SCAF Pump-priming Awards Round 1
Guidance notes

Overview of the Scottish Alliance for Food

The Scottish Alliance for Food (SCAF) is a collaborative, cross-disciplinary, cross-sectoral research Alliance funded by the Scottish Funding Council. SCAF aims to connect stakeholders across disciplines and sectors to deliver collaborative, future-focused research that will help transform how food links to health, equity, and sustainability. Our values are

- Evidence-based – Our work is underpinned by the latest available evidence and driven by robust data.
- Inclusive – Our work is shaped by a diverse range of voices and perspectives.
- Collaborative – Working together is at the core of our alliance.

Call Priorities

This pump-priming call aims to support researchers or those involved in research, both in academic and non-academic settings, that are looking to develop new collaborations or further existing collaborations on food research and innovation through the lenses of health, equity and/or sustainability.

Priorities for this call include funding activity that is interdisciplinary and approaching the research challenge from the perspective of different disciplines. If this involves working across institutions, this is also viewed favourably.

Projects costs can range from £500 to £5000 and can range from 1 month to a maximum of 6 months in length.

Who can apply?

This call is open to SCAF members only. You may register as a member via our website: https://scaf-arc.co.uk/takepart/

Researchers or individuals involved in research and innovation in any institution, organisation able to receive funds, and working in any field are eligible to apply. Students can apply as long as they secure the relevant authorisations from their supervisors/managers and indicate how the award will be managed if they lead a team.

Teams of applicants should bring at least two people from different disciplines or different sectors, with at least one team member based at a Scottish institution.

Proposals need to include at least one named partner from a Scottish university/higher education institution (HEI). The Scottish HEI partner does not have to lead the bid but has to play an active role in the project.

SCAF will prioritise applications that are led by Early Career Researchers. Evaluation criteria and the selection process are outlined in the Review & Assessment section below.

Applicants can only submit one application where they are the Principal Investigator but are permitted to be part of an unlimited number of applications as the Co-investigator or co-applicant.

Any conflicts of interest must be declared at the application stage and in all outputs from the project. If not declared but found to be pertinent to the particulars of the application, the alliance holds the right to void an application at any time during the assessment process.

Ineligible costs

Projects should be costed at 100% FEC. Funding must not be used for the purposes of:

- Indirect or estates related costs at the institution you are based in
- Costs relating to intellectual property protection, including but not limited to registering, maintaining, or supporting patents.

Review & Assessment

Once applications have been received, an initial review process will be undertaken by the SCAF office staff to ensure that all eligibility requirements are met and that there is no information missing. Applications will be blinded at this point, and the research environment and applicant-specific information will be split from the research/innovation case for support.

Applications (research part and applicant/environment part) will be reviewed and scored by 3 SCAF members with no current direct existing working relationship with the applicant (e.g. same institution, ongoing project or supervision). All scores will be combined, with a median score allocated to each application.

Applications scored as fundable will be entered in a lottery, with as many applications being sequentially selected until the fund is exhausted. Applications led by an ECR will be prioritised so that, assuming sufficient applications led by ECR are received, 30% or more of awarded applications are ECR-led.

The lottery will be in two stages. First, applications will be drawn from a pool containing only ECR-led applications to fulfil the 30% quota if enough ECR-led applications are available. Any remaining fundable but non-drawn ECR-led applications will be added to the main pool for further drawing until the funds are exhausted.

Application scoring criteria

Project proposals should be connected to the overall aims of the alliance and will be assessed by the following criteria.

1. Collaboration and team composition – is the team bringing at least 2 different institutions and/or disciplines together? Is this a new collaboration? Is at least one team member from a Scottish higher education institution?
2. Pump-priming potential for support future larger bids or collaborations
3. Research questions – are the questions novel and foundational to developing new knowledge/know-how?
4. Research methodology – are the methods proposed suitable?
5. Feasibility (cost/timeline)
6. Career stage –Applications led by ECRs will receive prioritisation, but the fund is open to all career stages.
7. Research environment suitability – are there suitable infrastructure and support systems (e.g. mentoring) in place for the project?
8. Contribution to SCAF – has the applicant engaged with SCAF activities, or plans to give back to the SCAF community? Is the project aligned with SCAF aims and vision?

Deadline & Timeline

A funding call information and networking session is scheduled on 18 January 2024. Find out more about the session and register here: https://bit.ly/scaf-funding-webinar

This call is open from **08 January 2024** and applications should be submitted by **29 February 2024 (17:00 GMT)**. To apply, use the form linked below and submit a MS Word copy to the Scottish Alliance for Food inbox scaf@glasgow.ac.uk.

Selected projects will be announced by early April 2024.

Projects should last from 1 to 6 months. All activities related to this call should start no later than 01 May 2024 and be completed no later than 6 months after the start of the project.

All funded projects are expected to present findings in a SCAF-hosted webinar or event no later than 6 months following the completion of activities.

Payment Arrangements

Cost details should be submitted in the application. Payment of the award is in arrears as detailed below.

The Award Holder shall invoice The University of Glasgow quarterly in arrears based on actual expenditure and The University Glasgow shall pay the Award Holder within thirty (30) days of a valid invoice, subject always to receipt of funds from the Funder and subject to the satisfactory completion by the Award Holder of any due diligence checks as may be reasonably required.

The final invoice should be sent to The University of Glasgow within one month of the end of the Project. The cost statement should include the breakdown of the indexed full economic cost (FEC) figures as well as the actual sums claimed.

How to apply

Please download the application form using the link below and submit your application by **29 February 2024 (17:00 GMT)** by sending a MS Word copy of the completed form to scaf@glasgow.ac.uk.

Your email should be titled as follows: "*SCAF | pump-priming awards round 1 application – YOUR NAME*" and you should cc. all co-applicants in that email.

No cover letters are required. Please ensure the completed form below is submitted along with:

1. Letter of support from the lead applicant's host institution representative (e.g. head of school, or RnD manager/director)
2. Letter of support for ECR application if applicable (from line manager, confirming that time and space will be available for the project to be conducted)

Frequently asked questions

Information about how to apply, forms and guidance is contained in this document and the application form linked on the SCAF webpage.

If you have a question or enquiry not covered in these documents, please contact scaf@glasgow.ac.uk. Frequently asked questions relevant to the wider pool of applicants will be posted on the website if applicable.

Download the application form on the SCAF website:
https://scaf-arc.co.uk/opportunities/fundingopportunities/