ECRN Enhancement Award Funding

Award Holder's Responsibilities

The award holder(s) is/are responsible for:

1. Delivering the funded activities outlined in the proposal **by 27th June 2025**, including regular updates on progress, and providing final reports by **25th July 2025.**

2. **Monitoring of Financial Spend**

   Award holders are responsible for monitoring their funds and regularly reporting to the Researcher Development and Research Culture (RD&RC) team on a monthly basis: researcherdevelopment@exeter.ac.uk.

   Award holders are expected to meet with the RD&RC team towards the end of March 2025 to outline expenditure up to that point and planned expenditure up to 27th June 2025. Should there be any anticipated underspend on the total amount awarded, this is a key opportunity for award holders to notify the RD&RC team about this, allowing the RD&RC team to recover any unused funds. As the funds must be spent within the current financial year, it is imperative the RD&RC team are notified of any underspend at the earliest opportunity.

   It is critical that funds are fully spent by **27th June 2025,** if not spent by this time the remaining funds will be recovered by the RD&RC team before the end of the financial year. Therefore, it is recommended all claims are submitted well in advance of **27th June 2025** and that award holders keep accurate records of spending by setting up a working finance spreadsheet. There will be no exceptions to this rule. Please note: **award holders are responsible for all financial aspects of their award, including raising a Purchase Order (PO) through to receipting for goods and services.** The 'How to …' guide provides useful information and links.

3. **All aspects of the project management.**
   Organising the activities outlined in the proposal, which include but are not restricted to:
   - Identifying and setting suitable dates
   - Identifying, alerting and briefing presenters/trainers
   - Booking suitable rooms/venues
   - Ensuring required equipment is available or has been requested in advance (AV/flipcharts etc.)
   - Booking catering/refreshments (if required)
   - Processing all finance forms/information/invoices relating to the initiative
   - Complying with the GDPR, details of which can be found on the University of Exeter website.
   - We have created a **'How to Guide'** – please refer to this for further guidance.

4. **Timely promotion and communications activities**
   We strongly advise that activities are advertised at least 3 weeks in advance as an absolute minimum. Local promotion via the ECRN and departments is strongly encouraged. We are happy to advertise via ECR newsletters (and PGR newsletters if applicable); please follow the relevant style guides:

5. Highlighting the activity as an ECRN Enhancement Award

Ensuring information sent by the award holder to any individual(s) or group(s) contains the following statement:

This activity is part of an ECRN Enhancement Award that has been funded by the University of Exeter Researcher Development and Research Culture team.

Acknowledging the ECRN Enhancement Award funding source when introducing a session/ event.

6. **Reporting on activities and impact**

Reporting is kept as brief as possible and is designed to help you track progress, keep the project on track and report back on successes and impact at the end.

Providing information in a timely way as follows:

- Providing the Researcher Development and Research Culture team
  researcherdevelopment@exeter.ac.uk with a completed attendance list with full names and, if possible, staff numbers listed. RD&RC team will not record attendance on iTrent however please make it clear to attendees that, should they wish to record their attendance at a session, they can do so by entering this manually on their course history in iTrent;

- Asking attendees to complete feedback, via a **Microsoft Form** and shared with the Researcher Development Administrator for each project-related activity delivered within three working days of the activity delivery date. The form will need to include the following standard RD&RC feedback questions, however you may also add your own to this list:

  - What did you like about this workshop?
  - How could the workshop be improved?
  - Would you recommend this session to a fellow researcher?
  - Overall, how would you rate the workshop (1 star being poor, 5 stars being excellent)?

- Highlighting any issues: alerting the RD&RC team immediately to any issues that arise that might impede ability to deliver the proposed funded activities by the deadline.

You are responsible for reporting in the following ways:

- Providing a brief monthly update on progress to the Researcher Development Programme Administrator to ensure that the initiative stays on track - the monthly email update must be sent by the **last day of each month** until all activities that are being funded by the Award have been delivered. A template will be provided to successful applicants.

- o At the beginning of your initiative, you will be sent a final report template, which you will need to submit to the Researcher Development Manager (Research Staff) by 25th July 2025 via researcherdevelopment@exeter.ac.uk. The report form consists of:
- o A summary of your initiative that can be used for publicity purposes by the Researcher Development Team via any medium (Max 150);
- o A full written report of no more than 800 words, written in the style of a blog; we encourage the use of materials (text, pictures, video etc.) These reports may be used for the Doctoral College blog and / or ECR blog, and award holders may be contacted for input and follow-up edits prior to publication. Award holders must ensure that they are data protection legislation compliant: https://www.exeter.ac.uk/departments/communication/communications/design/photographyand filming/. A copy of the signed model consent form, where relevant, will need to be submitted to the Researcher Development Administrator with the final report: consent_form.pdf (exeter.ac.uk);

- An indication of how the initiative relates to the national Researcher Development Framework;
  - o Submission of an attendance list to monitor engagement and verify participation (not for collating individual data).
  - o A brief breakdown of how the funding was spent

Timetable/Key dates for the ECRN Enhancement Awards:

Item/event	Date
ECRN Enhancement Funding open for applications	Early December 2024
ECRN Enhancement Award workshop: How to write a strong ECRN Enhancement Award Application	8th January 2025, 12:00 – 13:00 via Teams
ECRN Enhancement Funding applications close	22nd January 2025, Wednesday 12 Noon
ECRN Enhancement Funding awarding panel to decide successful applications	Week commencing 27thJanuary 2025
Decision announced to ECRN Enhancement Funding applicants and funded activities Start	Week commencing 3rd February 2025
Researcher Development and Research Culture will contact award holders re: meeting to discuss finance (current expenditure and any anticipated underspend).	By end of March 2025
ECRN Enhancement Funding activities need to be completed and all monies spent	27th June 2025
Final reports from award holders submitted to Researcher Development and Research Culture team with all expenses completed.	25th July 2025