SAMS/BAM Research and Capacity Building Grant Scheme

Guidance for Applicants 2021

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 2021 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

This second round of funding is launched in July 2020. The deadline for mandatory expressions of interest is Wednesday 4th November 2020, and the deadline for full applications is Wednesday 2nd December 2020 at 17:00 GMT. Interviews will be held in Spring 2021, and the earliest project start date is 1st June 2021. One grant will be awarded in this second funding round.

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.

Summary requirements for successful grant holders

Successful Grant Holder(s) are required to fulfil the following key conditions upon being awarded the grant:

The Principal Applicant and *all* Co-Applicants based in schools of management and business must:

- Be a BAM Member and maintain valid BAM Membership for the duration of the project.
- Acknowledge SAMS and BAM's support for the project in any publication (written or electronic) that arises as a direct result of the project.
- Inform SAMS and BAM of further research that arises as a result of the project.
- Submit a bi-annual 'Interim Project and Financial Report'. This is to ensure that the project is proceeding as planned and to update SAMS and BAM regarding how much of the funding has been spent or committed. Lists of transactions under each of the key budget headings included in the application will be required. The agreed budget is included within Annex 1
- Submit an 'End of Grant Project and Financial Report' of no more than 3,000 words within two months of the completion of the project.
- Present at least one paper on the research outcomes at the BAM Annual Conference during the life of the project or within one year of completion of the project. If there is any reason that this is not possible, the Applicants must notify BAM and SAMS in writing and explain the circumstances. Costs for attendance at the conference cannot be claimed against the grant.
- Grant holders may be expected to report to the BAM Vice Chairs: Research and Publications Subcommittee to discuss research progress.
- The lead institution is responsible for monitoring the conduct of the award and ensuring that ethical standards are met. In cases where the research is not completed or ethical standards are not met, recipient organisations will not be eligible for any future funding through this grants scheme.

Submitting an application

Applications must be submitted electronically via the [BAM Grants Scheme application portal](#) You can register on the grant portal system any time. The online application form will be available on Wednesday 2nd September 2020. The grants portal is available here: **https://bam.grantplatform.com/**

The Mandatory Expression of Interest form will be made available online on Wednesday 2nd September, and requires general information about your project partner(s), a summary of the project, and subject area keywords. **The deadline for submitting this Expression of Interest survey is Wednesday 4th November 2020. You will receive a confirmation email within 3 working days of submitting the form.**

The Deadline to submit your application is 17.00 [GMT] on Wednesday 2nd December 2020. 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 attachment for assessment (to be uploaded as one PDF):

The following documents are all required to be uploaded to the grant portal in one combined document, observing each of the section page limits. **It is important to ensure that no identifying information is included in order to ensure anonymity at the peer review stage**

1. *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
2. *References and bibliography* – Maximum 1 page
3. *Project Workplan* – Maximum 2 pages using the template table provided
4. *Justification of Resources and Budget* – Maximum 2 pages plus budget using the template provided, 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.

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*

Subject area keywords

Please select a minimum of two and a maximum of five subject areas for your proposed research project. These are required for both the mandatory Expression of Interest, and the full application form.

- Corporate Governance
- e-Business and e-Government
- Entrepreneurship
- Gender in Management
- Human Resource Management
- Identity
- Innovation
- International Business and International Management
- Inter-Organisational Collaboration: Partnerships, Alliances and Networks
- Knowledge and Learning
- Leadership and Leadership Development
- Management and Business History
- Management Knowledge and Education
- Marketing and Retail
- Operations, Logistics and Supply Chain Management
- Organisational Psychology
- Organisational Transformation, Change and Development
- Performance Management
- Public Management and Governance
- Research Methodology
- Strategy
- Sustainable and Responsible Business

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; and

3.4.2   There are no other sources of funding available to the applicant.

4. <u>External services (transcription, translation, data collection, other subcontracts)</u>

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. <u>Consumables and materials:</u> **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. <u>Equipment and hardware:</u> **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