



Call for Research Proposals: Guidance for Applicants

Issued: 7 August 2019. Deadline for applications is 16.00 on Monday 30th September 2019

This document is intended to provide guidance to applicants interested in applying for funded research proposals to be commissioned by the PEC in Autumn 2019.

Applicants should read the full [Terms and Conditions](#) before submitting their proposal.

Am I eligible to apply?

To be eligible to apply project leads must be:

- Based in the UK.
- Based at a recognised UK research organisation or based in another public, private or third sector organisation whose primary business is research. This includes Higher Education Institutions, recognised UKRI Independent Research Organisations, commercial research consultancy companies or third sector organisations.
- Postgraduate students are not eligible to apply as a project lead.
- Individuals currently named as investigators/researchers as part of the PEC consortium are not eligible to apply.
- International partners are not eligible to apply as a project lead but may be included in proposals, providing the applicant is UK-based. Please note that this call is not intended to support overseas travel, nor attendance at conferences organised by a third party.

Does my project have to address one of the four research priorities that you have identified?

The suggested research priorities have been identified by the PEC's Management Board as areas where there is a need for research. Applications for projects outside of these areas will need to convince the panel that they have identified an area which is equally in need of research not already addressed by the PEC's ongoing research portfolio.

What are the expected outputs?

All funded projects will be expected to generate one or more PEC Discussion Papers which will be shared on the PEC's website. Projects are also encouraged to generate articles for publication in academic journals Other outputs/deliverables can include workshops or events. The final outputs/deliverables will be agreed at the

time of contracting the project, as will the timescales for delivery. All outputs will acknowledge the support of PEC funding and adhere to provided brand guidelines.

Is there an upper and lower limit to the amount of funding I can request?

The PEC's Management Board has set aside an indicative budget of £200,000 for this call and envisages funding up to a maximum of 5 projects with budgets between £30,000 and £60,000. In exceptional cases the panel will consider projects with budgets outwith these guidelines where there is a compelling case and demonstrable value for money.

What costs are eligible and ineligible?

PEC funding is intended to cover the direct project costs of the proposal. These costs should be clearly attributable to the project activities involved in planning, developing and conducting the research activity and be detailed in the Justification of Resources section of the Project Proposal form. Eligible costs may include:

- Staff Costs (Please see notes below)
- Research Assistance
- Project planning and development costs (cost of travel for discussion in the UK; initial workshops with potential partners)
- Travel and subsistence for UK scholars; including travel to disseminate the results of the research through engagement and impact events
- Workshops or events to advance the programme of research or engagement and impact associated with the project (i.e. the costs of travel and subsistence key participants)

The following items **are not** currently eligible for funding:

- Institutional overheads and indirect costs, or any element that should properly be ascribed to institutional overheads
- VAT (which is not payable on grants)
- Equipment costs including computer hardware including laptops, electronic notebooks, digital cameras, etc.
- Books and other permanent resources
- The preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task.

Staff costs for applicants based at Higher Education Institutions or Independent Research Organisations:

Where appropriate to the project, Directly Allocated staff costs may be included. In these cases PEC funding will support 80% of the Full Economic Cost of this requested resource. These costs should be based on estimated staff salaries and the number of hours attributed to the project.

Applicants may also choose to include Directly Incurred staff costs as applicable. These costs must be calculated on actual salary costs directly attributable to the project. In such cases PEC funding will support 100% of this resource.

Staff costs for applicants based in commercial research consultancy companies or third sector organisations:

All requested staff costs should be entered under the Directly Incurred budget heading in the application form. These costs must be calculated on actual salary

costs directly attributable to the project. In these cases PEC funding will support 100% of this resource.¹

Are you expecting in-kind contributions or matched funding to support the project?

Whilst in-kind or cash contributions are not mandatory, value for money is a key consideration in the evaluation of proposals. Where support from the host organisation is committed, this should be included in the justification of resources.

How will my project be evaluated?

The proposals received will be first screened to ensure the applications are eligible and complete. Those that are eligible will then be evaluated in two stages. In the first stage two or more reviewers drawn from the PEC's Management Board will independently evaluate each proposal.

Criteria Scale				
Poor	Fair/some weaknesses	Good	Excellent	Outstanding
1	2	3	4	5
Criteria description		Score	Comments	
C1	Fit with research needs related to policy and evidence for creative industries			
C2	Policy relevance and potential for policy impact			
C3	Research design and methods			
	Proposed outputs, dissemination and impact			
C4	Strength of team & any partners			
C5	Value for money			

Completed evaluation forms will then be used to compile aggregated scores for each proposal. Proposals with low rankings will not be taken forward for consideration by the panel. Depending on the distribution of the aggregate scores, highly ranked proposals will be shortlisted for further review. At this second stage consideration will not only be given to the quality of the individual proposals, but to the set of proposals that are most desirable to commission as a portfolio given the available budget.

The panel may seek references from applicants. We intend to issue award letters by mid November 2019.

When should I expect to start my project, and over what duration can the research be undertaken?

You should plan to start your project from mid-November or in December 2019 and to complete it within a maximum of nine months. While precise timings will be subject to agreements, the research is expected to address a pressing need for policy and evidence and therefore to be undertaken promptly.

¹ **Directly allocated** costs are a share of the costs of a resource used by a project, where the same resource is also used by other activities. The key difference between **Directly Incurred** costs and **Directly Allocated** costs is that the latter will be charged based upon an estimate, rather than actual cash values.