Research Development Fund application guidance

Please contact the Public Engagement team ([peteam@leeds.ac.uk](mailto:peteam@leeds.ac.uk)) if you have any questions about the fund, the application process, or reporting after receiving the fund.

**Introduction**

Many research funding streams now require or look upon favourably when members of the public are involved in the development of research grant applications. The University recognises that there are financial implications when involving or engaging with specific demographics outside of academia. The Research Development Fun (RDF) gives a financial grant to researchers who want to engage with this demographic, to develop a grant application.

The definition of ‘public’ will depend on the topic area. Researchers should seek to involve people with the relevant experience and expertise for their particular research area. The public can include

* Policy makers
* Businesses
* Third sector organisations
* Patients and potential patients
* Informal carers
* Parents or guardians
* Members of the public who have an interest in the research area
* Anyone the research could impact

**Eligibility**

* The RDF is available to all researchers from all disciplines
* You must be an employee of the University of Leeds
* You must be able to demonstrate how the activity will lead to a grant application within nine months of receiving the funding

**How to use the award**

You can use the funds for activities that help develop and inform a research grant proposal with non-academic demographics. Examples of previous successful applications include:

* Costs incurred from attendance at public facing events to meet stakeholders
* Paying activity stakeholders for their time
* Rewarding members of the public for their involvement and engagement
* Transport and catering
* Event logistics and production costs
* Establishing a Patient and Public Involvement (PPI) forum

If you intend to establish an ongoing public involvement panel or group, you will have to outline how you will continue to support this group after the RDF activity.

**Application conditions**

* RDF awards are available three times a year.
* Funds will only be transferred in arrears after the activity has taken place. We endeavour to make funds available for successful applicants within the four weeks after the deadline, though this is not guaranteed.
* The RDF does not support retrospective activities
* The maximum grant that is available is £600 per application. The requested funding should be fully justified and itemised, in line with the University financial procedures. Please see below for more information.
* All applications should demonstrate that the funds will be used to develop one or more research grant applications to a national or international, peer-reviewed funding competition.
* If funds have not been claimed by you within the nine months of the award being made, you will lose the award. Extensions of up to three months can be negotiated if you contact us in good time. If funds are still not claimed after any granted extension, the award will expire.
* Good practice guidelines on public involvement in research should be followed and activities should be appropriate for the specific demographic. [Visit this website for more information](http://www.invo.org.uk/resource-centre/resource-for-researchers/).
* Only one award will be made for any single research proposal in development.
* All application are reviewed by the Public Engagement Team, academic staff, and professional staff from the University with experience of engagement and involvement work.
* Applicants applying for the RDF should not submit a simultaneous application for the [Research Design Service, Yorkshire and Humber](http://www.rds-yh.nihr.ac.uk/about-the-rds/who-can-use-the-rds/)
* All applications should be submitted via email to [peteam@leeds.ac.uk](mailto:peteam@leeds.ac.uk) using use ‘Research Development Fund – YOUR NAME’ in the email subject.
* Unsuccessful applicants are welcome to resubmit a revised version at the next call.

**Suggested payments**

In your application provide a breakdown, together with costings, of how the funding will be spent.

The University of Leeds is in the process of standardising payments for involvement of patients, carers and members of the public. To make sure possible participants are not adversely affected by HMRC rules that would affect their benefits (if they are receiving these), we would like you to follow EIM71105 compliant payment routes and amounts as follows:

| Category | Examples | Reimbursement includes | Maximum Fee £ | Payment route |
| --- | --- | --- | --- | --- |
| Attendance at one-off public meetings/events | An open meeting where patients can submit and discuss research ideas related to a particular condition  Public research dissemination event  An open day for a public involvement in research group | Time spent on activity and traveling  Out of pocket expenses  This kind of activity is unlikely to require any preparation by the members of the public | £30  Out of pocket Expenses are not paid on top | A - Cash or Vouchers.  B – BACs payment via IR35 Exempt form. |
| Reviewing documents from home | Reading and commenting on:  Drafts of participant information  Research summaries  Sections of grant applications | Time spent reviewing documents and providing comments  Out of pocket expenses | £30  Out of pocket expenses are not paid on top | A - Cash or Vouchers.  B – BACs payment via IR35 Exempt form. |

There should be no difference in reimbursement for involvement whether the meeting takes place virtually or face-to-face.

When you are costing your application, you should liaise with your finance department for advice on costing. You should also discuss how payments will be made and ensure that appropriate processes are in place before you start your activity.

Funding cannot be used to:

* Pay for the time spent by health professionals, University staff, third sector or voluntary organisation’s employees.
* Undertake preliminary pilot work
* Hire a venue within the University or your organisation, unless this is fully justified in your application
* Fund small scale qualitative research projects
* Pay for materials which you can reasonably access in your department

**Reporting and monitoring**

If successful, the award will be paid in arrears into a University account only on receipt of:

* An invoice on completion of the specified activities, or as stated in the funding approval letter
* A completed form that covers how the award was used
* Where possible to gather and share images that may be used by the Public Engagement team for internal reporting purposes- do not include identifiable images of individuals
* Information about submission of the grant, including grant amount

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