

## Research Support Funding

### 1. Purpose

The purpose of research support funding is to support research activity in the School of Law, for the furtherance of high quality publications and knowledge transfer, and especially to help to enhance individuals' publication records.

### 2. Automatic Allowance

Academic and research staff funded by the School are entitled to claim for expenditure on the following activities, up to a maximum that is set each year by the Head of School (currently £1,250):

#### *a. Travel and accommodation in support of research*

Examples of activities are: conferences, networking, gathering of data.

#### *b. Purchase of primary materials*

Examples of such materials are: specialist books, reports, commercial information.

The following are excluded from the scheme:

- text books (normally available from publishers on inspection)
- recurrent expenditure, such as subscriptions to journals
- encyclopaedias
- material which is, or will imminently be, available from the JRULM or through inter-library loan during the period of the research.

Furthermore, it is not within the spirit of the scheme to purchase materials simply in order to shortcut the library's purchase and accession process.

#### *c. Purchase of research software*

Examples are: campus licensed programs, with nominal charges by IT Services, and specialist programs that are not available from IT Services.

### 3. Discretionary Funding

Academic and research staff funded by the School, and GTAs who have exhausted their other allocations, are entitled to apply to the Research Strategy Group for funding to support the following activities:

#### *a. Expenditure on activities listed in Paragraph 2 that exceeds the maximum amount for the academic session*

#### *b. Research assistance*

For example, from hourly paid students or similar.

Formal employment of researchers is excluded from the scheme.

#### *c. Personal development*

For example, skills courses.

Recurrent expenditure on membership of learned societies is excluded from the scheme.

*d. Indexing Costs*

Should the publisher not pay for indexing costs, research support funds can be applied for.

*d. Other research support*

This is a residual category to cover other claims for expenditure which the Research Strategy Group may from time to time agree, for example, the organisation of academic conferences, or pump-priming research expenditure where it is not possible to obtain external funding.

**4. Applications for Discretionary Funding**

a. An [application form](#) may be downloaded (for return to the Chair of the Research Strategy Group, copied to the Research Support Manager).

b. Applications must contain statements on the following:

- the nature of the research project;
- what type of publication is likely to result from the project, or how the expenditure will otherwise contribute to the applicant's overall research profile
- the purpose for which an award is sought and why it is necessary for the research project;
- a detailed breakdown of estimated expenditure (especially travel, accommodation and subsistence costs) – the fund will limit claims for subsistence to £40per day;
- whether an application has been made to one or more other sources of funding.

c. Applications for the purchase of primary materials must in addition certify that the materials are not or will not be available from JRULM or through inter-library loan during the period of the research.

d. For applications for the support of academic conferences it is in addition required:

- that applications for such conference funding be accompanied by a properly formulated budget;
- that, excepting travel and accommodation costs incurred by those presenting papers, funding should not normally be applied to subsidise the attendance costs of researchers from other institutions.
- that conferences contain in their proceedings an acknowledgement of funding received from the Research Support Fund of the University of Manchester School of Law;

e. Applicants should provide details of any other successful applications they have made to the Fund over the previous 24 months.

f. Applicants are encouraged to apply for support to external funding bodies and details of such applications should be provided where appropriate.

g. Successful applicants must submit a written report to the School Research Strategy Group upon completion of the activities for which funds were applied.

The report should include a statement on progress with publication resulting from the research project.

h. Decisions on applications for funding of over £1,000 will be made by Research Strategy Group. Where the application is for £1,000 or less, the decision may be made by the Chair of the Research Strategy Group. Complex applications for funding of £1,000 or less may be referred to the Research Strategy Group at the discretion of the Chair.

## **5. Ownership**

All materials, software and equipment that is purchased with research support funding remains the property of the University. As and when appropriate, they should be made available to other colleagues or to the JRULM.

## **6. Other Funding**

a. For projects relating to Public Law, the School's funding may be supplemented by two small and separate sources, the Sir Desmond Heap Fund and the Audrey Morris Trust Fund, which will be required to be duly acknowledged.

b. Information about other sources of funding is available on the staff intranet or from the Research Support Manager.

## **7. Risk Assessment**

For all activities off campus, you must contact the [risk.law@manchester.ac.uk](mailto:risk.law@manchester.ac.uk) email address details the event or conference you are attending in order that it is assessed as to whether a formal risk assessment form is required. For information about Risk Assessments please visit the following web page:

<http://www.law.manchester.ac.uk/staff-intranet/research/ethics/>