Innovation Initiative Grant guidelines

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WHAT ARE INNOVATION INITIATIVE GRANTS?

Innovation Initiative Grants are one off grants to support unique activities or to provide start-up funds for new, extra-curricular initiatives. Successful projects are expected to become self-funding after receiving the Grant.

You can read more about past projects on our website.

BACKGROUND

Innovation Initiative Grants are funded by donors to the University of Edinburgh Development Trust’s Edinburgh Fund. Donors are largely former students, or friends of the University, keen to support innovation in teaching, research and student life.

ELIGIBLE TO APPLY

To be eligible to apply, you must fit at least one for the below criteria:

- Matriculated students (both undergraduate and postgraduate) of the University of Edinburgh.
- University of Edinburgh staff member on an open-ended contract, these include guaranteed hours contracts if no fixed term end date has been given. Unfortunately Grants are not available to staff on fixed term contracts.
- Researchers who hold a contract with the University for the duration of their project.
- Edinburgh University Students’ Association and recognised EUSA Societies (including Volunteering Groups). Peer Support groups are not eligible to apply at present.
- Edinburgh University Sports Union and recognised sports clubs.

APPLICANT CONDITIONS

- Projects will not be considered if they have previously been submitted for an IIG, regardless if they have been successful or not.
- Projects will not be considered if they have already been completed, are already underway, or are due to commence prior to results being announced (6 weeks after the application deadline).
- Applications may be made to a maximum of £5,000 per project.
- Partial funding is frequently awarded. If appropriate explain what can be achieved with different levels of funding. Please ensure to state in your application, if any other funding bodies are supporting your project, and whether this funding is pending or guaranteed.
- Grants are not available to cover course fees, accommodation, living expenses or the salaries of applicants. Grants are available to cover travel costs.
- The salaries or wages of assistants and/or researchers can be included as an expense.

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UPDATED JANUARY 2017
<table>
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<tr>
<th>STUDENTS</th>
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<td>• Can only receive one grant per course of study and projects must relate to the area of study.</td>
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<th>STAFF</th>
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<td>• Can only receive one grant per academic year and projects must relate to area of teaching or research. Applications must clearly demonstrate how students are involved in the project or how the project benefits and enhances student life at the University.</td>
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<th>CLUBS/ SOCIETIES</th>
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<td>• Can only receive one grant per academic year and projects must relate to the area of the specific needs/requirements of the club/society.</td>
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<td>• Clubs and societies must be recognised by EUSA or EUSU.</td>
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<th>NON-ACADEMIC DEPARTMENTS</th>
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<td>• Grants are not restricted to academic staff. Projects in these cases must relate to enhancing student life and/or the University experience for staff and students.</td>
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<td>• Non-academic staff can only receive one grant per financial year.</td>
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<th>SELECTION CRITERIA</th>
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<td>All applications are assessed and ranked by representatives from the appropriate School/College or, in the case of club and society applications and non-academic staff applications, by a panel of relevant individuals assembled by the IIG Team.</td>
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<td>• The feasibility of the project and its benefit/value to the relevant School/College, club/society or, if from non-academic department, value to the university community of staff and students.</td>
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<td>• How clearly the applicant has defined the project.</td>
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<td>• Elements of innovation in teaching, research or student life.</td>
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<td>• If significant results are achievable through the award of a grant.</td>
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Each project is assessed on its individual merit according to the selection criteria outlined above.

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<th>SUCCESSFUL APPLICANTS</th>
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<td>• Grants must be used for the purpose awarded.</td>
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<td>• Successful projects cannot be submitted in subsequent application rounds.</td>
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Awards must be used within one year of application deadline or must be returned to the University of Edinburgh Development Trust.

A breakdown of expenditure, including receipts, must be submitted to the Trust on completion of the project.

Any funds remaining must be returned to the Trust.

All equipment/fixed assets purchased should be used for the specific project and will remain the property of the University of Edinburgh after the project is completed.

Successful applicants are required to complete a feedback form and provide materials that can be used to promote IIGs.

IIG funding and the support of the University of Edinburgh Development Trust must be acknowledged where possible - including on equipment, websites, printed materials, event marketing etc.

Please note that no grant disbursements will be made in July.

**SUBMITTING AN APPLICATION**

- Application can only be submitted online using the IIG website (EASE). You can access the website by visiting our IIG information page at [www.iig.ed.ac.uk](http://www.iig.ed.ac.uk)
- The website should be accessed and applications submitted using University approved browsers [Internet Explorer](http://www.iig.ed.ac.uk) or Firefox.
- Full step-by-step details of how to use the online application can be found on the IIG website.
- If you are a researcher or an academic, and your application includes staff costs, please make sure your school research office has reviewed your application prior to submitting. This is to ensure that the correct ‘on-costs’ are being used.

**APPLICATION FORM INSTRUCTIONS**

1. **APPLICANT**

1.1 **Type of Application**

Please tick the relevant box to specify whether you are applying as a student, member of staff or on behalf of a club/society. If you are a PhD student please select ‘Student’ as type of application.

1.2 **Applicant Details**

Please fill in the relevant details requested. If it is a joint application you must select a lead applicant whose details should be included in this section. This person will become the main contact for your application and will receive all correspondences.

All additional applicants must include the below details in an email to [iig@ed.ac.uk](mailto:iig@ed.ac.uk).
Title:
First Name:
Surname:
Email Address:
Day Phone Number:
Job Title and Staff ID Number (for staff only):
Course and Matriculation Number (for students only):

Please note: Clubs/societies should select one office bearer to be the lead applicant.

1.3 Further Details Staff
1.4 Further Details Student
1.5 Further Details Club/Society

Simply fill out the appropriate sections if you are a student, member of staff or club/society.

2. PROJECT DETAILS

2.1 Overview

Summarise your project in no more than 15 words. You may want to do this by finishing the sentence “I am applying for an IIG to…”

2.2 Project Details

In the space provided please include further information about your project. We have separated the project details into 4 subsections we would like you to complete with relation to your project, they are:

- Aims and objectives
- Potential benefits or significant results of the project
- Is there anything innovative or unique about the project?
- Feasibility of your project

When completing this section of the form please keep in mind that your proposal should be accessible to a variety of readers and keep your style simple and concise.

2.3 Project Start Date

Projects will not be considered if they have already been completed or are due to commence prior to results being announced (bear in mind that it can take up to 6 weeks to receive confirmation of a successful application). If you do not have an exact start date please give an approximate date.
3. PROJECT BUDGET

3.1. Budget Breakdown

All expenditure items must be detailed in this section, these items should be researched where possible. If you navigate away from this page, your total amount will default to blank and you will be ask to enter your total requested grant amount again.

Grants are not available to cover course fees, accommodation, living expenses or salaries of applicants. The salaries or wages of assistants, researchers etc. can be included as an expense if necessary. Grants are available to cover travel costs.

3.2 Other Funding

Please state any other funding bodies supporting this project and whether this funding is pending or guaranteed.

3.3 Grant Requested

Applications may be made up to a maximum of £5000 per initiative. Due to the high demand for initiatives it is highly unlikely that projects will receive 100% of the amount requested. Smaller grant requests are more likely to be fully funded. Please consider the amount you are applying for carefully and if possible explain what can be achieved with different levels of funding.

3.4 Air Miles

Please note that as of October 2015 Air Miles are no longer available and this section has been removed from the web form.

4. REFEREES

If your project is shortlisted we will need to contact your referee who must then be able to sign off on your application. The referee you choose should be appropriate for the type of application you are making.

- For staff (including researchers who hold a contract with the University for the duration of their project) - The referee provided in your application should be the appropriate head of school.
- For students - The referee provided in your application should be your personal tutor or research supervisor.
- For sports clubs - The referee provided in your application should be the current president of the Edinburgh University Sports Union.
- For student societies - The referee provided in your application should be a staff member from the Activities Office at the Edinburgh University Students’ Association.

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For non-academic staff – The referee provided should be the director of your department or unit.

Please ensure that you have the full details of your referee including their email address. We will contact your referee after receiving results from the approving boards. We advise you make them aware of your application so that they have the necessary information to support your application. Without their approval we will not be able to process your application.

5. APPLICATION CONDITIONS

Please ensure you read the application conditions on the website and guidelines before submitting an application and accepting the conditions.

6. SUBMIT AN APPLICATION

Please ensure you have answered all the questions and submitted the application online by the deadline. This deadline is strictly enforced and late or incomplete applications cannot be accepted. It is the applicant’s responsibility to ensure it is received complete and before the deadline. Once the deadline has passed, the IIG website will not allow you to submit an application, even if it has already been started.

DEADLINES

- Semester 1 – 12pm on the last Thursday of October
- Semester 2 – 12pm on the last Thursday of March

RESULTS

Results will be made available 6 weeks after the deadline. Both successful and unsuccessful applicants will receive confirmation of the outcome after this date. The decisions reached by the approving boards are final.

FURTHER ASSISTANCE

If you need further assistance, please contact the Development and Alumni office on iig@ed.ac.uk or 0131 650 2240.