

## The Sussex Knowledge Exchange and Impact Support Programme Policy Fellowships

### 1. Background

The University of Sussex has been allocated funding from the Research England Policy Support Fund (PSF) to support the development of policy-relevant research across the institution, and to build personal capability to work with policymakers, and other key stakeholders or communities.

The key aim of the PSF is to support universities in undertaking research with local, regional, national and international structures (including parliament, central government, devolved administrations, local government, health and education bodies, the justice system and other regulatory organisations).

The PSF supports the Sussex Knowledge Exchange and Impact Programme and a portion of the 2024/25 PSF funding has been allocated to support a number of Knowledge Exchange Policy Fellowships, with a maximum award value of £5,000. Up to eight (8) projects (four per strand) are expected to be awarded.

PSF funding can be used to build on activity already under way, for new strands of activity related to existing research and projects, and to build capacity for future activity. Projects must centre around knowledge exchange activities, and those involving only higher education partner (s) will not be eligible.

The following list provides examples of activity which could be funded through the Policy Fellowships:

- Working collaboratively with policymakers, particularly to better understand and address local, regional or national challenges;
- Facilitating and extending the use of existing research and the exchange of knowledge between universities and policymakers;
- Activity aimed at improving the dialogue between universities and policymakers
- Activity and training to better equip academics, including early career researchers, to communicate effectively with policymakers;
- Partnerships and collaborations aimed at supporting evidence-based policymaking; and
- Proposals around policy engagement training and development.

### 2. Policy Fellowship details

There are two categories of Policy Fellowships, one for early-stage policy engagement which is open to researchers from all disciplines and career levels, and the second is follow-on funding for previous Policy Fellowship recipients:

#### **A) Early-stage policy engagement:**

Applicants are encouraged to explore policy pathways to create impactful outcomes. Examples of fundable activities include, but are not limited to:

- New research initiatives in collaboration with policymakers, especially to better understand local, regional, or national challenges.
- Policy engagement and networking events aimed at building policy networks.
- Primary data collection and/or analysis to inform policy decisions.

Applications under the early-stage policy engagement strand will be assessed against the following equally weighted criteria:

**a. Relevance to current Policy:**

The project's significance in informing, influencing, or challenging a current local or international policy.

**b. Policy Partnership Engagement:**

Evidence of involving the appropriate partners in the policy cycle and targeting the right audience to effect change.

**c. Feasibility:**

The practicality of the planned activities and the likelihood of achieving the expected outcomes to influence change and offers value for money

**d. Innovation:**

Demonstrating novel and original approaches within the proposal.

**e. Sustainability & Impact plans:**

Demonstration of an impact strategy for both short and long term, beyond the funding period.

Evidence of how the Fellowship will position the researcher to explore or leverage external funding in the near future.

**B) Follow-on funding for policy-related work:**

Follow-on funding is available **only** to previous KEI Policy Fellowship awardees who have submitted an expression of interest to further develop their existing projects. This strand supports projects at a more developed stage in their policy engagement journey. The expectation is that these projects will have established partnerships in place and well-developed policy plans with clear impact outcomes.

Applications under the follow-on funding strand will be assessed against the following equally weighted criteria:

**a. Previously developed Policy Outcomes:**

Demonstration of previously developed policy outcomes and their relevance in the policy space.

**b. Policy Partnership Engagement:**

Evidence of involving the appropriate partners in the policy cycle and targeting the right audience to effect change.

**c. Feasibility:**

The practicality of the planned activities and the likelihood of achieving the expected outcomes to influence change and offers value for money

**d. Innovation:**

Demonstrating novel and original approaches within the proposal.

**e. Sustainability & Impact plans:**

Demonstration of an impact strategy for both short and long term, beyond the funding period.

Evidence of how the Fellowship will position the researcher to explore or leverage external funding in the near future.

### **3. Funding available and eligible costs**

The maximum funding that can be requested is £5,000.

Eligible costs for both strands can include:

- **Research assistant costs via REED**
  - **Communication and Engagement:**
    - Costs for non-academic publications and communications (e.g. briefings/video/podcasts/social media activity).
  - **Capability Building and Deepening understanding:**
    - Costs for hosting and attending: workshops for training and knowledge transfer/exchange events, mapping of policy environments, key stakeholders and opportunities to support engagement (e.g. travel & accommodation).

#### **Ineligible costs**

- Paying PhD students
- Salary buy-outs or permanent staff time
- Estate and indirect costs
- Conference participation
- Publications, journals or book launch

### **4. Application process**

Applicants can only submit a single application to this call.

Applications will need to be set up, costed and approved on Worktribe, the University's research management system. **Worktribe approvals must also be submitted and completed by 5pm on 10<sup>th</sup> January 2025.** Applications and Worktribe approvals received after this date will not be considered.

Applicants need to complete the relevant application forms (downloaded via the links below) and email them to [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) by **5pm on 10<sup>th</sup> January 2025 after completing approvals on Worktribe.**

- [1. Early-stage policy engagement project](#)**
- [2. Follow-on policy project](#)**

To access Worktribe you must complete the mandatory LearnUpon training 'Introduction to Worktribe'. Guidance on accessing Worktribe is available on the internal [Worktribe webpages](#). Please note, following completion of the training, it can take up to 1 week for Worktribe access to be given so we advise you to complete the training module as soon as possible.

If you would like to start your project costing on Worktribe and do not yet have access, you can email [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) with details of your project. The team will set up your project costing on Worktribe so that you can see and edit it once you do gain access.

Worktribe process:

In Worktribe, go to ‘Opportunities’ and ‘Browse Opportunities’. Select the opportunity ‘INTERNAL Knowledge Exchange and Impact Support Policy Fellowships’ (Funder: University of Sussex). Create your application from this opportunity (‘Create Project’) as this will pre-populate scheme information in your project record. Please select ‘Add to My Opportunities’ so that we can gauge interest levels and provide support.

When you have created the project from the opportunity, complete the mandatory fields (marked with an asterisk):

Project Title:	Your project title
Est Project Dates:	1 Feb 2025 – 30 Jun 2025
Project Type:	Internal Funding Other
Project Activity Type:	Internal
Funder:	University of Sussex
Scheme:	Select the relevant strand from the drop down.
Project Lead:	Your name
Lead Org Unit:	Your department

And Create Project.

Once your project has been created in Worktribe you can add further details and budget costs. To cost staff time (your own and that of other staff on your project), you will need to contact [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) quoting your Worktribe project number.

Please note the following:

- PI and Co-I time needs to be costed into your Worktribe record even though these costs cannot be recovered from the Fellowship and do not need to be detailed in the word application form. This is so internal approvers will know what time you need to complete the project. Please contact Ian Sinclair on [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) with the %FTE you will spend on the Fellowship, and he will add these costs to your Worktribe project record. These will not be covered by the grant funding.
- If intending to employ a casual worker via Reed, please contact Ian Sinclair on [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) to obtain the most accurate and up-to-date hourly/daily rates
- You will need to complete a risk assessment in Worktribe (on your project record) before the application can be submitted for approval.
- You will need to upload a draft application form before the project can be sent for internal approvals. This can be updated before the bid is submitted to the deadline.
- When your project is ready to be sent for internal approvals, the Research Initiatives team will initiate this process in Worktribe.
- Once your bid is approved, the Research Initiatives team will confirm that you may submit your final application by emailing [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk).
- Because this is an internal call with a short turnaround, due diligence checks on external partners will only be completed on awarded Fellowships.

### Scheme contacts

If you would like to discuss the suitability of your project idea, please contact either:

- Nana Yankah, Programme Consultant, KE and Impact Support Programme [ny95@sussex.ac.uk](mailto:ny95@sussex.ac.uk) or
- Alex Waddington, Strategy Manager, Policy@Sussex [a.waddington@sussex.ac.uk](mailto:a.waddington@sussex.ac.uk).

For all Worktribe queries, please contact Ian Sinclair [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk)

### Timescales

Call opens	Call ends	Assessment	Awards start
w/c 25 <sup>th</sup> November 2024	5pm on 10 <sup>th</sup> January 2025.	w/c 20 <sup>th</sup> January 2025, with decisions expected to be communicated w/c 3 <sup>rd</sup> February 2025	w/c 10 <sup>th</sup> February 2025

**Activities are expected to start by 1<sup>st</sup> March 2025 at the latest and must be concluded by 30<sup>th</sup> June 2025. Unspent funds cannot be rolled beyond 30<sup>th</sup> June 2025.**

### 5. Assessment Process:

- The application process is overseen by Prof Debbie Keeling, Deputy PVC for Knowledge Exchange, and managed by Nana Yankah, Programme Consultant, Sussex Knowledge Exchange and Impact Support Programme.
- The panel reviewing applications will comprise academics and professional services colleagues from several Schools; colleagues from the Policy@Sussex Network; and, colleagues from Knowledge Exchange and Impact Teams.
- All applications need to be logged on **Worktribe** and go through the usual School approval process.
- A strong application should evidence that it:
  - Has the potential to meet a current policy demand and generate policy-related impact
  - Has potential to raise Sussex's profile and/demonstrates levels of engagement with policy-relevant research
  - Has the potential for developing new partnerships and/or deepening collaborative relationships with relevant stakeholders in the policy cycle space
  - Evidence of how the Fellowship will position the researcher to explore or leverage external funding in the near future.

### 6. Reporting

All awardees will be required to complete a short evaluation at the end of the funding and may be asked to provide comments and other content for internal and external communications, to demonstrate the impact of the Fellowships.

For more information on Engaging policymakers with your research and information on activity funded from the first round of the Fellowship scheme, please check [Policy@Sussex : Research : Staff : University of Sussex](#)