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## UNIVERSITY ENTERPRISE FELLOWSHIPS 2023/2024

# Notes to Applicants

University Enterprise Fellowships are an opportunity for academics and researchers to explore an opportunity in enterprise, entrepreneurship, and research commercialisation. What we mean by ‘enterprise’ is illustrated in this [short video](https://youtu.be/JHpclZ_Pz4M) from the Festival of Enterprise 2022. They are intended to complement University Research and Teaching Fellowships. UEFs enable the Fellows appointed to dedicate time to explore the application of their own research or scholarship in a commercial or entrepreneurial context with clear deliverables for a period of 3-12 months within academic year 23-24.

Illustrative examples of the activities that an Enterprise Fellow might undertake are given below. This is not intended to be exhaustive, although we expect the outcome to have a prominent commercial dimension.

1. Exploration of whether an invention or technology could be patented and/or licensed
2. Market research of the commercial appeal of an invention, novel service or technology
3. Identifying target companies for a new technology and initiating contact
4. Attending conferences or exhibitions to identify market demand and user requirements
5. Running networking events, exploratory meetings or workshops with potential users
6. Market evaluations for exploring markets and potential partners/investors
7. Formulation of a business plan for a proposed new enterprise or social enterprise

Enterprise Fellowships will provide up to £10000 to cover teaching or related duties, and up to £5000 for other costs. Fellows will have access to the support services across the University, including the [Commercialisation team](https://www.bristol.ac.uk/business/innovate-and-grow/research-commercialisation/for-researchers/), [Impact Development](http://www.bristol.ac.uk/red/industry/) team, [Partnerships](https://uob.sharepoint.com/sites/red-upp) team, and relevant Faculty offices for industry engagement.

The University has several funding schemes to support commercialisation and impact projects, such as [the Impact Acceleration Accounts](https://uob.sharepoint.com/sites/red/SitePages/impact-funding-opportunities(1).aspx). The focus of Enterprise Fellowships is on the person rather than the project. We want to broaden participation in enterprise activity and specifically to protect quality time for academics to explore enterprise activities. While the Fellowships do provide some funds for activities other than the member of staff’s time, they might also be used in conjunction with other forms of funding that provide for laboratory projects, consultancy services and other activities.

Applications are invited from Pathway 1 and 3 academics from all faculties and at any career stage. All applicants must engage with their Head of School in advance of submitting an application, and agree how the £10k will be used to free up the applicant’s time such that they can carry out their fellowship. Heads of School ultimately must provide assurance that the delivery of core School functions will not be compromised by this. It would be very unusual for more than one Fellowship to be awarded per School. The University of Bristol is fully committed to promoting equality, diversity and inclusion. We particularly welcome applications from individuals with characteristics that are under-represented in UK university entrepreneurship.

# Application process

1. Colleagues considering an application are urged to discuss with their Head of School at the earliest opportunity. Head of School responses are required as part of the application process.
2. Applicants should complete sections 1 – 5 of the form below, attach a summary CV (max 2 A4 pages), and pass to their Head of School for completion of section 6. The form and CV should then be forwarded to Manda Baynes ([manda.baynes@bristol.ac.uk](mailto:manda.baynes@bristol.ac.uk))
3. A panel chaired by Associate Pro Vice-Chancellor for Enterprise and Innovation will review applications and make award decisions. Note that this panel will be the only assessing body. Unlike the URF scheme, schools and faculties are not required to rank applications, although the Head of School’s responses will be taken into account in decision making.
4. Applicants will be informed of decisions by email. Heads of School and University Enterprise and Innovation Committee will also be notified.
5. Any enquiries relating to the scheme should be addressed to Manda Baynes.
6. A detailed report on the outcomes of the Fellowship must be submitted no later than 3 months following the completion of the Fellowship.

# Eligibility, use of funding and conditions of award

University Enterprise Fellowships (UEFs) are open to current members of staff on Pathway 1 and 3.

* The Fellow will concentrate their Fellowship activity on implementing the plans set out in their proposal.
* Fellows should agree in advance with their Head of School what duties they can be released from, in conjunction with the funding provided to support this, to free up sufficient time for their Fellowship activities.
* Fellows are expected to engage with events and publicity to share their work with the intention of building a multidisciplinary community of enterprise-engaged academics.
* Respecting any necessary confidentiality, Fellows’ project titles and summary findings may be shared to help publicise the University’s successes with a broad internal and external audience.
* It is expected that other on-going research commitments such as research council grants and PhD students during the award year must be continued.
* Any changes of circumstance or topic must be reported to DREI as soon as possible.
* UEF resources must rebound to DREI and are not be used by schools/departments for other purposes if the stated work cannot be undertaken as envisaged and agreed at time of award.
* A UEF Report Form must be submitted by the deadline specified by DREI.

The awards have two components:

1. Up to £10000 paid to the School to protect time to allow the Fellow to focus on their Fellowship. This could, for instance, buy out time spent for teaching, assessment or other duties.
2. Up to £5000 for related costs such as travel, event attendance, external consultants, materials etc.

All funds must be spent by 31/7/24 (end of the University financial year).

**Responsibilities of the School:** The format of this scheme, and the associated responsibilities of the School, are similar to those for University Research Fellowships. The School agrees to release the Fellow from sufficient responsibilities to permit them the required time to carry out the Fellowship. It is expected that on-going research commitments will be continued.

**Panel Assessment Criteria**

* originality and feasibility of the proposed work
* quality and coherence of the proposal
* balance of disciplinarity/interdisciplinarity across the range of successful awards
* importance of the award relative to the applicant's career stage
* possibility of applicants gaining alternative sources of funding
* sustainability of proposed application of research

Given these criteria, unsuccessful applications should not be interpreted as a negative judgment on the part of the selection panel. We expect that many excellent proposals will have to be turned down given the competition and the need to fund a range of projects and types/levels of applicants.

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| **UNIVERSITY ENTERPRISE FELLOWSHIP**  **2023/2024 APPLICATION FORM** | | | |
| ***Deadline for submission: 19th June 2023*** | | | |
| 1. **Applicant Details** | | | |
| **Name:** | |  | |
| **Position** | |  | |
| **School** | |  | |
| 1. **Enterprise Fellowship Proposal** | | | |
| Details of the activities to be conducted during the period of the Fellowship should be clearly set out and written in an accessible way for non-specialists. | | | |
| **Title of Fellowship Project:** Please note that the title of your project will be used to publicise your work with a wide audience so please ensure that this is in non-specialist language | | | |
| **Start and end date** (note that fellowships can be 3-12 months in duration and must sit fully within academic year 23/24).  Start date:  End date**:** | | | |
| **Summary of your Fellowship proposal** (250 words) | | | |
| **What will you do during the Fellowship?** If you are asking for any of the “up to £5k” please briefly state what this will be used for (1000 words)  **What will you have achieved by the end of the Fellowship? What will be different from how it is today?** (500 words) | | | |
| **What do you expect the next steps to be at the END of the fellowship? How will you sustain or further develop the activity?** (300 words) | | | |
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| **Please supply the Worktribe Project record:** | | | |
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| 1. **Existing outputs in support of the application** | | | |
| Please list up to 5 research or other outputs that illustrate the background to the application. This could include publications, conference presentations, titles of consultancy projects, or a one-line summary of unpublished findings (for instance if you wish to explore whether those findings are patentable) | | | |
| **1** |  | | |
| **2** |  | | |
| **3** |  | | |
| **4** |  | | |
| **5** |  | | |
| 1. **Applicant Statement** | | | |
| **Declaration:** I wish to apply for an Enterprise Fellowship for 2023/2024. If successful, I undertake to observe the Regulations and to provide **a detailed final report of my Fellowship by insert date to RED**. | | | |
| **Signature:** | | | **Date:** |
| 1. **Head of School Section.** | | | |
| **Is this application is aligned with the School’s strategic priorities? Please explain.** | | | |
| **How would you use up to £10k to free up the applicant’s time?** | | | |
| **To what extent do you support this application?**  Fully/Somewhat/Not | | | |
| **Signature:** | | | |
| **Name:** | | | **Date:** |