

Crick Partnership Networking Fund Application guidelines

The Francis Crick Institute Partnership Networking Fund (NF) **supports networking events within the partnership** (Crick, UCL, Imperial and King's). It supports staff and students from the Crick and university partners to establish and develop connections across disciplinary boundaries, to lead to fruitful research collaborations and advance the mission of Discovery without Boundaries.

Objectives of the Crick Partnership Networking Fund

The Networking Fund has been introduced to:

- Create and promote a range of new networking events for the Crick and HEI researchers to build professional networks within the Partnership and beyond their own discipline through joint events
- Support interdisciplinary researchers to make connections, share and develop ideas that could be potentially included in joint research funding applications
- Encourage applications that cross disciplinary boundaries, particularly at the Clinical and Physical Sciences interfaces
- Foster the use and building of skills for those directly involved in these funded initiatives (e.g. communication and organisational skills, leadership, etc.)

These projects should primarily benefit the Crick and partner university staff and students, but networking events could include external contacts from other universities, industry, policy or other organisations where appropriate.

Though applicants are encouraged to hold their events in person at the Crick or at partner university venues, they still can run their event(s)/part of their event(s) online as well, making them accessible to a wider and more diverse audience within the partnership and beyond.

Desired Networking Fund proposal outcomes

Applicants are asked to demonstrate how the funding will be used to promote **networking through events** that adhere to the principles set out above.

Supported events may include, but are not limited to:

- Networking events such as workshops, seminars and symposia
- The establishment of new networks to promote the exchange of ideas, best practice, and other research goals
- Training events and workshops

- The development of communication activities e.g. development of webpages, news forums and case studies, for interest groups which may be time restricted (i.e. clinical staff);
- Public engagement activities and events

Projects are expected to **build links between the Crick and its partner Universities. Funding will be prioritised for projects that demonstrate how funds will support longer term collaborations within the partnership**, including through the existing programmes and mechanisms for Crick partnership interactions (e.g. staff secondments, sabbaticals and satellite groups; joint PhD studentships or funding applications; Clinical Research Fellowships; symposia and seminars).

Please note that applications where the sole purpose of the award is to help fund events already fully organised and advertised (e.g. large meetings and symposia), are unlikely to be supported, unless the award is specifically used for a designated part focused on networking.

In addition, due to the competitive nature of the scheme, if you request funding for a large meeting, it is strongly advised to apply to a call with a deadline at least three-four months before your event, to allow appropriate time to organise it.

Funding and eligibility

Funding

Decisions on the funding of projects are made by the Networking Fund Committee.

A maximum of £3k can be requested for each project; however, the Committee may decide to provide part funding for projects.

Please note that applying for additional funding (e.g. sponsorship) is strongly encouraged. It would allow successful applicants to fund their event in full if only part-funded by the NF or help unsuccessful applicants to cover their costs and still hold their event.

Please note that awards can be used to support activities up to **18 months from the decision date** and will be allocated on an invoice basis.

Eligibility

- The Lead Applicant can be a staff member or graduate student (PhD or masters) at one of the Crick partners (Crick, UCL, Imperial, King's)
- If the Lead Applicant is a student, Postdoc or LRS staff or similar role at University, the application must be endorsed by the group/team leader
- Proposals must involve **networking activities** that will engage applicants/co-applicants **from the Crick and from at least one partner university (UCL, Imperial, King's), at the application stage**.
- While proposals involving applicants from the Crick and more than one partner university are welcome, **proposals including only one partner university are still eligible**.

- Proposed events can reach out to all partners and beyond, including internationally, and can involve collaborators, partners and/or audiences that the lead applicant deems appropriate.
- Projects can involve the engagement of other stakeholders, such as from industry, government, charities, or other research organisations.
- Funding will generally be **prioritised for new events or significant expansions of existing events**, leading to **new** collaborations between the Crick and its university partners. Renewals will be considered **if applicants are able to describe the added value** of their planned events and demonstrate that previously funded events had been successful in reaching the audience and meeting the NF objectives at the time.
- Funding can be used to cover **travel and meeting costs** for in-person events and online event costs for hybrid and online meetings. **Eligible** costs are described in the table below. Applicants are asked to provide details and justification of their planned expenses.

Eligible Items	Covered costs
Travel	Travel expenses for UK and overseas speakers external to the Partnership
Accommodation	Accommodation and subsistence expenses for UK and overseas speakers external to the Partnership
Meeting costs	Venue hire and catering costs for the event
External speaker/ facilitator fees	Rates for speakers external to the partnership e.g. private consultant, training/ meeting facilitator, etc.
Online technology (e.g. virtual platform/software, IT support etc)	Expenses for videoconferencing technology e.g. event management software licencing, online survey fees, technical assistance etc.
Prizes (Poster, talk)	Expenses to cover awards and prizes e.g. best Poster or talk (also applies to online events).
Other meeting-related costs	Other reasonable expenses incurred by the event.

Ineligible costs include salaries, experimental research-related expenses and indirect and estate costs.

Any queries about eligibility may be directed to solene.debaisieux@crick.ac.uk.

Event venue

For in-person events, applicants are strongly encouraged to choose a venue **at the Crick and/or a university partner (UCL, Imperial or King’s College)**. The Crick events team can help and support you in planning your networking activities at the Crick. For more information, please visit [CrickNet](https://www.crick.ac.uk/cricknet) or contact events@crick.ac.uk.

The table below shows the basic event costs (2022-2023) covering the room hire, logistics, poster boards etc at the Crick.

Crick badged symposia and founding partners	Capacity	Day rate	4-hour rate
Seminar rooms 3/4/5 individually	40	£150	£95
Seminar suite and breakout space	100	£665	£335
Half auditorium & gallery	220	£1,325	£665
Whole auditorium & gallery	450 (breakout 250)	£2,095	£1,045
Gallery only	250	£1,045	£665

Day hire is 08:30-17:00. Early access and evening hours can be arranged.

Initial equipment and support are included in above prices. Additional charges apply for all optional equipment, services and technical support. Out of hours AV, security and other support for evenings and weekends will also be charged in addition.

Catering is not included but would you want to order from Graysons, please contact the Crick events team for the prices. **Please ensure the VAT is already included in the original quote, as this will also come out of your award.**

For more information on how to organise your event(s) at one of our partner universities or for any other query, please contact solene.debaisieux@crick.ac.uk.

How to apply

Please complete the Application Form provided. **You can add more information on your event e.g. programme, speakers in the annex (1 pages maximum).**

Please send the completed Application Form and supporting documentation to solene.debaisieux@crick.ac.uk.

Review of the applications

Applications will be considered by the Networking Fund Committee that comprises representatives from each of the partners (Crick, UCL, Imperial, King's): The Partnership Manager and an Academic Lead, and representatives from Crick.

Networking Fund Committee		
Francis Crick Institute	Malcolm Irving (Chair)	Associate Research Director
	Frank Uhlmann	Group Leader
	Charlie McTernan	Group Leader
	Max Gutierrez	Group Leader
	Sophie Stuermer	PhD student
	Gantas Perez Mockus	Postdoctoral Training Fellow
	Ruth Bird	Partner University Liaison Manager
	Solène Debaisieux (Secretariat)	Research Officer/NF Manager
Imperial College London	Cristina Lo Celso	University satellite
	Corinne Hanlon	Partnership Manager
University College London	Mariya Moosajee	University secondment
	Elsbeth Latimer	Partnership Manager
King's College London	Michele Mishto	University secondment
	Rachael Bernthal Bishop	Partnership Manager

Please note that a member of the event team will also attend the meeting as appropriate.

The Committee will meet a minimum of three times a year but may meet more frequently as required by the programme.

The decisions will be communicated to all applicants and a post-award guidance document will be provided to all successful applicants.

Accessing funds and reporting

Award management

- Funding will be available for **18 months from the award date** and accessible for the planned duration of the approved project. Please note that any funds remaining after completion of the approved project will be returned to the NF budget.
- All costs incurred by the events will be paid on an invoice basis i.e. **costs will have to be paid in advance and will then be reimbursed using the NF award. Please note reimbursements will be approved on the basis of the originally planned and approved events and costs.**
- For applicants from outside the Crick, **contact details of the lead applicant/co-applicants' Department administrator must be provided** on the application form, in order to facilitate the refund process.
- For expenses incurred at the Crick, reimbursements will be processed internally. For expenses incurred at partner universities, awardees will have to invoice the Crick and/or fill an external expense claim form depending on the type of expense incurred by the events. Reimbursements will be processed based on the receipts provided. More information on the reimbursements process will be provided in the post-award guidance.

Reporting

- Awardees are encouraged to document their activities in some way e.g. by photography or AV, feedback survey, to capture the process and the outcome, which may be shared with the wider Crick partner community.
- The awardees will have to provide a brief final report at the end of the funding period to summarise achievements from their project, including expenses.

If you have any query, please feel free to contact solene.debaisieux@crick.ac.uk.

Last updated 26/01/23