# Crick & University Partnership Networking Fund
# Application Guidelines

## 1. Background

The Crick & University Partnership Networking Fund (NF) supports Crick and partner university staff and students (Crick, UCL, Imperial, King's) to hold networking events within the Partnership. The overall goal is to build and strengthen collaborations and/or share expertise and skills and/or generate new research ideas across the partnership and thus to advance the partnership mission of *Discovery without Boundaries*. There are two to three calls a year.

The Networking Fund aims to:

- Strengthen interactions within the Crick-University partnership through joint events and build communities of staff and students around common research themes.
- Allow groups of scientists and/or operation staff to create new professional networks, possibly beyond their own discipline.
- Support interdisciplinary scientists to make connections, share and develop ideas that could be included in joint research funding applications.
- Primarily benefit the Crick and partner university staff and students, however, networking events could also include external participants from other universities, industry, policy or other organisations where appropriate.

## 2. Who can Apply?

Any student or staff member (employee) from the Crick and its university partners are eligible to apply as an applicant e.g. researchers (from research groups and STPs/scientific platforms), technical and/or operation staff.

**Please note that all applications must involve the Crick and at least one university partner to be eligible.** Proposals which have applicants or attendees from all partners are particularly welcome and encouraged if the topic proposed would benefit all.

## 3. Is my planned event right for the Scheme?

The Fund will support a wide range of in-person and hybrid events such as:

- Seminar series
- Small and large-scale symposia
- Scientific meetings
- Training events and workshops
- Scientific networks to exchange ideas on specific research topics or

technical/methodological approaches
- Public engagement activities and events

It is strongly advised to apply to a call with a deadline at least four-six months before your event, to allow sufficient time for organisation.

### 4. Funding types and remit

Two types of awards are available, depending on the objectives of the events. **Please note that each type of funding has its own section in the application form.**

- **Up to £4k (Section C):** This funding supports networking events aimed at either sustaining existing collaborations within the partnership or developing new links e.g., new networks, seminar series, small-scale symposia and workshops.

  Preexisting and/or previously supported projects are eligible for funding where applicants provide clear justification for renewal e.g., new research developments in the area, significant changes to the previous event etc.

- **Up to £10k (Section D):** This new funding aims to support events that focus on strategically important thematic areas, particularly those currently prioritised by the Crick and its university partners:

  - Engineering
  - Clinical Research
  - Human Biology and Physiology
  - Developmental neurobiology
  - Advanced AI and data science in basic biosciences

  These events should aim to establish long lasting interactions between the Crick and its partner universities and clearly advance the Crick partnership strategy.

For both schemes, it is acceptable for events to receive additional funding and/or other support from other sources provided this is noted on the application form.

## 5. Application review

Applications will be considered by the Networking Fund Committee that comprises representatives from each of the partners (Crick, UCL, Imperial, King's) as below:

| 2024-2025 NF Committee | | |
|---|---|---|
| **Francis Crick Institute** | Steve Wilson (Chair) | Associate Research Director /University Liaison |
| | TBC | Group Leader |
| | Marina Maria Bento Ayres Pereira | Postdoctoral Scientist |
| | Tobias Plowman | PhD Student |
| | Ruth Bird | Partner University Liaison Manager |
| | Solène Gilbert-Debaisieux | Research Officer/NF manager |
| | Li Sa Choo (Observer) | Partner University Admin Officer |
| | Louise Howitt (Observer) | Events and Conference Manager |
| **Imperial London** | David Riglar | PI/Crick Satellite |
| **University College London** | Marco Endrizzi | PI/Crick Satellite |
| **King's College London** | Jody Rosenblatt | PI/Crick Secondment |

- The Committee will meet a two to three times a year following calls. Scheme dates are available on the Crick website, please check regularly.

- The decisions will be communicated to all applicants shortly after the Committee meeting and a post-award guidance document will be provided to all successful applicants.

## 6. Accessing the funds

More details on the financial management of the award will be provided in the post-award guidance should the application be successful. Some information is provided below:

- Funds must be used within 18 months from the award letter date (funding period). Please note that any funds remaining after the funding period will be returned to the NF budget.
- Costs incurred by the events will generally be reimbursed on an invoice basis i.e. costs will have to be paid in advance by the awardees and will then be reimbursed using the NF award e.g. travel expenses, ad-hoc catering, prizes
- For expenses incurred 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.
- Please note that reimbursements will be approved on the basis of the originally planned and approved events and costs

### 7. Reporting

- Awardees are encouraged to document their activities e.g. by photography and/or through feedback surveys, to capture outcomes which may be shared with the wider Crick partner community.
- The awardees will be asked 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 uni-partnership@crick.ac.uk.

### 8. Completing your Application Form

**Please ensure you complete ALL sections of the application form relevant to the type of funding you are requesting (£4k or £10k).**

**SECTION A: Applicant and Co-Applicant(s) details**

- Each proposal should have a Lead Applicant and at least one Co-Applicant (or joint Lead Applicants).
- All proposals must involve the Crick and at least one university partner to be eligible (see point below) and proposals which have applicants/attendees from all partners are particularly welcome if the event would benefit all partners.
- All listed applicants should be involved in the organisation of the event(s).
- The applicants must be an employee (in Research or Operations) or a postgraduate student (PhD or Masters) at one of the Crick Partners (Crick, UCL, Imperial, King's). Scientists from both research groups and STP/scientific platforms can apply.
- Projects can involve participation of stakeholders from industry, government, charities, or other research organisations if appropriate for the proposed event.
- For applicants outside of Crick, a departmental administrator must be named on the application form, in order to facilitate the reimbursement process.

**SECTION B: Event Details**

Please complete the fields as required:

- Virtual attendance can be included to make events more accessible to a larger and more diverse audience and to promote inclusivity, accessibility, and sustainability, in line with the Crick partnership strategy. Please ensure that the ways that remote attendees will be engaged in the event are well described in the application.
- Please choose a venue **at the Crick and/or a university partner (UCL, Imperial or King's). If there will be multiple events such as a seminar series then multiple venues can be chosen.**
- Please note that the Crick events team can help you and provide support in planning your networking activities at the Crick (see also SECTION E guidance below).

**SECTIONS C AND D: Case for Support**

Please complete **EITHER** Section C (£4k award) **OR** D (£10k award), depending on which award you are applying to. Please complete all questions in the relevant section C or D.

- The university partners have defined five areas of strategic importance where proposals of up to 10k support would be particularly welcome. Proposals in other areas are eligible but you should justify in the free text sections why you are applying for a different topic.
- It is essential to provide a draft/confirmed programme of your event, including a list of proposed/confirmed speakers.
- *Legacy:* Please describe the potential legacy of your events such as collaborations, (joint) applications to schemes available within the partnership e.g. University attachments, joint PhD studentships, joint grant applications, Clinical Research Fellowships; symposia and seminars.
- If this application is led by a student, please include a brief statement from their line manager in support of the application.

**SECTION E: FUNDING**

- **Eligible** costs are described in the table below. Please provide details and justification of your planned expenses in each of the categories listed.

- **Ineligible** costs include salaries, catering and venue costs for routine lab meetings, experimental research-related expenses and indirect and estate costs.

| Eligible Items | What can be covered by the Fund |
|---|---|
| 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 |
| Venue hire (see below) | Venue hire costs at the Crick and/or university partners |
| Reasonable catering costs | Catering costs at the Crick and/or university partners. **Please include VAT** |
| External speaker/ facilitator fees | Costs associated with speakers external to the partnership e.g. private consultants, training/meeting facilitators, 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) | Reasonable expenses to cover awards and prizes such as best poster or talk. **Max £500 total including all prizes.** |
|---|---|
| Childcare support for attendees | Childcare costs to facilitate attendance. **Max £150/attendee** |
| Other meeting-related costs | Other reasonable expenses incurred by the event. |

- *Venue:* Please choose a venue **at the Crick and/or a university partner (UCL, Imperial or King's College)** for your event(s).

**At Crick:** The Events team can help and support you in planning your networking activities at the Crick. For more information, please contact events@crick.ac.uk. **Table 1** below shows the basic costs for venue hire at the Crick in 2025-2026. These costs cover room hire, logistics, poster boards etc at the Crick.

If you plan to hold the event(s) at the Crick, please contact the Events team before submitting your application, to check space availability and prices. **Please include a quote (email or other) as an annex to the application form.**

**At a Partner University:** If you plan to hold your event at a university partner, please check costs and availability for venue hire and catering options for this venue.

| Crick badged symposia and founding partners | Capacity | Day rate* | 4-hour rate |
|---|---|---|---|
| Seminar rooms 3/4/5 individually | 40 | £185 | £105 |
| Seminar suite and breakout space | 100 | £820 | £410 |
| Half auditorium & gallery | 220 | £1,630 | £815 |
| Whole auditorium & gallery | 450 (breakout 250) | £2,575 | £1,285 |
| Gallery only | 250 | £1,285 | £815 |

*Day hire is 08:30-17:00. Early access and evening hours can be arranged (at additional cost??). Basic equipment and support are included in above prices. Additional charges apply for all optional equipment, services and technical support. Additional costs might apply for out of hours AV, security and other support e.g. early access, evening hours staff.

- *Catering:* Catering is not included in the venue prices, but should you want to order from Graysons, please contact the Crick events team for the prices events@crick.ac.uk. **Please include quotes as an appendix.**

Whether you organise your event(s)at the Crick or at one of our University partners, **please ensure that VAT e.g catering is included as a cost in the quotes.**

*Additional funding sources:* If appropriate, applying for additional funding (e.g. sponsorship, university department funds) is encouraged, whether applying for the £4k or the £10k scheme.

- **Other:** Please note that **only the costs described in the application and approved by the Networking Fund Committee** will be covered by the award. Any newly added expenses not mentioned in the original application will not be reimbursed.

**Please send the completed Application Form and Annexes to [uni-partnership@crick.ac.uk](mailto:uni-partnership@crick.ac.uk).**

Last updated 19/11/24