



Development Fund

➤ Overview

Since 2015, the Research Office (RO) has supported Solent's academics by providing seed funding to develop research and knowledge exchange (RKE) projects. In 2022/23 we introduced the Development Fund, an award to support: attendance at key events where colleagues present their original work; or attendance at training and formative opportunities that significantly contribute to the applicant's RKE development.

As of 2023/24, the Departments/School and RO are working together to further strengthen this support by providing a University-wide match-funded Development Fund.

In order to qualify for this match-funded opportunity, it is therefore mandatory for the applicant to first obtain the endorsement of their Department/School.

➤ Scope

The Development Fund is awarded, primarily, to assist with: the cost of presenting RKE outcomes in the form of a paper, a poster or oral presentation at events and conferences; or with training and formative opportunities that will significantly contribute to the applicant's RKE development. Grants are not available for purposes concerned primarily with teaching activities.

➤ General eligibility

Applications are welcomed from Solent University academic staff on permanent or fixed term contracts; Associate Lecturers (ALs) are not eligible to apply to this fund.

In order to qualify for this match-funding opportunity, applications will be considered against the following criteria:

- clarity of intended outcome;
- feasibility of intended outcome;
- contribution to RKE development of applicant;
- alignment with Department/School RKE objectives
- alignment with University RKE themes/priorities;
- planned activities (internal and external) following the event.

No more than one award per individual in any 24-month period.

Awards cannot be made retrospectively. Please note that whilst the review of EoI is generally completed within 2 weeks of the DMT, this cannot always be guaranteed. It is therefore advisable to allow at least 4 weeks from submission deadline as this will allow for sufficient time for your application to be taken into consideration at the following DMT and if successful, for travel arrangements to be organized.

The award will be made in the financial year in which the event takes place. The financial year is 1 August to 31 July.

All applications will be reviewed through the described process against the criteria in this document and considered on a case-by-case basis. Funds are limited and their availability will also impact the decision-making.



Eligible costs

- Registration Fee / Course Fee
- Accommodation
- Travel costs
- Subsistence in accordance with [Solent University policy](#).

Payment for registration, accommodation and travel will be processed in advance.

Subsistence claims will be processed according to University Policy following submission through My View. Only those expenses detailed in the Development Fund application will be considered.

Claims should be submitted within 3 weeks of event date. No additional funds will be provided above the awarded amount. Any claims exceeding the awarded amount will not be processed.

The award will expire 3 weeks after the date of the conference/event/training, therefore claims received after this time will not be processed and funds will be redistributed to other applicants.

Within 3 months of event attendance, applicants are required to submit a short report, detailing their use of the funds and the outcomes of their attendance, via email to researchsupport@solent.ac.uk. A report template will be provided.

Failure to submit a satisfactory report will preclude the applicant from applying for internal funding in the future.

➤ **Application procedure**

To apply for the fund, staff will first need to submit an [Expression of Interest \(Eoi\)](#) within the Department/School detailing:

- the event and associated costs;
- justification for the amount requested;
- the relevance of the activity to the applicant's RKE work;
- alignment with Department/School RKE objectives
- alignment with University RKE themes/priorities;
- other sources of funding (where applicable);
- planned activities (internal and external) following the event.

Successful applicants need to meet Departmental dissemination requirements (e.g. presentation), and consider submission to central events (e.g. SLTR conference).

All applications will be reviewed within the Department/School against the criteria outlined in this document and the following will be taken into consideration:

- Costs and justification;
- Any other activity that the applicant has had funded by the Department/School.

It is expected that other sources of support are explored before an application is made. Priority is given to Early Career Researchers; senior staff should expect a reduced contribution towards their total costs. Colleagues cannot make an application in the year following successful funding through the Development Fund.



Applications will be approved at Departmental/School level in their regular Departmental Committee meetings in:

- February
- June
- November

As such, prospective applicants will have to submit their Eol by:

- 31st January
- 31st May
- 31st October

The next available opportunity for the submission of Expressions of Interest is by 31st January 2024.

Funds are limited and therefore prospective applicants are invited to submit their Eol sooner rather than later to avoid disappointment.





Frequently Asked Questions

Development Fund 2023/24

1. Can an Eol be submitted retrospectively?

No awards will be made retrospectively. Prospective applicants are advised to plan their submissions in advance, taking into consideration the deadlines for inclusion in the relevant DMT. DMTs are held in:

- February
- June
- November

Deadline for submission of Eol is therefore by:

- 31st January
- 31st May
- 31st October

2. Will online conferences/events/training be eligible for funding?

Attendance fees for virtual events/conference/training will be eligible for funding. The same application criteria apply.

3. What is the maximum award?

There is no set maximum amount per each award. However, as funds are limited, the amount of the award will depend on a number of factors as detailed in the funding call. Priority is given to Early Career Researchers; senior staff should expect a reduced contribution towards their total costs.

4. Can I carry forward an award if I am unable to attend the event I was given the Development Fund for?

If you are unable to go ahead with the event/conference/training as reported in the Development Fund, you must notify the Department/School immediately. You cannot carry forward an award to pay for another meeting.

5. Can unused funds be used for another event?

No, any unused funds will have to be returned.