**A - IGF Small Awards**

IGF Small Awardsprovide a “light-touch” route to funding where a small investment could support the

development and enhancement of impact.

*Eligibility*

*Applicants:* Small Awards are open to all current Manchester Metropolitan staff who may apply as individuals or as groups. Applicants must be able to demonstrate that their activities are underpinned by high-quality research outputs (equivalent to 2\* or higher in REF terms) and that their work has the

potential to lead to significant wider economic and social impacts. Applicants must be retain an up-to-date Symplectic profile including outputs and impact before funding will be released.

*Activities:* Examples of eligible activities include but are not limited to the creation of targeted publications, the development of tools or resources that can be shared, communications campaigns, event management, training, video production or to cover costs for tasks associated with the collection of evidence such as evaluation or travel to meet with partners and co-creation with end-users. This fund can also be used as “match funding” for external applications for other impact-related funding.

All expenditure on IGF Small Awards must be complete by 31st July 2019.

*Costs and maximum value of awards*

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| **Eligible Costs** | **Ineligible costs** |
| * All directly incurred costs associated with the delivery of high-quality impactful activities | * Funding to carry out research activities – the IGF is intended to support the development of impact arising from existing research * Replacement teaching costs – to be funded locally as required * Directly allocated costs (including applicant’s time) * Indirect costs |
| **MAXIMUM VALUE OF AWARD** | £1000.00 |
| **NUMBER OF AWARDS IN THIS CALL** | N/A |

*Selection criteria and assessment process*

Awards will be made against the following criteria:

* Quality of the proposal and the underpinning research
* Potential to lead to impact
* Reach and significance of the potential impact
* Value for money

Applications will be reviewed by the Director of Research and Knowledge Exchange.

The process for making an application for IGF Small Awards is intended to be “light touch”. The call is open all the time and decisions are expected to be made within 1 month of receipt of application.

**A - IGF Small Awards Application Form**

**Application Form**

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| **SECTION A: BASIC DETAILS** | |
| **Title** | **Mr, Mrs, Miss, Ms, Dr, Prof (delete as appropriate)** |
| **Full name** |  |
| **Contact Number** |  |
| **Email** |  |

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| --- | --- |
| **SECTION B: YOUR RESEARCH** | |
| **Describe your research in one or two sentences** |  |
| **Provide details of your relevant Research Centre** |  |
| **Is your Symplectic profile up to date?** | Y / N |
| **Provide references to the outputs that underpin this application (up to a maximum of 6 outputs)** |  |

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| --- | --- |
| **SECTION C: IMPACT** | |
| **Describe your proposed activities and how you intend to use the IGF Small Award (maximum 300 words)** |  |
| **Provide details of the potential impacts emanating from this work paying particular attention to the potential reach and significance (maximum 300 words)** |  |
| **Provide a breakdown of eligible costs associated with this award** |  |
| **How did you hear about this funding opportunity ? (tick/circle as appropriate)** | Poster Flyer Email  Man Met Life Twitter |

|  |  |
| --- | --- |
| **SECTION D: SIGNATURES** | |
| **Head of University Centre for RKE** |  |
| **Faculty Head of RKE** |  |

**Please return the completed application form to:** [**rke-funding@mmu.ac.uk**](mailto:knowledgeexchange@mmu.ac.uk)