

**Guidance notes for applications for funds to:  
ReCoVER (Research on Changes of Variability and Environmental Risk)**

If you are a researcher eligible to receive EPSRC funding, you can apply for funds under one of the schemes outlined on <http://www.recoverlwec.org/>. These funds must be used solely for the purpose of research or dissemination activities that contribute to the aims and objectives of the project ReCoVER. Details of the project and of any deadlines will be posted on the website and calls for proposals will be issued via the CliMathNet newsletter – you can register to receive this newsletter on the CliMathNet website <http://www.climathnet.org/>

In the following, the “project” means the project funded by recover in response to the application. The “project leader” is the main applicant who must be a PhD student or staff member at an institution that must be capable of receiving EPSRC funding according to research council rules. Please note the **terms and conditions for funding and reporting** at the end of this document – accepting funding under any of these headings will be taken to mean that you have read and accepted these conditions.

We will be disbursing funds under the following headings, each of which should lead to tangible outputs or activities of relevance to the ReCoVER agenda:

**Pilot study projects:** these are for up to six months and up to £25k. These projects should aim to generate and analyse data and carry out initial original research on a topic that has the potential to lead to a full application (e.g. to Research council or other funding body) for funding, or to significant impact on end users, at the end of the study.

**Funds can be used for:**

- Researcher time (PhD, postdoc or technical) for current researchers.
- Travel and subsistence.
- Consumables used wholly for the project.

**Indicative projects are:**

- Secondment of a PhD or postdoc position to a new project that generates preliminary research for a future project in the remit of ReCoVER.
- Funding of study leave for a researcher to work on a project.
- One or more collaborative meetings between researchers and end-users.

**Criteria for assessment:**

- Contribution to the aims and objectives of ReCoVER.
- Likely impact of the project
- Scientific excellence of the project.
- Appropriate level of innovation and risk within the project.
- Making new interdisciplinary connections.

**Embedded researcher projects:** these are for up to 6 months and £10k costs. At least one researcher should be hosted by another organisation, including, relevant policy organisations and/or international collaborators.

**Funds can be used for:**

- Travel and subsistence.
- Consumables used wholly for the project.
- A contribution to salary costs of the research if this is permissible under EPSRC rules.

**Indicative projects are:**

- Secondment of a PhD or postdoc position to a new project that generates preliminary research for a future project in the remit of ReCoVER.
- Funding of study leave for a researcher to work on a project.

**Criteria for assessment:**

- Contribution to the aims and objectives of ReCoVER.
- Likely impact of the project
- Scientific excellence of the project.
- Making new interdisciplinary connections.

**Early career research projects:** these are for up to £5k and up to 3 months duration. This is open only to project leaders who are PhD or postdoctoral researchers.

**Funds can be used for:**

- Travel and subsistence.
- Consumables used wholly for the project.
- A contribution to salary costs of the research if this is permissible under EPSRC rules.

**Indicative projects are:**

- An exploratory project (e.g. collaborative visits) that goes into new directions from the usual research project.
- A workshop or small conference.
- Secondment from the research project to work with end-users.

**Criteria for assessment:**

- Contribution to the aims and objectives of ReCoVER.
- Likely impact of the project
- Scientific excellence of the project.
- Making new interdisciplinary connections and/or offering novel types of training.

**Mini-project/meeting fund:** these are normally for up to £2k and up to one month duration. Larger bids may be considered on a case-by-case basis, however, please discuss larger applications with a member of the management team or expert panel before making an application. This can be used to help organize short collaborative visits or for small meetings.

**Funds can be used for:**

- Travel, subsistence and consumable expenses only.
- It should not be used for routine conference attendance of the project leader.

**Indicative projects are:**

- Workshops and conference sessions exclusively dedicated to the remit of ReCoVER.
- Exploratory collaborative visits (incoming or outgoing).

**Criteria for assessment:**

- Contribution to the aims and objectives of ReCoVER.
- Likely impact of the project
- Making new interdisciplinary connections.
- Novel dissemination of research related to ReCoVER.

**Outreach/end user engagement projects:** these are for up to £1k and up to one month duration. This can only be used for:

- Travel, subsistence expenses.
- Consumables for user engagement, e.g. printing, visual aids for outreach.

**Indicative projects are:**

- Presentation at outreach events involving researchers and/or students.
- Showcase events where particular research or techniques are presented to end users.

**Criteria for assessment:**

- Contribution to the aims and objectives of ReCoVER.
- Likely impact of the project.
- Plans for capturing evidence of this impact.

- Novel outreach and dissemination of research related to ReCoVER.

### **Terms and conditions for funding**

1. The project must start within three months of the date of the offer letter, and finish within six months of the project start, or by 1st Feb 2018, whichever is the sooner, unless written permission has been given to vary date of commencement of duration of project.
2. Any unspent funds at the end of the project will be re-allocated to other projects.
3. Any employment or visa compliance implications are entirely the responsibility of the project leader and their institution.
4. Any funds spent must be used to support the named agreed project including any specific conditions in the offer letter, in addition to any requirements from EPSRC or HMRC. Any contravention of these in spirit or letter will result in a demand for return of the funds.
5. Any research or data generated must be made available according to the RCUK policies on open access.
6. Joint or partial funding of projects is permitted as long as the role of the other funding is clearly and transparently made, and funding from ReCoVER is essential for the project.
7. Funds can be claimed in one of three ways.
  - Individual expenses can be claimed from the ReCoVER project manager.
  - An invoice for actual expenses incurred will be sent to the project manager at the end of project.
  - In exceptional cases it may be possible to invoice the project manager for up to 50% of the project costs at the start of the project, followed by an invoice for the balance after the end of the project.
8. You cannot claim overheads or bench fees from ReCoVER, other than the above.
9. Please note that funding for academic staff time will only be provided from ReCoVER funds in exceptional cases. Researcher time for PDRA/PhD students is eligible for funding.
10. You must request and obtain written permission for any variation in the project.
11. It is the responsibility of the project leader to ensure that any implied offer of time or resources are approved by their appropriate institutional processes prior to commencement of the project.

### **Terms and conditions of reporting**

In agreeing to the funding, you agree to the following reporting of the results of the project:

1. Provide ReCoVER with an **announcement** of the funded research within one month after the start of the project.
2. Provide ReCoVER with a completed **end report** proforma, at latest two months after the end of the project. The end report will include mention of any papers or reports in preparation, details of to what extent the stated objectives were met, and any plans for follow-up research or dissemination activities.
3. If the end report is due before 30<sup>th</sup> November 2017 then you should **also** provide ReCoVER with a **final report** by 31st January 2018 that updates any progress from the end report.
4. You must acknowledge EPSRC funding via ReCoVER in any publication resulting from the project.

E. Clarke 5<sup>th</sup> February 2016