



## Royal Conservatoire of Scotland

### APPLICATION GUIDANCE FOR THE ATHENAEUM AWARDS 2020-2021

Applications for the *Athenaeum Awards* will be accepted four times a year. For the 2020-2021 Academic Year, applications must be submitted before the following deadlines:

- Monday 27 September 2021 at 17:00
- Monday 24 January 2022 at 17:00
- Monday 18 April 2022 at 17:00
- Monday 4 July 2022 at 17:00

Decisions on the applications will be made by the Research and Knowledge Exchange Committee (RKEC). Applications submitted after the deadlines above will be put into the next round.

#### [Applications must be submitted online on the Athenaeum Award Application Webpage.](#)

To complete your application please ensure you have completed or collected all of the required documents:

1. [Athenaeum Award Application Form](#) or [Athenaeum Award for Conference Attendance\\*](#)
2. [Athenaeum Award Budget Form](#)
3. Letter of Support from your Line Manager
4. Letter of Support from any partner organisations (if applicable)

The completed application form, budget form, and letters of support must all be uploaded at the same time. Only complete applications submitted online before the deadlines will be reviewed by RKEC and considered for an Award.

*\*Conference Applications are eligible if presenting a paper, chairing/participating in a panel, or leading a discussion or a workshop at the conference. If none of the above apply, you are not normally eligible for Athenaeum Award funding to attend this conference. We recommend speaking to your relevant department regarding professional development opportunities.*

#### **Eligibility**

Bids from all Full-Time, Part-Time or Part-Time Hourly-Paid (PTHP) staff of the Royal Conservatoire of Scotland are welcome. However, **bids from Academic Staff will be prioritized**. The application process is competitive and subject to annual budgetary restrictions.

All staff applying should have the full support of their Head of Department or line manager. Evidence of this should be included in the statement of support submitted with the application.

## Timing

The period chosen for the project should as far as possible be undertaken within 12 months of funding at the very most. In extreme circumstances where no reasonable progress can be demonstrated, funding for the *Athenaeum Award* may be withdrawn.

## Costs

Staff should supply a detailed budget to cover the costs of the project they are applying for, up to £3,000. Consider all the possible hidden costs that may be involved and present a realistic budget.

Types of costs that may normally be applied for and should be included: performer hire, room hire, catering, travel and accommodation, marketing, administrative costs, consumable costs.

If applying for partial funding of a project, please include a full project budget with indication of other funding noted. If applicable, please include in-kind costs.

## Staffing costs

When applying for your costs on the project you should consider realistically the time you will need to spend making the project happen. If you are applying for time related costs, they should be based on the £36.17 an hour PTHP lecturer rate.

***Full Time members of staff cannot apply for time related costs unless they are applying for a Sabbatical Award.*** If you would like to apply for a Sabbatical Award [please contact the RKE Team](#) ahead of application. The £3,000 budget limit does not apply to sabbaticals.

## Outputs and Objectives

The Research & Knowledge Exchange Committee will be looking for applications that have clear outputs and objectives. These awards are designed to result in achievable outputs and objectives.

*Outputs* may take any form that satisfy the criteria of the award given below, but will typically take the form of: performances; published articles; compositions; plays; short films; recordings, events, research reports, new processes, products and services.

*Objectives* may include new partnerships with external companies, newly-established relationships with artists or institutions, grant applications or other programmes of work directly related to the subject of the project or research.

If submitting a Research-based proposal, both outputs and objectives must meet high standards of significance, originality and rigour.

If submitting a KE-based proposal, your outputs and objectives must reflect the Conservatoire's Knowledge Exchange principles in that they involve external partners and/or are socially/artistically meaningful and/or have commercial potential. In particular, this requires that project objectives be of direct use and interest to those beyond Higher Education in some clearly defined way. Knowledge Exchange-based

*Athenaeum Awards* will normally involve external partner(s) that can demonstrate a commitment to the project at the point of application.

### **Assessment and criteria for award**

Applications may be made for funding for either Research or Knowledge Exchange based projects. Below are the criteria that proposals will be assessed against depending on which type of funding is requested. It is possible to submit a proposal that blends both Research and Knowledge Exchange objectives, and both criteria will be applied to those applications.

The RKEC is not obliged to recommend any awards for funding if the standard of applications is not considered sufficiently high.

### **Criteria**

Decisions will be made in relation to the overall merit (significance, rigour and originality), the feasibility of the project, the expertise of staff involved and its relation to the institutional research strategy.

#### **a) Criteria for a *research* based proposal**

The application will be considered in relation to one or more of the following criteria:

- A clearly defined research question;
- the identification of clearly-defined outputs and objectives which must be outlined in the initial application;
- the complementarity of the proposed research to the Conservatoire's research strategy;
- the likelihood that the project will enhance the reputation of both the Conservatoire and staff;
- the demonstration of a well-planned and prepared project and, if appropriate, with partnerships in place prior to application;
- the extent to which the project is documented or recorded in a way to enable dissemination of research outputs to the widest possible audience;
- the extent to which the timeline provided in the application is achievable and appropriate to the methods in the project;
- the potential relationship of their proposed research to the Conservatoire's future REF submission;
- confirmation that that applicant intends to apply for ethical approval from the RCS Ethics Committee.

#### **b) Criteria for a *Knowledge Exchange (KE)* based proposal**

Knowledge Exchange *Athenaeum Awards* will normally involve external partner(s) that can demonstrate a commitment to the project at the point of application. A letter of support from your external partner(s) should be included with your application.

The application will be considered in relation to one or more of the following criteria:

- the extent to which the proposal demonstrates clearly-defined and disseminative objectives that must be outlined in the initial application;
- the extent to which, if appropriate, the proposal demonstrates potential for socially-meaningful impact in project dissemination to audiences beyond higher education;

- the extent to which, if appropriate, the proposal has artistic or social merit, commercial potential or potential to influence policy;
- the evidence that the project will demonstrate quality and enhance the reputation of both the Royal Conservatoire and staff;
- the extent to which the application demonstrates a well-planned, prepared project with partnerships in place prior to application;
- the extent to which the proposed dissemination methods are appropriate and effective;
- the extent to which the timeline provided in the application is achievable and appropriate to the methods in the project.

Please refer to the matrix below for further information on the assessment criteria employed by the Research & Knowledge Exchange Committee.

If you have any questions please contact [exchange@rcs.ac.uk](mailto:exchange@rcs.ac.uk).

*The Research & Knowledge Exchange Committee reserves the right to accept or deny applications according to RCS Research Strategy.*

*Before submitting this application, please be aware that The Exchange and The Royal Conservatoire expect you to act as leader on your project and that all responsibilities and accountabilities for its administration are devolved to you.*

*By submitting an application you are agreeing to take ownership of your project.*

*We take your privacy very seriously. Please find a copy of our privacy notice at: [www.rcs.ac.uk/policy/privacy](http://www.rcs.ac.uk/policy/privacy)*

Area of application	Weak	Moderate	Strong
<b>Project outline (600 word limit)</b>			
<ul style="list-style-type: none"> <li>Outputs and objectives</li> </ul>	Not clearly defined, do not appear achievable	Adequately described, somewhat achievable	Clear and achievable
<ul style="list-style-type: none"> <li>Staff expertise</li> </ul>	Not provided or insufficiently detailed	Defined but more detail needed	Well defined; highlights work completed so far and how it connects to the project
<ul style="list-style-type: none"> <li>Research question</li> </ul>	Poorly defined or not provided. KE projects: problem and solution are not identified or too vague	Sufficiently defined. KE projects :problem is sufficiently defined	Question and parameters are clearly defined. KE projects: problem is clearly defined
<ul style="list-style-type: none"> <li>Documentation/recordings and dissemination plans</li> </ul>	Little/no information provided	Some indication of documentation; some dissemination methods proposed but further detail needed	Project will be documented/recorded in a way to enable dissemination to widest possible audience (where applicable)
<ul style="list-style-type: none"> <li>Project context</li> </ul>	Poorly defined within RCS or wider environment. Research projects: gap in knowledge not adequately identified; little/no information to place work in a research context.	Defined but lacking in detail and specifics. Research projects: gap in knowledge identified but more information needed to place applicant's work within this context.	Context clearly defined within RCS and wider environment. Research projects: gap in knowledge clearly defined, applicant defines where research fits within existing literature.
<b>Please provide a timeframe and description of your main activities (300 word limit)</b>			
<ul style="list-style-type: none"> <li>Planning and preparation</li> </ul>	Poorly planned and prepared	Adequately planned and prepared	Well planned and prepared
<ul style="list-style-type: none"> <li>Timeline and methods</li> </ul>	Timeline is not achievable, methods are not justified	Timeline somewhat achievable but detail is lacking	Timeline is achievable and appropriate to methods
<ul style="list-style-type: none"> <li>Ethical approval (where the project requires it)</li> </ul>	Does not indicate awareness that ethical approval is needed.	Acknowledges requirement but does not indicate knowledge of the timing/process.	Includes timeframe to apply for approval from RCS Ethics Committee.
<b>Please explain why this project should be supported and describe the impact it will have both internally to the Conservatoire and externally (300 word limit)</b>			

• <b>RESEARCH:</b> definition of outputs and objectives	No clear definition of outputs and objectives to demonstrate significance, originality and rigour	More information is needed to define the outputs and objectives	Outputs and objectives meet high standards of significance, originality and rigour
• <b>RESEARCH:</b> link to RCS Research Strategy	Little or no connection to institutional strategy made	Connection to institutional strategy is made but more detail needed	Relation to institutional strategy is made clear
• <b>RESEARCH:</b> Positive impact on RCS and staff reputation	Does not make a strong case for impact	Makes an adequate case for impact	Makes a strong case for impact
• <b>RESEARCH:</b> REF submission	Little/no connection made between the research and a future REF submission	Makes a vague connection between the project and future REF submission	Clearly connect project to future REF submission
• Significance and reach of impact ( <b>RESEARCH</b> and <b>KE</b> )	Little or no evidence that the work will result in impact	Some evidence of significant impact	Strong evidence that work will have an impact of considerable reach and significance
• <b>KE:</b> Objectives and interest to those beyond HE	Objectives are poorly defined; little/no information to indicate interest for those outside HE	Objectives well defined but need further information to demonstrate for those outside HE	Objectives of direct use and interest to those outside HE in a clearly-defined way
• <b>KE:</b> Commercial, social or artistic potential and/or potential to influence policy	Little/no indication of potential	Adequate outline of potential	Strong outline of potential
• <b>KE:</b> Positive impact on RCS and staff reputation	Does not make a strong case for impact	Makes an adequate case for impact	Makes a strong case for impact
<b>If your project will involve external partners or agencies, please state them here and the reasons for working with them (400 word limit)</b>			
• Important/meaningful partnership, with commercial, social or artistic potential and/or potential to influence policy	Does not define why the partnership is important or meaningful; does not indicate any potential	Briefly outlines importance/potential	Clear indication why the partnership is meaningful and/or the potential
• Establishment of partnership	No evidence to indicate there is a partnership in place; no clear commitment to project from potential partners	Has sought external partners but no clear commitment demonstrated	External partners have demonstrated a clear commitment to the project