

Research Impact Awards 2024 – Key information and guidance

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Overview

Thank you for considering entering the 2024 Research Impact Awards. Below is the key information and guidance to take you through the submission process. You can find out more about the awards and access the entry forms [on our webpage](#).

Timetable

Opening date	Wednesday 13 March 2024
Closing date	Monday 29 April 2024
Shortlisting completed by	Wednesday 15 May 2024
Shortlisting outcome expected by	Shortly after Wednesday 15 May 2024
Awards ceremony	Tuesday 18 June 2024

Key information and guidance

Award submission stage

Reminders before making your submission

Eligibility

- Research Impact Awards are open for entries from any member of staff at the University of Sussex who is employed to undertake or support research activity (except members of Research and Enterprise Services who are involved in organising the awards).
- The lead entrant must be a current University of Sussex staff member, and still expected to be in post by 31 December 2024.
- If you have previously won a Research Impact Award, any application to the 2024 Research Impact Awards must include substantially new information compared to your previous winning entry.
- If you are a reviewer for the 2024 Research Impact Awards, you cannot submit an application for the category that you have been assigned to review.

Categories and prizes

- 1. Outstanding early-career impact - £1500**
 - This award rewards activity by an early career researcher that is generating early or advanced impact in any field.
- 2. Commercial impact or outstanding engagement with a commercial partner - £1000**
 - This award rewards engagement with a commercial partner that is generating early or advanced impact in any field.
- 3. Impact through interdisciplinary work - £1000**
 - This award rewards the collaborative activity of an interdisciplinary team or informal grouping that is generating early or advanced impact in any field.
- 4. Social or cultural impact - £1000**
 - This award rewards activity that is generating early or advanced social or cultural impact in any field.
- 5. Impact on public policy - £1000**
 - This award rewards activity that is generating early or advanced impact on public policy at any level (locally, nationally or internationally) and in any field.
- 6. Impact on health or wellbeing - £1000**
 - This award rewards activity that is generating early or advanced impact on health or wellbeing in any field.
- 7. Outstanding public or media engagement - £500**
 - This award rewards media or public engagement that is generating early or advanced impact in any field.
- 8. Academic impact champion - £500**
 - This award rewards the contribution of an academic staff member to supporting their School's / Department's / Division's community, culture and / or capability to achieve and / or report on research impact.
- 9. Professional Services impact champion - £500**
 - This award rewards the contribution of a professional services staff member to supporting their School's / Department's / Division's community, culture and / or capability to achieve and / or report on research impact.

Making your submission

Entrant and assessment criteria

- Entrants can only enter themselves for impact awards (categories 1-7).
- Entrants can enter themselves or may nominate another member of staff for champion awards (categories 8-9).
- The impact awards (categories 1-7) will be judged by a panel of internal reviewers based on the following criteria:
 - o That the applicant's project addresses a real-world need / problem.
 - o The activities undertaken to proactively pursue opportunities to engage with non-academic audiences (such as identifying and developing relationships with relevant stakeholders or building networks).
 - o The change outside of academia that these activities have led or are leading to.
 - o Whether there is the potential to contribute to long-term impact development that the impact award may help to contribute towards.
- The champion awards (categories 8-9) will be judged based on the entrant's achievements in supporting the Sussex community to achieve and report on impact from the last three years.
- The entry form gives you space to describe how you meet each of the above criteria.
- Indicative word counts have been included alongside the criteria within each category to reflect their equal weighted percentage during reviewing. These have been set to ensure parity of opportunity and assessment and entries that exceed these to an unreasonable extent may not be shortlisted.
- Entries may include URLs for the panel's supplementary reference, but all information required to meet the award criteria should be outlined within the form.
- More than one category may be entered by (or on behalf of, if nominated) the same entrant, but each entry must use a separate form, and its content should be distinct and relevant to that category's criteria (i.e. substantial amounts of the same content should not be submitted to multiple categories – please select the single most relevant category per entry). Please ensure you follow the correct link from our Award page for the category you are entering as categories 8 and 9 have a different form.

How to apply using Qualtrics

- For this year's awards, all entries will need to be completed and submitted through Qualtrics. If you require an alternative format to make your submission, or if you encounter any difficulties making your submission, please get in touch with the RQI team at rqi@sussex.ac.uk.
- The Qualtrics form has been designed so that it explains the full requirements for your entry/entries and how it will be assessed by our panel of internal reviewers. All fields are mandatory and will need to be completed before you can proceed to the next section on Qualtrics.
- **As it is not possible to save and edit your application in Qualtrics, we recommend that you complete the required sections in a Word document (or equivalent) before you are ready to submit and copy and paste your application into the Qualtrics form.** To help you in preparing your submission, a PDF of the Qualtrics forms for the awards can be found [on our Awards webpage](#).

Defining 'Early Career Researcher'

- For the purposes of these awards, we are operating a flexible definition of 'Early Career Researcher' that encompasses a wide range of individuals. You would be considered an ECR for these awards if *one or more* of the following applies to you:
 - o You started your career as an employed researcher and/or received your PhD within the last 5 years;
 - o You joined the University in a (salaried) role that involves conducting research in the last 5 years, and/or this is your first academic appointment;
 - o You have recently switched into a (salaried) role that involves conducting research (even if you previously held a teaching-focussed role, and whether or not you obtained a doctorate prior to becoming a member of staff);
 - o You are a member of contract research staff, including if you are employed on a research award;
 - o Examples of your job title might include (but are not limited to): Research Fellow, Senior Research Fellow, Postdoctoral Researcher, Research Assistant, Research Associate, Clinical Research Fellow.

Award shortlisting stage

- Entries will be sent for review to a pool of reviewers that features academic and professional services colleagues from across the university who will score entries based on the criteria specified above.
- If needed, an initial sift and eligibility checks will be conducted by the RQI team before distributing to reviewers.
- Following this initial review, the top scoring entries from the following clusters in each category will be shortlisted for the final award:
 - o Medicine
 - o Sciences
 - o Social Sciences
 - o Arts and Humanities
- Entrants who are shortlisted will be contacted by the RQI team shortly after Wednesday 15 May 2024 to notify them, and the shortlist will be published on the Research Impact Awards webpage and circulated via email. If you have not heard from us after the shortlist has been announced, this means that your application has not proceeded to the next stage.
- If you are shortlisted, RQI will ask about your attendance at the awards ceremony and any dietary and accessibility requirements. You may also be asked by the RQI team to be involved in a pre-awards showcase of your impact achievements during the 2024 Sussex Impact Days (18-19 June 2024).
- There will be a final review meeting to determine the winner in each category from the shortlisted entries, due to be chaired by DPVC Research Seb Oliver.
- Winners will be announced at the Research Culture and Research Impact Awards ceremony on 18 June 2024.

Award stage

- All shortlisted entrants are expected to attend the Research Culture and Impact Awards ceremony on Tuesday 18 June 2024 in the ACCA. If unable to attend, entrants should arrange for a colleague to attend the event on their behalf, and be willing to be presented with the award, should that entrant win. Shortlisted entrants will be contacted by RQI to follow up on attendance and related questions. Winners will be announced at this event and will not be notified in advance.
- Winning entrants will be invited on stage to receive a certificate, followed by an optional photograph with the university photographer. There is no expectation for winners to address the audience.

Post-award stage

Receiving and spending the prize funds

- The RQI team will be in touch with winners in the week after the Awards ceremony to discuss arrangements. Prize funds will be transferred to the awardee's residue account, if one is available, shortly after the awards reception, to be spent on activities **related to their impact development**. If the awardee has no such account, the RQI Team will be in touch to make alternative arrangements.
- For the award to a Professional Services impact champion, the prize funds are likely to be held in a central budget and released to the individual to fund specific activities.
- Prize funds must be allocated by 31 July 2024 and spent by 31 July 2025.

Follow up activities for award winners

Communications

- Winners will be profiled on the University website, and may be invited to feature in a short video about their work.

Support and engagement

- Winners will be contacted by the RQI team in the year following the award to check on progress and offer support. The RQI team would also value your input in the promotion of future award schemes.
- Winners will be contacted again by the RQI team approx. 12 months after winning their award to arrange an optional brief evaluative discussion. This will explore both: a) the activities since undertaken and how they have contributed to your impact development, and b) how effectively the Research Impact Awards have contributed to the winner's progress towards their broader impact aims and objectives, which will help to improve future award schemes.

FAQs

There is an FAQ section on our [Research Impact Awards webpage](#) that is regularly updated.