**Devolved Faculty Impact Fund (D-FIF) Application Form (2024-25)**

**D-FIF Overview**

For the academic year 2024-25 the Faculty impact team have devolved the Faculty Impact Fund budget, funded from HEIF money, to schools, rather than the scheme being administered centrally. The aim of the Devolved Faculty Impact Fund (D-FIF) is to enable knowledge exchange (KE) and impact activities which will support colleagues to maximise the impact from their research thereby contributing to the economy, health, social & cultural richness of our region and beyond. The fund aims to support activities which enable colleagues at all levels to engage with the public, private and voluntary, charity and social enterprise (VCSE) sectors (please check eligible and ineligible activities below). The target audience of the activity must be non-academic stakeholders including but not exclusively VCSEs, Business, Government and Local Authorities.

This funding call is open to T&R, T&S, and PDRA colleagues and **we welcome applications up to £2,500**. All spend MUST be processed prior to 30th June 2025. D-FIF funds are subject to any financial restrictions in place as outlined on the [University Finances page](https://newcastle.sharepoint.com/projects/university-finances/Pages/default.aspx); including any restrictions on travel; at the time of writing all travel requires Faculty approval in advance.

The **deadline for applications is** **16th January 2025, 12pm.** You are encouraged to apply for this deadline, but should there be remaining funds, a further call will be issued with a deadline of 13th February 2025, 12pm.

The following highlights some key factors applicants need to consider prior to application. However, **all applicants must refer to and familiarise themselves with the call's official Guidance notes (below) for full details, eligibility criteria and associated Terms & Conditions prior to application submission**.

1. Applicants are strongly recommended to discuss your potential project and objectives in advance with your RS&I Lead as they will be able to make recommendations and suggestions to strengthen your application.
2. Applicants are required to adhere to [Newcastle University's Travel & Expense Policy](https://newcastle.sharepoint.com/docs/Financial%20Policies/Newcastle%20University%20Travel%20and%20Expenses%20Policy.pdf) and any other relevant financial regulations and procedures.
3. Demand for these funds is expected to be high, so applicants will need to ensure their application is costed accurately well in advance of submission. In order to process applications quickly and efficiently, all applicants **MUST** contact the research team at [nubs.research@ncl.ac.uk](mailto:nubs.research@ncl.ac.uk) at least 72 hours prior to the deadline to obtain or check their costings, even if costs appear to be straightforward. Any application that fails to do this will not be considered for funding, without exception.
4. If your application is successful:

* All spend must be processed by 30th June 2025
* A Funding Report will be required in August 2025

1. Applications will be assessed by a panel chaired by the Director of Impact.

**D-FIF Application Guidelines and Terms & Conditions**

While recognising that impact can be achieved from many activities, this fund is intended to support impact generation-activities and evidence gathering, arising from excellent research. Therefore:

* The applications should provide evidence of a published source paper, a work in progress publication, and/or a clear plan to co-create research outputs with a non-academic network/ partner or other organisation. The underpinning research may be at an early stage for any applications relating to stakeholder engagement and establishing of networks or may have been conducted at an applicant’s previous institution, though this should be made clear in the application.
* The application should outline the beneficiaries of the impact activity and/or the mechanisms by which the activity will lead to a pathway for impact.
* The application should describe what evidence will be collected to enable the impact to be tracked appropriately.

**Applications will be assessed against the following criteria:**

1. The presence of clear objectives and realistic milestones
2. **The proposal represents value-for-money**
3. The proposed activities are deliverable within the timespan
4. The planned outputs and impact outcomes of the proposal are realistic and appropriate
5. The proposal develops sustainable relationships with an external organisation (s) and/or community (s) and/or research-user(s) and/or practitioner(s)

All applications must be discussed with, and properly costed by, the Research Team ([nubs.research@ncl.ac.uk](mailto:nubs.research@ncl.ac.uk)). Depending on the nature of your request, it may be necessary to obtain quotes from multiple suppliers in order to satisfy university purchasing regulations. All applications should be accompanied by confirmation of the support requested, showing total amount(s) (including VAT if appropriate). This information can be in the form of a formal quote from a supplier, email from a supplier or website screenshot, or confirmation from the Research Team for internal purchases.

**Eligible Activities**

• Any phase of a project with anticipated impacts, including engagement activities, knowledge exchange and impact-generating activities. The activities must be underpinned by research with existing or forthcoming academic publications.

• Gathering evidence of achieved impacts.

**Ineligible activities**

The following activities are not eligible:

• New research, even if co-produced with non-academic partners.

• Internally-facing events (workshops, away days, ‘impact lunches’, training, etc.) even if they involve external partners, impact practitioners, REF panellists, or attendance at training or capacity building events by external providers.

**Indicative eligible costs:**

Please bear in mind that proposed expenditure must go through Faculty processes to approve business critical spend – details of the current restrictions are available on the [University Finances page](https://newcastle.sharepoint.com/projects/university-finances/Pages/default.aspx) and there is also a [document providing further guidance](https://newcastle.sharepoint.com/:b:/r/projects/university-finances/Shared%20Documents/Addressing%20our%20financial%20position_Guidance%20for%20colleagues_0110.pdf?csf=1&web=1&e=Qv1cbQ)

* **Reasonable Travel:** Accommodation and Subsistence: Costs should be kept to a reasonable level in line with the [Newcastle University's Travel & Expense Policy](https://newcastle.sharepoint.com/docs/Financial%20Policies/Newcastle%20University%20Travel%20and%20Expenses%20Policy.pdf).
* **Research Assistance:** Costs for RA support or to employ a student must be obtained from the Research Support team and your timeline should allow for recruitment if the application is successful. Accessing research support from anyone outside of the UK requires additional approvals and can take significantly longer, and this should be borne in mind. Students can only be employed via the Student Employment on Campus process (further information, including pay rates, can be found [here](https://newcastle.sharepoint.com/projects/seoc/Pages/Overview.aspx)). Please note that employer’s National Insurance costs will need to be factored into your overall costings.
* **Equipment:** Applications which consist almost entirely of requests for equipment, materials and books will be automatically rejected. If some element of the funding is sought for the purchase of equipment, materials and books, you should explain clearly why these items cannot be provided by elsewhere or by the Library. Consumables directly related to the project may be eligible for funding but must be fully justified.
* **Other:** The Panel will consider applications for costs such as registration costs at events, production of professional materials, room bookings (although internal University venues, or venues available free of charge must be used if the event is in Newcastle, and the event must not be internally facing).

**The following costs are not eligible:**

* **Costs associated with conferences**
* **IT hardware**
* **Database purchases**

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| Approved by RIIC: | 4 December 2024 |