Queen Mary University of London

# Guidance on the Queen Mary Policy Secondment Scheme

## Background to Queen Mary Policy Secondment Scheme

The policy secondment scheme is designed to facilitate collaboration between Queen Mary academics and external organisations, using Queen Mary research to drive policy impact. The scheme is open to all Queen Mary academics who have passed their probation period, and to any external organisation who can demonstrate a clear plan to engage with Queen Mary research expertise in order to impact the policymaking process. The scheme supports a broad range of policy impact such as economic, societal, health and can be delivered in collaboration with governments or relevant organisations.

The broad aim of the scheme is to facilitate knowledge exchange, networks and partnership building through the engagement with the policy making process, working towards significant policy impact across a wide range of areas underpinned by Queen Mary research.

Our aim is to support projects in line with our Research Impact strategy, with priority to those likely to achieve significant impact of the scale that will be featured in future REF Impact Case Studies.

The Queen Mary Research Impact Strategy can be found here.

## Dates

The Policy Secondment Scheme is run annually, with the submission deadline usually in Semester B for secondments starting the following academic year. For the most recent application deadline for the scheme please visit our Sharepoint site.

Secondments must be completed and all money for backfill or activities must be spent by 31 July the year after it was awarded. There can be no extensions to this funding.

## What is the Queen Mary Policy Secondment Scheme

Secondments are the **temporary movement** or loan of an employee from one area of the university to another organisation or bringing in an employee from a different organisation. This programme can also cover two-way exchange, whereby Queen Mary academics spend time at an external organisation and an employee from the same organisation spends time at Queen Mary (either consecutively or concurrently).

Secondments can be a great way for employees to acquire new transferable skills whilst expanding their interests and knowledge. The host organisation benefits from the pre-existing skills that the incoming individuals will bring to their business and the home organisation benefits from the returning employee's increased skillset and motivation. If managed correctly, secondments can be hugely beneficial for all parties.

Secondments must be clear and equitable in their process, with a clearly defined agreement in place between all parties. Your Impact Officer can support you to develop this.

There are three types of secondment available:

- **External outward** – The temporary movement of a Queen Mary employee to an external organisation
- **External inward** – The temporary movement of an employee of an external organisation to the University
- **Two-way exchanges –** Partnerships which include both external outward and external inward secondments

If you are QM academic planning to undertake an external outward secondment, we advise you contact your School Manager to discuss teaching buy-out and cover as soon as possible.

We are keen to support projects leading to a wide range of policy impacts: Civic, Political, Economic, Social, Legal, Environmental, Health and Cultural.

The Policy Secondment Scheme has been designed as a service and all projects must be supported by a relevant Impact Officer to ensure wrap around support.

### Funding available

Queen Mary will provide up to **£30,000** per secondment.

Key considerations:

- **Have you considered all external funding opportunities**, including making applications where appropriate?
- **Have you made a contribution from your flexible research fund to this work?**
- **Can you start and finish in 12 months?** We expect secondments to start shortly after decisions have been communicated. Funding is time limited and grant periods cannot be extended.
- **Do you have a clear plan for how you will deliver your secondment and produce impact?** If successful, funds will need to be spent within one year and achieve a number of impact milestones, so a clear plan of action is required at the application stage.
- **Are you able to commit to our reporting requirements**: If your project is funded, you are required to produce a report within 3 months of the project end date, and to update it for 5 years after the project's conclusion. This main report will be structured in line with the format of a REF Impact Case Study.
- **If the project is a resubmission have you addressed the feedback from the previous application.**
- **The achievement of applicants who have already received QM funding:** Please note that if you have previously received QMI Proof of Concept, Public Engagement, Community Engagement, Patient and Public Involvement, Participatory Research, QM Impact Funding or other Impact funds, you will need to demonstrate you have successfully met milestones within the previously-funded projects or explain why it was not possible to do so. We reserve the right to exclude applicants who cannot prove this success

### Eligibility

All Queen Mary academic staff, including PhD students and ECRs, are eligible to apply to go on secondment or host a secondee. However, they must first:

- Pass their probation period.
- Have written sign off from their line manager.
- If a QM academic applying for external outward secondment, have a plan in place with their School Manager to cover their academic buy-out
- If in a fixed term contract, have at least 6 months left in their contract upon their return to their substantive role / or on completion of the secondment at Queen Mary.
- Be able to articulate the policy challenge that will be addressed through the secondment, and why the secondee/host institution are well placed to address it.
- Complete the secondment application, setting out background, objectives and broad time commitment. This must be mutually agreed between the parties. Outline the long-term benefits likely to be delivered to both parties through the secondment.
- Know what grade / spinal point they will be entering at the secondment
- Confirm whether passing security clearance at the host organisation will give them enough time to complete the secondment before the end of the Queen Mary secondment scheme funding.

All external candidates wishing to participate in a secondment at Queen Mary must also have:

- Their right to work in the UK check completed, including ATAS (if required).
- A sponsoring Queen Mary contact who fulfils the criteria above.

External organisations wishing to host a Queen Mary secondee must:

- Be a UK based registered company or organisation, able to demonstrate compliance with relevant employee and health and safety requirements.
- Be able to demonstrate they are able to make use of the knowledge generated through the secondment to support policy impact.
- Complete the secondment application, setting out background, objectives and broad time commitment. This must be mutually agreed between the parties.
- Outline the long-term benefits likely to be delivered to both parties through the secondment.
- Be able to demonstrate that host institution will support the secondment appropriately to ensure its success, including supporting with any special arrangements (e.g. security clearance) that may be required.

All parties involved must be able to demonstrate that the proposed secondment upholds the principles of trusted research and responsible innovation.

### Eligible costs include:

- ✓ Buy-out/salary of existing academic time.
- ✓ Travel and accommodation
- ✓ Workshop/event costs
- ✓ Bench fees and consumables (inward secondments only)

### Ineligible costs:

- Staff cost of researchers from other higher education institutions outside of QM - however you are welcome to collaborate with them on your project if they are able to self-fund.
- Tuition or bench fees for PhD students.
- Equipment that costs over £10k.
- Costs cannot be requested to support estates and indirect costs.

**All applications should be supported with an approved costing in a Worktribe standalone budget.**

### Agreements and management

- The secondee will retain the terms and conditions of their contract with their home organisation during the secondment.
- The secondee will, however, comply with the policies and procedures of the host organisation during the secondment.
- The secondee will be line managed by the appropriate individual at the host organisation during the secondment.
- A secondment agreement, either provided by QM or the external organisation, will be provided outlining the start/end date, line manager details and scope of work.

### Payments and costs

- During an external inwards secondment, the external organisation will invoice Queen Mary for staff time and expenses incurred.
- During an external outwards secondment, the funding will cover academic buy-out and teaching backfill for the individual going on secondment
- Queen Mary is offering **a maximum £30k per secondment**, and so any application with an increase in salary will need to be justified and explained in the application. Any changes in salary are for the duration of the secondment only and staff on external secondments return to their substantive grade and spinal point on return to Queen Mary.

- Potential expenses must be discussed and agreed with the host organisation before finalising the secondment. If additional funding is required to accommodate these, then this should be detailed in the application form, noting that the maximum funding available per secondment is £30,000.

## Who can apply?

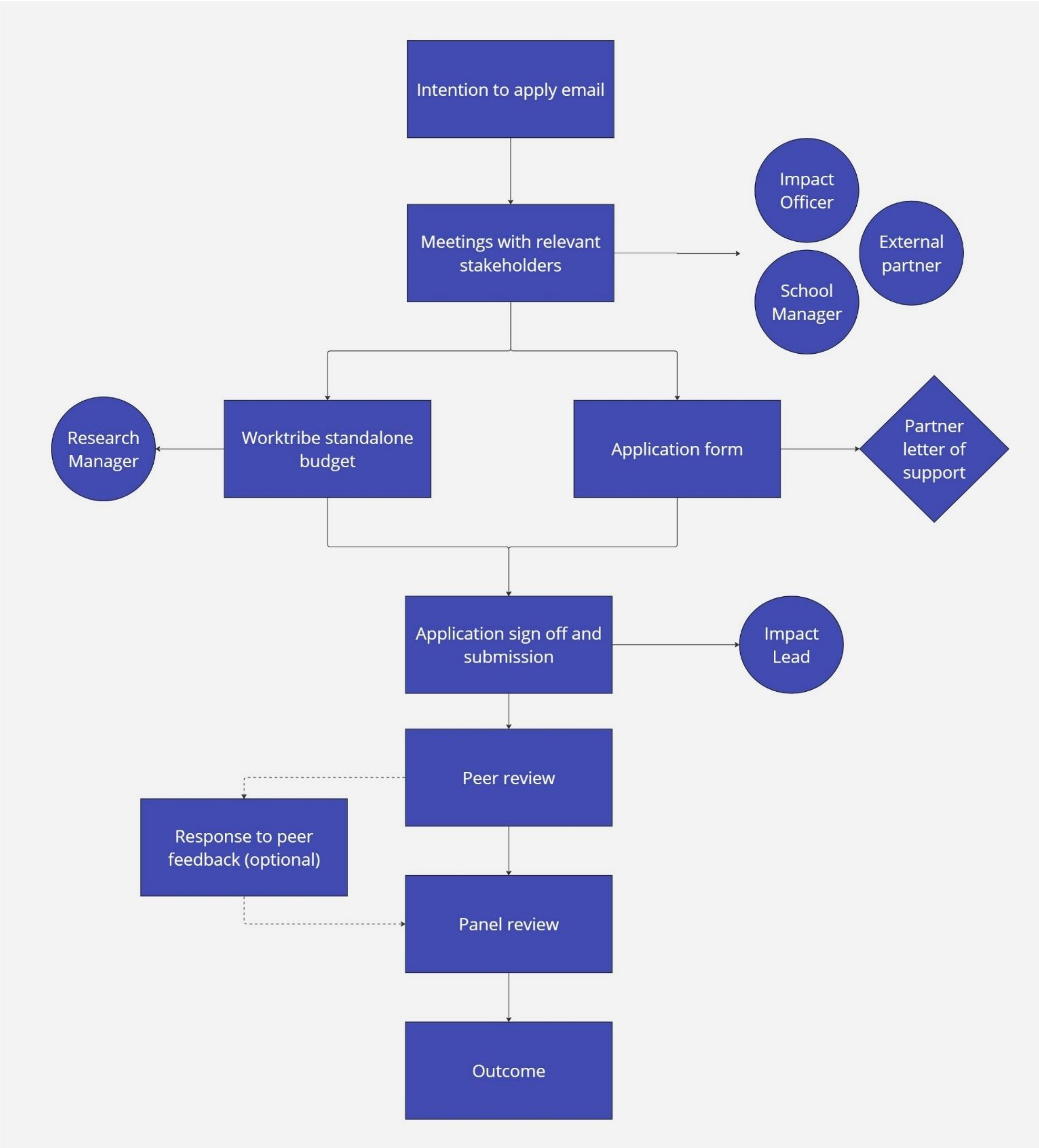
The University has a long-standing commitment to equality, diversity, and inclusion and to promoting a positive culture, which celebrates difference, challenges prejudice and ensures fairness. In line with this commitment, the QMIF call accepts applications from research-active staff at all career stages from diverse disciplines and encourages applications from under-represented groups.

**By submitting an application, you confirm** that you are aware of and comply with the appropriate legislation, regulations and ethics guidelines. This includes but is not limited to: ensuring appropriate ethics are applied and approvals sought; proactive safeguarding through adoption and compliance with safety and security measures, practices and legislation; performing appropriate due diligence on any external project partners; appropriately embedding the University's equality, diversity and inclusion principles internally in the team as well as in interactions with research subjects and stakeholders; and, appropriately embedding sustainability principles in line with the University's sustainability policy including its expenses policy.

## Timings and process for applying to the fund

### Policy Secondment Scheme process (Up to £30,000 per secondment)

The application for the Policy Secondment Scheme will require you to follow all the steps below.




Shortlisting and full application funding decisions will be made by a review panel with internal and external members:

- The group will rank the proposals after considering the likelihood that the proposed activities would enhance the impact of the research investment
- Shortlisted applicants will be anonymously peer reviewed by three panel members and you will be provided feedback and be able to submit a response to any questions raised before the final deadline.

## How to develop an application to the scheme

**Developing a proposal**

- Review the guidelines, the application form and start informal conversations with colleagues, line managers and others of your intention to apply.
- Submit a short 'intention to apply' email to impact-acceleration@QMUL.ac.uk with an overview of your idea, the research it builds on, intended policy impacts, information about your partner(s) and likely size of funding requested.
- Meet with your Impact Officer to talk through the secondment idea. The team will provide feedback on the 'intention to apply' email, point you to the relevant guidance, advice whether other schemes are more suitable. This stage and support is vital to the development of the application. The focus here is on developmental feedback oriented to support your learning.
- Develop your project and complete the application, including getting letters of support from external non-academic partners.
- Notify your academic Impact lead in the School or Institute regarding your project idea
- Meet with your School or Institute Research Officer to discuss project plan and seek costings and necessary School based approvals ahead of application submission. E.g. Worktribe Standalone budget
- Secure approval from within your school or Institute (Academic Impact Lead, or Head of School or similar) with a signature on your finalised application. For those requesting external outwards secondments, this discussion should be had at the start of the application process to ensure they can support your buy out during the secondment.
- Submit your application by the deadline to your impact-acceleration@qmul.ac.uk

**Reviewing and decision-making**

- Project will go through a two-step process of anonymous peer review by at least two people (one impact professional and one external policy expert relevant to the type of impact). Reviewers will provide developmental feedback to all applications, which will be shared with applicants and applicants will be invited to provide an 'Applicant's response' to this feedback. This response will be considered by the Panel alongside your application and peer reviews. The response can be written or recorded via a video.
- Resubmission of completed responses and finalised Worktribe costings, if changed, by deadline provided
- Receipt of submission from Impact Acceleration Account Officer.
- Members of the Panel are sent applications, peer reviews, and the applicant responses in advance of the meeting.
- At the meeting, members of the Panel rank applications and decide which projects can be funded, based on their assessment of the materials they were provided with against the fund criteria. The Panel will provide a short summary explaining their decisions.
- Successful and unsuccessful applicants will be notified, alongside Impact Officers, shortly after the Panel and projects are expected to start shortly after. Feedback will be provided to all applicants, with an opportunity to meet with the Impact Officer to explore this further if required.

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**Assessment Criteria**

Applications will be assessed against the following criteria:

**1. Need/Challenge/Opportunity**

- How strong is the evidence for the identified need?
- Would meeting this need significantly benefit society?
- If the need is not significant now, will it become so in the future?
- What difference does the project make to an end-user?
- Is the need met or unmet? If unmet, will it likely be unmet at the time that the proposed solution is in place?
- Are there any other solutions being developed to meet this need?
- If relevant, has the applicant identified the key competing solutions and their status or are you aware of other similar or complementary research underway elsewhere?
- If relevant, has the applicant identified the key competitive advantages of their proposed solution?
- If relevant, how likely is it that the proposed solution, if achieved, would be widely adopted?

**2. Rationale**

- Is there a good rationale for the project based on underpinning research?
- Is there a reasonable body of evidence to support the proposed rationale?
- In the case of interdisciplinary projects - Is there a good rationale for combining expertise from disciplines spanning different research council remits?

**3. Deliverability**

- Objectives:
  - If successful, will the proposal make a significant contribution to meeting the identified need?
  - If successful, will it achieve an endpoint that has a reasonable chance of achieving continued impact, including by attracting any required additional investment?
  - Are downstream development hurdles surmountable?
- Plan:
  - Are the preliminary budgets and schedule to reach the milestones appropriate?
  - What is the likelihood of the project meeting its milestones?
  - Given the project's risk and its potential benefits, does the plan offer good value for money?
  - Does the plan adequately address stakeholder and end-user knowledge and needs?
- Assets:
  - Has the team identified and secured reasonable access to necessary resources/skills from different disciplines? Note that not all collaborations/out-sourcing agreements need be in place at the application stage.
  - Has the individual or group established a high-quality track record in the field?
  - Are the applicants well placed to deliver the work?

A Responsible Innovation observer will also be invited to attend the panel session and highlight any relevant considerations.

## Setting up and delivery of funded projects if you are successful

### Accessing Funds

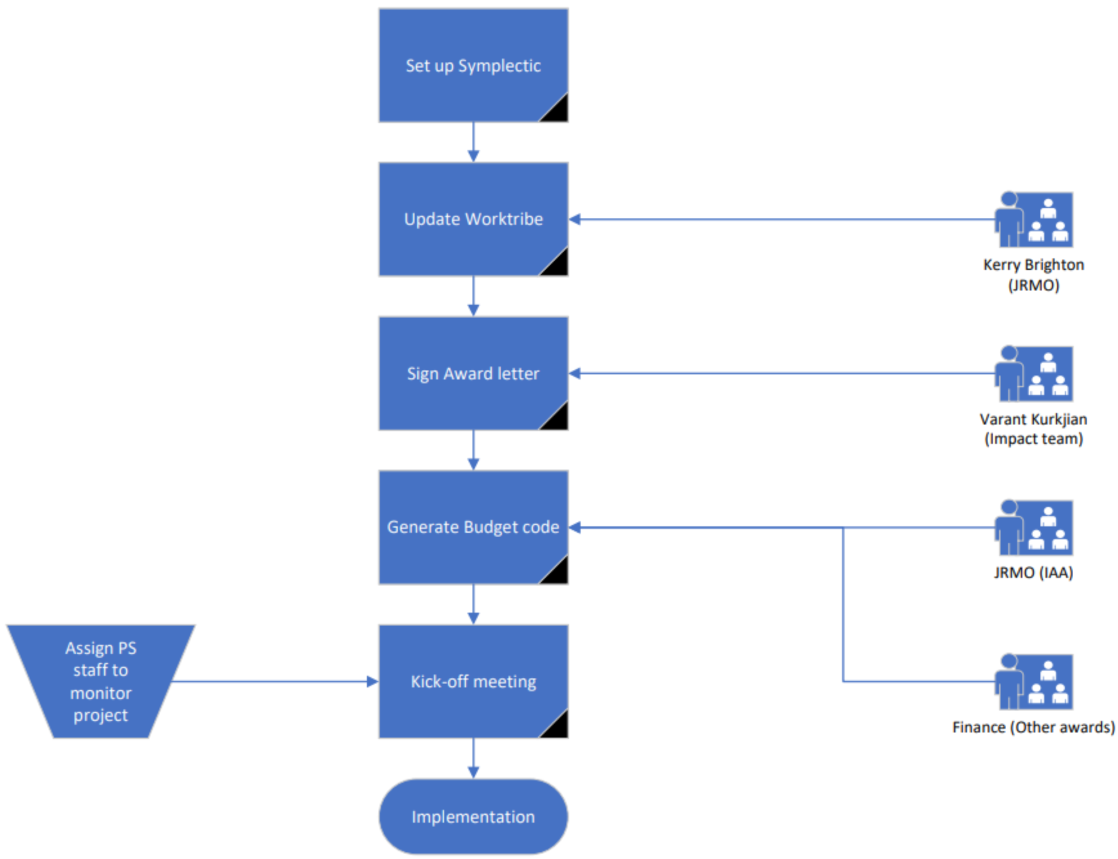
- You will need to create an engagement project record and attach your application in Symplectic Elements Impact module. Your Faculty Impact Officer can provide training on this.
- Once completed you will receive an email and award letter containing information on how to access funds and any conditions related to the award.
- Any unaccounted costs or underspends will be reclaimed at the end of your grant and re-used within further calls.
- No funding is available to cover any project overspend.

### Monitoring and Reporting

You will be assigned a project monitor that will regularly check progress against agreed milestones. In addition, you will be required to submit a final report within three months of the end of the project. Such report will be in the format of a REF Impact Case study and must include:

- What the funds have been used for, progress against milestones, any deviations to the work plan and/or budget;
- How the funds have increased the impact of the initial research investment;
- Key outputs, outcomes and impacts and envisaged future applications, including the potential for further research and development.

**Post award**



Application Guidance

All application must have received support from the Impact team, Business Development (BD) or Queen Mary Innovation (QMI) during their development. You are encouraged to reach out to these teams well in advance of you submission. If you are unclear about who to contact, please email: impact-acceleration@qmul.ac.uk and we will direct you.

**Section 1: Secondment type**

**1.1 What type of policy secondment are you applying for?**
*Select based on whether you are applying for an external outward, external inward or two-way exchange secondment.*

**1.2 Project Time and Cost**

- **Part time or Full time FTE.** *Whether the secondment will be completed on a part or full time basis*
- **Start date for the project DD/MM/YYYY.** *Please factor in that budget codes can take a little time to process*
- **Duration of award in months,** *how long will your project take?*
- **Worktribe standalone budget reference number** – *this will be generated by school or institute Research Manager. Please ask them to add your impact officer and Kerry Brighton to the record so that we have visibility.*
- **Total direct costs**. *The total cost for the project in the Worktribe standalone budget.*
- **Project partner contribution**. *Any funding that the partner is providing for the project that would need to be invoiced.*

**1.3 Abstract**

- *Summarise your application in a short paragraph. What is the need/challenge/opportunity you are seeking to address? What is your proposed solution and how will the secondment facilitate this? Please summarise the current status of your project. Where will the secondment funding take you? Summarise the impact you are looking to have?*

**Section 2: Applicant and External Organisation Details**

**2.1 Lead Applicant**

*This is the individual who takes responsibility for the intellectual leadership of the project and for the overall management of the project, including the convening of regular project meetings with the project team to review project progression. He/she/they will be the main contact for the proposal.*

**2.2 Line Manager Details**

*The individual who is responsible for the line management of the lead applicant and who is willing to support this application.*

**2.3 Organisation name**

*External partners who are undertaking/hosting the secondment.*

**2.4 Impact Officer Contact details**

*Applicants **must** discuss their proposal with their relevant Impact Contact before submitting the application.*

**Section 3: Outline the Need/Opportunity/Challenge**

3.1 **What is the impact need/challenge/opportunity you are seeking to address with this secondment? Who is affected by it? How have you identified this issue? (max 250 words)?**
3.2 **How will this secondment address the issue and what kinds of policy impact do you envisage having? What is the advantage of achieving this through a secondment compared to other alternatives? (max 250 words).**

**Section 4: Rationale**

**4.1 Underpinning Research**

*Please briefly describe the applicants' research detailing how it relates to and will underpin the secondment activity. (max 150 words)*

**4.2 Please provide up to 5 relevant key research references (if there are no publications, please put N/A)**

**Section 5: Deliverability**

**5.1 What are the objectives for this secondment? Please outline the outcomes you expect or hope to achieve.** *Summarise the primary objective of the secondment, any policies, procedures or guidelines that you hope to impact, and outline 2/3 objectives that will help you achieve this*

**5.2 What benefits do you expect this secondment will achieve for Queen Mary?** *Summarise the benefits for QM's external partnership and reputation building*

5.3 **What benefits do you expect this secondment will achieve for the external organisation?** *Summarise the benefits for the external organisation such as increased capacity, access to new knowledge, skills and networks, etc.*

5.4 **How will the secondment achieve its objectives?** Please link these to your objectives outlined in 5.1 and provide a short justification. Summarise the project work plan including two-three key progression milestones (one being the project end). Detail how responsibilities are divided between Queen Mary and external organisation. Please include estimates of the duration and costs you anticipate will be required to reach each milestone and any project partner contribution. Enter the expected total project duration, cost and estimate the QM contribution, based on 100% of the requested costs. Submitted costs should be broken down into categories (e.g. labour, materials, travel) and must be approved by the Research Manager, who will advise on how to manage any cost exceptions. Applications with no official costs attached will be rejected. Costs should be approved in accordance with your institution's standard practice.

**Section 6: Intellectual Property commercialisation (if applicable)** - if there is no IP to consider please leave this section blank)

*Intellectual property encompasses inventions, computer software, data, databases, technical know-how and trade secrets as well as 'creative works' such as teaching materials, books or learned articles, artistic or musical works, sound recordings, films or broadcasts, works protected by design right, trademarks.*

6.1 **Does the proposal have freedom to operate, or does it require access to background IP? If access is required, what IP does the proposal need access and can this be secured on reasonable terms?**
6.2 **Detail any QM IP which underpins the project.**
6.3 **What new IP is the project expected to produce?**
6.4 **How will project generated IP be managed and exploited to support meeting the targeted need?**

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**6.5 Non confidential disclosure of the product idea or supporting data can affect the ability for the project to be adopted by a subsequent funder or investor. You are asked to comment on extent of disclosure and any future intention to disclose during the duration of the project**.