**.

Additional Proposal Criteria

Applicant Eligibility and Commitment

- Principal Investigator (PI) – should have demonstrable expertise within the range of disciplines required to undertake the project and the necessary expertise to manage a project of this nature.
- Co-Investigators (Co-I) – should have demonstrable expertise within the range of disciplines required to undertake the project.
- Research Assistants – should have the required expertise to undertake the research proposed.
- PI and Co-I commitment – this should be commensurate with the scale and ambition of the proposed project.
- Project /Administrative support – the time and cost of any administrative support should be included within the proposal.

Submitting More Than One Proposal and Existing Translating Cultures and Care for the Future Award Holders

A PI may submit only one proposal under the scheme. It is, however, acceptable for a PI on one proposal to be named as a Co-Investigator on others where it can be demonstrated that sufficient time is available to dedicate to all projects.

Existing Translating Cultures and Care for the Future award holders are eligible to apply through this scheme if the capacity to dedicate time to more than one project can be demonstrated.

7. Contacts

Enquiries regarding this call should be directed to the AHRC enquiries team:

Email: enquiries@ahrc.ac.uk

Telephone: 01793 416060

The AHRC works with the UK Shared Business Services (SBS) to deliver all of our funding activities. Enquiries about Je-S registration should be directed to jeshelp@rcuk.ac.uk or 01793 444164 and enquiries about submitting and completing the proposal form should be directed to grantspostaward@uksbs.co.uk or 01793 867121.

Annex 1: Further Information on Translating Cultures

In a world seen to be increasingly characterized by transnational and globalized connections, the need for understanding and communication within, between and across diverse cultures is stronger than ever. The Translating Cultures theme addresses this need by studying the role of translation, understood in its broadest sense, in the transmission, interpretation, transformation and sharing of languages, values, beliefs, histories and narratives.

Translating Cultures aims to:

- Engage with key concepts such as multiculturalism, multilingualism, tolerance, intolerance and identity;
- Explore the sites, locations and zones within, across and between which translation occurs, with particular reference to the role of translation in connecting the global, regional, national and local;
- Encourage understanding of the role of the intermediaries who perform the work of translation;
- Invite reflection on the vehicles of translation, such as narratives, performances, objects and other cultural artefacts;
- Interrogate the contexts in which translation occurs, such as those of youth culture, popular culture and diasporic culture, and of written, oral and performing cultures, both from a historical perspective and in terms of more contemporary interactions such as digital media and communications;
- Promote opportunities for researchers in all these fields to work across language areas, across disciplines and across national boundaries, exploring the extent to which engagement with the concepts, theories and practices of translation engenders new ways of conducting research, and seeking fresh approaches to the translation of the findings of research to audiences beyond the academy.

The theme has two key strategic objectives:

- 1) to develop knowledge of the nature of translation as a process that occurs across different languages, cultures, generations, media, genres and sectors. This permits in particular an emphasis on exploration of the cultural dynamics of translation, as well as on analysis of its distinctiveness in relation to other processes of interpretation, transfer, imitation, transformation and exchange;

- 2) to engage effectively from an Arts and Humanities perspective with key areas of public concern such as diplomacy, commerce, conflict and security, economic growth, migration, education, health and well-being, law, ethics and the environment by informing the work of policy makers and public, private and third sector organizations.

Further information on the theme and a list of current awards can be found on the Translating Cultures website:

<http://translatingcultures.org.uk/>

Annex 2: Further Information on Care for the Future

'Care for the Future: Thinking Forward through the Past' affords an opportunity for researchers in the arts and humanities to generate new novel understandings of the relationship between the past and the future, and the challenges and opportunities of the present through a temporally-inflected lens.

Importantly, it offers academic researchers in these fields the opportunity to facilitate and activate collaborations with partners including those outside higher education institutions in the cultural and creative sectors both in the UK and internationally.

Core elements

There are a number of core elements that are relevant to Care for the Future, such as an exploration of the values and beliefs of individuals, communities, and institutions. These include questions around what is meaningful about continuity and change, and the role that narratives, experiences, visualisations, performances, and stories have to play in these processes.

Issues around understanding modes of cultural learning and intergenerational equity, as well as questions relating to authority, ownership and justice within and across time, may help inform understanding of current and future global challenges faced by society today.

Technological development, alternative lifestyle movements, and the nature of ideological and philosophical, ethical and creative, historicised and imagined perspectives jostle for attention and require a diversity of approaches and disciplinary engagements for the theme to reach its full potential.

Potential sites of engagement

The theme encompasses questions around what is meaningful about continuity and change. The potential sites of engagement outlined below not only overlap and intersect: they are designed to stimulate researchers to come forward with their own perspectives and priorities for investigation. Work that places these elements into international and comparative cultural contexts is particularly welcomed, alongside projects working in partnership with non-HEIs in the co-production of new knowledge and ideas.

Potential sites of engagement:

- Questions of temporality and history
- Inter- and cross-generational communication, justice and exchange
- Trauma, conflict and memory: transitions to new futures
- Environmental change and sustainability
- Cultural notions of the future

We are not providing a prescriptive description of these themes. The example locations for questions relating to these broad issues are provided in the Care for the Future specification document and are designed to problematise the topics and stimulate researchers to come forward with their own perspectives and priorities for investigation.

Further information on the scheme and a list of current awards can be found on the Care for the Future theme website:

<http://careforthefuture.exeter.ac.uk/>

Annex 3: Guidance for completing attachments

The following documents should be completed in Arial font no smaller than size 11.

Please also note the permitted document lengths.

Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered.

Case for Support

The Case for Support should be no more than **7 sides of A4** outlining the rationale for the proposed activity, how it will add value to current activities, a description of the proposed activities to be undertaken, and an outline of the expected outputs and dissemination plans. If you choose to include footnotes or a bibliography (you are not required to do so) these must be included within the page limit.

Within this page limit you should aim to make the Case for Support as concise, specific and clear as possible. You are advised to focus your proposal and to provide sufficient evidence to enable reviewers and members of the panel to reach a considered judgment as to the overall quality and potential significance of your proposal, its innovation, its feasibility and value for money.

Your Case for Support should demonstrate the potential of the proposed activities to deliver innovative research insights in the relevant area and should be structured using the following headings:

Fit to the Call and Contribution to the Themes

You should ensure that it is clear to the reviewers how the proposed activities will meet the aims outlined in this call. In this section you should identify which of the four research strands your proposal is responding to and demonstrate how your approach will contribute to the development of the Translating Cultures and Care for the Future themes.

ODA compliance

Because this call will be funded by the Global Challenges Research Fund proposals must demonstrate how they are ODA compliant and will contribute to the economic development and welfare of developing countries. The pathways to impact attachment should further elaborate the discussion in this section to outline how pathways to

achieving this contribution to the welfare (broadly conceived) and economic development of developing countries will be explored. Further information on ODA can be found here: <http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>

Research Questions or Problems

You should give a clear description of the core research questions or problems that you intend to address and identify the contribution these will make to the thematic area.

Research Context

You should describe the **research context** for your project and programme of work. Why is it important that these questions or issues are explored? What other research is being or has been conducted in this area? In what ways will the research be innovative? What contribution will your research make to improving, enhancing, or developing creativity, insights, knowledge or understanding in the area?

Research Methods

What **research methods** will you be using to address the questions or issues that you have set yourself, or solve the problems you have identified, or to explore the matters you intend to investigate? Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified?

Under the Research Methods heading you should also outline how any copyright or intellectual property issues relating to the project and the production of any technical outputs will be addressed.

Management and Co-ordination

How will the activities be managed, coordinated and delivered? If the application includes additional assistance or administrative support, please provide details of the activities to be undertaken. If the application includes additional provision for specialist project management or knowledge exchange input, co-ordination assistance or administrative support, please provide details of the activities to be undertaken.

Timetable

You should provide a timetable to show the feasibility of the major planned activities within the proposed timescale, indicating key milestones.

Outputs and dissemination

What are the plans for publication or other public output? Please provide examples of any outputs you propose to produce during the award and their proposed focus. How will you identify the key audiences, beneficiaries and interest groups for the research and how will they be engaged in the process? How will any outputs be communicated and disseminated to those audiences? To what extent and how will you aim to engage with the theme Fellows, Advisory Groups and other theme award holders?

Technical Summary

If digital outputs or digital technologies are essential to the planned research outcomes of your proposal, then you should:

a) use this section to provide a brief description of the project's proposed digital outputs and/or digital technologies;

AND

b) complete a Technical Plan and add this as an attachment to your proposal (for information on completing a Technical Plan see section 4 of the Research Funding Guide).

If your application does involve digital outputs or digital technologies, but you believe that the inclusion of a Technical Plan is not warranted, you should use this section to explain and justify this. For instance a Technical Plan may not be needed if the digital output or technologies are not essential to the planned research outcomes.

If your only proposed digital output or technology consists of web-pages containing information about the project, you should say so in this section. In this last case, as stated above, you do not need to complete a Technical Plan.

If your application does not involve digital outputs or digital technologies you should use this section to state that this is the case. You should note that for present purposes digital technologies do not include conventional software such as word processing packages and ICT activities such as email, which do not require any explanation or justification in this context.

Justification of Resources

This statement should be used to justify the resources required to undertake the research project. You should:

- explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required;
- have regard for the breakdown of resources into the summary fund headings: Directly Incurred, Directly Allocated and (where appropriate) Exceptions;
- where costs incurred by international co-investigators are sought, a breakdown of these costs should be fully justified under a subheading of 'International Co-Investigator Exceptions';
- in some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification;
- try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration, research communication or facilities usage;
- not justify estates and indirect costs.

In drafting the Justification of Resources, you should ensure you identify which headings in the Summary of Resources the costs relate to, in order to make cross-referencing more transparent.

Any proposals requesting items that would ordinarily be found in a department, such as non-specialist computers, should include justification both for why they are required for the project and why they cannot be provided from the Research Organisation's own resources (including funding from indirect costs from grants).

The Justification of Resources should be no longer than **2 sides of A4** in Arial font no smaller than size 11.

Pathways to Impact

The Pathways to Impact attachment is your opportunity to describe in more detail how potential wider impacts of the research beyond academia, as outlined in the Impact Summary, will be explored. What steps will be taken to help realise potential of the research to contribute to international development policy or practice, to the welfare

(broadly defined) and economic development of Low and Middle Income Countries (LMICs) and/or to the meeting the needs of LMICs?

Taking into account what is reasonable and appropriate given the nature of the research you propose to conduct, you are asked to describe how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving wider impact.

In presenting your plans, you should tailor and target your impact activities to ensure that they are relevant to the specific user and beneficiary groups likely to be interested in your research. Innovative and creative approaches are strongly encouraged.

When completing the attachment, you should consider (and address if appropriate) activities for communications and engagement, collaboration and exploitation. You should also detail who will be undertaking any activities proposed and include any resource implications in the financial summary and in the separate Justification of Resources attachment. The statement should be no more than **2 sides of A4** in length in Arial font no smaller than size 11.

Technical Plan

A Technical Plan should be provided for all applications where digital outputs or digital technologies are an essential part to the planned research outcomes. A digital output or digital technology is defined as an activity which involves the creation, gathering, collecting and/or processing of digital information. For present purposes digital technologies **do not** include conventional software such as word processing packages and ICT activities such as email. Full details of, and guidance on, the Technical Plan requirements can be found in Section 4 of the Research Funding Guide, Page 68 onwards.

Project Partner Letters of Support

If you are collaborating with another organisation which is providing a specific contribution (cash or in kind) to the research project you can identify them in the application as a 'Project Partner'. If a collaborating organisation's involvement is being charged to the project you should not include this within the project partner section. Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be

part of the fEC of the project. The letter from the project partner is intended to outline both the level of commitment of the proposed partner, the value and benefit of the work to the project partner, the nature of the contribution and the added value to the project of the involvement. Please note that project partners can be based in the UK or abroad. A letter of support is required from each Project Partner. Letters should be no more than 2 sides of A4 in length.

International Co-Investigator Head of Department Statement

If your proposal includes an international co-investigator, their institution must submit a Head of Department Statement as an attachment type Letter of Support. This statement must include the following information:

- What the international co-investigator is bringing to the project and why they are best placed to conduct the research
- How they will deliver the project's objectives
- How their institution will support them during the lifetime of the project
- Assurances that their contract will be in place for the duration of the project

Curriculum Vitae

Summary curriculum vitae should be attached as separate documents for the Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should be no more than two sides of A4. CVs should include basic information about education, employment history, academic responsibilities and any relevant publications and research grants.

List of Publications

Summary lists of publications/research outputs should be attached as separate documents for each Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should cover major publications/outputs in the last five years and should be no more than one side of A4 paper. Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.