

EXCELLENCE WITH IMPACT AWARD GUIDANCE NOTES: FINAL REPORT FORM

Please read these guidance notes before completing and submitting the final report to BBSRC's Excellence with Impact competition. Final report form deadline: 1 December 2010.

Overview

The final report which you are required to submit should comprise:

- Sections 1-7 of form EI3 which must be completed in no more than 6 sides of A4 using Arial 11pt; Section 2 may be made public.
- The declaration page signed by the head of the department, with the Appendix giving details of research income (1 side of A4).
- Up to five 1 page annexes which provide further evidence or information in support of the department's case, and which may be referred to in any of the sections 3-7.

Further guidance on completing the form is given below. Where the total length of the submission exceeds the permitted maximum, the pages exceeding the limit will not be provided to the panel.

Assessment Criteria

A set of criteria has been agreed for the assessment of entries for these awards. A specially convened Assessment Panel made up of experienced academics, industrialists and social scientists will use these criteria to determine the winner of each award. The assessment will be based on: the Expression of Interest Form, Interim Report and Final Report, together with a visit to the department by members of the Assessment Panel.

Award for the most significant culture change

The principal criteria for the assessment of this award are:

The department's strategy and vision for culture change

- The breadth and depth of the culture change envisaged by the department in its Expression of Interest Form (subject to any modifications laid out in the Interim Report).
- The extent to which the department has demonstrated a clear strategic direction and leadership for the culture change which it has sought to achieve
- The extent to which the department's strategy and vision for culture change demonstrates an awareness of a *broad* range of types of impact from its research.
- The extent to which the department's strategy and vision incorporates sustainable and enduring mechanisms for culture change.

The breadth and depth of culture change achieved

- Evidence that a high proportion of academics recognise the importance of impact and/or are involved in its generation.
- The extent to which the culture change is department-wide and includes PhD students and post-doctoral researchers as well as academic staff.
- Whether the department has mechanisms in place to record, capture and disseminate evidence of a broad range of impacts from research.
- Whether the department has embedded a culture change which will continue beyond the end of the competition.
- Whether there is recognition of the efforts being made by the department to promote impact from its research at the highest levels within the university.

- Whether the department's efforts have influenced other university departments and groups to engage in their own culture change activity.

Award for the best delivery of impact

The principal criteria for the assessment of this award are:

Scale and breath of impact achieved by the department

- The extent to which the department has achieved and demonstrated *significant*, and *varied* impact from its research.
- Evidence that impact generation is department-wide and not restricted to the achievements of a few individuals, and includes PhD students and post-doctoral researchers as well as academic staff.
- Impacts cited should have been realised as a direct result of activities that have been initiated and/or taken place during the period of the competition, though the research on which an impact is based may have been conducted at an earlier stage.

Final Report

Final Reports should be submitted using form **EI3**, and should not exceed the page lengths given:

- Sections 1-7 – maximum six sides of A4
- Declaration page and appendix – one side of A4 page.
- Up to five 1-page Annexes – maximum five sides of A4

The assessment criteria, final report form and guidance notes can be downloaded from <http://www.bbsrc.ac.uk/business/impact-incentive/excellence-impact.aspx>.

Applicants for the award will be invited to a business networking event on 24 March 2011.

Please note: The panel will take account of the size of the department and its fields of research in reaching its decisions.

The application form consists of seven sections:

Sections 2-5 should cover activities and achievements relating to culture change. **Section 6** however, relates to actual impacts arising from departmental research, and which have been realised as a direct result of activities that have been initiated and / or have taken place during the period of the competition (see assessment criteria above for further guidance). **Section 7** is to demonstrate how the department proposes to sustain a culture that values impact alongside excellent research.

Section 2: Should act as an abstract for sections 3-6 and may be made public. Please complete accordingly.

Section 3: Please use this section to describe your success in implementing your strategy for introducing a culture change that values impact as well as research excellence.

Section 4: Please state any further changes that have been made to the original plan detailed in the expression of interest, and the reasons for those changes, over and above those given in the interim report.

Section 5: Please use this section to provide evidence of the culture change achieved, covering both the range of people in the department who have been involved, as well as the diversity of types of impact that are recognised. You should make clear the mechanisms

used by the department to record, capture and disseminate evidence of a broad range of impacts from research. Include evidence of influencing other departments and groups engage in the culture change, and recognition of the department's efforts to promote impact arising from its research.

Section 6: Please give details of the department's most significant impacts achieved over the period of the competition (Dec 08 to Dec 10). You may wish to group your achievements under the following headings:

- Social: e.g. public or school engagement, or similar
- Commercial: e.g. spin-out companies, licence deals or similar
- Knowledge Exchange: e.g. collaborations with other organisations
- Policy: e.g. evidence of influence on a public policy area.

Section 7: Please use this section to summarise the department's ambitions to support and sustain the culture change which values impact alongside research excellence and which maximises impact arising from departmental research on an ongoing basis.

Appendix: Details of departmental research income over the period of the competition, 2008-2009 and 2009-2010. The standard university reporting period is Aug-July, and it is acceptable to use figures for these periods.

Annexes: Up to five one-page Annexes providing additional evidence in support of departmental culture change, or impacts achieved. These could include letters of support or press releases. The annexes can be referred to in any section 3-7, in order to provide further evidence to support the department's case.

Where the total length of the submission exceeds the permitted maximum, the pages exceeding the limit will not be provided to the panel.

Data Protection Act 1998

The BBSRC will use information provided on the application form in processing the application and any subsequent payment.

This includes:

- registration of applications
- the preparation of material for use by assessment panels
- statistical analysis to inform the evaluation of the quality of the awards
- policy and strategy studies

Contact the BBSRC Data Protection Officer for further information.