



Funding Protocol

General principles

In considering applications for funding, account will be taken of the following general principles:-

- a. Those applying for funding are expected to familiarise themselves with both the network's Visions and Aims (approved 2011 – www.universitas21.com/link/vision) and the programmatic plans relating to the key clusters – for further information, please contact Lavinia Winegar-Gott re Educational Innovation (lavinia.winegar-gott@universitas21.com), Dr Connie Wan re Researcher Engagement (connie.wan@universitas21.com) or Prof Bairbre Redmond re Student Experience (bairbre.redmond@universitas21.com)
- b. Applications should engage *at least four* U21 members from *at least two* regions. Current regions are: Americas, Asia, Europe and the South Hemisphere (which is Australia, New Zealand and South Africa).
- c. Where the applicant feels it would be beneficial to include researchers or others as experts from outside U21, this should only be the case where it does not detract from the U21 ethos of the event and where U21 funds are not being used to directly support that involvement. The number of participants from outside the U21 network should not exceed the number of participants from within.
- d. Any activity must add value to our network, the cluster and member universities as well as those that participate.
- e. All U21 activities must be sustainable and a clear plan for disseminating the learning from the activity widely within the network, and if appropriate beyond, should be developed, including the identification of (and agreed participation of) leaders of the activity.
- f. Our network is not a "funding agency" and does not run any competitive process to support specific projects. U21 is not able to fund research or other activities in their entirety.
- g. It is not possible to fund any activity (beyond those which have been identified as standing items in the budget) over a number of years. Funds will primarily be used for 'pump priming' activity so that it is unlikely that any funds would be given to the same activity on more than two occasions other than for standing activities, those activities having been identified as such in the approved programmatic plans..
- h. Applications which provide international opportunities, particularly for early career researchers and graduate students or those at the beginning of their professional careers, are encouraged, recognising that this does not necessarily require travel.
- i. Where possible, and in order to reduce unnecessary travel, attempts should be made to utilise alternative ways of collaborating than face-to-face meetings.
- j. Where it is necessary to meet face-to-face, then network funds should not normally be used to fund travel to such meetings and accommodation for participants while there.
- k. Should it be deemed necessary to depart from these general principles, a rationale must be put forward in writing to the cluster lead (or in the case of stand-alone projects outwith the clusters, to the Provost) who will consult with the Academic Leads of the Clusters and the Chair of the Senior Leaders' (as appropriate) and any decision taken by this group will not form a precedent for any future request for funding.

Process

Each application for funding, other than those which are a standing item in the budget as outlined in above, should be accompanied by a completed application form which sets out certain key information. This form will be based on the current application form updated to take account of the new strategic focus through clusters.

Applications for grants will be considered by the relevant cluster at its steering committee (or similar body) and are subject to the cluster having available funds unallocated. The cluster will make decisions on any such requests and report decisions reached to the Senior Leaders' Group periodically.

Should the cluster not have funds to support an application which is meritorious in all other regards, they can either decide to defer support until the following financial year (having accepted that this has an impact on the level of funds still to be allocated in that year) or can refer the application to the Senior Leaders' Group together with a full and clear commentary. The Senior Leaders' Group will discuss the case made by the cluster to exceed its current budget and may decide whether to fund the application, having identified the source of such additional funds (which may include viring funds from other clusters).

Should the cluster decide that the application either lies more appropriately within another cluster, or includes sizeable elements of cross-cluster working, the application may be referred to another steering committee (or similar) for discussion. It shall be possible to part fund an application jointly between cluster or to part-fund an application.

The Secretariat will continue to be responsible for the transfer of agreed funds.