INNOVATION INITIATIVE FUND

The Global Justice and Global Development Academies’ joint Innovation Initiative Fund is designed to support activities that contribute to the overall objectives of the Global Academies. These objectives are to provide:

- A multi-disciplinary exploration of what global justice and international development are and how they can be achieved.
- A hub of people, centres and networks of those working on global justice and development issues across the University.
- An intellectual meeting place regarding new ideas for a more just and equitable world, with the central mission of creating a space where such ideas can be generated, deliberated, and applied.
- Increased dialogue and partnership with those engaged in justice and development issues locally and globally beyond the University.

Applications may be made by any postgraduate and undergraduate student at the University of Edinburgh, or by any member of staff of the University of Edinburgh.

Indicative examples of the types of activities that we expect to support include, but are not limited to: roundtables, workshops, hackathons, exhibits and creative events, and knowledge exchange initiatives. It is normally expected that applications will request support of between £200 and £500, and any funded activity will acknowledge the support of the GJA and GDA, as well as provide a short report and blog post to the GJA and GDA for publication after the activity has taken place.

Priority will be given to activities that relate to the Global Academies key themes/Research Labs for the 2019-19 academic year, and an emphasis on innovation is critical. Applications are open on a rolling basis. While applicants may apply for funds on more than one occasion during the academic year, priority may be given to new applicants where funds are limited.
APPLICATION FORM

Financial Year 2018-19
(1 August 2018 – 31 July 2019)

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<th>To be completed by applicant:</th>
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<tr>
<td>(1) Name:</td>
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<tr>
<td>School:</td>
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<tr>
<td>Position:</td>
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<tr>
<td>Name of Sponsor (if applicable):</td>
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<td>Tel extn:</td>
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<th>(2) PROPOSAL FOR SUPPORT</th>
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<td>(a) Purpose and expected outcomes, with indicative dates (e.g. holding a round table. Max. 500 words)</td>
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| (b) Itemised budget of activities for which funds are sought, with dates and from where the budget will be administered (e.g. cost of inviting speakers) |

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<th>(3) AMOUNT OF FINANCIAL SUPPORT REQUESTED</th>
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<td>£__________________ over the period _______________________________</td>
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1. TERMS & CONDITIONS

a) The GJA-GDA IIF is open to all UG and PG students, and staff at the University of Edinburgh - including Postdoctoral and Research Fellows, and Professional Services staff (UE07 and higher).

b) Student applicants must secure the support of a member of UoE staff, who will act as a named sponsor on the application and for the planned activity.

c) The IIF exists to support all kinds of activity that will contribute to the goals of the GJA and GDA. Priority is given to applications relating to the key themes for that academic year, and to new applicants where funds are limited. The exact nature of the support should be specified. Note that the fund may not be used for bridging between contracts.

d) Applications may include funding for refreshments, but the GJA-GDA joint IIF will not provide funding for the purchase of alcoholic beverages. Therefore, the cost of beverages for drinks receptions will not be funded.

e) Applicants must demonstrate a clear gender balance of invited speakers for panel events, and guests for event dinners.

f) It is normally expected that grants will be under £500.

g) Applications can be submitted at any time of year, but there will be limited funds. Once these funds are spent for that period there will be no money available. The academic year will be divided into two periods (September to February, and March to August) and the available funds will be divided between these two periods. The total money available will also be divided between students and staff.

h) Any funds awarded must be spent within the financial year for which they are awarded. Any unspent funds may only be carried forward into the next financial year with the written permission of the GJA Development Officer and with written agreement from the budget holder in the host School/department. Award holders should email the GJA and GDA Development Officers should they wish to carry forward funds.

i) Retrospective applications will not normally be considered.

j) Conditions of receiving funds from the GJA-GDA Joint IFF include complying with terms a-i, and:

- acknowledging the support of the GJA and GDA in any publicity material, printed or otherwise. An electronic copy of the GJA and GDA logo will be provided for this purpose;
- displaying the official GJA and GDA banners if support is being given to an event;
- providing a report to the GJA Development Officer after the funded activity has occurred. This may be in the form of a website News item, a Newsletter contribution, or a guest Blog editorial, and will be agreed upon between the GJA-GDA and the applicant before any funds are released.

2. APPLICATION PROCEDURE

a) IIF applications may be submitted on a rolling basis.

b) Applications should be emailed to the GJA Development Officer at GlobalJustice@ed.ac.uk

c) The GJA Development Officer will provide an initial assessment of applications, forward these with application forms to the GJA and GDA Directorates, and will inform applicants of the outcome once this is known.

d) Applicants should expect to hear the outcome within one month of application.

4. AWARDS – how to access the funds

Successful applicants should claim their awards as follows:

a) It is the responsibility of awardees to manage and disburse awarded funds.

b) It is preferred that funds are claimed in advance as a lump sum from the GJA-GDA IIF.

c) Awardees should consult their own School or department on points (a) and (b), and provide details in the application above. For example, a staff member based in CAS should arrange for CAS to administer
the budget for the planned activity, into which the GJA and GDA will transfer the award. The recipient budget is referred to as the administrative budget in clauses d-h below.

d) Funds can be claimed from the named administrative budget in advance using the Advance of Expenses request form available on Finance website: http://www.ed.ac.uk/schools-departments/finance/for-staff/forms

e) If the expenditure is less than the amount of the advance, the balance must be repaid to the GJA and GDA.

f) Alternatively, funds can be claimed in retrospect from the administrative budget as a lump sum using the Expenses Claim Form available on the Finance website at http://www.ed.ac.uk/schools-departments/finance/for-staff/forms

g) Expenses Claim Forms should be passed to the person or persons noted in the IIF acceptance form together with a short paragraph in response to clause (g) of the above Terms and Conditions.

h) If the grant includes payment to another person (e.g. for work done), the applicant should contact their own School Secretary, who will handle the contractual and financial procedures. Agreement should be sought before an application is made to the IIF.