

**“Innovation and the Application of Knowledge
for More Effective Policing”**

N8 Policing Research Partnership

**Process for applying for the Staff Exchange
Scheme and Postgraduate Researcher
Internship**

1. INTRODUCTION

The N8 Research Policing Partnership has been awarded funds by Higher Education Funding Council for England. This exciting five-year programme of research and knowledge exchange will pioneer an innovative collaboration between police forces and universities in the North of England. It intends to build a regional policing research platform with national impact and international significance.

The overall project aim is to build research co-production capacity and test mechanisms for exploiting the knowledge and expertise of the Higher Education sector in order to strengthen the evidence base on which police policy, practice and training are developed and so support innovation and the professionalisation of policing.

This document describes the process of applying for funding through the Staff Exchange Award Scheme and PGR Internship within the People and Knowledge Exchange Strand. The aim of this strand is to provide significant staff mobility and interaction between police, police partner agencies and academics (including early career researchers) in Higher Education Institutions. The intention is to foster greater mutual understanding and trust between the partners via people exchange, including secondments, internships, and placements, and also to facilitate research into priority policing issues.

2. PROJECTS ENVISAGED AND PRIORITY FOR FUNDING

The Staff Exchange Award Scheme and PGR Internship open call will provide funds to support projects into targeted and important areas of policing work, where the gaps in knowledge are most prominent and where research benefits are of greatest value. It will provide the necessary flexibility to move swiftly to respond to emergent areas of policing, new challenges and pressing concerns. Ideas generated via the ‘Policing Innovation Forum’ activity strand are particularly welcomed, as are proposals that link to other activity strands and build upon stakeholder involvement in the development of research questions.

The second ‘Policing Innovation Forum’ forum took place on 8th November 2016, focusing on domestic abuse. This was the start of a focus on ‘Vulnerability’ in its many forms, which poses one of the main challenges for UK policing and it is thus timely to consider how collaboration between academics and practitioners can help in building the capacity of the police and partner agencies in coordinating and responding to these challenges through collective efforts.

The intention is to support emergent collaborations and innovative partnerships between researchers and policing partners, and research pilots that will generate dynamic research and foster strong and sustainable relationships between collaborating organisations. We are focusing the Staff Exchange Award Scheme and PGR Internship towards building inter-professional collaborations. The purpose of allocating funds is to facilitate and energise the movement of staff, knowledge and expertise across professional boundaries do develop a cumulative knowledge capacity which can be used to improve police practice. This funding is for the strategic development of research collaborations, as well as research itself.

3. PROCESS OVERVIEW: Application for Funds

1. Applicants for funds will complete a simple application form.
2. N8 Policing Research Partners – (at least one N8 University and at least one Policing Partner) can be identified on the application or a single sided application can be made with a ‘call for partners’. We will also support the finding of appropriate partners in advance of calls and encourage interested parties to contact us with ideas.
3. It is anticipated that 10 Staff Exchange Awards and 7 PGR Internships will be funded with an indicative maximum of £3,000 per project. Applications for lower amounts are welcomed. Larger sums will be considered, but are discouraged because it will limit the amount of awards able to be made.
4. There will be a rolling set of application deadlines. For 2017 these are: 28th February, 31st May, 31st August and 30th November.
5. Decisions will be taken by the N8 PRP project Steering Group no later than 8 weeks following the deadline that the application was submitted to.
6. Notification of successful awards will be made shortly after the Steering Group decision with the intention that projects will be able to start within two months of confirmation of the award.
7. Successful grant holders will be required to submit a mid-project review report within 6 months of the award being made.
8. Project funding will be available for one year following the award start date after which time Award holders will submit a final report.

4. ELIGIBILITY FOR FUNDING – The following criteria will inform funding decisions.

Strong preference will be given to proposals that:

- Present original and innovative ideas for contemporary policing problems.
- Have the potential to develop longer term collaborations.
- Are new partnerships.
- Are linked to the Policing Innovation Forum or one of the other N8 PRP activity strands.
- Build on the strengths of more than one of the N8 partners.
- Are rigorous in terms of schedule of work and sound logic to maximise feasibility (be ambitious but not over-ambitious).
- PGR Internship applicants can be at any stage in their studies (including up to 6 months following submission)

Examples of funding use include, but are not limited to:

- Project scoping, capability mapping and development work.
- Original research
- Pilot study
- Business planning/ feasibility studies
- Analytical support for the development of problem profiles or similar
- Research based investigative support

To view details of the project funded under the pilot of the Staff Exchange Scheme visit:

<http://n8prp.org.uk/n8-prp-pilot-staff-exchange/>

5. PROJECT FUNDING AVAILABLE

There is funding available for projects up to the value of £3,000 per project.

6. IDENTIFYING A COLLABORATING PARTNER

If you have an idea for a project, but do not have existing connections with a collaborating partner, it is worth visiting the N8 PRP's Database of Experts at: <http://n8prp.org.uk/experts/>. Alternatively, you can contact N8 PRP Project Manager, Steph Abraham, for guidance at s.abraham@leeds.ac.uk. As we are looking to support the development of new partnerships this is seen as a positive rather than negative approach.

7. WHAT THE AWARD COVERS

Directly Incurred Costs (DI)

Costs are to cover new activities, comprising:

- Staff – bought in staff services e.g. transcription (fixed term, hourly paid)
- Travel and subsistence (advanced approval will be required for any ‘international’ travel)
- Vehicle hire
- Predicted costs for communication, knowledge exchange (e.g. conference attendance)
- Publication costs
- Equipment costs (limited to 20% of the award)
- Catering and venue hire
- Applicants for the PGR Internship can apply for a bursary in line with Doctoral Training Centre award rates

What is not covered?

- Investigator and co-investigator time
- Support of existing staff employed by the institution
- Indirect costs Estates – building and / or refurbishment costs

8. APPLICATION PROCESS

The completion of a single application form is required detailing the following information:

- Applicants details – List the individuals and organisations that are involved in the project
- Project title and focus
- Aims and objectives of the award (max 300 words)
- Key activities of project (max 1 side of A4)
- Research strengths – how the project builds on the strengths of the collaborating partners (Max 300 words)
- Statement of logic and feasibility for the idea (max 300 words)
- Proposed plan for ethical clearance for proposed work (max 300 words)

- Proposed outputs (max 300 words)
- Proposed impact (max 300 words)
- Finance Summary – estimated itemized costs associated with the application

9. ASSESSMENT PROCESS

A standard assessment process will apply to all applications:

- Once received, applications are forwarded to the assessment panel.
- Three Assessors will rate each application.
- Each application is assessed against the same criteria questions.
- Each Assessor is required to complete and submit a score-sheet with comments for each application they are assigned to assess.
- A report is compiled to identify ranked order of all applications, this is known as the panel sheet.
- The panel list is presented to the Steering Group to obtain final approval for funding.

The comments provided by the Assessors noted on the score sheets will be provided back to applicants.

10. NOTIFICATION / POST NOTIFICATION PROCESS

Applicants will normally be informed of the outcome of their application no more than eight weeks after the award application deadline. Applicants will be informed by email whether their application has been successful, subject to compliance with N8 terms and conditions.

11. AWARD MONITORING

A simple but diligent monitoring process will be applied to ensure that:

- The project is progressing as planned and being supported to succeed.
- Public money is being spent appropriately.
- A mid-point update is to be provided for the N8 PRP Steering Group.
- Upon completion of the project we receive a summary report of the findings.
- Final claim for payment will be made upon receipt of the project report.

12. FUNDING CLAIMS

It is important to note that staff time will not be paid for through the Staff Exchange Award or PGR Internship. Applicants for the PhD Internship can apply for a bursary in line with the Doctoral Training Centre award rates. You must note the anticipated budget for the Award in the application form. All claims should include a breakdown of expenditure and this will be checked to make sure that the expenditure is reasonable and necessary.

All awards are claimable in installments and will be paid once the necessary reporting has been completed and received, together with an invoice for expenditure. Invoices will be submitted to Durham University with the funding value agreed during the application and award process.

13. INFORMATION SECURITY, CONFIDENTIALITY, INTELLECTUAL PROPERTY RIGHTS

The nature of the project will determine the requirements for confidentiality agreements between participants and it is suggested that the Steering Group plays the lead role in monitoring and guiding the projects. It is expected that scoping ideas and the development of collaboration proposals should be possible without having to sign Confidentiality or Intellectual Property Agreements.

Information about unsuccessful project applications will remain confidential and will not be made public.

14. DATA ANALYTICS AND SHARING

The Data Analytics strand leads of the N8 Policing Research Partnership would like to take advantage of the projects that will be funded to develop and test the capabilities of the service offered by the data analytics strand. Any successful projects, therefore, will be required to deposit their data with the service. This will help us to build a service that is sufficiently flexible (in terms of the type of data it might be asked to hold) and will also help us to begin understanding the issues around data sharing and protection that we will have to manage.

15. WHERE TO SEND YOUR APPLICATION

Please send your application to Nicole Westmarland, People and Knowledge Exchange Strand Leader, via The N8 PRP Project Manager, Steph Abraham: s.abraham@leeds.ac.uk

Queries can be sent to the N8 PRP Project Manager, Steph Abraham, at the following email address: s.abraham@leeds.ac.uk