

## Carnegie Research Incentive Grants - Regulations

### General

1. The purpose of the Research Incentive Grants (RIG) scheme is to make it possible for an Early Career Researcher to undertake, as the Principal Investigator, a short research project, either of a stand-alone nature or in the form of an initial study that could be expected to lead to a more extensive project.
2. The principal criterion for the award of a RIG is that the planned research is of excellent quality, will enable the principal investigator to develop a new project or line of research and is likely to lead to high quality outputs and outcomes.
3. The Trust will not normally support established lines of research, projects pursued from year to year over a period of time, or projects arising from previous pilot studies. Where a proposal does relate to a continuing research project, a clear case for additional support from the Trust must be made.
4. The following types of activity are excluded: the formation and operation of networks or similar discussion groupings; projects mainly directed at digitising, cataloguing or archiving existing data; projects centred on running conferences, workshops, seminars, summer schools or similar symposia; knowledge exchange projects; or projects that are directed at confirmation and dissemination of previously acquired research results.
5. Research Incentive Grants are tenable between 1 and 12 months. The maximum award that can be applied for is £15,000 and the minimum is £1,500.
6. There are two deadlines each year: one during the second week of September for projects starting after the 1<sup>st</sup> January immediately following the closing date and another during the second week of March for projects starting after the 1<sup>st</sup> July immediately following the closing date (check website for details). All research projects must start within 12 months of the date of award.

### Applicant eligibility

7. The Principal Investigator must be an Early Career Researcher, employed by a Scottish university, the Glasgow School of Art, or the Royal Conservatoire of Scotland, on a contract consistent with their having the time and resources required to undertake the proposed research, and must, at the time of application, be planning to remain in post at that institution for at least three months after the award period has ended.
8. For the purpose of the Trust, an Early Career Researcher is defined as a researcher who, at the time of applying (e.g. the closing date for applications) is either:
  - i. Within 7 years of successfully completing their PhD (measured from the date of submission), OR
  - ii. Within 7 years of starting their independent research career (pro-rata for part-time staff and excluding breaks such as parental leave, extended sick leave, secondments out with academia or periods of unemployment)
9. The applicant must demonstrate that, without the support of the Trust, the planned research would not take place or would be significantly delayed.
10. Submissions will not be accepted from applicants when a report on a previous grant is overdue.

### Eligible costs

11. RIGs are awarded to help with the costs directly incurred by, or on behalf of, the principal and co-investigators while pursuing the planned research project.
12. Eligible costs include, but are not limited to, payments for:
  - i. travel, accommodation, and subsistence;
  - ii. research support staff;
  - iii. other technical/administrative staff;
  - iv. surveys;

- v. laboratory consumables;
  - vi. equipment;
  - vii. costs associated with disseminating results arising from the project – through publication or presentation at a **single** specialist conference (up to a maximum of **10%** of the requested budget);
  - ix. other research costs, as deemed appropriate by the Trust.
13. The following costs are not eligible:
- i. the applicant's (and co-investigator's, if applicable) own time or that of dependants, or buy-out of their time;
  - ii. stipends or scholarships;
  - iii. indirect overhead costs and bench/desk fees;
  - iv. insurance cover.

### **Application process**

14. Applications must be completed and submitted online through the Trust's online grant portal.
15. Applications must be electronically endorsed by the Head of Department and Research Office at the Principal Investigator's institution. This approval process must be completed by the deadline for submission of applications. It is the applicant's responsibility to ensure that sufficient time is available for the approval process to be completed prior to the closing date.
16. The closing dates for submitting applications are listed on the Trust's website at <https://www.carnegie-trust.org/award-schemes/research-incentive-grants/>. Results will be notified within 15 weeks of the closing date.
17. Funds awarded by the Trust may be applied only to activities undertaken after the Grant has been formally notified to the applicant. Retrospective applications will not be considered.
18. The Trust will not consider more than one application from the same applicant at any one time. Nor will it consider more than two applications to this scheme from the same applicant over a period of five academic years.
19. It is possible to resubmit a revised proposal to a subsequent round of the Research Incentive Grants as long as the applicant(s) still meet the eligibility criteria.

### **Assessment process**

20. Applications will be reviewed by assessors selected by the Trust, who will be consulted by the Trust on the merits of the application.
21. Applications, together with the assessors' comments, will be submitted to a Selection Committee established by the Trust. The Committee will recommend approval, or otherwise, on the basis of the criteria set out in these Regulations, within the overall level of funding allocated to the scheme by the Trustees.
22. The criteria upon which the proposal will be judged, in addition to those already mentioned, will include:
- i. the originality and significance of the proposed research;
  - ii. its feasibility, in terms of the resources being provided and the time available;
  - iii. the suitability of the applicant to undertake the project;
  - iv. the level of support being provided by the principal investigator's institution.
23. The final funding decision will be made by the Trust's Secretary on the basis of the Committee's recommendations. Should any special issues arise, the Secretary will also consult with individual Trustees, or the Chair of Trustees, as appropriate.
24. Unsuccessful applicants can request feedback on their proposals. The Trust reserves the right to disclose only information deemed appropriate.
25. All grants awarded will be on the basis of the published terms and conditions of award.