

Seed Corn Fund Guidance

Advice to applicants – September 2011

Background:

The Seed Corn Fund is a new initiative in which all the Schools make an annual allocation to support **cross-School interdisciplinary** research which will, at a later stage, lead to a **full funding application** to a grant-giving body or other external funder.

The SDF therefore provides “pump priming” support to academic faculty at various stages of their career, and is also intended to facilitate collaborative relationships leading to concrete externally funded projects.

Eligibility:

Applicants: All staff eligible for inclusion in the Research Excellence Framework (Academic and Research staff)¹.

Minimum requirements: Two eligible applicants each from a different School (to ensure inter-disciplinarity)².

Duration:

Projects must complete within 12 months of being formally notified of the award.

Deadline: 31st October 2011

Available budget: A maximum of £4000 can be requested (direct costs only).

Procedure for requesting RDF support:

Any request for support from the SCF must come via the Directors of Research and Knowledge Exchange DRKEs of the applicants using the form provided at www.sussex.ac/res/scf . The request should address the following:

1. The project/activity:

- A title and summary of the nature of the work planned
- Why it is important, for the individuals and for their schools
- Timescales for the project/activity
- Expected outputs / deliverables, short term and longer term (if supported, you will be expected to report achievements against these outputs and deliverables)
- How it will lead to a full funding application and the plans for doing so

2. Finances / budget:

- A breakdown of the project budget and what is being requested from the SCF (up to £4,000)
- Who else has been approached for support? What is the nature of that support (amount and towards which parts of the cost)?
- Would the project/activity still be able to go ahead without SCF support?
- If yes, then what added value will SCF support bring to the project/activity?

¹ Students, staff with teaching only contracts, and junior research staff are therefore not eligible.

² Initiatives which are firmly School based should seek support via the Head of the School concerned.

Where to send your request for SCF support:

1. Send the completed request form to the following email address: scf@sussex.ac.uk
2. It will be checked and then sent to your respective DRKEs in batch for review.
3. Applications will then be considered in batch twice yearly by the Head of Schools Group HoSG (see calendar below).
4. Additional information may be requested before a decision is made by HoSG.

Outcome:

Should your request for support be successful, you will receive written confirmation within a week of the decision.

Reports:

You will provide an end of award report about the project / activity.

You are also expected to give an end of project seminar (to an audience drawn at least from your own schools) about how the funding was used.

Calendar:

Autumn term 2011 timeline	
Submit application to SCF administrator by:	31st October 2011
DRKEs review by:	15th November 2011
HoSG assessment date:	21st November 2011
Written feedback by:	End of November 2011 (unless review is delayed)
Projects should start :	1 month from date of written feedback

Enquiries/further information available from:

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