Applying for a Carnegie Research Incentive Grant

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Getting started

The online application form is accessible via a link on the Carnegie Trust website: http://www.carnegie-trust.org/researchschemes/research-incentive-grants)

Select the Online application tab and click the Apply online button which will take you to a Registration page.

To apply you first need to register your email address with our online system.

Registration page

On this page, confirm your eligibility by taking the eligibility quiz:

- Enter your email address in the email field. *This must be your **work email.** The system will only accept addresses with the .ac.uk extension.*
- Click on **Proceed**
- You will then receive an email with a link to the online form which you will need to complete. The email may take a couple of minutes to arrive. *Do check your spam folder!*

Online application form

About the online form

- ✓ You can save the form and return to it later. Use the link in the email you received on registration or bookmark the page.
- ✓ The link to the form is personal.
- ✓ You cannot share the form with another user or applicant and let them edit it.
- ✓ All fields marked in red are compulsory.
- ✓ Online applications must be endorsed by the applicant's Head of Department/School (or Deputy Head, or Head of Research) and a representative from the Research Office at the applicant's university.

- ✓ The approval process must be completed before the deadline so please allow at least 5 working days before the closing date for all the approvals to come through.
- ✓ The Trust will not accept applications that have not been endorsed by the closing date.

Guide to different sections of the form

Contact details

Work email

This must be your work email at one of the Scottish universities. All correspondence regarding your application will be sent to this work email.

ORCID Identifier

If your university subscribes to ORCID and you have received an ORCID identifier, please enter it on the application form. More info on ORCID: https://orcid.org/

This is not compulsory and we welcome applications from researchers who do not have an ORCID identifier.

Doctoral study and career

PhD Information

If you have completed, or are completing a PhD, enter the details in this section. You do not need to have a PhD in order to apply for a Research Incentive Grant, as long as you are employed as an academic researcher or lecturer at a Scottish university. If you are completing a PhD while employed as an academic researcher or lecturer, your proposed research for a Research Incentive Grant must be separate from your PhD research.

Current position

Enter details of your current position with a Scottish university. If you work part-time, enter the percentage of full-time of your appointment, for example 60% if on 0.6FTE.

You should also tell us how your position is funded, for example through the central funds of the university or by an external grant. If you are funded by an external grant, check your funder is happy for you to undertake other research in addition to the work already funded by them.

Should you know that your appointment details will be changing at any time after the closing date and before the outcome of your application is known, use the appropriate field to tell us what is going to change. **Note:** You still need to be employed by a Scottish university by the time the outcome is known.

Career breaks

Career breaks should be listed in this section and include: parental leave, adoption leave, extended sick leave, period of employment etc.

Publications

List up to five of your publications, especially those relevant to the topic of the proposed research. Please only include full bibliographical details and any co-authors if applicable. There is no need to provide a summary of the publications!

Proposal summary

In this section, provide details of the project: title, timetable of research activities and a project summary, as well as the case for support, and planned outcomes and outputs.

Project timetable

Provide a timetable for the proposed research, stating the relevant milestones and timescale for each. The date/period should be indicated as follows: July-Sept YYYY, 8 weeks and must be followed by a description of the research activity to be undertaken in that period.

You may add up to 10 different entries.

You will also be asked to provide the anticipated start and end date for the entire project up to a maximum of 12 months in duration.

Project summary

The project summary should be written in terms suitable for a non-specialist reader.

Proposal

Case for support

The case for support is to be uploaded as a **PDF** document. The maximum length is 3 pages of A4, plus 1 additional page for references to works cited. Please use the font Arial 10, with the line space set at 1.15 minimum and 2cm margins.

The Trust reserves the right to disqualify any applications that do not conform to these instructions.

The case for support should address the following:

- Issue, problem or topic the research seeks to address
- Background or rationale behind the proposed research
- Aims and objectives of the proposed research
- Research hypotheses or questions
- Methodology
- Feasibility, significance and potential for innovation
- Relevance for the Scottish universities and academic community

NOTE: Please do not add any additional pages, CVs, statements of support and the like to the Case for Support document. These are not required and including them may invalidate your application.

Research area of the proposed research

To help the Trust match the proposal to a suitable reviewer, you will need to indicate the research area of the proposed research. First select the Carnegie Panel Area, which are: A: Arts, Humanities and Social Sciences and B: Science, Engineering and Technology.

Then select the Research Area followed by the Research Subcategory that best correspond to the proposal's research focus. If your research area does not appear in the drop down list or your project is interdisciplinary, pick the closest possible match.

Finally you will be asked to provide up to 10 key words to describe in more detail the research area of the proposal.

Project team

In this section, you can list any collaborators and support staff who will work with you on the proposed research.

Support staff

Here, provide details of support staff you wish to employ on the grant, if successful. This can be a Research Assistance, technical or admin support staff. If you have a person in mind, you can enter their name and current position in the relevant sub-section. In all cases, you will need to explain the duties and responsibilities that will be carried by the support staff member of the team.

You may add more than one support staff member.

Collaborators

If collaborators will be working with you on this project, include their name, contact details and explain how they will contribute to the project. Collaborators may be based at a Scottish university or anywhere else. You may add up to five collaborators.

Finances

In this section, you will be asked to provide a detailed budget for 1) the costs relating to your proposal for which you are seeking funding from the Carnegie Trust, 2) any additional project costs relating to the project for which you are not requesting funding from the Carnegie Trust and 3) details of any other grant applications which may overlap with this application.

Project costs

For each cost item, select a category in the drop down list, enter a description of the actual costs to be incurred, followed by the total cost for this item in the budget. You can add up to 10 different cost items and you may group together costs of the same type under one entry.

The description should provide sufficient detail as to the costs required, listing cost of single items where appropriate. For salaries, the pay grade and spine point as well as the Full Time Equivalent and length of appointment must be included as well as National Insurance and Pension contributions.

Here are some examples of how to write the description

Cost type: Travel

2 Return flights for Principal Investigator Edinburgh-New York, at £XXX per flight, February 2018 and July 2018.

Cost type: Accommodation

5 nights' accommodation in New York for Principal Investigator, at £XXX per night Bed & Breakfast 5-10 February 2018.

Cost type: Salaries

Salary for Research Assistant, 3 months at 0.8 FTE, Grade 7, Spine point X, £XXXXX pro-rata, including National Insurance and Pension contributions.

Cost type: Consumables

Pipette tips, latex gloves, reservoir wells, agarose gel consumables, Qbit reagents
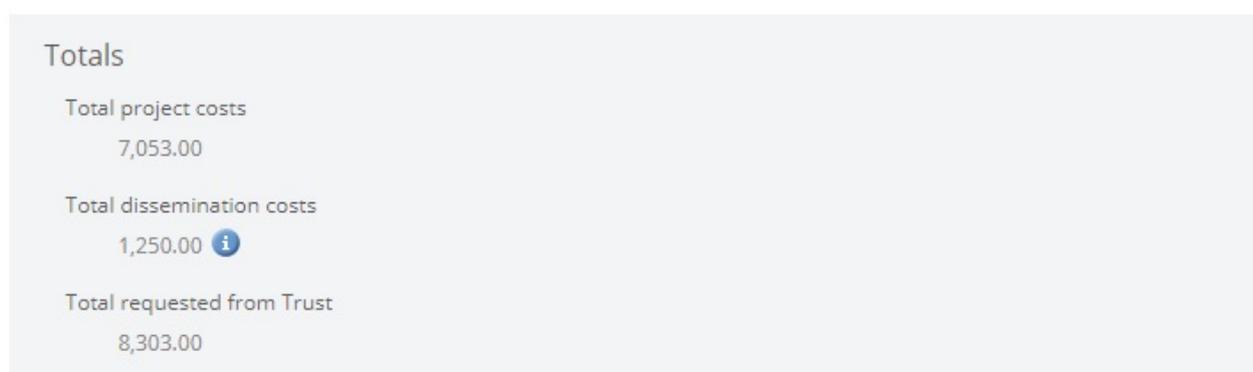
Dissemination costs

Dissemination costs cover activities to bring the end results of the funded project to academic and non-academic audiences. You may add costs up to a maximum of 15% of the total budget requested from the Trust. For example, if the overall budget requested from the Trust is £6500, you may request up to £715.

Dissemination costs may include: publication costs, including Open Access charges, conference attendance (registration fees, travel, accommodation), knowledge exchange or public engagement activities.

Totals

Once you have entered the Carnegie requested costs and the Dissemination costs, the online system will then add totals and alert you if you exceed the maximum grant value (£10,000) and maximum dissemination costs allowed (15% of the total costs requested from the Trust).

Totals	
Total project costs	7,053.00
Total dissemination costs	1,250.00 ⓘ
Total requested from Trust	8,303.00

Justification for resources

A detail account of why each of the cost items is necessary to the successful completion of the proposed research. It is important to provide a clear and reasoned justification, including for the dissemination.

The Selection Committee deciding the awards may reduce the amount awarded if the justification for resources is not deemed satisfactory.

Institutional approval

Applications must be endorsed by:

> 1) the applicant's Head of Department (or other suitable officer e.g. Deputy Head of Department or Head of Research), AND
> 2) a representative in the Research Office in the applicant's university.

The endorsement must be done electronically and be completed before the closing date so please allow for at least 5 working days for the approval cycle to be completed. *The Trust will not accept proposals that have not been approved by both the HOD and the Research Office.*

Head of Department approval

You must name the Head of Department/School who will endorse your proposal when you complete your online application.

Once you have submitted your application, the proposal will be emailed to the HOD as an attachment. The message will contain a link to an online approval form for them to complete.

The HOD may reject the proposal if they feel it is appropriate. If that happens, you will be notified by email and will then be able to edit the online application before submitting it again.

The Trust recommends checking whether the HOD is indeed available to endorse the proposal before submitting it. If the HOD is not available then you can ask the Deputy Head or Head of Research.

Research Office approval

For the research office endorsement, the general email address used by your research support services will automatically appear when you selected the name of your university at the start of the form. It is not possible to enter the details of another individual or another email. The addresses below will appear depending on the university and have been approved by both the Trust and the universities:

University	Generic email to use
Aberdeen	res-innov@abdn.ac.uk
Abertay	Carnegie@abertay.ac.uk
Dundee	rfs-carnegie@dundee.ac.uk
Edinburgh	Prop-admin@lists.ed.ac.uk
Edinburgh Napier	e-submission@napier.ac.uk
Glasgow	rso-carnegie@glasgow.ac.uk
Glasgow Caledonian	gcalesubmission@gcu.ac.uk
Heriot-Watt	res.research@hw.ac.uk
Highlands and Islands	grantsandcontracts@uhi.ac.uk
Queen Margaret	rgcu@qmu.ac.uk
Robert Gordon	res-research@rgu.ac.uk
St Andrews	rfoffice@st-andrews.ac.uk
Stirling	edoc.submission@stir.ac.uk
Strathclyde	rcs.reception@strath.ac.uk
West of Scotland	raid@uws.ac.uk

Once the HOD has approved the application, a further email will be sent to the Research Office with a request to endorse the proposal. The Research Office may refuse to endorse an application, in which case you will be notified by email of the rejection and will be able to edit your application before submitting it again.

After both the HOD and Research Office have approved the application, it will be received in full by the Trust for processing. You will also receive an email confirming receipt of your application by the Trust.

Email acknowledgements

During the application and submission process, the following emails will be sent by the system:

Stage	Email subject line	Recipient(s)
Applicant submits the application form	Carnegie Trust: RIG Application submitted and awaiting endorsement	Applicant
Endorsement by HOD	Carnegie Trust: Request to endorse RIG application	Head of Department
	Carnegie Trust: Head of Department endorsement submitted	Head of Department Cc: Applicant

Endorsement by Research Office	Carnegie Trust: Request to endorse RIG application - Research Office	Research Office
	Carnegie Trust: Research Office endorsement submitted	Research Office Cc: Applicant

Help and questions

If you have any questions, please contact use by:

- ✓ Phone: 01383 724 990
- ✓ Email: incentive-grants@carnegie-trust.org

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