

Dr Mark Kilsby Research Fund

Application guidance

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Background on the research fund

Dr Mark Kilsby was a passionate supporter of disability rights and Supported Employment. An internationally respected researcher, Mark was a Senior Research Fellow at Cardiff University and has been involved in the research and development of Supported Employment since 1990. He authored many reports covering a range of topics including self-determination, alternative day services, the cost/benefit of Supported Employment and transitions from education.



Mark was a pioneering trainer in Training in Systematic Instruction (TSI) and delivered hundreds of TSI courses dating back to 1991. He has also been involved in the development and teaching of a Post Graduate Diploma, as well as an online NVQ level 3 Diploma and Certificate in supported employment.

Mark passed away following an illness in 2020 and his expertise and enthusiasm is sorely missed. We have established the Dr Mark Kilsby Research Fund to honour Mark's vast contribution to the Supported Employment sector.

Eligibility

The Dr Mark Kilsby Research Fund is open to applications from member and non-member organisations wishing to conduct research that will benefit the Supported Employment sector.

Applicant organisations must have a legal status and have adequate systems in place for managing project activity and expenditure. The research project must meet our stated priorities.

Our priorities

Our priorities for the Dr Mark Kilsby Research Fund are to:

- Improve the employment rates of disabled people
- Maximise the sustainability of job outcomes
- Improve the quality and capability of supported employment services
- Increase the capacity and capability of employers to recruit a diverse workforce
- Demonstrate the value and cost/benefit of supported employment

Availability of funding

Organisations may apply for funding up to £15,000 to fund a specific piece of research. We encourage organisations to seek additional funds from other sources where this would allow for a larger scale project with added value. We may, exceptionally, accept applications for larger amounts for research projects where there are additional sources of funding. All funding is subject to funds being available.

Selection of projects

Organisations may apply for funding at any point during the financial year. On receipt of a completed application, the proposed project will be scrutinised by a panel of BASE members and external advisors, where appropriate. The selection panel may seek further information and clarification from the applicant organisation before deciding whether the proposal meets the Fund's eligibility criteria, sufficiently addresses our priorities, and its methods are adequate to meet the aims of the research. BASE reserves the right to refuse funding. The panel's decision is final and there will be no right to appeal.

Terms and Conditions

General

Grants may be authorised for up to three years. Funds will be made available on an annual basis. Funds for year two and year three, if applicable, will be made available on receipt of a satisfactory annual report. The report will be scrutinised by the BASE trustees and must include a lay summary. This lay summary may be used in publicity material. It should explain the problem, the aims of the research, its research methods, the benefit that should be expected and the progress made. The lay summary should be no more than one side of A4. A final report, including a lay summary, is required at the end of the grant period.

Site visits may be made at any time subject to mutual agreement.

Grant holders must inform BASE of the date that work commences and of any interruptions to the research programme. BASE reserves the right to review the grant in the event of such an interruption.

BASE should be provided with details of all individuals being supported under its grant and notified of any change in personnel. BASE reserves the right to review the grant in the event of such a change.

Grant holders must inform BASE of any proposed move to another research centre. This will normally be acceptable but BASE reserves the right to review the grant in the event of such a move.

Financial

Payment for salaries and other recurrent expenses will be made quarterly in arrears and against invoice. No reimbursements will be made against invoices submitted more than 12 months after the end of the grant period.

The total amount agreed at the outset will not be increased except under exceptional circumstances. Submissions should be calculated to allow for increments on salary scales, national pay awards and price rises over the period of the grant.

BASE does not usually meet administrative and other overheads imposed by the applicant organisation as part of a grant application.

Equipment

Equipment purchased with BASE grants must be used as specified under the grant offer. BASE must be informed of any intended change of use and reserves the right to withhold consent to such a change. The grant holder is responsible for installation, maintenance, repairs and insurance costs.

The equipment may not be transferred to another establishment or research or clinical team without BASE's prior permission. This will normally be granted if the equipment continues to be used for the benefit of disabled people and no additional costs fall to BASE.

All equipment should be clearly marked with the name of BASE.

Liability

Those supported by BASE grants are not regarded as being employed by BASE which accepts no liability as an employer. Employment on-costs in respect to National Insurance, etc, as specified in the grant application, will be reimbursed by BASE but responsibility for these arrangements lies entirely with the grant-holder.

BASE relies entirely on the applicant organisation to ensure that the research supported is carried out in accordance with best practice in order to avoid damage, loss or injury to persons and property. BASE requires the host institution to take all reasonable precautions to safeguard the health and safety of those involved in the research and all third parties affected thereby and accepts no liability for any accident, injury, or loss sustained by any person as a result of and /or in the course or that research. In accepting a BASE grant the host institution agrees to indemnify BASE against any liability (including legal costs) arising from any claim made against BASE in connection with or arising from the results of the research supported and confirms that it has obtained and will maintain in force for the duration of the grant and for a period of five years thereafter, public and professional indemnity insurance at the level appropriate to the risks involved.

In the event of scientific fraud it is the responsibility of the employing authority to investigate this. BASE agrees to the grant providing the employing authority can produce evidence for dealing with scientific fraud. If a case of scientific fraud is suspected in the course of the research BASE should be notified. If adequate steps are not taken to investigate the fraud BASE will suspend the grant. If fraud is proven BASE will terminate the grant immediately and may request funds already paid out to be returned.

Ethical Approval

Evidence of Ethical Committee approval will be required, if appropriate, before the grant can be confirmed.

Intellectual Property

BASE should be informed of any possible commercial exploitation of the results of the research supported. Acceptance of the grant gives BASE the right to receive a share of any commercial returns commensurate with the financial or other assistance given.

If, at any time, it is considered that the work may produce or contribute to material worthy of patent, copyright or any other form of protection, grant holders must advise the body responsible for the exploitation of intellectual property in their organisation and ensure that no publication of results occurs before an application for patent protection has been made.

Acknowledgements and Publicity

BASE is dependent on voluntary support from its members and the public and needs to keep them informed on the progress of the research. Grant holders are asked to help with appropriate publicity and to inform BASE in advance of any publication arising from the research it supports in order that BASE may consider the publicity potential.

BASE's support should be acknowledged in all publications and spoken presentations and, when possible, in talks and interviews.

The Principal Grant Applicant, Head of Service and Finance Officer should complete and sign the declaration confirming their agreement to the above Terms and Conditions of Research Grants and return the form with their completed application.

Application Guidance

Before putting significant work into a full application for research funding, you are advised to contact BASE with the following information to ensure our research budget has not been exceeded. Please write to or email the Chief Executive at research@base-uk.org including the following information:

- A brief outline of your proposed research
- How this research meets any gaps in existing published research or how it further builds on existing research
- How the research will benefit both you and those using Supported Employment services
- How the lessons learnt will be of use to the wider Supported Employment sector
- An indication of the amount of funding required
- Whether your request is for full or part funding

If your research meets BASE's criteria and funding is available you will be invited to submit a full application to us.

Applications for research funding are passed to the Association's Trustees for consideration. The Trustees meet at least three times a year. Projects which meet the Fund's criteria may be submitted for independent peer review before a final decision is reached. Please note that it is likely to take a minimum of three to six months from submission to decision.

Research Grant Application Checklist

If you are submitting an application for a research grant, please make sure you enclose the following with the completed Research Grant Application online form:

- Full Project Description document
- Gantt chart
- Financial breakdown
- CVs of all Applicants
- Letter of support from an independent referee
- Signed declaration

Submitting Your Application

You should submit your project application at www.base-uk.org/research-grant-application, together with the uploaded documents required. BASE will acknowledge your application and make arrangements to assess it. We may contact you for further information.

Online application form

Project lay summary

Please describe the objectives of your research in lay terms. This should be a short overview of not more than 100 words.

Why is the research needed?

Please describe the need for this research. If appropriate, please describe any previous research that your project may build on. Critically, you should include a description of how you believe the research will be of wider benefit to the Supported Employment sector.

Ethical issues

Does this project require ethical approval? Please describe the issues and how you are addressing them

Commercial products and intellectual copyright

Please describe any commercial products or services that may result from this project. How do you wish to address intellectual copyright issues?

Research Methods

Tell us what information you will collect to meet your research aims, where will you get it from, and how you will collect it.

Research timeline

Please describe a project timeline with milestones included. The timeline should give a clear idea of what activities will take place, who will carry them out and when.

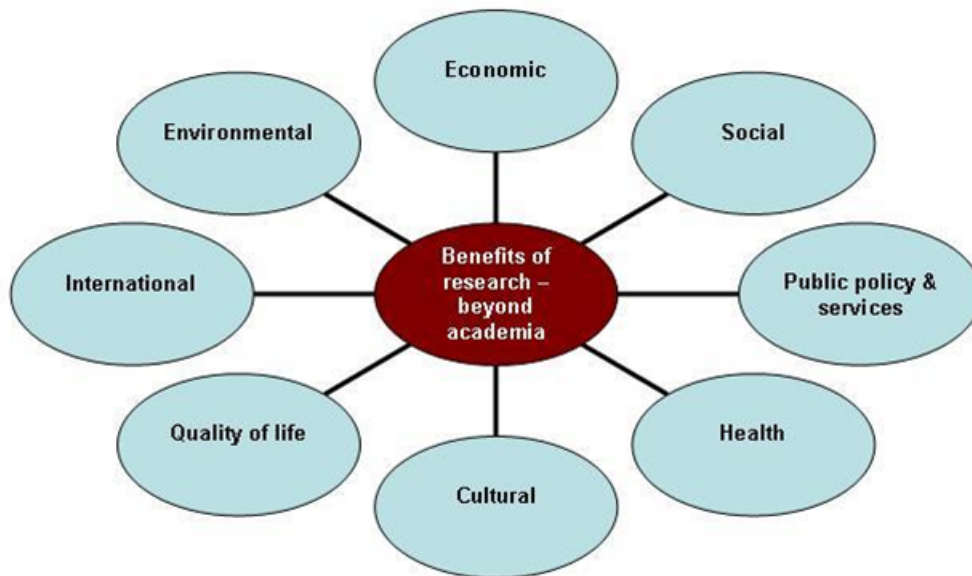
Project management

Please describe who will be responsible for managing the project and ensuring that project monitoring keeps to the described timeline and identifies any challenges. Please describe your systems for ensuring effective management of the project.

Describing the impact of your research

Applicants for grants should consider and describe relevant activities the research team will undertake to help individuals or organisations to use the research finding to make a change or benefit to society, policy or the economy.

This goes beyond the dissemination of your work. You need to consider the change that could come about from non-academics knowing about and using your research.



What Impact could come from your research?

When you consider impact from your research you should answer these three questions:

1. Who might benefit from this research?
2. How would they benefit from this research?
3. What will be done to ensure that potential beneficiaries have the opportunity to engage with this research?

Think about what you or your group will do to move the research and its outputs towards this benefit or change.

- Consider a set of specific activities to be undertaken as part of the research project
- Include a realistic timeline for carrying out the activities
- Add to and complement the other parts of the research proposal
- consider what these activities may cost

It is always best to think about your impact when you start thinking about your research proposal. The earlier in the process you start to think about it, the easier it will be to start talking to relevant stakeholders.

- For each of your stakeholders, ask yourself "What can I do to encourage this to happen?"
- Think of the most appropriate activities to engage with or reach the beneficiaries you have identified

For example, consider:

- At what stage of the project it needs to happen

- Whether you will require external support. This could be working with a designer to improve the commercial potential of your research or design promotional material or websites; an artist or games designer to help convey your research to the public or inspire researchers of the future; professional production team to produce films, animations or other educational resources
- Which other stakeholders need to be involved and how you will identify and engage with them
- How you will measure success. This could include, setting up an advisory group to shape future activities, using questionnaires, stakeholder surveys, collecting website statistics and impact activity data and/or conducting exit polls at the end of key activities to determine if the needs of user communities have been met
- What training your team will need to deliver the activity (e.g. communications, web design, marketing, social media, lobbying)

There is no finite list of acceptable impact activities. You should include any activity that you feel will help the groups you have identified. Feel free to be creative in designing your own activities to suit your proposal. Examples of activities include:

- Engaging stakeholders and beneficiaries (before, during and after the project)
- Influencing policy
- Public engagement

The National Coordinating Council for Public Engagement (NCCPE) have produced some [excellent guidance on public engagement activities](#).

Dissemination

Please describe how you intend to disseminate the results of your research project. You will need to consider who your audience is, what you wish to disseminate and the purpose of the dissemination – is it to raise awareness, inform, engage or promote? You'll find useful information at www.nihr.ac.uk/documents/how-to-disseminate-your-research/19951

Gantt chart

Please upload a Gantt chart describing your project timeline, project activities and key milestones. A template chart has been provided but you will need to tailor the dates and activities to describe your project.

Project costs breakdown

You should upload a copy of the financial breakdown with your grant application. This asks for details of your project costs and also how you will monitor and manage costs. You should contact us if you feel the form doesn't fully allow you to explain your costs.

CVs of project staff

You should upload copies of current CVs of all staff involved in delivering and managing the research project.

Final Project Report

Our Terms and Conditions require a final project report that describes your research activities, dissemination activities, financial activity. You will receive a copy of the final report template when your project is approved for funding.

This report must be completed and submitted to BASE before the final grant payment is approved.

Further information

Please contact us at research@base-uk.org if you require any further information or would like to discuss a potential project proposal.

The Dr Mark Kilsby Research Fund is managed by the British Association for Supported Employment (BASE).

Registered company no. 05794990

Registered charity no. 1136395

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