

Terms and Conditions of Award: ESRC IAA 2023-28 Postdoctoral Impact Fellowship

The Award

The Fellowship is offered on a 1.0 FTE basis for twelve months in duration (or part-time equivalent) and is based in the UK.

Successful candidates will receive a salary on Grade 6, Spine Point 27, along with a budget of £2,000 to spend on impact activities such as travel, resource development, and events. Please note that if you are awaiting your results when your Fellowship commences, you will initially be awarded a salary on Grade 5, Spine Point 26, which will be increased upon confirmation of the award of your PhD.

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

- The applicant has confirmed commitment from a suitably experienced Project Mentor, evidenced by signed declaration from the mentor on the application form. (The Project Mentor does not need to be your PhD Supervisor.)
- The applicant has secured support in principle from the proposed 'Home' Department, evidenced by Head of Department signature on the application form.
- All funds awarded under the ESRC IAA 2023-28 must be defrayed by the date(s) stated in the award letter.
- All funds awarded under the ESRC IAA 2023-28 are considered 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 and/or extend projects must be made to the Research Impact Managers at: ESRCImpactAccount@warwick.ac.uk.
- Appropriate Ethical Approval has been sought and granted where necessary.
- Satisfactory sign-off of a Risk Assessment has been sought and granted where necessary.
- There are no significant additional space implications that cannot be accommodated within the department(s) involved.
- You have read and will comply with the University guidance on [International Working](#) and discussed any risks or implications with the relevant Departmental Administrator if relevant to your project.
- Following confirmation of your award, you will undertake either the concise or full version of the Epigeum Research Integrity Training, which can be accessed [here](#).
- A [DBS check](#) is undertaken where required (namely, if your project involves working with minors or vulnerable adults).
- Any overspends exceeding £20 become the responsibility of the host department(s).
- All expenditure will be complete on or by the end of the project date.
- All reporting requirements are met.
- 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](#).

Project Partners and Collaboration Agreements

It is not mandatory to have an external partner as part of your application or proposed project activities. However, if you will be working with specific external partners for your project, they may need to sign a collaboration agreement if required and before funds are released. R&IS will support these processes if your application is successful. Overseas partners will also be required to satisfactorily complete a UKRI mandated due diligence check before funds are released.

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. Where a project involves the collection and sharing of data between project partners, a Data Sharing Agreement will be embedded within the Collaboration Agreement.

A template Collaboration Agreement is available to view [here](#). You can share this with external partners at application stage to ensure that they are aware of what they will be asked to sign should the application be successful; however, this agreement should not be signed at application stage. If your application is successful, R&IS will manage the process of drawing up and signing any Collaboration Agreements required for your project. There may be variations to this template in the final agreement.

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 have no further contribution to the project.

The R&IS team will advise on whether a Collaboration Agreement is needed after awards have been made; however, if you would like to discuss this before you apply, please get in touch on:

ESRCImpactAccount@warwick.ac.uk.

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 current 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%.

Eligible Costs

Funding cannot be used to support:

- New research or associated activity
- 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.
- 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 exceeding £20 must be covered by the award holder's Home Department, so please ensure that your Head of Department and your Departmental Finance Administrator are aware of this condition before you accept your award.

Any funds which remain on your award 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.

Reporting

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

On completion of the project, Postdoctoral Impact Fellows are required to complete an End of Project (EoP) Report, providing accountability for the funds spent on the activities and reflecting on the non-academic impact achieved. Unsatisfactory progress may mean fellowships are withdrawn.

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 the impact of Social Science research 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.



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.

Extensions

Requests to extend the period of funding beyond your project's end date must be submitted by email to the Research 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.