Innovation Initiative Grant Guidelines

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WHAT ARE INNOVATION INITIATIVE GRANTS?

Innovation Initiative Grants are one off grants designed to support unique activities in teaching, research and student life or to provide start-up funds for new, extra-curricular initiatives.

You can read more about past projects on our website.

BACKGROUND

Innovation Initiative Grants are funded by donors to the University of Edinburgh Development Trust’s Edinburgh Fund. Donors are largely alumni, or friends of the University, keen to support innovation in teaching, research and student life.

ELIGIBILITY

To be eligible to apply, you must fit at least one of the following criteria:

- Matriculated students (both undergraduate and postgraduate) of the University of Edinburgh.
- University of Edinburgh staff members on open-ended contracts. These include guaranteed hours contracts.
- Staff members on fixed-term contracts, including researchers, who hold a contract with the University for the duration of their project. Please see section 1.3 for further requirements.
- Edinburgh University Students’ Association staff and recognised EUSA societies or social enterprise groups.
- Edinburgh University Sports Union staff and recognised sports clubs.

APPLICANT CONDITIONS

- To receive an IIG you must be a current student or member of staff for the full duration of your project.
- Projects will **not** be considered if they have previously been submitted for an IIG, regardless if they have been successful or not.
- Projects will **not** be considered if they have already been completed, are already underway, or are due to commence before grants are allocated (six weeks after the application deadline).
- Applications may be made to a maximum of £5,000 per project.
- Partial funding is frequently awarded. If appropriate, explain what can be achieved with different levels of funding. Please ensure to state in your application if any other funding bodies are supporting your project, and whether such funding is confirmed or subject to a decision.
- Grants are **not** available to cover course fees, accommodation, living expenses or the salaries of applicants. Grants are available to cover travel costs.
- The salaries or wages of assistants and/or researchers **can** be included as an expense.
STUDENTS

- Can only receive one grant per academic year and projects must relate to the area of study.

ACADEMIC STAFF

- Can only receive one grant per academic year and projects must relate to their area of teaching or research. Applications must clearly demonstrate how students are involved in the project or how the project benefits and enhances student experience at the University.

CLUBS/SOCIETIES

- Can only receive one grant per academic year and projects must relate to the area of the specific needs/requirements of the club/society.
- Clubs and societies (including social enterprise groups) must be recognised by EUSA or EUSU.

NON-ACADEMIC DEPARTMENTS

- Grants are not restricted to academic staff. Applications must clearly demonstrate how students are involved in the project or how the project benefits and enhances student experience at the University.
- Non-academic staff can only receive one grant per financial year.

SELECTION CRITERIA

All applications are assessed and ranked by representatives from the appropriate School/College or, in the case of club and society applications and non-academic staff applications, by a panel of relevant individuals assembled by the IIG Team. Applications are assessed on:

- How clearly the applicant has defined the project.
- Project benefit/value to the relevant School/College, club/society, student experience, university community, wider community including if significant results are achievable through the award of a grant.
- Degree of innovation in teaching, research or student life.
- The feasibility of the project.

Each project is assessed on its individual merit according to the selection criteria outlined above.

SUCCESSFUL APPLICANTS

- Grants must be used for the purpose awarded.
- Successful projects cannot be submitted in subsequent application rounds.
- Awards must be used within one year of application deadline or must be returned to the University of Edinburgh Development Trust.
- A breakdown of expenditure, including receipts, must be submitted to the Trust on completion of the project.
• Any funds remaining must be returned to the Trust.
• All equipment/fixed assets purchased should be used for the specific project and will remain the property of the University of Edinburgh after the project is completed.
• Successful applicants are required to complete a feedback form and provide materials that can be used for alumni/donor communication purposes as well as to promote IIGs. IIG funding and the support of the University of Edinburgh Development Trust must be acknowledged where possible, including on equipment, websites, printed materials or event marketing.

**SUBMITTING AN APPLICATION**

• Applications can only be submitted online using the IIG website (with EASE login). You can access the website by visiting our IIG information page at www.iig.ed.ac.uk
• The website should be accessed and applications submitted using University approved browsers: Internet Explorer or Firefox.
• Full step-by-step details of how to use the online application can be found on the IIG website.
• If you are a researcher or an academic, and your application includes staff costs, please make sure your school research office has reviewed your application prior to submitting. This is to ensure that the correct ‘on-costs’ are being used.

**APPLICATION FORM INSTRUCTIONS**

1. **APPLICANT**

1.1 Type of Application

Please tick the relevant box to specify whether you are applying as a student, member of staff or on behalf of a club/society. If you are a PhD student please select ‘Student’ as type of application.

1.2 Applicant Details

Please fill in the relevant details requested. If it is a joint application you must select a lead applicant whose details should be included in this section. This person will become the main contact for your application and will receive all correspondences.

All additional applicants must include the following details in an email to iig@ed.ac.uk.

First Name:
Surname:
Email Address:
Day Phone Number:
Job Title and Staff ID Number (for staff only):
Course and Matriculation Number (for students only):

Please note: Clubs/societies should select one office bearer to be the lead applicant.
1.3 Further Details Staff

Simply fill out the appropriate fields.

If you are a staff member on a fixed-term contract (including researchers who hold a contract with the University for the duration of their project), please include the following additional details in an email to iig@ed.ac.uk upon submitting your application. This applies to lead applicants only.

First Name:
Surname:
Contract End Date:

1.4 Further Details Student
1.5 Further Details Club/Society

Simply fill out the appropriate sections if you are a student, member of staff or club/society.

2. PROJECT DETAILS

2.1 Overview

Summarise your project in no more than 15 words. You may want to do this by finishing the sentence “I am applying for an IIG to…”

2.2 Project Details

In the space provided please include further information about your project. We have separated the project details into four subsections we would like you to complete with relation to your project, they are:

- Aims and objectives
- Potential benefits or significant results of the project (staff applications must clearly demonstrate how students are involved in the project or how the project benefits and enhances student experience at the University)
- Degree of innovation
- Feasibility of your project

When completing this section of the form please keep in mind that your proposal should be accessible to a variety of readers and keep your style simple and concise.

2.3 Project Start Date

Projects will not be considered if they have already been completed or are due to commence before grants are allocated (bear in mind that it can take up to six weeks to receive confirmation of a successful application). If you do not have an exact start date please give an approximate date.

3. PROJECT BUDGET

3.1. Budget Breakdown
All expenditure items must be detailed in this section. These items should be researched as fully as possible. If you navigate away from this page, your total amount will default to blank and you will be asked to enter your total requested grant amount again.

Grants are not available to cover course fees, accommodation, living expenses or salaries of applicants. The salaries or wages of assistants, researchers etc. can be included as an expense if necessary. Grants are available to cover travel costs.

3.2 Other Funding

Please state any other funding bodies supporting this project and whether such funding is confirmed or subject to a decision.

3.3 Grant Requested

Applications may be made up to a maximum of £5000 per initiative. Due to the high demand for initiatives it is highly unlikely that projects will receive 100% of the amount requested. Smaller grant requests are more likely to be fully funded. Please consider the amount you are applying for carefully and if possible explain what can be achieved with different levels of funding.

3.4 Air Miles

Please note that as of October 2015 Air Miles are no longer available and this section has been removed from the web form.

4. REFEREES

If your project is shortlisted we will need to contact your referee who must then be able to sign off on your application. The referee you choose should be appropriate for the type of application you are making.

- For academic staff (including researchers who hold a contract with the University for the duration of their project) – the referee provided in your application should be the appropriate head of school.
- For students – the referee provided in your application should be your personal tutor or research supervisor.
- For sports clubs – the referee provided in your application should be the current president of the Edinburgh University Sports Union.
- For student societies – the referee provided in your application should be a staff member from the Activities Office at the Edinburgh University Students’ Association.
- For non-academic staff – the referee provided in your application should be the director of your department or unit.

Please ensure that you give the full details of your referee including their email address. We will contact your referee after receiving results from the approving School/College boards. We strongly advise you make them aware of your application so that they have the necessary information to support your project proposal. Without their approval we will not be able to process your application for payment.
5. APPLICATION CONDITIONS

Please ensure you read the application conditions on the website and guidelines before submitting an application and accepting the conditions.

6. SUBMISSION

Please ensure you have answered all the questions and submitted the application online by the deadline. This deadline is strictly enforced and late or incomplete applications cannot be accepted. It is the applicant’s responsibility to ensure it is received complete and before the deadline. Once the deadline has passed, the IIG website will not allow you to submit an application, even if it has already been started.

DEADLINES

- Semester 1 – 12pm on the last Thursday of October
- Semester 2 – 12pm on the last Thursday of March

RESULTS

Results will be made available six weeks after the deadline. Both successful and unsuccessful applicants will receive email confirmation of the outcome after this date. The decisions reached by the approving boards are final.

GRANT ACCEPTANCE AND PAYMENT

- A Grant Acceptance Form will be posted out to all successful applicants soon after the results have been made available. Please ensure you provide us with your payment details, and sign and return a scanned copy of this form to iig@ed.ac.uk at your earliest convenience as we cannot make a payment to you without receiving it. The Grant Acceptance Form must be returned within 24 weeks of receipt or the award may be withdrawn.
- No grant disbursements will be made in July.
- All successful staff are advised to contact their finance office at the end of financial year to ensure any unused funds have been carried forward.
- An IIG Payment Confirmation letter will be posted out to successful applicants once the grant disbursement has been made.
- An IIG Feedback Form and an Expenditure Form will be provided electronically via email after the payment has been processed. We ask you to fill them out and return to us by email at the end of your project.

FURTHER ASSISTANCE

If you need further assistance, please contact the Development and Alumni office at iig@ed.ac.uk or on 0131 650 2240.