

SOCIETY FOR THE
ADVANCEMENT OF
MANAGEMENT
STUDIES



**SAMS/BAM Research and Capacity
Building Grant Scheme**

Guidance for Applicants 2019/20

SECTION 1: GENERAL GUIDANCE

Introduction

These terms and conditions apply to the Society for the Advancement of Management Studies and British Academy of Management (SAMS/BAM) Research and Capacity Building Grant Scheme which is aimed at researchers who want to develop an empirical research project that:

- Enables ***capacity building*** by bringing together a group of researchers from at least two HE institutions, including early career as well as experienced researchers
- Produces ***novel conceptual outcomes*** based on rigorous, innovative use of methods and by developing original ways of thinking to address complex management problems
- Demonstrates the ***social value*** of management research conducted in the public interest

Applicants must ensure that they have read this guidance, including the financial guidelines, and Terms and Conditions before applying to this Scheme.

Timeline for funding

The scheme launched in July 2019. The deadline for applications in the first round is Friday 6th December 2019. The earliest project start date is April 2020. It is expected that two grants will be awarded in the first funding round. A second round of funding will be announced in 2020, details of timelines to be made available on the BAM website.

Applicant eligibility

Eligible applicants must be resident in the United Kingdom, have a PhD, and have a permanent post at a UK university or other research institution (including museums and galleries). They must have a track record of research excellence, demonstrated through their previous academic work and public engagement activity. Early Career Researchers must demonstrate the potential to deliver a research project of this scale. All applicants should also demonstrate the potential for outstanding qualities of intellectual and academic leadership, especially through their track record of willingness to connect, collaborate and network. They must have shown talent and imagination in researching issues of global significance and be able to demonstrate their ability to engage a broad audience, both in teaching and via other modes of communication.

IMPORTANT: Only one application as Principal Investigator is permitted per UK institution in each funding round. Please note that an institution refers to the legal institution, and not an individual business school or department. An institution can be involved as a Co-Investigator on an unlimited number of proposals. International co-investigators and collaborations are possible as part of this grant scheme.

PLEASE NOTE: Current members of BAM and SAMS Councils are not eligible to apply as Principal Investigators or be named as Co-Investigators

Submitting an application

Applications must be submitted electronically via the [BAM Grants Scheme application portal](https://bam.grantplatform.com/). You can register on the grant portal system any time. The online application form will be available in early August. The grants portal is available here: <https://bam.grantplatform.com/>

The Deadline to submit your application is 17.00 GMT on **Friday 6th December 2019**. Applications will not be accepted after the deadline.

It is recommended that you draft your application in a separate Word document before inputting your answers in to the Award Force application form.

Application requirements

In addition to completion of the online application form, the following attachments are required for applications to the scheme. If any attachment which is required is not attached to an application, it will be rejected at the initial administrative review stage.

Essential attachments for assessment (to be uploaded as PDFs):

The following documents are all required to be uploaded to the grant portal. **It is important to ensure that no identifying information is included in order to ensure anonymity at the peer review stage**

Case for Support - Maximum 4 pages uploaded as PDF, Arial or other standard san-serif type font, size 11pt, single spaced and standard (2cm) margins

The Case for Support document should include the following headings in this order:

- Aims and objectives
- Detailed research questions
- Proposed research methodology
- Existing data and any new data to be collected
- Data analysis to be carried out
- Potential problems and risks and how they will be mitigated
- Proposed outcomes and outputs

Project Workplan uploaded as PDF – Must use the standard template provided.

Justification of Resources and Budget – Maximum 2 pages plus budget uploaded as PDF, Arial or other standard san-serif type font, size 11pt, single spaced and standard (2cm) margins

Essential attachments for administrative and academic checks:

The following documents are all required to be uploaded to the grant portal. These applications will not be forwarded to reviewers, and so identifying information can be included.

Curriculum Vitae (for Principal and each Co-Investigator) - Maximum 2 pages per person, Arial or other standard san-serif type font, size 11pt, single spaced and standard (2cm margins)

Principal Investigator's Head of Department/School Statement – The Principal Investigator must obtain a letter from their Head of Department/School confirming the support of their university to conduct the research. This statement must confirm that the host institution will not top-slice the grant, and that the host institution's Research Office has checked the proposal and the financial guidance and terms and conditions included below. Applicants are to receive the full grant awarded. It must also include a commitment to support attendance at the British Academy of Management Annual Conference, where the project will be presented, over and above standard conference support.

Academic Referee's Statement - The Principal Investigator must provide a letter of recommendation and support from an Academic expert in the subject area of study that is the focus of the project. The Academic expert must be at an institution independent of the institutions of the Principal Investigator and Co-Investigators included in the application.

Possible required attachments for administrative and academic checks:

The following documents may be required based on the content of the application, and must be uploaded to the grant portal. These attachments will not be forwarded to reviewers, and so identifying information can be included.

Mentor Statement - If a mentor is referred to in the Case for Support, the Principal Investigator must provide a letter of recommendation and support from the mentor, confirming their willingness to participate in the project.

International Co-Investigator Head of Department/School Statement - A letter from the International Co-Investigator's Head of Department/School should be submitted for each International Co-Investigator that has been named on the proposal.

Project Partner Letter(s) of Support - Project Partners Letters of Support should be submitted for each named Project Partner referred to in the Case for Support.

Review criteria

Applications will be anonymously peer-reviewed according to following criteria on a scale of 0 to 5 for each criterion.

Quality of the project (50% of overall assessment)

1. *Knowledge of the field including literature relevant to the project*
2. *Quality and originality of the methodology, research design and methods*
3. *Viability of the project and the project workplan*
4. *Potential of the project to contribute to the field (i.e. conceptual originality and relevance to the wider management and business community)*

Engagement with the SAMS and BAM communities (20% of overall assessment)

1. *The project fits with the SAMS/BAM Research and Capacity Building Grant Scheme objectives and remit*
2. *The project is aligned with SAMS and/or BAM's Missions and Strategic Objectives*
<http://www.socadms.org.uk/>
https://www.bam.ac.uk/sites/bam.ac.uk/files/BAM_Strategy_2011.pdf

Publication, dissemination and impact plans and value for money (30% of overall assessment)

1. *The project publication and dissemination plan is ambitious, specific and aligned with the SAMS/BAM Research and Capacity Building Grant Scheme objectives and remit*
2. *The project impact and engagement plan is ambitious, specific and aligned with the SAMS/BAM Research and Capacity Building Grant Scheme objectives and remit*
3. *The project offers value for money and the proposed outcomes justify the funding requested*

SECTION 2: FINANCIAL GUIDANCE

The SAMS/BAM Research and Capacity Building Grant Scheme Awards Committee will evaluate applications submitted based on the following financial principles and funding criteria. SAMS/BAM is committed to funding a number of grants under these Schemes, dependent on the quality of submissions received, to a maximum value of **£150,000 per funded project over 2 to 3 years.**

- 1.1 The Grant cannot support full economic costing of projects, given SAMS/BAM's position as Registered Charities but reasonable salary costs can be claimed.
- 1.2 The Grant will be contracted between SAMS/BAM and the Principal Investigator's Research Office.
- 1.3 The Principal Investigator's organisation will need to issue an invoice to the BAM Grants Administrator to claim the grant.
- 1.4 The Grant holder(s) must not commit any expenditure prior to the contract being issued and the period of grant having commenced. All expenditure must have taken place within the dates of the project and been accounted for within two months of the project end date.
- 1.5 Priority will be given to applications that demonstrate value for money and financial clarity.

Eligibility of costs under the Grant Scheme

2. **Staff costs (research salaries and project support): The following items *may be covered* under the Grant Scheme**

- 2.1 Principal Investigator and Co-Investigator salary and employers' NI and Pension costs
- 2.2 Research Assistants and other research staff to enable delivery of the project
- 2.3 Student stipends (e.g. to cover a PhD studentship associated with the project)
- 2.4 Project administration

Excluded costs:

- 2.5 FEC estates and indirect overheads ***may not be claimed*** under the Grant Scheme

3. **Travel, Accommodation and Subsistence (including conference attendance): The following items *may be covered* under the Grant Scheme.**

3.1 **Accommodation, Travel and Subsistence**

Applicants should provide estimates of, and justification for all accommodation, travel and other subsistence costs directly relating to the project.

- 3.2 **Accommodation:** Applicants should obtain reasonably priced hotel accommodation in accordance with their own institution's travel and subsistence policy.
- 3.3 **Travel:** Travel should be by the most economical means of transport, taking in to account any specific accessibility needs. Applicants should book early and take advantage of cheaper advance tickets, where possible. SAMS/BAM expects that travel will be at the lowest available fare, which should normally be economy/standard travel.
- 3.4 **Conference attendance:** SAMS/BAM may consider expenses relating to conference attendance if the following criteria apply:
- 3.4.1 The theme and subject of the conference is of direct and particular relevance to the application;
- 3.4.2 There are no other sources of funding available to the applicant.
4. **External services (transcription, translation, data collection, other subcontracts)**
- 4.1 Assistance in transcription, translation, data collection and data inputting may be funded from the grant if the following conditions are met:
- 4.1.1 The costing must be based on a quote from an official source, such as a professional transcription service that is used by the host organisation. The quote must accompany the application and must be dated and include the hourly rate and estimated number of hours.
- 4.1.2 The application must include details of how the estimated number of hours has been calculated.
5. **Consumables and materials: The following items *may be covered* under the Grant Schemes if sufficient justification is provided:**
- 5.1 Stationery
- 5.2 Computing consumables (e.g. USB data sticks, CDs), equipment rental charges and software fees or purchases specifically required for the project
- 5.3 Specialist publications that cannot be obtained through the applicant's institution
6. **Equipment and hardware: The following items *may be covered* under the Grant Scheme if sufficient justification is provided:**
- 6.1 Laptops for field research
- 6.2 Digital recorders

6.3 Camera and video equipment

Excluded costs:

6.4 Standard computers that would be provided as standard for existing or new employees will not be covered.

7. Other research costs: **will be considered on a case by case basis.**

Exceptional Items: The following items ***may be covered*** on an exceptional basis under the Grant Schemes if sufficient justification is provided:

7.1 Subject/interviewee incentives

7.2 Cost of microfiche records

7.3 Specialist reprographic services

7.4 Copyright permission fees

SECTION 3: Terms and Conditions

1. General

- 1.1 The Principal Investigator and all Co-Investigators who are based in schools of management and business must be current BAM members at the time of application and must remain so for the duration of the project.
- 1.2 Previously unsuccessful applicants may not submit an application that is substantially the same as applications previously submitted to this Scheme.
- 1.3 Grants must be used solely for the purposes set out in the application as agreed by SAMS/BAM and cannot be transferred to another individual or used for a different purpose.
- 1.4 The Principal Investigator will be responsible for the conduct of the work. The host organisation administering the grant is responsible for the employment of staff working on the project, their terms and conditions, and for providing appropriate facilities for the work.
- 1.5 The Principal Investigator must ensure that all necessary ethical committee approvals, agreements about access, licences and requirements of regulatory authorities are in place before the project begins and are maintained for the full duration of the grant.
- 1.6 Projects are expected to last from 24 to 36 months (36 months maximum) and must begin no earlier than April 2020.
- 1.7 No additional funding from SAMS/BAM will be available during the period of the project.
- 1.8 Applicants will be expected to report on progress of the research to the BAM Grants Administrator on request.
- 1.9 Previous grant holders may not apply within 2 years of the end date of their previous project, and satisfactory submission of the 'End of Grant and Financial Report.'
- 1.10 Applications should make a commitment to disseminating and sharing learning from the project throughout the wider business and management academic community.
- 1.11 The host organisation must confirm a commitment to support attendance at the British Academy of Management Annual Conference over and above standard conference support. This agreement must be included with the application.
Please note: applications without this agreement will be rejected.

2. Contract and Dates

- 2.1 The Grant will be contracted between SAMS/BAM and the Principal Investigator's Research Office. The contract will contain the terms and conditions of the grant, the grant amount and the proposed dates on which the research project should start and end. **The Grant Holder's Research Office must accept the final terms and conditions by signing the completed contract and**

returning it to the BAM Grants Administrator, within one month of notification of the application being successful.

- 2.2 The Principal Investigator's host organisation will be required to issue an invoice to SAMS/BAM via the BAM Grants Administrator to claim the grant. Grant holder(s) must not commit any expenditure prior to the contract being issued and the period of the grant having commenced.
- 2.3 As part of the contract process, SAMS/BAM will confirm the preferred start date or agree a revised date with the Grant Holder(s).
- 2.4 Grant Holder(s) are required to make every effort to start on the agreed date. It is recognised that this is not always possible due to unexpected difficulties in, for example, participant recruitment or data access. In circumstances where such a delay is unavoidable, a degree of flexibility will be allowed wherein grants may commence up to a maximum of three months of the agreed start date on the Grant Contract. The Grant Holder(s) must contact the BAM Grants Administrator if there is any instance where there is a delay in the start of the project.
- 2.5 If a project has not commenced within three months of the date stated in the issue of the grant and a later date has not been approved, the offer of the grant may be withdrawn. The grant may not then proceed without further written confirmation from the SAMS/BAM Grant Awards Committee that it has been re-issued.
- 2.6 Applicants should understand that under no circumstances may the start date for a grant be earlier than the date of the issue of the grant. SAMS/BAM will not accept responsibility for any expenditure undertaken prior to the agreed start date.

3. Project and Financial Monitoring

- 3.1 Within the limits of the total budget, the spending under different headings should conform broadly to the original estimates in the application approved by the Board of Reviewers. If the Grant Holder(s) wishes to make any substantial variation of expenditure between headings of the budget set out in the application, they must seek the permission of the SAMS/BAM Grant Awards Committee, via the BAM Grants Administrator, **before** doing so.
- 3.2 Equipment funded by a grant is donated to the host organisation for the use of the project. The host organisation is responsible for its housing, maintenance and insurance. If the project moves to another organisation during the grant, SAMS/BAM expects the equipment to move with it. SAMS/BAM reserves the right to be consulted via the BAM Grants Administrator about the disposal of such equipment after project completion, and in any disputed case will have the final say.
- 3.3 The total amount requested for the grant will be issued on commencement of the project and only in the year in which the grant has been approved.
- 3.4 The Principal Investigator is required to submit a 'Project and Financial Interim Report' to the BAM Grants Administrator to ensure that the project is

proceeding as planned. Failure to produce this report may result in the Principal Investigator being deemed ineligible to apply for any future funding from SAMS/BAM.

- 3.5 The Principal Investigator is required to submit an 'End of Grant and Financial Report' to the BAM Grants Administrator within one month of the agreed project end date. Failure to produce this report may result in the Principal Investigator being deemed ineligible to apply for any future funding from SAMS/BAM.
- 3.6 All bookings and receipts should be collected as the research project progresses and sent to the BAM Grants Administrator when submitting the 'End of Grant and Financial Report.'
- 3.7 SAMS/BAM reserves the right to suspend or terminate a grant if the Grant Holder(s), or any staff working on the project:
 - breach any of the conditions of the grant;
 - become unfit or unable to pursue the work funded by the grant;
 - do not complete the project;
 - or if the project has not commenced within three months of the date stated in the grant contract and a later date has not been approved. The grant may not then proceed without further written confirmation from SAMS/BAM that it has been re-issued.

SAMS/BAM will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the host organisation and Grant Holder(s) via the BAM Grants Administrator. The minimum notice will be three months.

4. Changes in the Project

- 4.1 SAMS/BAM should be informed immediately in writing to the BAM Grants Administrator if the Grant Holder(s) intend(s) to move to another organisation during the course of the grant. The Grant Holder(s) is required to inform the BAM Grants Administrator of the contact details for the administrative authority at the new host organisation and arrange for the original host organisation to send a closing financial statement to the BAM Grants Administrator. SAMS/BAM will contact the new host organisation to confirm its agreement to the conditions of award and to administering the remaining grant.
- 4.2 The permission of SAMS/BAM Grant Awards Committee must be sought in advance via the BAM Grants Administrator, where significant changes are necessary to the work that will be carried out, whether or not these are judged advantageous. SAMS/BAM reserves the right to judge whether any project would be compromised by the proposed changes. If the SAMS/BAM Grant Scheme Awards Committee judges this to be the case, then the request for significant changes will be rejected. If the project cannot continue as a result of rejection of a request, the grant will be terminated.

5. Publicity

- 5.1 Grant Holder(s) are required to attend and present the research outcomes at the British Academy of Management Annual Conference on at least one occasion.
- 5.2 The SAMS/BAM Research and Capacity Building Grant Scheme must be acknowledged in any publication (written or electronic) that arises as a direct result of the project.
- 5.3 SAMS/BAM must be updated on any research or materials produced from the project via the BAM Grants Administrator. Progress of projects will be publicised on the BAM and SAMS websites.
- 5.4 If the Grant Holder(s) or their employers wish to issue press statements that mention SAMS/BAM and the respective Grants Scheme, SAMS/BAM must be given an opportunity to comment on the draft by contacting the BAM Grants Administrator. SAMS/BAM will provide appropriate text to acknowledge that the work has been funded for a particular purpose but that the views expressed are those of the Grant Holder(s) and not necessarily those of SAMS/BAM.

6. Intellectual Property

- 6.1 SAMS/BAM will not claim any title to arising Foreground Intellectual Property generated as a result of the Grants Scheme. Any agreement of distribution of Intellectual Property ownership shall be determined between the Host Institution and their collaborating partners. SAMS/BAM shall not be liable for any claim made against a third party for the infringement of Intellectual Property Rights.

7. Ethics

- 7.1 Grant holders are responsible for ensuring that ethical issues relating to the Project are identified and brought to the attention of the relevant approval or regulatory body. Before any such work requiring approval begins, approval must have been granted by the relevant body.

Note: The Society for the Advancement of Management Studies and the British Academy of Management do not intend any of these terms and conditions to be enforceable by any third party.