

## Community Fund Application Guidance 2023/23.

This fund provided monies to design, develop, and deliver energy and/or net-zero-centric events that will provide researcher development opportunities predominately for doctoral and post-doctoral researchers. Alongside funding, a package of support will be provided by the ERA team to ensure a high-quality event is produced including training and mentoring.

The activity or event must have an energy or net-zero focus and be open to ERA Skills researchers from across the ERA partnership (i.e., it cannot be an event that is only open to researchers from your university). It is not envisaged that all funded events will attract delegates from all 8 partners but the opportunity to participate must be made available to them.

Full details of the funding call can be found on our website: [www.era.ac.uk/skills/funding-opportunities/](http://www.era.ac.uk/skills/funding-opportunities/).

Please apply via the [On-line ERA Community Fund Application 2023/24 form](#). Guidance on how to complete this form is below, we strongly encourage you to write you answers in a draft document and then copy them onto the on-line form once they have been reviewed by your supervisor, line manager or supporting member of staff.

Question	Guidance
<b>Name:</b>	<i>Please write your full name.</i>
<b>Email Address:</b>	<i>Please use your email address that ends in .ac.uk</i>
<b>Institution:</b>	<i>The institution where you are currently employed and/or studying.</i> <i>People based at the following institutions are eligible to apply for this funding:</i> <ul style="list-style-type: none"><li>• <i>Aston University</i></li><li>• <i>University of Birmingham</i></li><li>• <i>Cranfield University</i></li><li>• <i>Keele University</i></li><li>• <i>University of Leicester</i></li><li>• <i>Loughborough University</i></li><li>• <i>University of Nottingham</i></li><li>• <i>University of Warwick</i></li><li>• <i>British Geological Survey</i></li></ul>
<b>Are you a doctoral researcher?</b>	<i>Please select yes or no.</i>
<b>Job title</b>	<i>Please enter your job title.</i> <i>If you selected yes to the question “Are you a doctoral researcher?” this question will not appear on your application.</i>

<b>Question</b>	<b>Guidance</b>
<b>Applicant development plan (200 words max)</b>	Please clearly articulate how this award will support your professional development.
<b>Outline of Activity / Event (150 words max):</b>	<i>Describe your activity or event in less than 150 words. This will become the basis of promoting your event. Include what, why and where: What is the event? Why should people attend? Where will the event take place (this may be virtually, in-person or hybrid)? You may change the location post-award if agreed by the ERA team.</i>
<b>Impact of Event (150 words max):</b>	<i>This will be used to help us ascertain why we should fund this event/activity. What impact and outcomes do you expect your event to achieve?</i>
<b>Involvement of doctoral and/or post-doctoral researchers (100 words max).</b>	<i>Briefly tell us how you will involve doctoral and/or post-doctoral researchers in the design and implementation of the project.</i>
<b>Success Criteria (100 words max):</b>	<p><i>We will use this to judge if your event is successful so, please be realistic. What are your key performance indicators, i.e., how do you know you've been successful? Example statements could be:</i></p> <ul style="list-style-type: none"> <li><i>• 20 doctoral researchers from at least two ERA partners attend the event.</i></li> <li><i>• At least 50% of people who complete feedback would recommend a similar event to a friend.</i></li> <li><i>• At least 50% of people who completed feedback rated it 4 stars or above (out of 5 stars).</i></li> <li><i>• At least 5 researchers say the event expanded their network of contacts.</i></li> <li><i>• Feedback indicates that researchers have gained skills they can implement straight away.</i></li> </ul>
<b>Plans for monitoring and evaluating the activity (100 words max):</b>	<i>Explain how you will know that you have met the success criteria you described above. What mechanism will you use to collect the required information and how will you evaluate it?</i>
<b>What help would you need from the ERA Skills Team (150 words max):</b>	<i>The ERA Skills team is here to help you make your event a success. Let us know how you would like us to help. Examples of support we have provided to previous community fund events include mentoring and training in event management skills, peer reviewer training, training on workshop design and delivery, sourcing speakers / contributors to events, helping leverage funds to attract additional matched funding.</i>
<b>Maximum number of participants:</b>	<i>The maximum number of delegates that can attend your event. When determining this remember to consider room size and budget for catering if it is an in-person event (remembering to subtract your speakers and/or facilitators from this number). You may change this post-award if agreed by the ERA team.</i>
<b>Proposed Date:</b>	<i>Please state the approximate date for this activity (to the nearest month), you may change this later. If there is a deadline that it needs to happen by include this information here.</i>

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	<i>If you know the exact date and it is not flexible, please state this.</i>																								
<b>Amount of money requested:</b>	<i>Please write the amount to of money you require to the nearest £10.</i>																								
<b>Approximate amount of matched funding:</b>	<p><i>Matched funding may be in the form of an in-kind contribution. You <b>do not</b> need to get costings for this application, we only need approximate figure; you can use the following to work out your in-kind contributions:</i></p> <table border="0"> <tr> <td><i>Senior Academic</i></td> <td><i>£100</i></td> </tr> <tr> <td><i>Academic</i></td> <td><i>£75</i></td> </tr> <tr> <td><i>Post-Doc</i></td> <td><i>£35</i></td> </tr> <tr> <td><i>Support Staff</i></td> <td><i>£35</i></td> </tr> <tr> <td><i>Admin in university</i></td> <td><i>£20</i></td> </tr> <tr> <td><i>CEO Industry</i></td> <td><i>£150</i></td> </tr> <tr> <td><i>Senior Industry</i></td> <td><i>£100</i></td> </tr> <tr> <td><i>Junior Industry</i></td> <td><i>£50</i></td> </tr> <tr> <td><i>Admin Industry</i></td> <td><i>£20</i></td> </tr> <tr> <td><i>Room hire</i></td> <td><i>£500</i></td> </tr> <tr> <td><i>Printing</i></td> <td><i>£0.05 per A4 side</i></td> </tr> <tr> <td><i>Colour printing</i></td> <td><i>£0.10 per A4 side</i></td> </tr> </table> <p><i>If your matched funding is actual monies, we may ask for a Letter of Support if your application is successful.</i></p>	<i>Senior Academic</i>	<i>£100</i>	<i>Academic</i>	<i>£75</i>	<i>Post-Doc</i>	<i>£35</i>	<i>Support Staff</i>	<i>£35</i>	<i>Admin in university</i>	<i>£20</i>	<i>CEO Industry</i>	<i>£150</i>	<i>Senior Industry</i>	<i>£100</i>	<i>Junior Industry</i>	<i>£50</i>	<i>Admin Industry</i>	<i>£20</i>	<i>Room hire</i>	<i>£500</i>	<i>Printing</i>	<i>£0.05 per A4 side</i>	<i>Colour printing</i>	<i>£0.10 per A4 side</i>
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<b>Budget breakdown (100 words max):</b>	<i>Please provide a brief breakdown of how you plan to spend the money provided by the ERA community fund. We <b>do not</b> expect this to have undergone official university costings.</i>																								
<b>Do you have support of you supervisor or line manager?</b> Yes/No	<i>It is essential that you have support from your supervisor/line manager to design and deliver this programme, however they do not necessarily need to take an active role in designing and delivering the event. Please talk to them <b>before</b> submitting a proposal.</i>																								
<b>Supervisor's/line manager's name:</b>	<i>Full name of your PhD/EngD supervisor or your line manager (if you are a post-doc this is likely to be the PI on the grant you are employed on).</i>																								
<b>Supervisor's/line manager's email address:</b>	<i>Provide your supervisor's/line manager's university email address.</i>																								
<b>Who is supporting you to design and deliver this event?</b>	<p><i>Name <b>all</b> the people and/or organisations that are supporting you to design and deliver this event, we expect that each application will have at least one member of staff from their university supporting the event. Please make sure you have included their time in the matched funding section above. This may include:</i></p> <p><i>Your PhD supervisor/s</i></p>																								

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	<p><i>An academic at your institution</i></p> <p><i>A society or group you belong to</i></p> <p><i>A learned society</i></p> <p><i>A member of support services</i></p> <p><i>A researcher developer manager (or equivalent at you institution)</i></p> <p><i>A technician</i></p> <p><i>A post-doctoral researcher</i></p> <p><i>A fellow PhD student</i></p>
<p><b>Name of lead university staff member supporting your event:</b></p>	<p><i>Full name of the university staff member who is supporting your event. We strongly suggested that you ask them to review your application form before submitting it.</i></p>
<p><b>Email address of lead staff member supporting your event:</b></p>	<p><i>Please provide the university email address of the main person who will be helping you deliver this event. This person should be a member of staff at your institution.</i></p>