



Grants for Research, Development & Analysis

Guide for applicants

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1. Introduction

The Nuffield Foundation is an independent charitable trust established in 1943 by William Morris, Lord Nuffield, the founder of Morris Motors. Our aim is to advance educational opportunity and social well-being across the United Kingdom. We do this by funding research, development and analysis in education, welfare and justice, and by equipping young people with skills and confidence in quantitative and scientific methods through our student programmes.

In June 2017, the Foundation published a five-year strategy setting out its funding priorities, and we have updated our *Guide for applicants* to reflect these priorities. Our primary objective is to improve people's lives through better understanding of the issues affecting their life chances. We are also keen to engage with, and to understand the significance of, new and emerging trends and disruptive forces – social, demographic, technological and economic – that are changing the structures and context of people's lives. Our work is also concerned with securing social inclusion in an increasingly diverse and fragmented society; with the implications of a data-enabled digital culture (for example, for trust, evidence and authority); and with safeguarding, through the justice system, the rights of the individual in relation to the State.

The Foundation seeks to be an open, collaborative and engaged funder that offers more than money. We are not simply an academic funding body, though the research we fund must stand up to rigorous academic scrutiny. We want the policies and institutions that affect people's well-being to be influenced by robust evidence. We will work with the research, policy and practice communities to foster an environment where that is possible.

This guide is for those who are considering applying for funding from the Foundation for research, development and analysis projects through our responsive application rounds, of which there are two a year. It describes our funding priorities, which have been updated in light of the new strategy, explains our application process, and sets out our expectations for successful proposals.

The separate [Guide for grant-holders](#) provides an overview of our requirements of grant-holders and what they can expect from the Foundation. You should read both these guides, along with our [Terms and conditions](#), before submitting your application, as you will need to take into account our requirements in your plans. Whilst these documents provide detailed guidance, the Foundation is an engaged and proactive funder, and once we have screened outline ideas, we are willing and able to support promising applicants in refining and delivering projects, to help maximise their rigour and impact.

We welcome feedback from those reading and using this guide. This can be sent to info@nuffieldfoundation.org with the subject header: 'Feedback on Guide for Applicants'.

2. What we fund

The Nuffield Foundation's research, development and analysis portfolio is central to the delivery of our mission to advance educational opportunity and social well-being across the UK. We expect the work we fund to improve the design and operation of social policy, especially in those domains which we have always identified as underpinning a well-functioning society: **Education, Welfare and Justice**.

2.1 What unites our work

We prioritise rigorous and impartial research, development, and analysis projects that:

- Identify and explain the social and economic determinants of opportunity and risk across the life span, focusing in particular on early childhood adversity, transitions from adolescence to young adulthood, and social and economic well-being in adulthood and later life.
- Improve well-being for society as a whole, while ameliorating negative distributional outcomes and the greatest harms.
- Support the development of workable evidence-based solutions for policy and practice over the medium term.

Our research is often founded on quantitative evidence and analysis, but we also believe that the insights provided by well-designed qualitative research or combinations of qualitative and quantitative methods can help to shed light on the problems facing our society and support the development of solutions.

We remain committed, across all of our work, to encouraging original and thought-provoking approaches to research that identify new questions and change the terms of debate. Some issues that will determine the social well-being of the United Kingdom will cut across our three domains of Education, Welfare, and Justice, and may extend beyond them. In particular, we are interested in funding research that takes account of the trends that are changing and shaping today's increasingly complex society. These might include:

- How do **digital technologies and digital communications** alleviate, exacerbate and shift vulnerability, and affect concepts of trust, evidence, and authority?
- In what ways do factors such as **socio-economic status, gender, ethnicity, community, and geography** affect the vulnerability of people to different types of risk, and how can this be mitigated?
- What interventions might promote opportunity and reduce adversity through different life stages, and **promote social inclusion between and across generations?**
- What are the social and economic implications of **physical and mental disability and chronic illness?**
- How can social policy institutions make **better use of research, evidence, and data** in order to understand better the needs of those they serve, and improve services and outcomes?
- How might the **data infrastructure** be used or improved to better understand and explain **outcomes** for individuals and society?

2.2 Priorities within domains

We no longer have separate research programmes, or an Open Door, and all response-mode applications should be made to one of our twice-yearly research, development and analysis calls.

Social well-being depends on people's potential being fulfilled through education and skills, their access to social and economic resources, and their ability to exercise their rights, particularly in relation to the State. Our core interests therefore focus on three broad public policy domains which we have long identified as underpinning a well-functioning society: Education, Welfare and Justice.

The Foundation seeks to build the capacity of the public policy system, including those responsible for policy delivery and practice, to understand and interpret research and analysis and to develop policy and practice in these three domains, and we expect all projects to contribute in some way to our unified agenda set out in Section 2.1. We have particular interests and priorities *within* each of these three domains, as detailed in the next section.

EDUCATION

The **Education** portfolio seeks to improve evidence, policy and practice in education and skills, from early childhood onwards. The portfolio also includes research into wider influences on life chances, such as the role of families. The portfolio complements our student programmes (currently [Nuffield Research Placements](#) and [Q-Step](#)) where we are keen to develop new models.

Much of the work we fund is undertaken through the application of disciplines such as psychology and economics to educational issues or through cross-disciplinary approaches.

We are particularly keen to fund work that addresses one or more of the following areas. These are not exclusive and it is possible that research carried out under one of the five themes will also be relevant to one or more of the others.

Early years education and childcare

We are calling for proposals that improve the evidence base, policy and practice relating to early years education and childcare. Provision and support for children between birth and the age of five potentially meets a number of policy goals:

- Improving child development, particularly around those aspects of learning and social engagement associated with readiness for primary school.
- Tackling the gaps in outcomes between children from advantaged and disadvantaged backgrounds, which emerge as soon as they can be measured.
- Extending parental employment, particularly for women.

Updated July 2017

In March 2015, the Foundation launched a new funding call in Early Years Education and Childcare, and the priorities identified in that call remain a core part of our Education portfolio. If you are seeking funding for an early years project, please read the [criteria on our website](#).

In May 2017 we launched a specific call for proposals on the development and early evaluation of early years interventions that seek to improve outcomes for disadvantaged children. The call represents a new strategic partnership with the [Education Endowment Foundation](#) that will deliver a joined-up approach to building evidence in early years interventions. This evidence will come from approaches ranging from small-scale development and evaluation projects, through to large randomised controlled trials (RCTs) and scale-up of successful approaches. If you are seeking funding for development and early evaluation of an early years intervention, please read the [funding criteria](#).

Skills

We want to understand more about the skills and attributes that equip children and young people for life and work in a rapidly changing world, and to develop and evaluate interventions to improve them (building on our existing projects such as Nuffield Early Language Intervention and our student programmes, [Nuffield Research Placements](#) and [Q-Step](#)). Particular skills include:

- Oral language, literacy and wider communications skills.
- Numeracy, quantitative and data skills, from their foundations in early years and primary school, through to post-16 and adulthood. We are interested in the development of these skills across all subjects (including mathematics, statistics, natural and social sciences, arts and humanities, and vocational learning).
- Scientific inquiry and analytical thinking (again from their foundations in early years and primary school, and their development during secondary and post-compulsory education).
- Digital skills, and how they are developed across and beyond the curriculum.

Teaching quality

We seek to fund projects aimed at improving the quality of teaching and learning across the education system, in particular through:

- Evidence-based pedagogy and classroom practice, for example on the basis of carefully designed, developed and evaluated interventions.
- Harnessing digital technologies to improve teaching and learning.
- Addressing the roles of, and arrangements for, the assessment of learning and achievement.
- Scrutinising and understanding the recruitment, retention, training and continuous development of talented and motivated teachers and other members of the education workforce.
- Enabling better dissemination, accessibility and use of knowledge from research for informing teaching practice.
- Research into school effectiveness and improvement.

Updated July 2017

- Examining the role and impact of structures and organisation of education systems, and funding arrangements.

Young people's pathways

Our goal is to improve the evidence base concerning young people's choices, decisions and pathways at key points in their progression through education and training, and to fund projects that seek to influence relevant policy and practice. Key areas include:

- Subject choice in secondary school.
- Course choice in further and higher education.
- High quality information, advice, guidance and work experience to support effective choices in further learning and career development.
- The developing vocational and technical skills landscape.
- Further and higher education funding, access, reform and outcomes.
- The relationship between labour markets, education choices and pathways.

Educational disadvantage

We fund projects that investigate the prevalence of – and interrelationships between – the various forms of educational disadvantage and vulnerability faced by children and young people at risk of falling behind in their learning, or of being locked into trajectories of low achievement. Some of this work aims to identify and address these needs as early as possible, including through the development and testing of interventions, whether in formal education or through support for parenting and the home learning environment.

Particular forms of disadvantage and vulnerabilities of interest include:

- Developmental delays, impairments or difficulties, and other special educational needs.
- Physical disabilities.
- Mental health issues.
- Socio-economic disadvantage.

WELFARE

Our new **Welfare** portfolio builds on our earlier work in economic advantage and disadvantage, and the finances of ageing. It seeks to improve lifelong economic and social well-being and participation by funding research that studies the determinants of adult and later life outcomes and welfare, how these determinants are changing across generations and how they may be mitigated where desirable. We are particularly interested in the effective design of, and behavioural responses to, policies which seek to protect against adverse outcomes, improve living standards and increase active participation in society.

We are calling for proposals in one or more of the following areas. These are not exclusive and it is possible that research carried out under one will be also be relevant to one or more of the others.

Family dynamics and labour market outcomes

The role of family dynamics and the impact of household choices on subsequent outcomes is an increasingly important theme, which also cuts across our Education and Justice domains. We are calling for proposals that:

- Illuminate the changing trends in household and family composition and their impact on social and economic well-being.
- Explain how families choose to invest in the well-being and education of children and the associated payoffs.
- Examines the factors affecting individuals' human capital and labour market choices and the tax and welfare policies which may influence them.

We are also seeking proposals that examine the wider factors affecting labour market outcomes and how these relate to living standards and household welfare. We want to understand how the structure of work is changing, including the role of self-employment, the changing demand for skills and the consequences of digital technologies. We also want to understand how these changes feed through to living standards and welfare at different parts of the income and skill distribution.

Social and economic welfare in later life

We are calling for proposals that identify and explain the social and economic determinants of inequalities in later life, and how they are changing within and between generations. We wish to build on our existing portfolio of work, which has to date focused on the finances of ageing, including labour market participation later in life, wealth and retirement saving, and the costs of social care.

We are now seeking to fund research that looks at the links between generations within extended families – whether in terms of financial transfers, caregiving or other factors – and to understand how inter-generational relationships react to changes in policy and the implications for welfare and inequality. We are also keen to take a more holistic view of well-being to consider broader bio-social as well as economic outcomes and the wider factors that might be at play, such as the determinants and consequences of living with chronic illness, disability, mental health and capacity in later life. Additional funding on the causes and consequences of living with rheumatic disease and musculoskeletal conditions will be available from our Oliver Bird Fund in 2018/19.

Geographical inequalities

We are calling for proposals that aim to understand the ways in which location can shape people's lives – for example, the role of neighbourhoods, communities and the structure and funding of local services. As a subset of this work, we wish to fund projects that examine the role of migration, including the effective cultural, linguistic and economic integration of national and international migrants and the implications for both local labour markets and community cohesion.

Social and economic analysis to inform public debate

We fund rigorous and independent analysis to inform public debate, and ensure that specific policy choices are understood in the context of holistic and historical understanding of the way society is changing, and the development of public policy.

JUSTICE

Our work in **Justice** takes as its starting point the rule of law in its broadest sense. We aim to improve outcomes for people who are seeking to resolve legal problems and disputes – including those which concern their rights in relation to the State - by facilitating evidence-based change within the justice system. This includes what happens in courts and tribunals (and the processes which lead up to them), as well as alternative mechanisms for redress outside the formal system. We will continue to consider the extent to which **access to justice** is achieved – including, but not confined to, access to legal advice and representation. However, we are keen to balance this with an increased focus on **procedural and substantive fairness**. Above all else, we are interested in work that seeks to measure and explain the extent to which legal and other processes for dispute resolution improve **outcomes for individuals and society**. We have a special interest in the following topics.

Family and youth justice

We are calling for proposals related to family and youth justice and the links with the child protection system. Across these systems, we wish to understand the ability of agencies to administer existing rights, provide services and discretionary aid in a way that delivers social justice. Our family justice work includes legal policy issues such as co-habitation, divorce and separation, and child maintenance and contact; the operation of family courts in both public and private law cases; and the use of other mechanisms to promote child welfare outcomes. In the youth justice system, we are interested in the factors that lead to young people coming into contact with the justice system, what could have been done to intervene earlier, and the extent to which their interaction with the youth justice system can help them to stop offending and improve their educational outcomes and wider life chances.

Decision-making

We wish to fund projects that explore the incentives and structures for **encouraging good early decision-making** that could avoid disputes which may later require resolution in court, but which also enable ordinary people to take appropriate legal action where needed. Where cases do proceed to formal justice mechanisms, we are interested in the use of **problem-solving approaches** and the potential contribution of research evidence - and, increasingly, algorithms based on large-scale data - alongside professional judgment and legal precedent in framing decisions or narrowing options. The role of judicial case management, innovative process and the design and operation of appeal mechanisms are central to this agenda. In particular, we are seeking proposals that examine the design and operation of the **Court of Appeal** in the decision-making process.

Participation and rights

We fund empirical and evaluative work on the accessibility of the legal system for **users (witnesses, as well as parties to a case) in particular those who may be vulnerable**, including but not confined to those with limited mental capacity, and those who lack representation. We want to understand the extent to which the increasing use of digital technology in the delivery of justice and dispute resolution alleviates, exacerbates or shifts the ability of citizens to exercise their rights and solve their problems, whether using formal mechanisms of the courts and tribunals or bargaining in the shadow of the law. We are especially interested in the effectiveness of mechanisms for individuals to hold the State to account.

2.3 Types of project

The Foundation supports a wide range of research, development and analysis projects.

Reviews and synthesis, including formal meta-analysis as well as other systematic and narrative reviews that offer a critical evaluation of empirical research, policy and practice within or across our domains. The aim should be to draw out implications for policy and practice reform (including learning from international experience where appropriate) or to generate a new research agenda.

Data collection and/or analysis, whether descriptive or designed to understand causality, or both. Projects often involve descriptive work combined with explanatory analysis that aims to identify factors which are causally related to outcomes, or mechanisms leading to particular outcomes. They typically involve secondary analysis of existing data, but where there are gaps, we may also fund primary data collection. This may involve qualitative or quantitative data, and many successful proposals involve both – the priority is that the methods are appropriate to the question. Our scale does not allow us to fund routine surveys or large-scale data collection on an ongoing basis.

Pre-trial development work. We fund projects that conceptualise and design innovative interventions and take the concept through an initial pilot phase. The appropriate scope for a project will depend upon the current stage of the intervention's development. For example, an intervention may be 'promising' because of its strong theoretical basis, but may not have been implemented in practice or subjected to any form of evaluation. Where projects are at such an early stage, we would expect an application to be small scale and to focus on feasibility and early piloting. In contrast, some interventions may be more developed, with initial evidence of promise from previous evaluation of the approach (e.g. pre- and post-test assessments; a matched study; a trial conducted in another context).

Comparison or controlled trials or evaluations, where there is a particularly important and innovative intervention that has already been subjected to formal pre-trial development work. We will consider funding large-scale trials where the evaluation has a strong design and where there are good prospects for wider implementation. We do **not** fund projects that simply involve 'rolling out' a well-known way of working to new areas.

Research translation. In some of our areas of interest, practitioners in our priority domains (such as teachers, judges, social workers etc.) have limited access to data showing how systems operate and the outcomes they achieve and embedding this knowledge into practice. We are therefore interested in projects that explore how different approaches can help practitioners to use existing or new data to improve outcomes or service provision in our areas of interest.

In addition to research, we occasionally fund projects of a more **developmental** nature. These must have direct bearing on, or strong links to, our funding priorities. They may or may not lead to larger scale applications for funding from the Foundation. Examples might include:

- Initial development or feasibility studies for practical project interventions, with relevance to wider populations, i.e. beyond those directly involved in the project.
- Small-scale inquiries, working parties or similar mechanisms to engage and deliberate with a range of stakeholders to reach common ground on a priority policy or practice issue and research/identify a potentially workable way forward.
- Exploratory analysis of new data to inform the feasibility and potential for further analysis.
- Small-scale deep-dive/observational studies to understand the operation of a policy or practice area to inform a larger scale project or initiative.

In each type of project, it is essential that the approach chosen is methodologically rigorous, draws on the right range of disciplines to address the proposed questions, and is proportionate to the likely impact of the project. Further guidance on key methodological considerations is outlined later in Section 5 on *Full applications*.

2.4 Size and duration of grants

Research, development and analysis grants normally range in size from £10,000 up to £500,000, with most lying between £50,000 and £300,000. We occasionally make grants larger than £500,000 but these often require a bespoke timescale for consideration and decision, which we will discuss with you. Many of our large-scale projects build on earlier Foundation involvement in individual projects, initiatives or clusters of work.

We occasionally make smaller grants for pilots or research, development and analysis work costing less than £10,000.

Most projects that we fund are between six months and three years in duration, but we will occasionally consider proposals that have a longer timescale.

2.5 Eligibility

We have few hard and fast rules about eligibility but offer the following guidance in response to the most frequently asked questions we receive: **The best way to get a clear answer to your question is to submit an outline.** The outline process is specifically designed as a mechanism for you to test out your ideas with us. It is often hard for us to offer steers without

the level of detail requested in an *Outline application*, and we do not have the capacity to offer tailored advice to the very many 'pre-outline' queries we receive.

Non-UK applications

In general, we award grants to a wide range of organisations including, but not confined to, universities based in the UK and for projects focused on the UK context. We do however, welcome applications from UK-based organisations to carry out collaborative projects involving overseas partners (and/or exploiting data relating to other countries), for example where:

- These provide useful comparators for UK experience in our areas of substantive interest.
- There are lessons to be learned from international experiences.
- Policy or practice overseas might be adapted for the UK.
- There is a capacity building dimension that might benefit the UK.

In exceptional circumstances, we might consider an application from an overseas organisation along the lines of the above where there is no workable arrangement whereby a UK-based organisation can host the grant. In these cases, the applicant must convince us that there are adequate arrangements for dissemination, engagement and impact in the UK context.

Other funders

Unless we give special permission, we will not accept applications for projects that are being considered by another funder at the same time. We are unlikely to fund proposals that have been unsuccessful elsewhere unless the project is truly outstanding and central to our areas of interest. Although the Foundation does not contribute to general appeals for pooled funding, in some circumstances we will consider partnership funding. Where applicants wish to propose a partnership funding model, we would expect applicants to argue the case for such an approach within their *Outline application*. Further guidance is given in Section 4.1 below.

Multiple proposals

Where applicants wish to seek funding for more than one project, we are willing to consider more than one *Outline application* from the same organisation. However, applicants should bear in mind that it is unlikely that we would shortlist more than one *Outline application* from a single PI within a given funding round.

Exclusions

We have a small number of specific categories of work that are not eligible for funding from our research, development and analysis calls:

- Individuals without a formal employment or other relationship with the institution hosting the grant.

- Projects led by individuals unaffiliated to any particular organisation.
- Projects led by schools or further education colleges.
- Projects led by undergraduates or Masters students.
- PhD fees or projects where the main purpose is to support a PhD.
- The establishment of academic posts.
- Ongoing costs or the costs of 'rolling out' existing work or services.
- 'Dissemination-only' projects, including campaigning work, which are not connected to our funded work.
- Local charities, replacement for statutory funding, or local social services or social welfare provision.
- Requests for financial help or educational fees from or on behalf of individuals.

3. Overview: the application process and what we look for

The Nuffield Foundation seeks to be a flexible and engaged funder that offers more than money. We have two 'open' funding rounds each year, in which we welcome the submission of ideas for projects which fit our mission in one or more of our three domains of Education, Welfare and Justice. We ask applicants to indicate which of these domains, if any, their project *best* fits so that it can be directed to the appropriate team for initial sifting. However, there are no separate budgets or criteria for the different domains, and potentially promising outlines are often shared internally so that they can benefit from the range of experience in the team.

We receive some 500 applications each year of which a small minority (around one in ten) are funded. To help manage demand, while offering a personal approach to those with the most promising ideas, we have designed a phased process with two key stages. The first stage is an *Outline application*, comprised of a short form where applicants can briefly layout their proposal. Each *Outline application* is screened by one or more members of our grants team, all of whom are experienced in conducting and managing research in policy and practice settings. We consider the following factors:

- **Relevance** - an interesting question/issue that fits the Nuffield Foundation's mission and is relevant to the questions in our three domains. There should be a clear articulation of what you intend to do, why it matters, and what difference it will make.
- **Rigour** - for analysis and drawing conclusions as well as design/data collection. Methods need to be right for the question (and many of our questions need some quantitative analysis). See Section 2.3 for further advice on methodological considerations.
- **Engagement** - with policy and/or practice, as well as public dissemination through the media and other channels. Engagement needs to be end-to-end, not just at dissemination stage.
- **Impact** - explanation of the potential for impact: clarity of outputs and outcomes and the relationship between the two.
- **Resources** - strong team and appropriate budget.

This *Outline* process provides a fair way to offer all potential applicants the opportunity to test out their ideas with the Foundation. Approximately one fifth of *Outline* applicants are invited to submit a *Full Application*, which is usually peer reviewed before being assessed by Trustees.

Having assessed a *Full Application*, Trustees may decide to offer a grant, or to request further clarification or specific conditions before awarding a grant, or they may decide not to award a grant. The whole application process is likely to take between six and eight months for most projects, although occasionally we will agree a bespoke timescale with you. The flowchart on the next page provides an overview of the application process. Potential applicants should refer to our website for the latest application deadlines. Applicants should note that the start date for any project should be at least two months after the month of the Trustees' decisions. You will be informed of the likely decision date by the grants team.

All proposed projects must be led by a named Principal Investigator (PI), who is the lead applicant. PIs must take overall responsibility for the application and be the main point of contact with the Foundation throughout the application process and for the duration of any subsequent grant period. We award grants to organisations (the 'host institution') rather than individuals, and the PI must be based at the host institution.

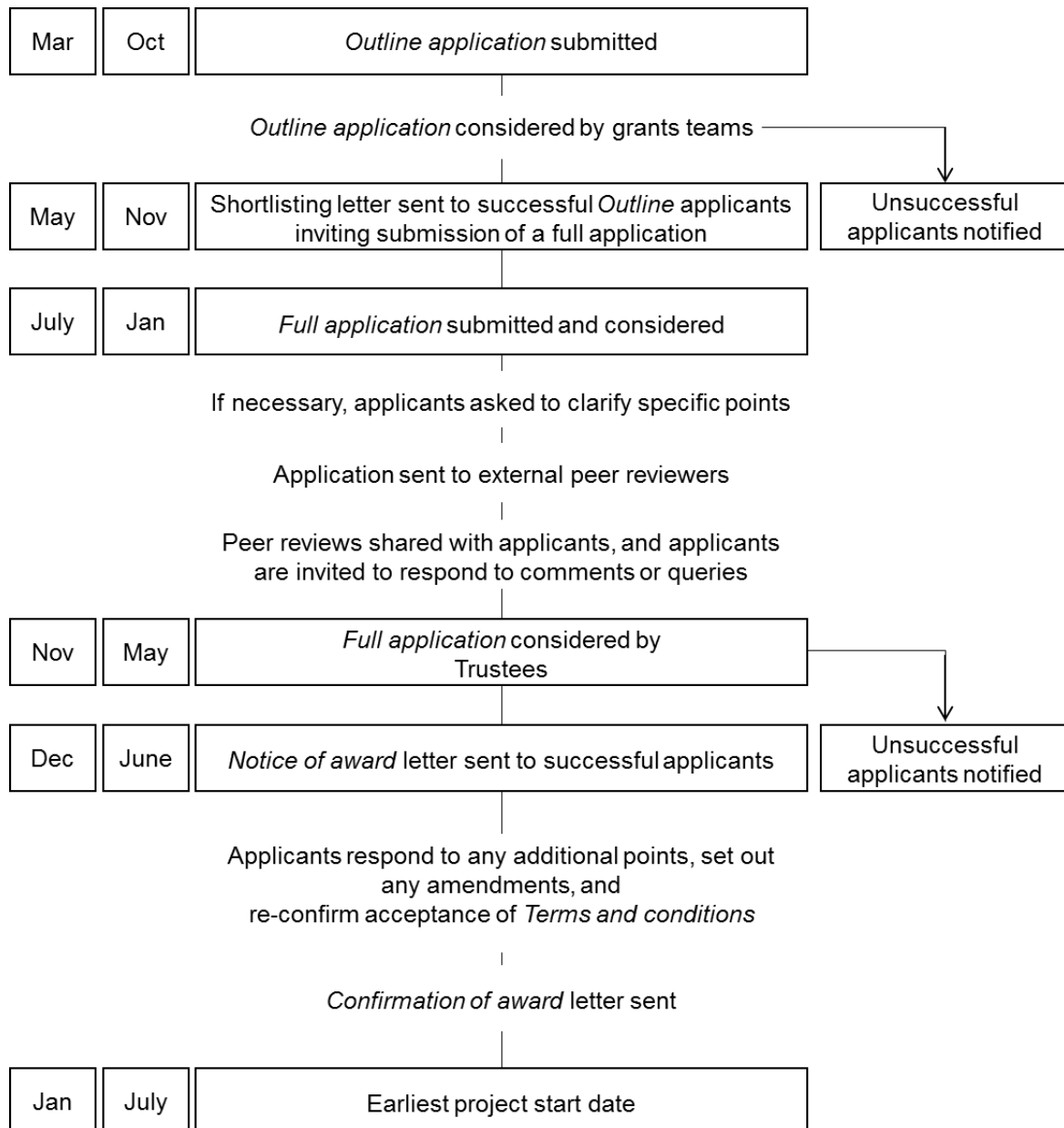
Individuals who will assist the PI in the management and leadership of the project may be named as co-investigators. Given the level of responsibility that these individuals would need to take for the conduct of the project, we would not expect more than two or three individuals to be named as co-investigators.

Before applying, applicants should:

- Read this guide in its entirety.
- Check that our [Terms and conditions](#) are acceptable, both to themselves and to the host institution. It is the PI's responsibility to identify any potential difficulties in complying with the *Terms and conditions* at the *Outline application* stage.
- Visit the ['Apply for funding'](#) section of our website to check application dates.
- Look at grants we have recently funded in relevant areas. These can be found in the [Education](#) and [Social Policy](#) sections of our website.

Application process overview chart

The months on the left hand side provide an indication of our two grants rounds, but potential applicants should check the website for key dates and deadlines.



4. Stage 1: Outline applications

Your *Outline application* needs to provide a clear, concise and compelling account of your proposal, why it is needed and the impact it is expected to achieve. The *Outline* must demonstrate that the project fits within the Foundation's interests, clearly articulate the aims and objectives and demonstrate that the approach, methodology and activities are well-considered, fit for purpose and appropriately resourced (staff, time and costs).

Your *Outline application* must stand alone to make your case, without any need for the reviewers to undertake further research or to follow up the bibliographic references in order to judge the application.

We receive a large volume of *Outline applications* in each round. It is therefore important that you follow the guidance here to enable reviewers to judge your application on its merits. Only a small proportion of *Outline applications* are shortlisted to proceed to a *Full application* and we will offer constructive advice and support to those shortlisted to help them put their best foot forward when Trustees make decisions about their proposals.

Due to the large number of *Outline applications* we receive in our responsive rounds, we are not able to meet with, or offer bespoke advice to, prospective applicants prior to the submission of an outline, nor to provide specific feedback on unsuccessful *Outline applications*.

4.1 *Outline application form*

- There is a standard application form which should be downloaded from [our website](#). You **must** use this to submit your application.
- You **must** follow the guidance on the *Outline application* form on word count and page length.
- It **must** be written in Arial, font size 11pt.
- Your *Outline application* should consist of **one file** only.
- Please submit the application in **Word** format. If this is not possible, you may submit a text searchable PDF.

You may use bullet/numbered points, tables or other diagrammatic representations where this helps you to set out your application in a structured and logical way.

On the *Outline application*, you must state if you are applying or have applied for funds for your project elsewhere. We will judge your application on its merits but reserve the right to contact the relevant person at the other funding organisation(s) for information. Where applicants wish to propose a partnership funding model, we would expect them to argue the case for such an approach within their *Outline application*. This should provide the name and contact details of the proposed co-funder and set out the reasons for considering a partnership funding model so that we can take this into consideration when reviewing your application. We would usually expect to contact the proposed co-funder to discuss the feasibility of co-funding prior to a funding decision being made by the Foundation's Trustees.

In each section of the application form there is guidance on the types of questions you should answer in completing the section. Not all of these questions will be applicable to all projects, and there will be a distinction between research, development and analysis projects. The sections also indicate how much detail you should provide. You should aim for a balance that is sufficient for Foundation staff and Trustees to assess the importance, value and rigour of your proposal. Some further guidance is below.

A key section of your *Outline application* is Section C: **Methods, approach and activities**. The purpose of this section is to set out the work you will undertake to achieve the aims and objectives, and to address the research questions, if applicable. It must demonstrate that the proposed design is fit for purpose, the project is feasible and that a high quality project will be delivered. We do not require the full details, but need sufficient information to make these judgements.

For **research and analysis** applications, we need to see:

- An account of whether your approach is designed to be exploratory, to provide a robust descriptive account, or to infer/understand causality (or a combination of these).
- Clarity on both the population of interest and the unit of analysis; a definition of who will be included in the study and explanation of why; an assessment of whether some important groups will be excluded, the reasons for this, and the impact upon the study.
- A description of the research methods proposed, whether primary research or secondary, and a rationale for why these have been proposed. Details of the approach to research synthesis/review, data collection or analysis as relevant. For each approach, you should provide sufficient information for the reviewer to assess its scientific rigour. For example, you may need to cover:
 - For any form of sampling - information on the proposed sampling method, planned issued and achieved sample sizes, and issues of bias to be considered.
 - For quantitative analysis – an assessment of whether the sample sizes are big enough to test the key relationships with sufficient confidence, including subgroup analysis.
 - For qualitative work – how the sampling strategy will ensure an appropriate range of individuals and experiences are covered, and the approach to analysis.
 - For evaluations - how the ‘counterfactual’ will be assessed and what effect sizes will be detectable.

We do not expect all **development projects** to succeed in leading to further work, but we still expect significant rigour in their design and delivery. They require significant skill and experience to ensure they are delivered successfully and that any potential to lead to further work is properly explored. As an applicant for a development project, you will need to set out what you will do, how you will do it, why you have chosen the proposed approach, and initial thoughts on how the activities proposed might lead to further work. It is particularly important

to set out whether the proposed team has previous experience of applying the proposed approach, and in moving projects out of development phase.

For the **Timetable** (Section F) and **Budget** (Section G), we do not expect a detailed timetable or budget breakdown in the *Outline application*. However, we do need:

- To be given sufficient information to help us judge whether the overall timeframe, and sequencing of key stages in the project, fits with its aims, objectives, and approach.
- An estimated budget that indicates the split between salary costs, including on-costs, estate costs and other direct costs (e.g. for data collection) and complies with our *Budget guidelines* (see Appendix A).

In considering your timetable, please take into consideration the requirements of the Foundation that grant-holders publish a freely available *Main public report*, which serves as a concise and accessible account of the project, drawing out key findings and recommendations. This report must be published and disseminated **before** the end of grant date.

It is not necessary to include any additional information to that requested in the application form. However, if you feel it is important to include additional information that is supportive of your application (e.g. a letter of support from a key stakeholder who will need to provide access to data or is pivotal in delivering impact) you may do so. Additional information must not exceed **one side** in total.

For shortlisted applications, we understand that the budget, timetable and some other aspects of your proposal may be refined between *Outline* and *Full application* stage, and indeed the feedback we provide on shortlisting may well prompt some of these changes.

4.2 How to submit your *Outline application*

You should submit one electronic copy by e-mail to outlines@nuffieldfoundation.org. Please include the name of the PI in the subject line of the email. Please check that your application form is compliant with our requirements in Section 4.1 before submitting. We reserve the right not to review applications that fail to meet these requirements.

The latest deadlines for *Outline applications* can be found [on our website](#). You should review the website regularly as deadlines may be subject to change.

4.3 What happens next?

Research professionals in our grants team (Programme Heads and Directors) are experienced in undertaking, commissioning or managing empirical social science research, to inform policy and practice. They review every eligible *Outline application*, and may consult Trustees or other key stakeholders. *Outline applications* are judged against our criteria and also in comparison with the large number of other applications we receive. Therefore, even if

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your *Outline application* meets our formal criteria, there is no guarantee it will be shortlisted to proceed to a *Full application*.

We let each applicant know in writing whether they have been shortlisted to submit a *Full Application*. Our open calls are extremely competitive and we shortlist only a small proportion of proposals so that we provide the right advice and support at the next stage. We therefore focus our feedback on those outlines that have been shortlisted, and a few that are promising but would need further work before being ready to shortlist.

The date by which we aim to inform all applicants of our decision is set out on our website. If you do not hear back by the specified date, you should contact outlines@nuffieldfoundation.org.

If your application is shortlisted, our letter will set out any comments and questions raised by staff and Trustees in the shortlisting process. These must be addressed in the *Full application*. The date by which you must submit your *Full application* will be provided in your letter.

We aim to ensure that applicants have at least six weeks to prepare their *Full application*. We do not generally allow deferrals to a later round unless there is a strong case for doing so. Unless we agree an alternative timescale with you, if we do not receive your *Full application* for the next deadline, we will consider your application withdrawn.

We may request a discussion with shortlisted applicants to help them fully consider our feedback. Shortlisted applicants may also request a discussion with Foundation staff if they want clarification on any feedback in the letter.

We do not provide substantive feedback on unsuccessful *Outline applications*, or accept resubmissions of the same *Outline*.

5. Stage 2: Full applications

Your *Full application* should be a detailed exposition that is clear both to peer reviewers and Trustees, not all of whom will be expert in the area. It needs to be a standalone, comprehensive document that fully demonstrates why your project is important and that your approach will deliver a high quality and impactful project.

Applicants should read our [Terms and conditions](#) before submitting their *Full application*. Your host institution must accept these *Terms and conditions* in principle when you submit your *Full application*. If your application is successful, your host institution will be asked to formally accept the *Terms and conditions*.

You should also read the [Guide for grant-holders](#), as this sets out in detail our expectations of successful applicants.

5.1 *Full application form*

- There is a standard application form, which you should download from [our website](#). You **must** use this to submit your *Full application*.
- You should follow the guidance on the *Full application* form on word count and page length. Although we do allow some flexibility for the individual sections, your application form **must not** exceed 12 pages in total (excluding CVs).
- It **must** be written in Arial, font size 11pt.
- Please submit the application in **Word** format. If this is not possible, you may submit a text searchable PDF.
- Your budget must be submitted in an excel spreadsheet, following the guidelines noted in Appendix A.

It is not necessary to include any additional information to that requested in the application form. However, if you feel it is important to include additional information that is supportive of your application (e.g. a letter of support from a key stakeholder who will need to provide access to data or is pivotal in delivering impact) you may do so. Additional information must not exceed **one side** in total.

When necessary, you may also include a short technical appendix (e.g. with details of econometric or statistical modelling). This should not exceed three A4 sides. This is in addition to the page limit cited above.

The application has standard sections you must complete. The form gives an indication of maximum length for each section, but we recognise that different projects require different approaches and so there is flexibility within sections (although the overall application should be no longer than **12 pages** – excluding CVs and technical appendix).

Your application must be sufficiently detailed to satisfy experts of your knowledge and grasp of the subject and why it is important, and the appropriateness of your chosen methods, approach and activities, while at the same time being comprehensible to lay people. It should build on your *Outline application*, providing fuller information and taking into account the feedback received from the Foundation. It is particularly important that your *Full application* follows through on your intended outcomes, and what activities you will undertake to deliver these.

In particular, at *Full application* stage we expect:

A much fuller and more detailed account of your proposed **Methods, approach and activities** (Section C). This should be the most substantial and detailed part of your application, comprising of a presentation of your proposed activities and how they will achieve the aims of the project. For research proposals, you must provide a comprehensive description of the methodology for both qualitative and quantitative approaches, and articulate their elements with reference to the research questions. We need to know the methods of data collection and analysis you plan to use and your rationale for choosing them. We will be looking closely at whether the methods chosen are appropriate and sufficiently rigorous to address the questions you are asking, and whether the project is

feasible. You may wish to submit a separate technical appendix for quantitative analysis plans.

Where a project includes **primary data collection**, you must supply full details of the rationale for the sampling strategy. This should include a clear description of the population of interest, and how you will select and recruit the sample and any sub-groups within it. We expect a full account of the theoretical, technical and practical issues that have influenced your selected methodology/approach.

If this involves **quantitative data collection**, you should provide information about both your issued and achieved sample sizes, along with appropriate power calculations, and how you will account for expected attrition. Where the project involves a survey, you must provide details of the approach to implementation, and demonstrate an understanding of the practical implementation challenges as well as statistical theory. If your study involves collecting data in a systematic and quantifiable way from electronic or paper records, (e.g. court files) you need to state what data is held in what form, identify issues of data quality and consistency and set out how the data will be collected and manipulated to be in a useable form for analysis.

If this involves **qualitative data collection**, you should clearly set out the approach you are suggesting for each group (e.g. one to one in-depth interviews, focus groups, deliberation) and identify any specific tools or interviewing techniques you intend to deploy to elicit quality data. You should also set out the approach you intend to take for the analysis and presentation of findings.

For all projects that include primary quantitative or qualitative data collection, you should set out whether you plan to deposit the data at an appropriate archive to ensure data is available for future research. You should explain:

- What you will say to participants about how their data will be used, including any statements about anonymised data.
- How data will be anonymised, which data archive will be used or, if an archive is not appropriate, what other arrangements will be made to enable other researchers to access your data.
- The timescale for the deposit, which should be within one year of grant completion.

If you do not think it is appropriate to deposit the data for future use, you should say why this is. Any costs related to preparing data for archiving should be included in your budget.

Where you propose **secondary data analysis of existing data sources** – surveys, administrative data or other sources – you must explain how the source is appropriate to address the aims and objectives of the project, how you will obtain access to the data source, and what further manipulation of the data may be necessary to make it fit for purpose. You should also include an analysis plan. Researchers should use and integrate the data sources that best address their research questions (rather than focusing on only one dataset and then using separate projects to interrogate other datasets to examine the same issue).

For reviews and synthesis, including formal meta-analysis as well as other systematic and narrative reviews, you need to demonstrate that your approach will deliver a critical assessment of empirical research or policy/practice initiatives, drawing out implications for policy and practice, or generating a new research agenda. You will need to demonstrate that you have undertaken preliminary work to establish there is sufficient literature to review.

You will need to explain how relevant research would be identified (i.e. which databases will be searched) and include details about how you would assess the quality of studies and other inclusion criteria.

For **pre-trial development work**, there needs to be potential for the work to progress to decisive outcome trials, and interventions which are being tested must be based on strong evidence, for example about the:

- scale and nature of the problem that the intervention seeks to address;
- causal mechanisms at the heart of any programme design;
- practicality of implementing the proposed intervention in the chosen setting;
- potential effect sizes; and the
- feasibility of conducting an evaluation of sufficient scale and rigour to provide convincing evidence of effectiveness.

We usually expect pre-trial development work to be undertaken separately and independently from formal large-scale comparison or controlled trials to establish potential effectiveness (including cost effectiveness). Applicants must set out why any particular concept or approach – as opposed to others that may already be available or in development – warrants further development and testing.

Evaluations, whether process, impact or economic, will often require a mix of methods in order to address the research questions and meet the wider project objectives, and you should therefore apply the guidance above where relevant. In addition, you should provide details about:

- the underlying theory for the intervention proposed for evaluation;
- how any 'counterfactual' would be assessed;
- the outcome measures you would use, including their validity, reliability and how these would be collected; and
- estimated sample sizes and whether these would provide sufficient power to detect the expected effect size, with reference to previously observed effect sizes where relevant.

In the *Full application* you must also more fully elaborate on the intended **Outcomes, outputs and dissemination** (Section F) activities designed to support this. You should outline the key mechanisms you will use, such as conferences, seminars, meetings with senior policy makers, or the production of online communications or publications aimed at wider audiences. This will form the basis of the *Communications plan* for the project, should it be funded. We view research reports, briefing papers, other publications, seminars and other events as outputs. These may or may not lead to policy or practical change (outcomes). While we welcome the production of academic journal articles, these are not usually the primary outputs of the projects we fund. All research, development and analysis

projects should produce **at least one report aimed at as broad an audience as possible and which is freely and publicly available**. We recommend that you read the [Guide for grant-holders](#) as this sets out in detail our expectations.

You must also provide details of your plans for engaging with **experts and key stakeholders** (Section E) during the course of the project to support the delivery of a high quality and impactful project. You should make sure that your costs take into account this engagement and delivering against the *Communications plan*. The [Guide for grant-holders](#) provides full details of our expectations.

The *Full application* also requests details to assure us that the **Legal and ethical aspects** (Section H) of the project have been fully considered and that there is an appropriate ethical clearance procedure in place before the project commences. Projects that involve direct contact with participants ('primary research') are required to pass through independent ethical scrutiny. It is the PI's responsibility to meet this requirement, and the responsibility of the host institution to:

- ensure appropriate provision for scrutiny is in place; and
- accept responsibility for the ethical conduct of the research.

We expect larger research institutes and universities to have standard procedures in place for ethical scrutiny. Where there are no such procedures, we are willing to consider alternative arrangements, for example an independent advisory committee convened specifically for the purpose, or use of a scrutiny committee from another institution.

At *Full application* stage we **require a detailed timetabled project plan** (Section J) that sets out the various work streams across the months of the project and includes when you would propose to deliver the various requirements of the grant (see [Guide for grant-holders](#) for full details). You may wish to present this in Gantt chart form for ease.

Similarly, we require **full budget information set out in an excel spreadsheet** (Section K). Refer to Appendix A for full details of eligible costs and how to present your budget. You must justify the resources requested in your *Full application* form.

We need to be confident that the proposed **Staff** (Section D) have the necessary expertise to conduct the project proposed. You must therefore provide the information required to make this assessment in the appropriate part of the application form and by including short CVs that focus on the skills and experience of the individual relevant to delivering this project.

We are keen to develop the **future pipeline of empirical researchers** in our fields of interest, through the development of less experienced staff in the proposed team, and to encourage interdisciplinary teams that share and develop their expertise. Demonstrating this in your proposal will be considered favourably by the Foundation.

We encourage applicants to look at the details of our student programmes, such as [Nuffield Research Placements](#) and [Q-Step](#) on the website, and consider whether the project could provide opportunities for research placements for students in school sixth forms (S5/6 in Scotland), sixth form colleges, further education colleges or universities.

The Nuffield Foundation has recently launched a programme to support **CARA**, the Council for At-Risk Academics, in its work with academics in the Middle East and Turkey whose research has been interrupted or who have been forced to leave their home country, due to civic disruption or war. We have set aside resources to make a contribution to the salary costs of three or four projects each calendar year which may involve CARA-identified academics. We will only consider requests for CARA academics at the *Full application* stage – i.e. on projects where we have already signalled our interest in response to an outline, and independent of the proposed involvement of a CARA academic.

Any project which passes the *Outline application* phase can be considered for supplementary funding for such a post. The maximum Nuffield contribution for each academic will be £25,000. If you wish to include funding for a CARA academic on your application, you should:

- Ensure your institutional support letter explicitly states that this has been agreed.
- Set out the skills and experience of the CARA academic, their suitability for working on the project, and the role envisaged.
- Set out how the project would proceed with and without the proposed CARA academic. This is because funding for this scheme is limited, and we may wish to fund your project even if we are not able to support the proposed CARA academic.
- Provide a separate budget line setting out the costs of the CARA academic (please see Appendix A for further details about Budget guidelines and how to record this)
- Applicants should note that CARA expects the host institution to contribute in kind to the support of the academic.

All information provided about CARA academics will be shared with peer reviewers, but the purpose will be to seek confirmation that the inclusion of the post will not be to the detriment of the project.

5.2 How to submit your *Full application*

You should submit one electronic copy by email to the appropriate Grant Administrator (named on your shortlisting letter) by the deadline you are given. It is not necessary to submit a hard copy. Please ensure your *Full application* is in the correct format, as set out in Section 5.1, and that you include CVs, a budget breakdown and, if appropriate, the technical appendix and Gantt chart.

Please note that we cannot accept any revisions to your application after it has been submitted, unless in exceptional circumstances.

5.3 What happens next?

Following receipt of the *Full application*, the grants team will assess whether the application is in line with expectations, including whether it addresses sufficiently any earlier feedback. If we feel it is, the Programme Head or Director will take responsibility to ensure that we have all the information we need to enable Trustees to make an informed decision. The usual process is to share the *Full application*, including budget, with a range of peer reviewers (from the research community, policy and practice where appropriate). We often seek comments from international reviewers.

We ask peer reviewers to consider: whether the project will be useful; whether the approach is appropriate and feasible; whether the staffing is suitable; the overall value for money of the application; whether the amount of funded time sought is reasonable; and whether the dissemination and stakeholder engagement plan is sufficiently comprehensive to deliver impact and outcomes.

The Programme Head will then share anonymised comments with the applicant alongside any questions or concerns arising from the application, and offer the applicant the opportunity to respond or to resubmit the application where further work may be needed.

Trustees are sent a copy of the *Full application*, the peer review comments and the applicant's response to inform their decision. Most applications are considered by all Trustees, who may decide to offer a grant, request further clarification or specific conditions before awarding a grant, or not to award a grant. Applicants are informed of the outcome as soon as possible following the Trustees' decision.

6. Stage 3: Finalising the award

6.1 Outcome letters

You will receive a letter confirming the Trustees' decision regarding your application.

If you are unsuccessful, your *Rejection letter* will set out issues raised by Trustees. Unsuccessful applications may not be re-submitted, unless you are specifically invited to do so. Invitations to revise and resubmit applications are rare, and will usually be accompanied by specific feedback on ways in which the project may be amended.

If Trustees decide to take forward an application, you will be sent a *Notice of award* letter. **The grant has not been confirmed at this stage.** The *Notice of award* will include feedback from Trustees and details of any further requirements or issues on which the Foundation's staff need to be satisfied before a grant is confirmed. Occasionally, the *Notice of award* letter will identify specific *Trustee conditions*. Satisfying these conditions is fundamental to a decision to award, and they must be signed off by Trustees before the grant can be released.

6.2 Response to outcome letters

In your reply to the *Notice of award* letter, you must set out any proposed amendments to the project, especially where these are required in response to *Trustee conditions*. You should confirm the start and end dates, the project budget breakdown, the dates for delivering the requirements (*Interim reports*, *Communications plan*, and *Main public report*), and accept the latest [Terms and conditions](#). We do not usually expect amendments to the budget at this stage, and significant budget changes will require Trustee approval.

If there have been substantial changes to your project across the process, we may require you to incorporate these into an updated project plan or application form so that there is a single agreed record of what has been agreed.

We are happy to provide advice before you send your response letter, for example if there is more than one option for addressing feedback, or if you anticipate timing difficulties.

6.3 Confirmation of award

A *Confirmation of award* letter will be sent to confirm the final details of the grant (e.g. budget, start and end dates, duration, reporting requirements and agreed *Terms and conditions*). **It is only once this letter has been issued that the grant is confirmed and the details can be made public.** We cannot fund any work that takes place before the start date of the grant, so if any expenditure is likely to be incurred before then, this should be discussed with us in advance.

It usually takes around three weeks between receiving your formal response letter and sending the formal *Confirmation of award* letter. We aim to issue a *Confirmation of award* letter within two months of issuing a *Notice of award*, but the length of time varies depending on the nature and scale of feedback, whether *Trustee conditions* have been set, and of course how long it takes the applicant to respond to the outcome letter. While the Foundation endeavours to be flexible where there are legitimate difficulties in providing all the information needed in response to a *Notice of award* letter, it reserves the right to withdraw an *in principle* offer if it is not possible to confirm the award within six months of issuing the *Notice of award*.

At this stage, it is important that you read our [Guide for grant-holders](#), which sets out our typical approach to managing grants, including invoicing, grant outputs, acknowledging the Foundation, and reporting requirements.

Appendix A: *Budget Guidelines*

The following points set out our approach to assessing your budget and to financial monitoring:

- Before submitting your application, you must check that the budget is correct and the sums add up. Applications with an incorrect budget may be returned or may have to wait until the next round for consideration.
- Our grant funding is outside the scope of VAT, as it is not a business activity for private benefit. Where applicants are contemplating working with others for substantial parts of the grant, we expect them to consider whether it is feasible to include them as co-applicants or collaborators, rather than as providers of a service which might make them liable for VAT. Any VAT that is expected to be payable must be set out within the budget submitted as part of *Full applications*.
- We fund 100% of eligible costs, not the 80% funded by Research Councils. Where we make an award to a Higher Education Institution (HEI), we will meet all 'directly incurred' costs, subject to certain conditions, and most 'directly allocated' costs (except the estates costs of PIs and permanent university staff). We do not fund 'indirect' costs. Guidance about these terms should be sought from university research administration staff.
- Your budget should not include 'contingency' funds. If unforeseen events arise or new activities (such as dissemination activities) are agreed, we can consider a request for a supplementary grant.
- PhD students can work on grants to undertake specific tasks, provided this is explicitly requested and justified in the application (or as a change to the project). We will fund the PhD student's time and reasonable costs. We will **not** fund PhD fees. Where the work a PhD student undertakes will contribute to their PhD, the host institution, rather than the Foundation, is responsible for ensuring appropriate progress towards the PhD is made, and for recruiting alternative staff if the project is delayed.

The following points apply only to *Full applications*, not *Outline applications*:

- You must submit a detailed budget breakdown with your *Full application* form. Your budget should set out, separately for each year the project will run, the costs of carrying out the work and the total amount requested.
- Your *Full application* must include an explanation for the items for which you are seeking funding and a clear justification for the resources requested.
- Please note that peer reviewers are asked to comment on the overall value for money of the application and whether the amount of funded time sought is

reasonable given the requirements of the project, i.e. that it is neither too high nor too low. We are as keen to ensure we support sufficient time, including senior time, as we are to ensure efficiency.

- Very occasionally *Full applications* present optional 'extras' or different ways of undertaking the same project. For the most part, we expect the *Full application* to make a case for a single method of proceeding, but where this is not possible, for example because of factors that cannot be clarified at the time of application, you should set out the costs of each alternative option.
- Any sub-heading relating to direct costs (e.g. fieldwork, equipment, dissemination) which exceeds £1,500 must be broken down and explained.

A more detailed explanation of eligible and ineligible costs is provided in the table below.

Budget category	Eligible costs	Ineligible costs	Comments
Salaries and on-costs	<p>Salaries up to our salary cap (for both UK and non-UK staff).</p> <p>National Insurance.</p> <p>Employer pension contributions (up to our salary cap).</p>	Enhanced salaries resulting from promotion are not eligible.	<p>At <i>Full application</i> stage, your budget must show:</p> <ul style="list-style-type: none"> • The annual salary for each named person (net of National Insurance and employer's pension contributions). • The proportion of time each person would contribute to the project, entered as the Full Time Equivalent (FTE), where 1.0 is the equivalent to full time. If calculating a proportion of a week please assume a 35-hour working week and if calculating a proportion of a year assume 220 working days per year. <p>Where the person is not known, please specify the equivalent information separately for each post to be filled.</p> <p>Our salary cap is £85,000 FTE; we do not generally fund salaries above this. This cap applies to the basic salary, excluding on-costs such as NI and employer pension contributions. On-costs may be claimed in addition to basic salary costs, and should be separately itemised in the budget. Where the salary cap applies, on-costs must be calculated based on the capped salary rather than the actual salary.</p> <p>If you are requesting a contribution for a CARA academic, you should indicate this on the budget. The funds requested for this should not exceed £25k per academic per annum.</p> <p>We expect the PI on the project to contribute at least ½ day a week (0.1 FTE) on average over the life of the grant. There is no minimum time limit for other members of the research team; however, it is important that all named members of staff have a clearly defined role.</p>
Cost of living and incremental pay increases	Up to a maximum of 5% per annum.		At <i>Full application</i> stage, an estimate of these increases and increments should be included in the budget. The combined total of any increases and increments

			should not exceed 5% per annum. The Foundation will only meet the costs of actual increases, not estimated ones.
Indirect and estates costs (overheads)	<p>Estates costs for HEI staff who are not permanent staff or PIs can be met on a pro rata basis.</p> <p>Overheads for non-HEIs (but we do not expect overheads to exceed 60% as a proportion of salaries).</p>	<p>Indirect costs for HEIs are ineligible.</p> <p>Estates costs for permanent staff and PIs in HEIs are ineligible.</p>	<p>HEI applicants will be aware that the government has established a revenue stream (the Charity Support Fund) to contribute towards the running costs of research funded by charities at universities. These funds are distributed through the quality-related (QR) element of the higher education funding councils. Grants from the Nuffield Foundation are officially recognised by HEFCE as eligible for this QR funding.</p> <p>Non-HEIs must specify the overhead rate as a proportion of salaries, and provide details of services included in overhead charges (accommodation, management, central services and so on).</p>
Consultants	Daily rates usually within range £250 - £800.		<p>We expect <u>all</u> research team members within the host institution to be funded via salary and on-costs as described above. We also expect to fund most staff within other organisations in this way; however, individuals from other organisations who are undertaking a limited and discrete role on a project may alternatively be written in as consultants. Example consultancy roles include the provision of statistical skills or advice, expert advice regarding data collection instruments or approach, or expert knowledge regarding policy or practice.</p> <p><i>At Full application stage, the number of days and daily rate should be specified in the budget. Rates higher than £800/day need detailed justification on the basis of specific skills, experience or seniority and/or where an individual contributor is freelance or where the input required is known to be limited or concentrated in a specific project element.</i></p> <p>Separate or additional overheads for consultants are not allowable since we expect these to be incorporated within the specified daily rate.</p>

<p>Equipment</p>	<p>Full costs for project-specific equipment for projects lasting three years or more.</p>		<p>Equipment for projects that last less than three years is eligible for part-funding on a pro-rata basis. For example, if the project duration is 18 months, you should request 50% of the actual equipment costs.</p>
<p>Travel and Subsistence (T&S)</p>	<p>T&S for all named individuals on projects.</p> <p>T&S for advisory group members or contributors to events.</p>	<p>Travel and attendance costs at international academic conferences are not eligible, except with specific permission (unlikely prior to grant start).</p>	<p>At <i>Full application</i> stage, any travel and subsistence costs exceeding £1,500 must be broken down and justified.</p>
<p>Data collection/ fieldwork</p>	<p>All direct fieldwork costs.</p> <p>Incentive payments (if justified).</p>		<p>At <i>Full application</i> stage, you should provide details of the issued sample size, achieved sample size, response rate and total cost. Where fieldwork is subcontracted, please provide a specific and up-to-date quotation from the fieldwork provider and specify whether VAT is payable.</p> <p>At <i>Full application</i> stage, any request for incentive payments to ensure respondents' participation needs to be justified in detail, with evidence that these are necessary to the delivery of this specific project. You should show that any advantages in improved participation outweigh potential risks (such as potential influence on responses, and the research relationship, and impact on wider willingness to participate without incentives). We are more likely to be sympathetic to a case for incentive (or 'thank you') payments in qualitative research; or in research which includes particularly onerous demands on</p>

			respondents (e.g. completing a diary); and to incentives in the form of prize draws rather than direct payments.
Communications and stakeholder engagement	Costs of events, publications and dissemination activities.	Fees for open access publication in journals are not eligible.	<p>As the availability of Foundation rooms cannot be guaranteed, your costing assumptions should be based on the use of external facilities. We will make any necessary adjustments later, if we do host any events or meetings.</p> <p>We are aware of the debate about various models of open access for academic publications. However, as matters are not currently settled (especially for the social sciences) and as many journal articles are published after the grant end date, we will only provide funds for this under exceptional circumstances.</p>
Admin and office expenses	Postage, telephone, stationery, photocopying and direct office costs attributable to the project.		At <i>Full application</i> stage, you must provide a breakdown and justification where the total exceeds £1,500.
Other	E.g. direct costs for project specific staff recruitment campaigns.	<p>Fees for advisory group members are not eligible.</p> <p>PhD fees are not eligible.</p> <p>Costs relating to Continuing Professional Development are not eligible.</p>	<p>Direct recruitment costs apply only to recruitment campaigns for project-specific staff (usually research assistants). These cannot be agreed retrospectively.</p> <p>The Foundation considers Continuing Professional Development activities to be the responsibility of the host institution.</p>