

Terms and Conditions of Award: ESRC IAA 2023-28 Funding

Awards under the scheme will be made on the basis that:

- Applicants should normally be a University of Warwick academic employee, or be the holder of a personal research fellowship awarded competitively, with a contract lasting the duration of the project.
- All funds must be defrayed by 29 February 2028 at the absolute latest.
- They are non-repayable grants (except in the case of conferences or other events which make a profit).
- Funds will be spent according to an agreed profile; failure to spend will result in a claw-back event. Requests to reallocate funds or/and extend projects must be made to ESRCImpactAccount@warwick.ac.uk.
- Appropriate ethical approval has been sought and granted where necessary.
- There are no significant additional space implications that cannot be accommodated within the department(s) involved.
- Any overspend exceeding £20 becomes the responsibility of the host department(s).
- All expenditure will be complete on or by the end of the project date.
- Project reports are submitted as required by the funding stream. End of project reports should be submitted within one month of the project end date.

Project Partners

Where required, a collaboration agreement must be in place with all project partners before funds are released. The Head of Research Support, Kyleigh Griffin, and their team will support the collaboration agreement process. UKRI also requires all overseas partners to satisfactorily complete a due diligence check before funds are released. Appropriate ethical approval must be sought and granted where necessary. please consult the Research & Impact Services webpage for guidance on which ethical approval process to follow for your project and department: [How Do I Apply For Ethical Approval? | Research at Warwick](#)

Collaboration Agreements are normally required where you will be working with an external partner who will have significant input into or ownership of the outcomes of the project. These agreements cover items such as: agreeing the responsibilities of all partners; ownership and use of outputs and intellectual property; transfer of funds; data sharing; and liabilities. Someone who will be paid to provide a service only and will not have any ownership of the final outputs would not normally be considered a collaborator, and therefore would not normally require a Collaboration Agreement. For example, this could include: event venues; agencies and designers; or speakers at an event; where these organisations or individuals will have no further contribution to the project.

Credits

Recipients of ESRC IAA funding must ensure that the University of Warwick and the ESRC (quoting grant reference ES/X004635/1) are credited as providing the support for the activity in any outputs.



All published material should include the [ESRC logo](#).

Recipients of ESRC IAA funding must also inform the Impact Managers of the dates and details of any events, launches, or publications in advance, so that they can participate in publicising the event as needed. A digital copy of all publications and materials should be given to the Impact Managers. Please note that these may be sent to the ESRC for promotion or used to showcase the IAA at Warwick.

Reporting

Project finances will be monitored quarterly, and award holders may be required to give updates on projected spend.

On completion of the project, recipients of ESRC IAA funding are required to complete an End of Project (EoP) Report, providing accountability for the funds spent on the activity and reflecting on the non-academic impact achieved; and then again 12 months later. Projects spanning multiple years will be expected to report on milestones at the end of each year of the project to feed into ESRC annual reporting; unsatisfactory progress may mean subsequent years of the project are not funded.

The reporting requirements of the ESRC IAA are designed to be constructive and collegial, enabling feedback, peer support, the identification of common challenges, and an agile response to emerging project needs, as well as to support the wider impact ecology of the faculty. With recipients' permission, we will also draw upon EoP reporting to provide 'showcasing' material to raise the visibility of individual projects as well as of social science impact at large. Recipients of ESRC IAA funding are expected to engage fully with the reporting requirements of their award and to be reflective and detailed in their EoP reports. EoP reports that are not completed to a satisfactory level will be returned to awardees with a request for further information. The IAA Management Committee reserves the right to deny the recipient access to further ESRC IAA funding until a satisfactory EoP report is received.

The IAA Management Committee reserves the right to impose additional reporting requirements or withdraw funds if they are unsatisfied with the progress of the project.

In addition to the written EoP report, the ESRC IAA team plan to host a yearly showcasing event to celebrate impact work supported by the IAA and to provide a forum for peer support and collaboration. Award holders may be asked to give a short presentation on their project as part of this event.

Expenditure

You will be provided with a cost code against which all eligible project expenditure should be charged. All expenditure must be incurred within the project start and end date, and must be processed within these dates or as soon as possible thereafter.

The University's ESRC IAA award ends on 31 March 2028, following which any funds remaining on the account will be returned to the ESRC. To ensure that this deadline is met, individual project expenditure must be processed by no later than 29 February 2028. No extensions will be granted beyond this date.



Directly incurred project costs, including travel and subsistence, may be claimed at 100%. Application budgets should be fully costed, including staff time. Investigator and staff time can be charged to individual projects as required but should not normally exceed 10%, and all such claims must be accompanied by written approval from the Head of Department at application stage. Project/research assistance can be budgeted at 100%. For projects funding researcher time for more than 12 months, please contact Research Ops for a costing.

Funding cannot be used to support:

- New research
- Patent filing or similar costs associated directly to registering intellectual property rights
- Non-specific public engagement and communication/press activities; however, projects where public engagement is a critical pathway to achieving societal and/or economic impact will be considered. For public engagement activities that do not meet this definition, please see the Warwick Institute of Engagement webpages.
- Infrastructure and capital expenditure; no equipment over £10,000 is permitted
- Indirect or estate costs at the research organisation
- Undergraduate activities, core PhD training and research, masters degrees
- Other costs not allowed in the ESRC/UKRI Standard Research Grant Terms and Conditions

If a Green Levy is incurred due to the use of air travel, this should be covered by the applicant's department.

Overspend and Underspend

Any overspend of the grant must be covered by the grant holder's department, so please ensure that your HoD and your departmental finance administrator are aware of this condition before you accept your award.

Any funds which remain on your account after you have completed all expenditure on your project will be returned to the lead ESRC IAA account so it may be redistributed to other projects.

Extensions

Requests to extend the period of funding beyond your project's end date must be submitted by email to the Impact Managers, along with a clear justification for the need for an extension. The request will be considered by the IAA Management Committee at its next scheduled meeting. The IAA Management Committee reserves the right to refuse extension requests and withdraw funds if they are unsatisfied with the progress of the project.

ESRC Festival of Social Sciences

The ESRC Festival of Social Science is an annual, UK-wide, free celebration of Social Science research and the vital contribution it makes to improving lives, building skills, empowering communities and understanding human behaviour. The festival runs each autumn and events range from exhibitions, lectures, and panel debates through to performances, guided walks, and workshops. The festival is an opportunity for anyone to explore topics relating to Social Science - from health and wellbeing to crime, equality, education, and identity - through events run by researchers from UK universities.



The aims of the festival are to:

- Encourage, support and create opportunities for Social Science researchers to engage with non-academic audiences;
- Promote and increase awareness of the Social Sciences and of ESRC-funded research;
- Promote and increase awareness of the contribution Social Science makes to the wellbeing and the economy of society in the UK;
- Enable the public to engage with Social Science research;
- Engage with teachers and young people and to raise their awareness of the Social Sciences.

As an ESRC Impact Acceleration Account holder we are also a Festival Partner, and we are therefore committed to delivering an annual University of Warwick Festival of Social Science and to playing our part in the vibrant national programme of events. IAA award holders are strongly encouraged to participate in the university Festival. Support and advice is available for running events - please get in touch at esrcimpactaccount@warwick.ac.uk if you would like to find out more.