



Humanities Division

John Fell Fund Guidance Notes

The **John Fell OUP Research Fund** is an internal funding scheme that fosters creativity and a proactive approach to research opportunities in all subject areas, and particularly interdisciplinary fields. For more details, visit the [John Fell Fund website](#).

Your Faculty may run an internal selection process so please check their procedure before you start writing your application.

All applications require your Faculty's approval before they can be submitted to the division. Please check internal deadlines with your departmental administrator and make sure you allow enough time for the approval process.

Assessment Criteria: There are no explicit assessment criteria, but historically the Humanities Division Research Committee has focused on whether the proposal appears to:

- Meet in full or part the Fell criteria;
- Give an appropriate and lucid scholarly context (N.B. the application is read by non-specialists);
- Be appropriately costed in detail (the committee will consider the amount requested and, where it feels it is appropriate to do so, reduce the funds awarded);
- Have a useful project and appropriate output that will contribute to the Division and your Faculty's research environment (N.B. this does not always have to be a publication);
- Show that efforts have been made to raise external funding and/or that funds have been raised internally (a slight preference has been given to 'matching' a faculty or college contribution, even if this is not the full amount requested).

Early Career Researchers: Applications from those who meet the definition of an early career researcher will be assessed in the context of their career stage as evidenced in their CV. Early career researchers are classified as those within their first five years as an independent researcher, and should always apply under category (b).

Underwriting: Whilst waiting for the result of an external funding application, an applicant may apply to the Fell Fund to underwrite a project. It is in effect a guarantee that a project can go ahead whether or not the external bid is successful. However, the committee may elect to underwrite only some elements of the application, but not others. Although applications should be for underwriting rather than outright grants in the first instance, evidence of a prior 'near hit' with external funding for a project may be taken into consideration.

Impact-related proposals: Impact is not a requirement for funding, but it will be helpful to consider it as part of your research activity. If the proposed project has the potential to generate impact (effect, benefit or change on individuals, groups or communities outside of academia), this should be clearly



stated within the application. Where impact potential is stated, applicants should include information on the possible reach (number of people or communities/groups engaged with) and significance (the effect, benefit or change that resulted from the engagement) of the activity. An evaluation plan to measure the progress of impact should be in place from the beginning of the project, and any resources required to deliver the impact (including staff time) should be itemized and costed accurately.

Project Start and End dates: Please note that the start date should be at least three months after the application closing date and the project end date must be before the expiry date of your post, if applicable.

Budget: Research Facilitators will cost salaries only, all other budgeting is undertaken by the applicant and, depending on faculty, an administrator there. The facilitators are unable to provide substantial advice and support to John Fell Fund applicants because of their ongoing external application load.

Research assistance: all casually-paid research and project assistance should be costed at the recommended Divisional rates (see below).

Publicity: Where applicable, it is expected that award holders communicate with the Press Office about their project, and consider writing for *The Conversation*.

Copy editing, indexing etc.: It is not a priority for the panel when considering applications. Any request will normally be excluded unless an exceptional justification of the need is presented in the application.

Copyright/image costs: The panel will consider applications for copyright costs where these would prevent publication. Evidence must be shown that the applicant has attempted to get charges waived or reduced.

Sustainability: Any application to develop a database, website or similar electronic output must show evidence of how these will be supported after the end of the award, for example on a faculty website, and within the Bodleian Libraries. JFF award holders are expected to host their data with 'Figshare', in conjunction with ORA-Data deposit. At application stage please contact the Sustainable Digital Scholarship service team for guidance on costs and on the type of service they can offer. For more info on the service and the costs, please visit the [webpage](#).

Childcare: while on a research trip is an allowable cost where it is clear that no other suitable arrangements can be made.

Payment of performance fees: the panel accepted the argument that these were eligible costs provided these could be justified in terms of the academic project being undertaken (for example, a musical performance that follows the theme of a conference). The applicant must show how the performance fits with and takes forward the research.

Repeat applicants: applicants with an existing Fell-funded project, or one that has finished within the last twelve months, must provide a very brief overview, with evidence of the benefit of that award. This may be done on one additional A4 sheet for any award to which this applies.

Practice-led research: practicing artists can apply for John Fell funding as long as the work they are proposing forms part of an integrated research project of critical or historical significance.

Applicant/Principal Investigator/Co-Is salary costs: these costs as well as teaching buy-out costs for the applicants are not permitted under this scheme. New academic posts or academic posts held by individuals other than the applicant are not eligible costs. In exceptional circumstances, under



category 'Support related to current bids for external funding', funds might be made available towards an academic post for a limited period where this is tied to a specific bid to an external body.

Academic activities

Further Guidance on Conference Funding:

- Conferences, open workshops or seminars for which the Fell Fund is requested to provide support must charge a registration fee to non-university members that is sufficient to cover venue, publicity and support costs. The budget should clearly show which expenditure items the Fell Fund is being asked to support. Organisers charging less must provide a convincing explanation in the proposal. This fee is not applicable to closed workshops with a small number of invited participants which meet the Fell criteria for pump-priming.
- Normally, only essential travel and subsistence costs for speakers are permitted, where this would unreasonably raise the conference fee (for example for international speakers), or where they can't meet these costs from their own institution's funds. A good practice is to offer 'capped' speaker travel expenses paying an agreed contribution towards travel costs rather than the full amount (subject to normal University accounting practices). Normally, a contribution to accommodation for invited speakers should be limited to £75 per night. A small number of graduate bursaries, where explicitly justified in the proposal, may be funded.
- The application should also indicate what future opportunities the event may lead to, particularly future research collaborations, but also whether (and what) publication plans there are for the conference materials. Conferences are also an opportunity for dialogue and discussion/feedback, not just for publications, and the committee will take into account any 'bigger picture' which the applicant presents.
- As with all Fell Fund applications, the committee will expect to see evidence of attempts to raise external *and* internal funds, in particular external funding applications submitted through the relevant faculty, but also faculty or college support (which may be 'in kind' such as the free use of rooms and/or reduced accommodation rates). If an external application has not been made, the applicant must justify why not. Where external funds have been secured, it is expected that these are brought through the relevant faculty.
- The costs of an evening dinner or reception as part of a conference are not usually permitted. It will not fund receptions, honoraria or similar costs.
- Items, such as setting up a website or employment of graduate assistants, will be considered provided the reasons for seeking these funds are explained in the proposal. Conference graduate assistance may be capped and the hourly rate should be established in consultation with the faculty administrator.
- Funding for general conference catering (excluding conference dinners and receptions), that is buffet/sandwich lunches and tea and coffee during conference breaks, need to be fully justified and should not normally exceed £10 per person. The normal expectation is,



however, that these costs will be covered by the registration fee and applicants need to explain why this is not applicable. Catering costs for closed events can be included, provided they do not exceed £5 per person.

Publicity costs (posters, welcome packs, stationary) for events need to be fully justified and applicants are encouraged to talk to their faculties and TORCH before making an application about costs charged for poster printing and material distribution.

- It is highly unlikely that conferences or other similar events held outside of Oxford will be supported. In some cases, where a location outside Oxford is appropriate to the research, a strong Oxford involvement will be expected, along with any other external funding to be routed through Oxford where possible.

Guidance to costs

The following section provides an overview on some costs items that may form part of applications in this category. They are examples and not set figures, and may need to be adapted according to your project's needs.

- **Travel:** this depends on mode of travel and distance; as a general guideline, UK travel normally ranges between £50-100; return travel to London £20; EU flights £250; overseas £1,000.
- **Accommodation and subsistence:** HMRC publishes worldwide daily subsistence rates in local currencies [here](#). However, it may be easiest to use the Leverhulme Trust rate of £150 per day for stays up to 21 days in duration.
- **Consumables:** this should relate to specific project supplies and should not normally exceed £100.
- **Research assistance/conference assistance:** this is usually budgeted following the casual pay scales; depending on the role the assistant is expected to fulfil a different pay grade may be required (from less skilled to postdoctoral). The hourly rate budgeted should include employer costs and thus correspond to the Faculty cost of employing someone rather than actual payable salary; your Faculty's administrator will be able to advise on which grade to use.

Grade	Faculty hourly rate ¹
4.1	£13.41
5.1	£15.45
6.1	£17.62
7.1	£20.28

¹ Table of hourly rates w. e. f. 1 August 2020



TORCH

The following figures have been provided by TORCH as guide. It is essential that you contact Vicky McGuinness if you plan to base your project in TORCH or want to involve TORCH and its resources in your proposed activity/research project, and gain approval before applying. This is to ensure that staff time can be allocated appropriately, and all necessary resources included (one hour is costed at Grade 5.7: £19.69 incl. employer on- costs).

- **Project website:** the TORCH team will keep the content up to date (introduction to the project, people involved, events, videos and audio podcasts, blog posts, etc). We have Google Analytics set up so that we can track how many people view the pages, videos etc. Costs are based on staff support of a minimum of 2 hours per week, and a hosting charge: £19.69 per hour per week staff time and £100 hosting.
- **Communication, marketing and promotion, newsletter and social media:** Costs are based on staff support of a minimum of 2 hours per week for the duration of the project: £19.69 per hour per week.
- **Design of promotional material:** We have toolkits for designing posters and flyers so that they are eye-catching as well as being accessible for audiences with visual impairments. We can also assist with designing basic posters: £19.69ph for 3 hours staff time per design = £59.07
- **Printing of posters and flyers:** £12 for 100 A4 sized posters
- **Event support:** TORCH can assist in events that happen in the Radcliffe Humanities Building or elsewhere; this includes room booking, catering and promotion. TORCH is not able to assess call for papers, do registration on the day, contact speakers, book their travel (although we can book international speakers flights' through travel companies – this needs to be confirmed separately for each project). It is advisable to hire a student/DPhil/postdoc assistant to support this. The costs are as follows:
 - **Event catering:** £5 per head for a light sandwich lunch internally, £1.75 per person for coffee/tea and biscuits.
 - **Room booking:** free, except for the Chapel out of hours = £150 per hour
 - **Staff support:** minimum of 2 hours per event; if the event is 3 days or longer, one hour per day of the event is required. A continuous cycle of events should include 1 hour per week (at £20.02 per hour).
- **Public and wider engagement with research:** We can advise on the end to end process of planning and putting together these activities, as well as ways in which you can reach out and engage new audiences. We have particular strengths in connecting and working in Museums and cultural venues. Costs: minimum of 2 hours staff time per event (£19.69 per hour).
- **Evaluation:** The TORCH team can advise on this and give support and examples of what could work for their project. Costs: minimum of 2 hours staff time per event (£19.69 per hour).
- **Photography:** Photographers cost around £75 per hour and we advise 2 hours per event usually. We then collect and store the images. Costs: £150 per event.
- **Podcasts & Filming:** Filming will cost approximately £400 per event, but this would increase if the event is running outside normal office hours. This is edited and added to the University podcast site and linked through onto the TORCH website and then linked to the relevant project page.