

## University of Cambridge

### Cambridge Humanities Research Grants Scheme: Guidance notes

#### 1. Specifics of the Scheme

- 1.1 The objective of the funding is to enable researchers in the arts, humanities and social sciences to conduct small-scale research or collaboration activities, of the highest quality, that enable them to bid successfully for larger-scale funding, and/or to generate publications, and/or to contribute materially in other ways towards the research objectives of their home institution.
- 1.2 Applications will be assessed above all for research quality.
- 1.3 Each of the Scheme's three Tiers is designed to fulfil specific objectives, as detailed overleaf.

	<b>Tier 1) Newton Trust Small Grants</b>	<b>Tier 2) Standard Grants</b>	<b>Tier 3) International Exchange/Collaboration Grants</b>
Objective	Short-term support for initial/experimental research, or to expedite a research output.	General research grants, to be assessed primarily on academic quality	Joint research activities between Cambridge researchers and researchers based outside the UK whose institutions will match the Cambridge contribution <sup>1</sup> .  Exchange and collaboration between Cambridge researchers and eligible colleagues, including work with the University's library and museum collections.
Funding available	up to £1.5k	£1.5 -20k	£1-10k <i>Awards will support the direct non-pay costs of organising conferences or seminars</i>
Eligibility (see further detail in para 3)	Any researcher active in the arts, humanities and social sciences holding a current contract of employment as an independent researcher – at the point of application - with either the University or the Colleges (but not visiting or affiliated researchers).	Award holders will normally be at or above the level of University Lecturer or equivalent, or holding a senior Fellowship.	Any researcher active in the arts, humanities and social sciences holding a current contract of employment as an independent researcher – at the point of application - with either the University or the Colleges (but not visiting or affiliated researchers).
Exclusions	Costs relating to (i) conferences and (ii) the direct costs of publishing outputs will not be considered.  Applicants may not apply for their own salary costs or other direct personal support.	Costs relating to the direct costs of publishing outputs will not be considered.  While conference support is not excluded in this tier, it must demonstrably support the priorities identified in 1.3 below.  Applicants may not apply for their own salary costs or other direct personal support.	Costs for staff time, research assistance or publication costs will not normally be considered.  Applicants may not apply for their own salary costs or other direct personal support.

<sup>1</sup> Currently Cambridge has a formal matched funding agreement with Paris Sciences et Lettres (PSL), but Tier 3 is not limited to PSL collaborations and welcomes partnerships with any non-UK institution.

	<b>Tier 1) Newton Trust Small Grants</b>	<b>Tier 2) Standard Grants</b>	<b>Tier 3) International Exchange/Collaboration Grants</b>
Notes	Can support short-term research assistance from PhD students or research assistants.	Preference may be given to applications from or benefitting early career researchers.	<p>The standard expected match-contribution is 50%, which can be in-kind. Applications will need to clearly describe the matched funding arrangements. The partner institution will usually be required to transfer the funds to Cambridge within 30 days of the award announcement.</p> <p>Applications with a collaborator from an institution with which the University does not already have a formal agreement must include a letter, signed by the collaborator's Head of Department and the appropriate institutional authority, affirming the collaborator's eligibility to receive funds from their institution, and stipulating that, should the application be successful, the collaborator's institution will make a significant contribution to the total award.</p>

## 2. Criteria for award

- 2.1 The primary criterion for awards will be research quality. In addition, awards will be considered against the following specific priorities:
- a) Direct support of pilot or experimental research intended to lead to larger-scale activity suitable for external funding;
  - b) Direct support for activity towards a publication output. This may include supporting the costs of partial remission of Departmental duties in order to finalise publications, if the case is sufficiently strong. Please note however that costs directly associated with publication (e.g. permissions, indexing, picture costs) will not be supported in any of the three Tiers;
  - c) Support for fieldwork, archival access etc. allied to existing or emerging research priorities in Departments;
  - d) Support for early-stage network or concept-development activities, including collaborative work with CRASSH;
  - e) Match-funding to support research where sponsors are unable to meet the full costs, e.g. website assistance for dissemination, support for charity research;
  - f) Support for research activities for which externally-funded grants are not normally available;
  - g) Support for activities specifically designed to enhance impact or outreach, related to eligible underpinning research.
- 2.2 Researchers are normally expected to apply in only one tier in any given round.
- 2.3 Preference will normally be given to first-time applicants, subject to the Scheme criteria
- 2.4 In keeping with the University's commitment to reduce indirect carbon emissions (including supply chain and business travel), the CHRG Panel expect the design of projects to take into account the environmental impact of the research.

## 3. Eligibility

**Please note: in all cases, applicants should seek approval from their home Faculty or Department before making an application (see para 4.4).**

### 3.1 Tiers 1 and 3: Newton Trust Small Grants, and International Exchange/Collaboration Grants

Applications are invited from **any** researcher active in the arts, humanities and social sciences holding a current contract of employment as an independent researcher – at the point of application - with either the University or the Colleges (but not visiting or affiliated researchers). This includes:

- externally-funded Research Fellows and those working in museums, research centres or other relevant non-School institutions;
- Cambridge-based emeritus staff (with the written support of their Faculty or

- Department);
- Senior Research Associates or Research Associates, provided that their current contract will outlast the proposed activity;
- College Teaching Officers and Junior Research Fellows are eligible.

Applicants may not apply for their own salary costs or other direct personal support.

### 3.2 Tier 2: Standard Grants

Applications are invited from **senior** independent researchers. Award holders will normally be at or above the level of University Lecturer or equivalent, or holding a senior Fellowship.

- Research Associates or Senior Research Associates may not normally apply, except with the written support of their Faculty or Department, but can be supported through Tier 2 funding secured by a tenured academic in their Department;
- Applicants should hold a University contract with an explicit research component;
- Affiliated researchers may apply with written support from their home Department or Faculty;
- Cambridge-based Emeritus staff may apply with the written support of their Faculty or Department.

3.3 Postgraduate students are **not** eligible to apply to any of the tiers.

3.4 Applications to all tiers should demonstrate an explicit link to the arts, humanities and social sciences.

3.5 Part-funding for this Scheme is provided by the **Isaac Newton Trust**. Unsuccessful applicants to this Scheme may not apply to the Isaac Newton Trust's main research grant programme<sup>2</sup> for the same project. Successful applicants cannot apply to that programme in the same year for matching funding based on these grants, though the Trust might be prepared subsequently to consider applications to extend the work, in line with its own research grant criteria.

## 4. **Costing**

4.1 The CHRG supports direct costs of travel, consumables and other non-pay costs.

4.2 The Scheme is exempt from indirect costs and does not operate via fEC. An X5 costing is not required, but may be useful in preparing applications.

4.3 Research assistance will be supported in Tiers 1 and 2 only. Costs for the employment of research assistance should be presented using standard University rates, including the necessary allowance for on-costs. Payment for research assistance managed via expenses will be disallowed.

4.4 Applicants may not apply for their own salary costs, within any of the three Tiers.

4.5 As stated above, costs directly associated with publication (e.g. permissions, indexing, picture costs) will not be supported in any of the three Tiers;

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<sup>2</sup> <https://www.newtontrust.cam.ac.uk/ResearchGrants>

## 5. Process

5.1 There will be two open calls each year, with deadlines in the Michaelmas and Lent Terms. A cross-School panel will be convened comprising the Head of each of the two Schools, plus senior UTOs nominated by each School.

5.2 Applications must be made using the following link: [CHRG Scheme application 2021-22](#)

**For Tier 2 only:** when completing the online form, applicants are required to upload a project proposal (max 2 sides of A4) and one independent, **external** reference. The deadline will be advised in the announcement of each round of the Scheme. **Late applications will not be considered under any circumstances.**

5.3 **Awards may only be held via a Faculty or Department**<sup>3</sup>. After submission, Departments will be asked to prioritise each application within their remit, and provide a written statement of support. This is to ensure that funded applications are of the maximum strategic benefit to Departments. Staff applying from a College or other independent institution will be asked to nominate the Department most appropriate for the prioritisation process.

## 6. Reporting

6.1 Awards will be transferred to the relevant host Faculty or Department, with all expenditure undertaken through standard financial procedures. Award holders should not make direct payments for services under any circumstances. Costs should be charged to Source of Funds AHAS.

6.2 Awards must normally be completed within the same academic year unless otherwise specified.

6.3 Expenditure must be completed within one month of the project end date. No-cost extensions can be requested via [GrantsAHSS@admin.cam.ac.uk](mailto:GrantsAHSS@admin.cam.ac.uk); extensions are normally granted only on the basis of unavoidable delay such as a change in personnel or other circumstances outside the control of the researcher.

6.4 Any underspend will be transferred back to the Scheme at the end of the academic year. Any overspend will be the responsibility of the Faculty or Department concerned.

6.5 As a condition of the award, each awardee will be asked to provide a brief report (up to 1 side of A4) on the outcomes of the project and the extent to which the specific aims/outputs have been achieved, along with a statement of expenditure. Reports are due within thirty days of the project end-date.

**Failure to submit a report may result in the funds being recalled.**

## 7. Operational notes for applicants

7.1 Before submitting, please ensure that your proposed host Department is aware of your application – there may be internal review procedures to follow within the Department prior to submission, and the Department may be able to offer assistance in preparing costings. After submission, Departments will be asked to rank each application within their remit in order of

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<sup>3</sup> It may be possible to hold an award in certain non-School institutions; please contact the Scheme administrator for advice - [GrantsAHSS@admin.cam.ac.uk](mailto:GrantsAHSS@admin.cam.ac.uk)

priority.

- 7.2 A formal X5 costing is not required, but please provide sufficient detail to show how the costs have been determined. If proposing to employ research assistance, please ensure that these costs are calculated using standard University rates, including the necessary allowance for on-costs. Under no circumstances may research assistants be paid through expenses or as cash-in-hand. Your Faculty or Department Finance Office will be able to advise on preparing realistic personnel costs.
- 7.3 The application can be filled **online only**, via this link:  
[CHRG Scheme application 2021-22](#)
- 7.4 Any queries relating to the scheme or the application process should be referred to the scheme administrator via [GrantsAHSS@admin.cam.ac.uk](mailto:GrantsAHSS@admin.cam.ac.uk)