

**‘Innovation and the Application of Knowledge for  
More Effective Policing’**

**N8 Policing Research Partnership Catalyst Project**

**Process for applying for Catalyst project Small Grant  
Awards 2018 / 19 (round 4)**

## 1. INTRODUCTION

The N8 Research Policing Partnership has been awarded funds by HEFCE. This exciting five-year programme of research and knowledge exchange (2015-2020) is pioneering an innovative collaboration between police forces and universities in the North of England. It is building 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 HE 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 fund allocation to develop collaborative projects through the **Small Grants Awards** within the Co-Production Strand. The aim of this strand is to build excellent and sustainable research capacity and capability to tackle new and emerging fields of enquiry and policing challenges. It will embed innovation directly within the programme of research coproduction and generate spin-off research grant applications and teams of research collaborators from across the partnership.

## 2. PROJECTS ENVISAGED AND PRIORITY FOR FUNDING

The Small Grants Awards open call will provide pump-priming funds to support research into targeted and important areas of policing work and areas 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 ensure stakeholder involvement in the choice of topics for research co-production. 2018 is the fourth open call for grants and we welcome applications supporting our Policing Innovation Forum theme of Mental Health: Improving services, reducing demand, and keeping people safe. We also welcome applications for grants in support of our eight strand themes and we hope to fund up to four projects commencing in May 2019.

The intention is to support emergent collaborations and innovative partnerships between researchers and policing partners and research pilots that will result in applications for larger funding grants. We are focusing the Catalyst Project Small Grants Awards towards building multi-partner collaborations. The purpose of allocating funds is to facilitate and energise the development of proposals for collaborations – we expect this to take the form of short projects, delivering a proposal for larger scale collaborations. This funding is for the strategic development of research collaborations, as well as research itself, that is both scalable and has possible follow on plans for further development and sustainability.

### 3. PROCESS OVERVIEW (simple, fair, fast, robust)

#### Application for Funds

1. Applicants for funds will complete a simple application form.
2. N8 Policing Research Partners – (both a University and an N8 Policing Partner) must be identified on the application.
3. Open call for small grants will be launched formally at the annual Policing Innovation Forum with funding up to £25K per project.
4. Applications by 12 noon on 17<sup>th</sup> January 2019, applications received after the deadline will not be considered.
5. Decisions will be taken by the N8 PRP project Steering Group in late March 2019 in the light of assessments and advice from an independent panel of reviewers.
6. Notification of successful awards will be made shortly after the Steering Group meeting with the intention that projects will be able to start as soon as possible from the beginning of May 2019.
7. Successful awards will be funded in three tranches:
  - In May annually on receipt of final paperwork and invoice
  - In October annually on receipt of the interim report and invoice
  - In the month following receipt of a final report and final invoice
8. Projects awarded funding will conclude no later than April 30<sup>th</sup> 2020.
9. Successful grant holders will be required to submit a mid-project review report by 31<sup>st</sup> October 2019 in advance of the autumn Steering Group
10. Project funding will be available until 30<sup>th</sup> April 2020 after which time grant holders will submit a final report and Findings summary in line with the established guidance and criteria.
11. Finding summaries (4 page N8 PRP proforma) will be subject to peer review and published online.
12. Successful grant holders will be required to fulfil conditions of funding and acknowledge the funding in all subsequent publications and follow on awards.

**Eligibility for Funding – The following criteria will inform funding decisions.** Strong preference will be given to proposals that:

- **Present original and innovative ideas for research co-production.**
- **Have the potential to secure longer-term ‘follow-on’ funding and/or scalability across other partners.**

- Are linked to the Policing Innovation Forum theme – of Policing Mental Health: Improving services, reducing demand, and keeping people safe - advance one of the other N8 PRP activity strands or the challenges of emerging technologies.
- Build on the strengths of more than one of the N8 Universities and associated N8 partner organisations.
- Enable co-production and include collaboration with at least one non-academic policing partner.
- Have high potential impact and identify the pathways to impact.
- Are rigorous in terms of methodology and sound logic to maximise feasibility.
- Include match funding where appropriate either cash or in-kind, but this is not mandatory.
- Incorporate Non-N8 HEI partners or policing organisations beyond the members of the N8 PRP where relevant and where this adds value.

**Examples of funding use:**

- Project scoping, capability mapping and development work (e.g. meeting costs, admin).
- Pilot study.
- Business planning/ feasibility studies.

**4. PROJECT FUNDING AVAILABLE**

There is funding available for research based small grant projects up to the value of £25k per project.

<b>Grant Type</b>	<b>Anticipated grant level</b>	<b>Expected duration</b>
Developing a full collaboration proposal  Appropriate activity to develop fully scoped and costed collaboration project. May include workshops, feasibility assessments, opportunity assessment, pilot activity	Up to £25,000	No more than 12 months following a May 01 start annually

**5. WHAT THE GRANT COVERS**

Costs are to be based on Directly Incurred Costs (DI)

Costs are to cover new activities, comprising:

- Staff – research assistants, bought in staff – PGR students, external suppliers, casual admin support (fixed term, hourly paid)
- UK Travel & subsistence (advanced approval will be required for any ‘international’ travel)
- Other DI costs:
  - Hire of vehicles
  - Recruitment and advertising costs
  - Predicted costs for communication, knowledge exchange, public engagement, PR
  - Publication costs – books, catalogues, non-peer reviewed material
  - Catering and venue hire

**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
- Equipment costs

**6. APPLICATION PROCESS**

The completion of a single application form is required detailing the following information, the application should be completed in Calibri (Body) font, size 12. Do not exceed the required information parameters. Any applications exceeding the parameters will be deemed ineligible.

<b>Information Required - Application</b>
<p>Application Details:</p> <p>List the organisations that are part of the consortia, and the lead university / policing partner</p> <p>Provide the start and finish dates</p>
<p>Potential impact of the idea and the collaboration – max 1 side A4</p> <p>A brief summary of the vision and the work required to develop the idea to the next stage</p>
<p>Research Strengths– max half a side of A4</p> <p>how the idea builds on the strengths of the collaborating partners</p>
<p>Statement of logic and feasibility of the idea max half a side of A4</p>
<p>A framework for confidentiality that will enable smooth progress</p>
<p>An agreed statement and strategy for data analytics and sharing</p>

Project Details – the key activities required and project management arrangements max half a side of A4

Other Funding - any additional funding

Finance Summary Table – how the money will be spent (to minimise transaction costs we would expect one financial claim and one summary report, once all expenditure has been defrayed and stage has been completed)

Signatures – applications MUST have signatures (electronic is acceptable) of ALL lead partners, applications missing signatures will NOT be reviewed and will be deemed ineligible.

**Information Required – Interim Report (maximum two sides A4)**

To include:

Evidence of progress

Updated plan for final portion of project time

Reports of anything unforeseen

Obstacles that have arisen – what did you do to overcome them?

What other / related activities have occurred – bids in development, presentations, papers, blogs etc.

Changes in direction of the project from the original proposed

The report is due no later than October 31<sup>st</sup> annually

**Information Required – findings report (maximum four sides A4)**

To include:

Key findings summary

Introduction

findings

conclusion

methodology

implications for further research

The report is due 30 days post project end but no later than May 31<sup>st</sup> annually

## **7. ASSESSMENT PROCESS**

A standard assessment process will apply to all applications:

- Once received, applications are forwarded to the assessment panel.
- A minimum of three assessors will rate each application.
- Each application is assessed against the same criteria questions.
- Each Assessor is required to complete and submit a ratings 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 independent panel for review, following the review a shortlist of applications will be produced.
- The shortlist will be reviewed by the N8 PRP Steering Group for the annual spring meeting in late March / early April to obtain final approval for funding.
- The comments provided by the Assessors noted on the score sheets will be provided back to individual applicants.
- Previous applicants may apply for funding following an unsuccessful application for a small grant.
- Previous successful applicants are not excluded from applying for further funds.

## **8. NOTIFICATION / POST NOTIFICATION PROCESS**

Applicants will normally be informed of the outcome of their application no more than four weeks post spring Steering Group. Applicants will be informed by email whether their application has been successful, subject to compliance with N8 terms and conditions.

## **9. MONITORING & REPORTING**

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.
- An interim update is to be provided by 31<sup>st</sup> October annually for the N8 PRP autumn Steering Group meeting. A short report template is available.
- Upon completion of the project we receive a four page summary report of the findings (four page report template is available) which will be made publicly available and put on our website.
- Final claim for payment will be made upon receipt of the accepted project report.

## **10. CLAIMS**

We have not been prescriptive with a list of eligible expenses due to the new and novel nature of these collaborations. All claims should include a breakdown of expenditure and this will be checked to make sure that the expenditure is reasonable and necessary.

All grants are claimable in three instalments and will be paid once the necessary reporting has been completed and received, together with an invoice for the total expenditure.

Invoices will be submitted to Newcastle University with the funding value agreed during the application and award process.

Invoices must quote the correct address and PO (Purchase Order number) as provided by Finance once the award has been approved.

## **11. INFORMATION SECURITY, CONFIDENTIALITY, IPR**

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 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.

## **12. DATA ANALYTICS AND SHARING**

The data analytics strand leads of the Catalyst project would like to take advantage of the pilot 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.

## **13. CONDITIONS OF FUNDING**

Successful applicants will be expected to agree to fulfil the following conditions:

- I. Reporting requirements:
  - a. A short (2 page, template / guidance available) interim report is due by October 31<sup>st</sup> 2018 with the second invoice for funds.
  - b. A four page final Findings report (conforming to the N8 PRP template) is due no more than 30 days after the end of the project, with the final invoice for funds.
- II. Outputs requirements:
  - a. A feature article (750 - 1000 words) for publication on the N8 PRP website.
- III. Presentation of findings

- a. A brief presentation to the N8 PRP Steering Group is required upon submission of the final report (template available)
  - b. N8 PRP branded slides should be used during presentations of the research to external parties during the project period and for the dissemination of the findings
- IV. Acknowledgement of funding source:
  - a. The N8 PRP funding is to be acknowledged in any subsequent publications in which the research findings are discussed or used.
  - b. The N8 PRP grant is to be acknowledged in any subsequent applications for follow on funding that seeks to build upon the research.
- V. Tracking impact
  - a. Applicant will be expected to keep the N8 PRP project manager informed of resultant outcomes and impacts that derive from the research.

#### **14. WHERE TO SEND YOUR APPLICATION**

Please send you application to Dr Jill Clark, Co-Production Strand Leader, at the following e-mail address: [Jill.Clark@ncl.ac.uk](mailto:Jill.Clark@ncl.ac.uk)

Queries can be sent to the N8 PRP Project Manager, Steph Abraham: [s.abraham@leeds.ac.uk](mailto:s.abraham@leeds.ac.uk)