

Yorkshire and North East Hub Events and Conference Grant 2012: Guidelines for reviewers

- In the first instance we are providing this grant to provide postgraduate researchers and research staff the opportunity to experience planning and running a conference or event in an area of interest.
- The grant is designed to foster **collaboration** within the planning group by encouraging applications from different institutions across the Yorkshire and North East region. It is also designed to encourage networking for the participants who attend.
- Participation at the event can be national however the applicants for the grant **must** be registered at the 13 institutions that make up the Yorkshire and NE Hub.
- It is hoped that the fund will go towards a **new** event or conference; however it could be used to fund an event that has been held previously but which is now in jeopardy due to withdrawn funding, or is being used in a different or innovative way.
- The event or conference must have some form of **training element** for all the participants who attend in such a way that all participants are involved. We would also like the training element to be an **active** part of the event / conference with associated impact. Training must be **transferable**, however it can relate to a subject area. The training element must be mapped to the Researcher Development Framework and also to the impact and evaluation framework.
- The planning team must include a minimum of **five** postgraduate researchers or research staff.
- The conference or event does not have to follow a conventional format so long as the training element is present.
- Applications should be succinct and fulfil all the requested application criteria
- During this round we only plan to award one grant.

Grant application eligibility criteria:

	Application meets criteria	Application doesn't meet criteria	Comments
Applicants Planning teams must have at least 5 postgraduate researchers or research staff as members.			
Applications must be submitted by inter institutional planning teams (with members from more than one institution) from the Yorkshire and North East region.			
Postgraduate researchers, Postdoctoral researchers, research fellows and research associates (no supervisors or principal investigators on existing grants) may apply for this grant. Early career researchers are defined as not having spent longer than 5 years in active research either since receiving their PhD, or since working as a researcher. If time has been taken off outside of active research i.e. maternity leave etc, then longer than 5 years is acceptable.			
Event			
The event MUST have a clearly defined generic training element to it with clear learning outcomes.			
Request for funding cannot exceed £1500 however additional funding from other sources may be used.			
Event must attract greater than 50 people			
Must run before the end of September 2012			
Bookings must go through the Vitae website but will be managed locally			
Training element must be mapped to the impact and evaluation framework			
The entire event must be mapped to the Researcher development framework			

Grant application assessment criteria:

Quality

Please comment on the degree of excellence of the proposal making reference to:

- The novelty, relationship to the context and timeliness
- Ambition, elegance and transformative nature of the event (i.e. what will change as a result of this event being held)

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

The excellence of this proposal has been demonstrated:

Fully	
Adequately	
Not at all	

The quality of this proposal is:

High	
Medium	
Low	

Impact

Please comment on the extent to which the proposal shows the potential impact of the event making reference to:

- The identification of appropriate learning outcomes of the event and training element
- The identification of resources or materials that could be disseminated as a result of the event and or training element
- The identification of appropriate beneficiaries or collaborators
- The level of evidence resulting from the training element as mapped against the Rugby Team Impact framework (Quick guide: http://vitae.ac.uk/CMS/files/upload/Quick%20guide%20to%20rugby%20team%20impact%20oframework_final.pdf.77211.download)

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Potential impact has been demonstrated:

Fully	
Adequately	
Not at all	

Feasibility

Please comment on the extent to which the event will be delivered on time and to budget meeting all the criteria, making reference to:

- The feasibility of the timeline
- Reality of the budget
- Structure of the proposal

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Feasibility of the study has been demonstrated:

Fully	
Adequately	
Not at all	

Ability to deliver

Please comment on the planning team's ability to deliver the proposed event making reference to:

- Balance of skills and experience of the planning team
- The level of collaboration within the planning team
- Use of resources and or support structures

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

The planning team's track record and ability to deliver this is:

Appropriate	
Adequate	
Inappropriate	

Resources & management

Please comment on the effectiveness of the proposed planning and management and on whether the requested resources are appropriate and have been fully justified.

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

The level of planning and justification of resources is:

Good	
Adequate	
Unacceptable	

Support

How appropriate is the level of support from the universities and or external organisations involved in the event

[Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Overall the level of support is:

Appropriate	
Adequate	
Inadequate	

Overall assessment

Please summarise your view of the proposal

My judgement is that:

Does not meet one or more of the eligibility criteria	
Does not meet one or more of the assessment criteria	
Proposal meets all criteria but with some weaknesses	
This is a strong proposal that broadly meets all the criteria	
This is a strong proposal that fully meets all the criteria	

My confidence level in assessing this is:

High	Medium	Low

Assessment criteria notes

These assessment criteria have been based on the EPSRC First Grants peer review and reviewer help text. If you have any questions then please contact Vicky Willett for clarification.

You are asked to assess each proposal/report against a number of criteria. A full justification for your assessment of the proposal should be included in each section: please provide as full a response as you believe you are qualified to.

You are asked throughout to assess “the proposal” but please be clear that this means the ideas, concepts and approaches contained therein not the specific form of the document itself. The clarity of presentation may help or hinder your ability to review a proposal, so a comment to this effect would be appropriate, but this should not become in any form a competition in stylish writing. Elegance of presentation is not of itself an assessment criterion for this grant!

For each section there is a three-point scale tick-box. This is to capture the relative strengths and weaknesses of each of the various criteria used to assess the overall proposal and then to act as an aide-memoire to you in completing your overall assessment. These individual scores will not be used in the final decision making process.

Excellence

There is no simple definition of excellence. The proposed event may build directly on prior work, or may involve a speculative leap forward. The event may be the culmination of an established research project or a completely new event, or an event that brings together expertise and approaches from different discipline areas. All of these approaches could demonstrate excellence so your judgement should not simply be based on which approach has been adopted.

An event proposal that demonstrates excellence can be characterised by terms such as: novel, ambitious, timely, exciting, adventurous, elegant, or transformative but need not demonstrate all of them. We would at least expect some clearly identified learning outcomes especially for the training element.

Impact

As above we have referred to the event as being transformative and we would like to see evidence of the event having an impact on many different levels, including socially, practically and especially with regards to the training element. We would like the impact of the training element to be clearly articulated and to be mapped against the Rugby Team Impact Framework and the researcher development framework.

When assessing impact you should assess how effectively and realistically the applicants have addressed this issue in their proposal. For this you should consider:

- How convincingly the potential impact of the activity has been described
- How that impact compares to your normal expectations for the general type of activity proposed
- How appropriate/effective the arrangements described for facilitating the impact are
- How appropriate the collaboration arrangements in the proposal are in this respect

Tangible deliverables or resources have not been explicitly asked for and therefore a proposal without resources or clear dissemination plan should not be marked down as a result. However projects that have a legacy built in or that have additional impact extending beyond then length of the event should be granted additional merit.

Support

The applicants are not expected to work in isolation but will benefit from support from the university and the environment in which they will be working. Additional university support could include: provision of venue space; provision of resources and equipment; mentoring and professional guidance. You should comment here on the adequacy and appropriateness of any proposed universities contribution. However applications will not be accepted by supervisors or academic staff with greater than 5 years active research work since gaining their PhD.

Overall Assessment

You should provide your overall assessment of the proposal. Highlight the strengths and weaknesses identified and then make a clear and explicit recommendation about whether or not you believe the event proposal warrants funding.

Not all questions carry equal weighting. The primary consideration should be the training element and a proposal seen as weak in this respect, even if scoring very highly against all the other criteria, would not normally be seen as fundable. After the training element we would normally focus on the excellence of the event proposal with the remaining aspects of the application supporting the overall event proposal.