The Reinvention Centre
For Undergraduate Research

Funding guidelines for Academic Fellowships

Working principles

1. Consolidating the ties between teaching and research
2. Encouraging undergraduate research within the curriculum
3. Redesigning the spaces within which students learn
4. Disseminating knowledge about research-based learning across the HE sector

Project budget

The funding available for each academic year is £35,000 at Warwick and £35,000 at Oxford Brookes. Projects may apply for up to £10,000, though the Centre reserves the right to make smaller grants where appropriate.

Reinvention Centre grants may be used for the following:

- Release of time from teaching, research or administrative duties.
- Research or administrative assistance.
- Purchase of training and services.
- Reasonable travel and subsistence costs.
- Purchase of consumable items.
- Costs of attending conferences, for dissemination purposes.

The following will not normally be funded:

- Normal costs of course delivery, as distinct from additional costs of innovation.
- Equipment or CIT hardware/software.
- Institutional overheads, although the on-costs of salaries are allowed.

Projects may be for between 3 months' and two years' duration, but should not exceed two years in length.

Payments will be made on a subcontract basis from the Reinvention Centre to the Academic Fellow. Once the project has been agreed, the Centre will send out a funding contract for signing, which will give details of the payment schedule and the dates for submitting the final project report and any interim report(s) which may be required.

On receipt of a signed contract, the Centre will pay one half of the project award on commencement of the project, and the other half on completion of the project and on receipt of a completed Project Report. This final claim needs to be supported with an appropriate statement of expenditure. Please note that no overheads will be paid.

Application and selection procedure

Each bid will be considered by a selection panel which includes the Centre's Director, Deputy Director, both Academic Co-ordinators, Academic Manager and at least one external representative.

Applicants should submit a completed application form, both electronically and in hard copy, and should also include a brief CV outlining their previous work in the area of the proposed project.

We will assess applications using the following criteria:

Timescale: Is a detailed description of activity over the course of the project offered, with project 'milestones' noted, such as the planned dates of key events and/or workshops? Note: You must build in time for preparing the final project report for submission to the Centre.

Aims, Approaches and Activities: Are these clear and realistic, with learning and teaching dimensions made explicit? Is the design and method appropriate to the aims? Are research questions (if any) clearly framed? Are the planned activities detailed, including mention of the staff and students to be involved? Is the project grounded in any of the existing relevant literature?

*Outcomes & Dissemination***:** Are project outcomes clear, with appropriate plans for sharing and embedding insights learned? How are project insights to be shared within the institution and to the disciplinary community? Internal and national workshops, conference presentations, web-resources, publications?

Evaluation Plan: Is a thoughtful and costed evaluation plan included, with provision for formative staff/student feedback throughout the course of the project? What types of internal and external evaluation are to be used?

Budget: Is a realistic and fully-costed budget provided?

Compatibility with the Reinvention Centre's aims: To what degree does the project meet the Centre's working principles?

Final project report

We will require a final project report which is suitable for publication on the Reinvention Centre's website, and in hard copy if appropriate. The report should be approximately 4000 to 6000 words in length, and may well serve as the basis for a subsequent academic publication. Please see the separate "Guidelines for Project Reports" for further details.