



Strategic Fund grants

Guide for Outline applications

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1. Introduction

The Nuffield Foundation is an independent charitable trust established in 1943. Our aim is to advance educational opportunity and social well-being across the United Kingdom. We fund research and analysis in our three priority domain areas of education, welfare and justice through our responsive main grants rounds and now also through our Strategic Fund.

The Foundation is 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 wellbeing to be influenced by robust evidence. We work with researchers, policymakers, and those in practice to create an environment where that is possible.

In June 2017, the Foundation published a [five-year strategy](#) setting out its funding priorities. Our primary objective is to improve people's lives through better understanding of the issues affecting their life chances. We wish to fund work that engages with, and improves understanding of 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 in evidence and authority); and with safeguarding, through the justice system, the rights of the individual in relation to the State.

This guide is for those who are considering applying for funding from the Foundation's **Strategic Fund**. It describes our funding priorities, explains our application process, and sets out our expectations for successful proposals. Please see our website for the current [application timetable](#) and other background information about the Fund. Please also note that there is a separate [Guide for Applicants](#) document for applications to our twice-yearly main responsive grants rounds

Before applying, applicants should:

- Read this guide in its entirety.
- Check that the [Terms and conditions](#) are acceptable, both to applicants and to the host institution. It is the Principal Investigator'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.

While these documents provide detailed guidance, we are willing to discuss emerging bids or ideas for Strategic Fund with potential applicants, to help maximise the relevance, rigour and impact of their applications.

2. The Strategic Fund

In our 2017 [Strategy](#), we set out our ambition to increase the scale, scope and influence of the research projects we fund, and to engage with a broader range of applicants.

Since publishing the Strategy, we have launched several landmark projects across our core domains of education, welfare and justice – more information about those domains and our priorities within them are available [here](#). We now want to encourage applicants from research communities, across universities, research institutes, think tanks and voluntary organisations, to come forward with ideas for our Strategic Fund.

Under the Fund, we have earmarked £15m to support a small number of projects between 2020 and 2022 (with funding phased so it will not all be spent in the first rounds of applications). These projects should have the ambition to address the most significant themes and developments that will shape the UK public policy agenda and wider society over the next decade and beyond but will need to be framed as specific questions amenable to rigorous research methods.

2.1 Themes and questions

The Strategic Fund is additional to our regular research grants in education, welfare and justice, and we expect Strategic Fund projects to be of a scale and scope not normally funded through our standard process. In particular, we want Strategic Fund projects to bring a wideranging, interdisciplinary approach to addressing the questions and issues they examine. They must be connected in some way to our three core domains but it is likely that they will cut across more than one of the three areas or extend beyond them, engaging with other social policy areas. Proposed projects must be directly concerned with UK issues and society, although international comparisons are welcomed.

By 'interdisciplinary' we mean an approach that properly and coherently integrates methods, data and knowledge, from different disciplines and perspectives to provide a fuller picture and enquiry of the issue or area of study. We envisage this concept extending beyond just the academic or scientific elements of the work, and to include working collaboratively across research, policy, and practice. It will be for applicants to demonstrate that the proposed project has the involvement of relevant parties needed to fully address its stated aims and achieve impact.

Addressing the major issues and problems in the areas of society and social policy that we prioritise will require a breadth of connected enquiry and we expect applications to take account, in some regard, of cross-cutting themes of the type set out in our Strategy:

- 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?

Discussions at the Tri-Nuffield Conference in May 2019 highlighted additional cross-cutting topics of interest to us:

- The impact of the fourth industrial revolution on social and economic inclusion.
- The future of education in a digitally driven society and its relationship to employment.
- The decline of trust in the legitimacy of public institutions, including the justice system.
- The conditions in which communities can be successful and enable effective social policy interventions.

The above questions and issues are not intended to be an exhaustive list. As an independent foundation, we want to give applicants the freedom to frame distinctive questions for themselves and to enable new thinking that might otherwise not be supported. We are sure that applicants will themselves identify additional themes within the framework of our Strategy, and we encourage original and challenging proposals on strategic topics relating to the most important questions facing society now and in coming years.

2.2 Types of project

The Foundation supports a wide range of research, development and analysis projects through our main grants rounds. We will continue to do this with our Strategic Fund projects which, while they make take many different forms, must at their core be based around methods of scientific enquiry. Given their ambition and scope, we would expect each project to comprise mixed-method approaches, including:

Evidence reviews and synthesis, including formal meta-analysis as well as other systematic and narrative reviews.

Data collection and/or analysis, whether descriptive or designed to understand causality, or both – both primary and secondary analysis, and both quantitative and qualitative data. The project and its approach must have a purpose and conclusion in its own right – we will not fund routine surveys or large-scale data collection on its own.

Comparison or controlled trials or evaluations, particularly where the evaluation has a robust 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, particularly projects that explore how different approaches can help practitioners to use research findings or data to improve outcomes or service provision in our areas of interest.

Developmental projects – we are interested in projects that seek to conceptualise and design innovative interventions and take the concept either to an initial pilot phase, or full testing.

In each project it is essential that the approach (or approaches) chosen is (are) methodologically rigorous, draws on the right range of disciplines to address the proposed questions, is well-integrated at the design, analysis and reporting stages, and is proportionate to the likely impact of the project.

2.3 Size and duration of Strategic Fund grants

The Strategic Fund is intended for ambitious, interdisciplinary research proposals beyond the normal scope and scale of our research, development and analysis grants. The latter typically have a maximum cost of £500,000, whereas we expect Strategic Fund grants to be in the **range of £1 million to £3 million**, although there is no fixed lower or upper limit.

We welcome collaborative applications from more than one institution and involving different types of organisation. We will also consider co-funded projects – see Sections 2.4 and 4.2 for further information.

2.4 Eligibility

We have some exclusion criteria for our funding:

Non-UK applications

In general, we award grants to a wide range of organisations 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 UK-relevant 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 permission, we will not accept applications for projects that are being considered by another funder at the same time, except as part of a co-funding model. 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 4.2 below.

We are unlikely to fund proposals that have been unsuccessful elsewhere unless the project is truly outstanding and central to our areas of interest.

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 a second Outline application from a single PI whilst the first is still under consideration.

Exclusions

We have a small number of specific categories of work or applicant that are not eligible for our research funding calls:

- Individuals without formal employment or other affiliation with the institution or organisation hosting the grant.
- 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

3.1 Preparing your application

Ultimately, we recommend that applicants submit an Outline application as the best way to find out if their idea is one that we are interested in pursuing. However, recognising the likely significant effort required to develop an outline bid for the Strategic Fund, we welcome preliminary conversations with potential applicants about their proposals (although this is not a prerequisite for an application). While of course we cannot advise in any detail on what would comprise a successful application, we can provide a steer on whether the proposed

idea fits within our ambitions for the Strategic Fund, and how applicants might maximise the potential relevance of their proposal. Applicants seeking an initial discussion with Foundation staff should direct enquires at first instance to either a relevant existing contact at Nuffield (if they have one), or to: StrategicFund@nuffieldfoundation.org

Please note where we are aware that there are different applicants looking to address the same or related ideas or issues then we reserve the right to put those applicants in touch with each other, to consider a possible collaboration. Such a collaboration is not required by us – applicants may decide or prefer to bid separately – but we are unlikely to support more than one project on the same topic area under the Strategic Fund.

For applicants who want to do some initial exploration and development of ideas for Strategic Fund bids, we also provide the opportunity to apply for our **seed corn funding**, by which we are making available small grants of up to around £5,000. These grants might support some preliminary analysis or review work, or initial workshops to generate ideas and partnerships. Further details including how to apply, can be found [here](#). Please note that we do not expect or require every Strategic Fund proposal to need seed corn funding, and the award of such funding is not a prerequisite for submitting an Outline application to the Strategic Fund (nor is it any guarantee of success with a Strategic Fund application).

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.

3.2 Application and next steps

As with our main grants rounds, applications to our Strategic Fund will be a two-stage process. The first stage is an Outline application, comprising a short online application form where applicants can briefly lay out their proposal. Details of the form and how to complete it are given in Section 4. Outlines can be submitted to us any time from **1 October 2019**. We will have fixed points when we will start assessing the applications received by that date: the first of these will be **9 December 2019**. There will be a second deadline date in **March 2020**, and a third in **early Summer 2020**, with further ones to follow in Autumn 2020 and in 2021 – **the exact dates for all these will be announced on our website, in the Strategic Fund section of the 'Apply for funding' pages.**

Each Outline application received will be reviewed by our programmes teams, all of whom are experienced in conducting and managing research in policy and practice settings. We consider the following factors:

- **Relevance** - an interesting and significant question/issue that fits the Foundation's mission and is relevant to our core domains and the sorts of cross-cutting issues set out in Section 2.1 There should be a clear articulation of what you intend to do, why it matters, and what difference it will make.

- **Rigour**– good plans for analysis and drawing conclusions as well as design/data collection. Methods need to be right for the question. We expect applications to include a meaningful interdisciplinary element (see section 2.1), demonstrating a breadth and interconnectedness in the approaches, concepts, and perspectives used for examining the topic in question
- **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** – clear explanation of the potential for impact and route to achieving that. Clarity of outputs and outcomes and the relationship between the two. A clear articulation of the different target audiences for the project and how they will be engaged.
- **Resources** - strong team with relevant experience, and appropriate budget.

Once we have reviewed Outline applications and discussed with our Trustees, successful applicants will be invited to submit a Full Application. Not all Outline applications will be successful but we do not operate a quota system and all applications are judged on quality, taking account of the above factors. It is possible that we will respond to Outline applicants suggesting they revise elements of their proposal and resubmit the outline for further consideration.

After submission, Full applications will be externally peer-reviewed before being assessed by Trustees (applicants will be given the opportunity to respond to review comments). Following that assessment, 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 we may agree a bespoke timescale with you. 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 our team.

4. Stage 1: Outline applications

Outline applications for our Strategic Fund must be submitted via our [online form](#) from 1 October 2019.

Applications need to provide a clear, concise and compelling account of your proposal, why the project 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 wellconsidered, 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.

For those shortlisted to proceed to a Full application, we will offer constructive advice and support to help them put their best foot forward when Trustees make decisions about their proposals. We will provide some feedback on Outline applications that are not shortlisted.

4.1 Outline application form

Please note the following when applying:

- You **must** use this [online form](#) to submit your Outline application. If there is a legitimate reason why we need to consider an offline application, then you should contact us at outlines@nuffieldfoundation.org to discuss an alternative method.
- You **must** follow the guidance in the online Outline application form on word / character limits and attachments. You will not be able to submit your application if it exceeds the word or character limits, or if you do not answer mandatory questions.
- Please provide supporting documentation as attachments where prompted.
- The Outline application form cannot accept rich text format. You may therefore provide additional information in the form of charts, diagrams, tables or budgetary explanations as an attachment if required. This can be attached as a single file in Word, Excel, PowerPoint or text-searchable PDF format. However, we would **strongly** prefer that all relevant text regarding your Outline is covered in the sections within the form, without the need for a separate attachment.
- Please pay attention to the FAQs section below, particularly regarding saving progress and returning to the application later, and the process for saving a copy of the application before submitting.

4.2 Sections of the Outline application form

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 may be applicable to all projects but where relevant you should try and answer them directly. Further guidance is contained in the table below which gives details on the sections and, questions of the Outline application form, together with word and character limits.

Section	Type of field	Character/word limit	Mandatory or optional field	Other notes
Page 1	<i>Details of the Principal Investigator, PI's organisation and any Co-Investigators.</i>			
Main focus of your project	Dropdown		Mandatory	Education, Justice, Welfare. To select more than one hold down control when selecting
PI's title	Dropdown		Mandatory	
PI's first name	Free text	40 characters	Mandatory	

PI's last name	Free text	80 characters	Mandatory	
PI's position/job title	Free text	128 characters	Mandatory	
PI's email address	Email field	80 characters	Mandatory	
PI's telephone number	Free text	40 characters	Mandatory	
PI's organisation name	Free text	80 characters	Mandatory	
PI's organisation department	Free text	80 characters	Optional	
Is organisation a UK registered charity?	Dropdown		Mandatory	
Registered charity number/reference	Free text	255 characters	Optional	If organisation a registered charity
Charity regulator	Dropdown		Optional	If organisation a registered charity
Organisation address - Building name/number and street	Free text	255 characters	Mandatory	
Town/city	Free text	40 characters	Mandatory	
County	Free text	80 characters	Optional	
Country	Dropdown		Mandatory	
Postcode	Free text	10 characters	Mandatory	
Are Co-Investigators involved in this project	Button		Mandatory	Selection of Yes will generate detail fields for Co-Investigator
Add another Co-Investigator	Button		Optional	Selection of Yes will generate detail fields for Co-Investigators
Page 2	<i>Proposed project dates, project focus, project summary and any non-standard funding arrangements</i>			
Project title	Free text	80 characters	Mandatory	

Proposed start date of grant	Calendar field		Mandatory	The calendar function may not appear correctly in some internet browsers (such as Edge or Internet Explorer). You can enter the date in "DD/MM/YYYY" format
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Proposed end date of grant	Calendar field		Mandatory	The calendar function may not appear correctly in some internet browsers (such as Edge or Internet Explorer). You can enter the date in "DD/MM/YYYY" format
Project summary	Free text	300 words	Mandatory	
Have you applied, or are you applying, elsewhere for funds for this project, or for a similar or related project?	Dropdown		Mandatory	
Please give full details here...	Free text	500 words	Optional	If you have applied, or are applying, elsewhere for funds for this project, or for a similar or related project.
If you wish to propose a partnership funding model...	Free text	500 words	Optional	Please identify here the proposed cofunders and explain why a partnership funding model would be beneficial
Page 3	<i>Details of the proposed project</i>			
A. Case for the importance of the project:	Free text	500 words	Mandatory	
B. Aims and objectives:	Free text	500 words	Mandatory	
C. Methods, approach and activities	Free text	1500 words	Mandatory	
D. Outcomes, outputs and dissemination:	Free text	500 words	Mandatory	
E. Staffing:	Free text	500 words	Mandatory	
Choose file - add CV	File upload		Optional	
Add another CV	File upload		Optional	
F. Timetable:	Free text	700 words	Mandatory	

G. Budget:	Number fields		Mandatory	See further details below.
H. Bibliographic references:	Free text	500 words	Mandatory	
Additional information	File upload		Optional	
Page 4	<i>Declaration and electronic signature before confirming and submitting the application</i>			
Declaration/signature	Free text		Mandatory	

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.

The purpose of the **Methods, approach and activities** section is to set out the work you will undertake to achieve the aims and objectives, and to address the research questions. It must demonstrate that the proposed design is fit for purpose, 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 example, information on sampling strategies and sizes). As stated in Section 2.1, we require there to be a meaningful interdisciplinary element that adds demonstrable value to the project and its expected impacts.

For the **Outcomes, outputs and dissemination** section, we expect to see a clear proposal for outputs and dissemination plans that will enable impact with the identified audiences through and beyond the lifespan of the project.

For the **Timetable** and **Budget**, 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 oncosts), estate costs and other direct costs (e.g. non-staff costs for quantitative and qualitative research) and complies with our *Budget guidelines for Outline applications* (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. If you are providing additional information, it must be submitted in a single attached document in Word, Excel, PowerPoint or readable PDF format.

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.

4.3 How to submit your Outline application

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 (see Section 3.2 for the position as of October 2019).

Once you have submitted your Outline application, you will no longer be able to access the form to download or edit it. Therefore, in order to save a copy, please select **Review and Print Before Submit** at the end of the form. This will generate a summary of your application, scroll to the bottom and click Print this page. In the print preview screen, go to the left and select the Destination drop down, choose Save as PDF. This will let you save a copy of your application to your PC.

You must click **Confirm** on the Outline application form for your application to be submitted to the Foundation. We will not receive your application if this is not selected at the end of the application form.

Once an Outline application has been completed and submitted, you should receive an email confirming receipt of your application and providing a reference number for your application.

If you have any concerns or queries about your Outline application, please contact outlines@nuffieldfoundation.org. Please ensure you include the name of the PI and if you have received it, the application reference number included in your confirmation email.

4.4 Outline application FAQs

1. How do I save my Outline application?

At the top and bottom of the Outline application form there is the option to save your Outline application form, and to resume a previously saved form. When saving your application, you will be asked to provide an email and password; remember these details to re-access your application.

Save my progress and resume later | [Resume a previously saved form](#)

Next Page

[Save my progress and resume later](#) | [Resume a previously saved form](#)

2. Can I save my Outline application before submitting it?

Once you have submitted your Outline application you will no longer be able to access the form to download or edit it. In order to save it, please select Review and Print Before Submit at the end of the form.

Previous Page

Review and Print Before Submit

[Save my progress and resume later](#) | [Resume a previously saved form](#)

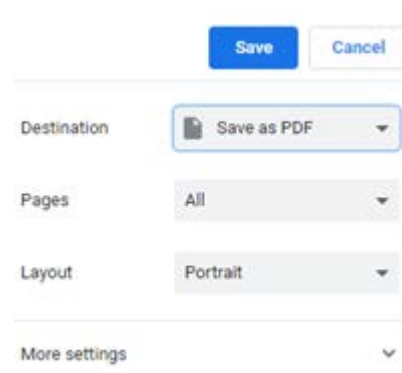
This will generate a summary of your application, scroll to the bottom and click Print this page.

Confirm

 [Make a correction](#)

 [Print this page](#)

In the print preview screen, go to the left and select the Destination drop down, choose Save as PDF. This will let you save a copy of your application to your PC.



Save Cancel

Destination Save as PDF

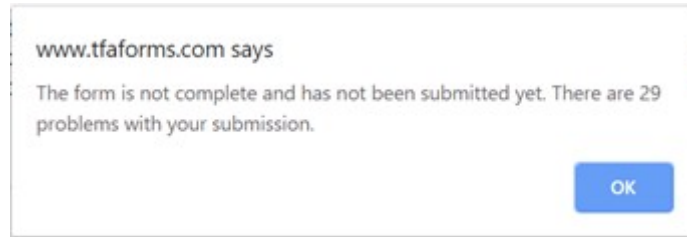
Pages All

Layout Portrait

More settings

3. There are errors in my Outline application. How can these be resolved?

Throughout the application form there are mandatory fields which must be completed for an application to be submitted: these fields are denoted by a red asterisk and a detailed breakdown of them can be found in Section 4.2 of this guidance. If these fields are not completed, you will receive the notification below:



You will be given the option to address any problems that have been flagged up with your application, and these will be highlighted for your ease.

4. Do I need an electronic signature?

You don't need to use an electronic signature to declare completion of the application form. Simply typing your name is acceptable.

5. My Outline application did not submit.

Your application will not be submitted until you have clicked 'Review and Print Before Submit'. This will flag up any issues with your application and give you a chance to address them. If there are no issues with your application, then you will be shown a preview of your application. At the very bottom of the page there will be a button to 'Confirm'. You must click this for your application to be submitted.

6. Does the online application support rich text?

The online application does not support rich text – please enter words only, without any additional formatting. Do not cut and paste formatted content from external documents or web pages as formatting will not be retained and any hidden formatting may distort the word count.

7. I cannot find my registered charity.

For the Registered charity number to work, you will need to submit a correct charity number and the correct charity regulator that the charity sits within. To confirm whether the charity number and charity regulator is correct, please visit the [Charity Commission website](#).

8. I cannot fit my project title into the application form; is there a way to increase the character limit?

There is a hard cap on the length of the project title and we would ask that all applicants keep to the specified 80 character limit. We are unable to increase this cap.

9. Will I lose any entered information if I use the navigation buttons in the Outline application form at the top and bottom of the page?

You will not lose any data that has been input into your form when switching pages on the application using the Previous Page and Next Page buttons at the bottom of the page, as well as the Page 1, 2, 3 and 4 buttons at the top of the page. (You should not use the forward and back buttons in the browser – only use the navigation buttons within the Outline application form itself.) Please note that you should always make sure you save your application before closing the browser.

10. Can I work collaboratively on the online application form with my co-investigators?

Two applicants cannot work on the form at the same time. If necessary, you can share the link and password with co-applicants, though we would not recommend this.

4.5 What happens next?

Following our assessment of Outline applications we will let each applicant know in writing whether they have been shortlisted to submit a Full Application.

The date by which we aim to inform all applicants of our decision will be set out on our website but is likely to be around **mid-February 2020** for any submitted by the first **December 2019** deadline, with timings for subsequent deadlines to be confirmed (the approximate timings are set out on the main [Strategic Fund page](#) of 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.

Please note that Full applications must be submitted online using the instructions given in the emailed letter inviting you to prepare the Full application.

We aim to ensure that applicants have around six weeks to prepare their Full application. Unless we agree an alternative timescale with you, if we do not receive your Full application by the given 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.

5. Stage 2: Full applications

As part of our ongoing move to an online application and grant management system, the Full application process for the Strategic Fund is currently under development. We will provide updated information and guidance on submitting Full Applications for the Strategic Fund once the new online system is available – this will likely be in early 2020.

Appendix A: Budget guidelines

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

- 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; budgets should be inclusive of all VAT and local taxes, where applicable.
- 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.
- We reserve the right to hold back 20% of the total grant value until satisfactory completion of all grant work and outputs.
- 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.

Budget guidelines for *Outline applications*

In the *Outline application*, you will be asked to set out your proposed budget using the broad categories below:

- Staff costs: salaries and on-costs
- Staff costs: estate costs (HEIs only)
- Staff costs: overhead costs (non-HEIs only)
- Staff costs: consultants
- Non-staff costs: qualitative research
- Non-staff costs: quantitative research
- Non-staff costs: communications and stakeholder engagement
- Non-staff costs: equipment

- Non-staff costs: other direct costs

The types of cost we expect to be included under each of the non-staff cost headings is outlined below:

Non-staff costs	Include direct costs relating to:
a. Quantitative research	Survey fieldwork costs (and associated print and postage), data entry, data processing, incentives (please refer to detailed guidance if using incentives), data access/linkage fees, travel to secure data enclaves, statistical software licences, assessment materials and licences, etc.
b. Qualitative research	Transcription, incentives (please refer to detailed guidance if using incentives), fieldwork associated travel, accommodation and subsistence, qualitative analysis software licences, etc.
c. Communications and stakeholder engagement	Dissemination activities, conference and workshop expenses, advisory group activities, travel for advisory groups, etc.
d. Equipment	e.g. recording equipment, laptops
e. Other direct costs	General administrative or office expenses, recruitment of project staff, any other costs not covered elsewhere