

UNIVERSITY OF LONDON



GRANTS FOR RESEARCH

Applications are invited from members of the University (other than present undergraduate students and those registered for a taught Master's degree) for grants from the CENTRAL RESEARCH FUND to assist specific projects of research, such as the provision of special materials, apparatus and travel costs.

Applications are considered each term and results are normally available before the end of the term in which applications are considered.

The closing dates for applications are as follows:

Autumn term - 8 September 1985

Spring term - 8 December 1985

Summer term - 23 March 1986

Applicants should ensure that their applications are made at the appropriate time as the Committee does not award grants retrospectively.

Forms of application and further particulars may be obtained from the Secretary of the Central Research Fund Committee, University of London, Senate House, Malet Street, WC1E 7HU

SUMMARY OF GRANTS DURING SESSION 1984/1985

	No. of apps. received	Total applied for	No. of grants awarded	Total awarded	% awarded
		£		£	
<u>Committee A</u> (Theology, Arts, Music)					
November	25	19,036.10	18	8,434.70	44
March	35	26,104.37	19	9,096.80 ⁽¹⁾	34
May	58	44,759.94	38	20,233.00	45
TOTAL:	118	89,900.41	75	37,764.50	42
<u>Committee B</u> (Medicine, Science, Engineering)					
November	52	100,182.49	26	38,558.05	38
March	77	148,236.92	37	49,040.09 ⁽²⁾	33
May	66	110,137.37	39	46,097.81 ⁽⁴⁾	41
TOTAL:	195	358,556.78	102	133,695.95	37
<u>Committee C</u> (Laws, Education, Economics)					
November	21	23,640.85	9	9,741	41
March	18	16,002.35	14	5,418 ⁽³⁾	33
May	34	35,073.11	19	14,506 ⁽⁵⁾	41
TOTAL:	73	74,716.31	42	29,665.00	39
TOTAL FOR SESSION	386	523,173.50	219	201,125.45*	38

(1) Comprises £4,171.80 (Irwin Fund)

(2) Comprises £9,172.30 (Apparatus Fund)

(3) Comprises £5,418 (Irwin Fund)

(4) Comprises £22,552.73 (Apparatus Fund), £1,840 (Dixon Fund)
£3,390.35 (Powell Fund), £1,000 (Thomas Smythe Hughes Fund)

(5) Comprises £13,006 (Irwin Fund)

* This total comprises £140,574.27 (Senate Grant), £31,725.03 (Apparatus Fund) and £28,826.15 (Trusts)

UNIVERSITY OF LONDON

CENTRAL RESEARCH FUND

Purpose of the Fund

1. The Senate has at its disposal a Research Fund for the purpose of making grants for specific projects of original research. Grants may cover the provision of apparatus and materials, travelling expenses and the cost of additional maintenance, i.e. the cost over and above the cost of normal maintenance at home. *It is not intended in general that grants should be made for apparatus or materials that can be regarded as constituting part of the research equipment of an institution.* Funds are restricted and are not intended for major items of expenditure.

Eligibility

2. Applications may be made by members of the University as defined in Statute 5 (i.e. the Chancellor, the members for the time being of the Court and of the Senate respectively, the Professors and Readers and other Teachers of the University during their tenure of office, the graduates and the students); by teachers in a School or Institute of the University; and by Librarians and Assistant Librarians of the University and of Schools or Institutes of the University being graduates of a university or in possession of senior professional qualifications. It should be noted however that applications cannot be entertained from present undergraduate students or from students registered for a taught Master's degree (M.A., M.Sc., LL.M., M.Mus., M.Th., etc.).

Administration of the Fund

3. An annual grant from the Senate forms the basis of the income of the Fund. In addition the Fund receives the money from sales of apparatus (see below) and has at its disposal the following trust funds which it administers on the same procedural basis: Dixon Fund (Science); Thomas Smythe Hughes Fund (Medicine); Irwin Fund (fields other than Medicine or Science) and the Powell Bequest (Medicine and/or Human or Public Health).

4. Applications are considered in the first instance by the relevant Expert Advisory Committee, which makes recommendations to the Central Research Fund Committee. The Central Research Fund Committee considers the reports and recommendations of the Expert Advisory Committees and makes the final allocations of grants. A report is then made to the Senate. All applicants are notified of the outcome of their applications at the earliest opportunity.

Application procedure

5. Applications for grants from the Research Fund are invited by notice circulated throughout the University. Completed application forms must be forwarded to the Secretary of the Central Research Fund Committee, Senate House, Malet Street, London WC1E 7HU, not later than 23 March, 8 September or 8 December in any year. The results of applications will normally be available before the end of the term in which applications are considered. As a general principle the Committee is not prepared to award grants in retrospect.

6. All applications for a grant must be made on a prescribed form and full information must be given in regard to the following matters:

- (a) The nature of the proposed research, the methodology to be employed and expected results.
- (b) The estimated expenditure, itemised in detail.
- (c) Whether the applicant has received, has applied for or is applying for, any grant from any other source for the same object, and if so, with what results.
- (d) If a proportion of the grant applied for is intended to be used for defraying the cost of special assistance full information must be provided concerning the nature of the assistance required and the skill involved.

All applicants shall provide the names of two referees acquainted with their research. Wherever possible one of the referees named should be from outside the applicant's own institution. The applicant's Head of Department, or equivalent, must countersign the application form under Section 10.

Conditions of award

7. All instruments, specimens, objects or materials purchased out of grants from the Fund shall be and shall remain the property of the University and are therefore on loan to the grantee, usually for a period of four years. Those which are deemed by the Committee to be of permanent value shall be returned to the University when the research is completed or is discontinued by the grantee. Portable equipment (e.g. tape-recorders, cameras) shall not normally be held by a grantee for more than one year.

If the grantee wishes to use the apparatus for some other purpose of research a fresh application must be made to the Committee. A fresh application must also be made by any other person wishing to complete research discontinued by the original grantee or to use the same apparatus for a different piece of research.

8. Applicants to whom a grant is made will be required to apply for payment (in instalments, if appropriate) from the time at which authorised expenditure on the research begins. If application for payment be not made within one year from the date of allocation the grant shall be revoked.

9. If the recipient of a grant wishes to use the grant in any other way than that specified by the Committee, the prior permission of the Committee must be obtained, failing which the Committee reserves the right to require a refund.

10. All published papers, books or submitted theses containing the results of research which has been aided by a grant from the Fund shall include a statement to the effect that it has been so aided.

11. On or before 31 August each year every grantee shall furnish the Committee with a typewritten report containing:

- (a) A brief statement showing the results arrived at or the stage which the enquiry has reached.
- (b) A statement of expenses incurred, accompanied by receipts, vouchers, etc.
- (c) A list of the instruments, specimens, objects or materials purchased or obtained out of the grant, or supplied by the Committee, which are at present in the possession of a grantee.
- (d) A list of articles, etc., published or accepted for publication during the year.

12. If the research has not been completed, an interim report must be submitted each year. When the research has been completed the grantee must indicate that the report is a final one. A separate report shall be submitted on a form provided by the University to indicate the condition of any apparatus in the care of a grantee. The Committee shall be informed of any publications arising from the funded research.

CENTRAL RESEARCH FUND - INFORMATION SHEET

1. General

The Central Research Fund came into being in 1937, and that year received £5,000 from the Senate to make grants to individuals in aid of research in the various faculties. Since then awards from the Fund have given substantial aid to many thousands of members of this University working on research projects. Although the Senate Grant now stands at about £130,000 per annum, money is also available from various Trust Funds and from the sales of permanent apparatus. The Awarding Committee faced with the problems of inflation and financial stringency has a difficult task to reach a decision when so many deserving projects come before it. Grants may be awarded for, or as a contribution towards, expenses incurred in undertaking a specific project of research, e.g. for a special piece of equipment, for a journey, for the cost of xeroxing or microfilming source material or for additional costs of maintenance away from home where they exceed costs of maintenance at home.

2. Eligibility

Eligibility to apply to the Fund is defined in its Regulations. The Committee defines research as a major piece of work leading to the advancement of knowledge by original enquiry (and normally followed by publication) as distinct from course-work.

3. Procedure

Applications to the Fund are considered in the first instance by one of three Expert Advisory Committees: Arts, Theology and Music; Medicine, Science and Engineering; Laws, Economics and Education. Where an application falls outside these fields, the advice of the appropriate experts is sought, in addition to that of the referees. The Advisory Committees have the responsibility of making recommendations to the Central Research Fund Committee and their decisions are aided by letters from referees, and where applicable, by recent grants from the Fund. All applicants are therefore required to name two referees acquainted with their research, wherever possible one of whom should be from outside their own institution. If an applicant is unable to provide the name of a referee from outside their institution the Committee is willing in certain cases to accept the name of a referee from the same institution, preferably from outside the applicant's Department. In the case of postgraduate students it is suggested that they seek the advice of their supervisors on this matter. The named referees are approached for references by the Central Research Fund office. If however these are not received by the specified date the applicant will be informed. It will then be the applicant's responsibility to ensure that a particular reference is supplied. The Committee does not interview candidates and, therefore, a detailed statement of the research to be carried out, and the results expected from it, is required; a general statement of the area of research is insufficient. In the case of scientific apparatus a full explanation of how it will aid the research project is required.

4. Scientific Apparatus

The cost of scientific apparatus has risen steeply in recent years, and this factor, together with a demand for increasingly complex machinery and methodology, means that requests for the purchase of apparatus account for almost three-quarters of the total applications to the Fund. A relatively large proportion of money available is therefore allocated for applications in the Scientific field, although appreciable sums are also recommended for the purchase of equipment in the Humanities. The Fund is unable to provide apparatus which a Department would normally be expected to possess or which would be put to general departmental use. The Committee's principal function in relation to apparatus is to support individual research workers by recommending the provision of items of apparatus for their own use. Requests for expensive apparatus or for unusually heavy field-work expenses have a greater chance of success if support has been obtained from other sources, so that the Fund has to make only a contribution. In the present financial position, grants for apparatus in the sciences are normally awarded up to a sum of £2,000 but exceptionally, requests for items costing up to £4,000 (inclusive of VAT) will be considered.

5. Ownership of Equipment acquired or purchased with grants from the Fund

Major apparatus valued at £500 or more remains the property of the University and after a period of four years has elapsed Departments will be asked to purchase such apparatus at about 40% of its initial historic cost. Since the money raised from such sales reverts to the Fund, and thereby augments the sum available for disbursement to other researchers, it is important that applications for apparatus of £500 or more are only made where a Department is likely to be able to meet its obligation in respect of final purchase. Normally the Department concerned will wish to purchase apparatus but where this does not happen the item is advertised in the University's Purchasing News. Scientific apparatus valued at less than £500 is donated to a grantee's School or institution. Portable equipment such as cameras and tape-recorders are lent to grantees from the Committee's central store of equipment; although in certain circumstances grants may be made for its purchase. The loan period for portable equipment is decided by the Committee but will not normally exceed one year. If an extension to the agreed period of loan is required special application may be made to the Committee. All portable equipment must be returned to Room 21a on, or before, the expiry of the agreed period of loan otherwise the Committee will require compensation for its loss.

6. Visual Materials

Expenses in respect of maps, microfilms, photographs and photostats can be considered, and full details of the documents to be reproduced should be given. These items may not be for inclusion in theses without the permission of the Committee, and items required by the University Library must be returned to the Fund at the conclusion of the research.

7. Consumables

The cost of consumable materials may be applied for, provided that they would not normally be supplied by a Department.

8. Group Projects

Applications for group projects can be considered. Each member of a group project who is eligible to be considered for a grant and who is undertaking individual and separate research should apply individually on their own behalf. Where two or more research workers are engaged on the same project in the same capacity a joint or group application may be made on a single form. In such a case the leader of the project should itemise the expenses, with an indication of what share the Committee is being asked to meet and should list all members of the group eligible to apply in their own right, indicating the numbers of those who would not be eligible; and attach a description of the overall project. Leaders of group projects are advised to contact the Central Research Fund office at Senate House for guidance on making an application.

9. Travel and Maintenance costs

The volume of applications in fields covered by all the Advisory Committees has increased over the last few years so that often only partial support can be offered in the case of long-distance travel or field-work. Where travel is to be undertaken abroad (particularly if the locality is remote) or research is to be carried out in foreign archives, special attention is paid to the candidate's proficiency in the language or ability to read ancient or unusual scripts. The Fund supports a significant number of individual projects each year but does not favour bearing the cost of expeditions of a general nature. Inflation has led to considerable increases in the cost of living abroad, and the Fund may provide a contribution towards maintenance costs over and above those incurred in the normal way at home. Details of an applicant's additional maintenance requirements should be provided under Section 6(c) of the form. However, where travel to more than one country is requested it may be necessary to append an extra sheet if the maintenance costs vary. The Committee considers that application for travel abroad should be restricted to three or four months if maintenance is sought, and that residence for a longer period should more properly be regarded as the subject of application elsewhere. However, in the case of longer periods, the Committee may still be able to help with travel costs, the loan of equipment, etc. Applicants wishing to apply for travel grants outside the UK are required to explain the need to consult library, archive or museum materials at first-hand rather than by means of photographs, microfilms, xeroxes etc. Grants of more than £1,500 will not normally be made in the Humanities, and this figure will be applied as a cumulative maximum where more than one application is made within the space of a few years.

10. Notes to follow when completing Section 6(c) of the Application Form (re maintenance)

- (i) Estimate the gross weekly cost of your maintenance while away from home and enter the weekly figure on line 1.
- (ii) Calculate the weekly cost of your maintenance at home which you will not be incurring while you are away, and enter the figure on line 2.
- (iii) To arrive at the net weekly cost of your maintenance while away from home deduct the figure on line 2 from the figure on line 1 and enter the result on line 3.
- (iv) To arrive at the total maintenance grant applied for, enter on line 4 the number of weeks you will be away from home and the net weekly figure transferred from line 3; then multiply them and enter the result at the end of the line. Odd days may be included as a fraction of a week.
- (v) If you are visiting more than one country or centre and expect your costs to differ widely from place to place, please submit on a separate sheet figures calculated as in sections 1-4 above for each visit, and enter the total for all visits at the end of line 4.
- (vi) If you are still in any doubt about these instructions, please consult the staff of the Central Research Fund office before you attempt to complete this.

11. Special Assistance

Exceptionally the Committee can consider requests for short-term research assistance on their individual merits. However the Committee cannot provide grants in order to employ a Research Assistant, nor can they provide assistance of a purely secretarial or clerical nature.

12. Applications which are Inadmissible or Unlikely to be Approved

- (i) The purchase of books is not normally considered.
- (ii) The Committee is not prepared to consider retrospective applications, i.e. for projects which will have started before the outcome of the Central Research Fund Committee. The closing dates each term are 8 September, 8 December and 23 March and the results of applications are not normally known until the end of the term in which applications are considered.
- (iii) The Committee is not normally prepared to take account of fares to or within London, although where substantial expenditure is involved, special application may be made.
- (iv) The cost of attending conferences cannot be met.
- (v) Departmental requirements cannot be met (see 4 and 6 above).

13. Information

Awards are made over the whole range of subjects in which research is carried out in the University. Further information and advice may be sought from the Central Research Fund Section, Room 21a, Senate House, Malet Street, London WC1E 7HU. Telephone number 636-8000 Ext 3147. The attention of teachers of the University conducting research in the Humanities is drawn particularly to the Small Grants Fund of The British Academy, details of which are available from the Central Research Fund office. If appropriate, simultaneous application should be made to that source.