

This version is for information purposes only. The original version is available in the Seu Electrònica at: <https://seuelectronica.upf.edu/bases-que-regeixen-la-concessio-d-ajuts-economics-per-a-activitats-d-impacte-social-de-la-recerca>

Rules for the award of grants for activities to increase the social impact of research

Resolution of the Board of Governors of 19 February 2020

1. Purpose

To establish the rules for the call for the award of grants to fund activities to increase the social impact of research.

2. Nature and scope

To be eligible for submission, proposals must meet one of the following three criteria:

- Target the same population groups targeted by the research itself.
- Consist of activities open to society as a whole (whether or not it is the beneficiary of the research itself) or, at least, that target groups that would not normally have access to the information disseminated by the proposal.
- Focus on achieving one of the 17 Sustainable Development Goals (SDGs) established in the 2030 Agenda, using an interdisciplinary and open approach.

3. Activities

The call is open to activities that increase the social impact of the research and knowledge produced at UPF by promoting the visibility of science in society and scientific communication and/or promoting citizen and end-user participation in co-design and co-creation processes.

By way of example, the following activities are understood to have a social impact: exhibitions, workshops, talks, the publication of informational material, consulting or reports for NGOs (or non-profit foundations), citizen participation in the various phases of the research process, etc.

4. Exclusion

Knowledge transfer activities exclusively aimed at the scientific community and those undertaken for the purpose of transfer understood in the traditional sense, such as the different types of patents, spin-offs or scientific publications, fall outside the scope of these rules.

5. Applicants

Active members of the UPF university community who have participated in research or knowledge-transfer projects may apply for a grant under these rules.

All people participating in a single activity must submit a single joint application, for which one participant will be designated as the party responsible for it.

The responsible party, and applicant for the activity, must lead the action, liaise with the Institutional Communication and Promotion Unit (hereinafter, UCPI), and actively and directly participate in the performance of the proposed activity in all cases. The direct and active participation of all members of the activity – who will be listed on the application form, indicating their affiliation with UPF and the role they will play within the funded activity – is an essential requirement. The actions may provide for the existence of a partner organization to which the activity will be linked.

6. Implementation period

The activities must be carried out within the year of the call and be completed by 31 December of the same year.

7. Funding for the annual call

The funding for the call for proposals is allocated from the university's budget and the amount is established in each annual call.

8. Financial allocation for the activities

8.1. The maximum amount that may be allocated to a submitted application is 100% of the total cost of the activity (with the exception of the terms of paragraph 8.2 below).

8.2. The grant may not be used to cover administrative expenses originating at UPF or to remunerate the professional services of participants from the university.

9. Call

9.1. An annual call will be published by the vice-rector responsible for such matters.

9.2. The call for proposals will be disseminated through the university's website and other usual communication channels and will contain the following information:

- Allocated funding
- Goals or priority topics
- Documents to be submitted
- Deadlines

10. Applications

10.1. Applications will be submitted using the standardized form, which will be published with the call and will be available on the Research at UPF website (<https://www.upf.edu/recercaupf>).

10.2. The application must be completed and signed by the member or members of the UPF university community to be responsible for the activity.

10.3. The applications will include, in addition to the duly completed UPF application form, where applicable, a signed letter from the partner organization to which the activity will be linked, justifying its interest and type of involvement, and a conflict of interest statement.

10.4. The applicants will be responsible for ensuring that their activity does not violate third-party rights, including intellectual property, industrial property, image, personal data protection or any other rights.

10.5. Applications should be addressed to the UCPI and submitted at the UPF General Registry (Plaça de la Mercè, 12, Barcelona) or any of its offices along with the necessary supporting documents. Additionally, the application and attached documents should be submitted in electronic format by the same deadline.

10.6. The application deadline will be determined in each annual call.

10.7. Failure to include the required documents may lead to the disqualification of the application as inadmissible.

10.8. UPF may ask applicants for any additional information it deems necessary to clarify or explain in further detail the content of the proposals.

11. Evaluation and selection process

11.1. An Evaluation Committee, to be chaired by the vice-rector for management of social commitment and equality projects, will be responsible for evaluating and selecting the activities for the call.

11.2. The Evaluation Committee will be made up of the following members:

- The vice-rector for management of social commitment and equality projects or the person he or she delegates, who will chair it.
- The vice-rector for project management in the area of research or the person he or she delegates.
- A person with expertise on the social impact of research and/or responsible research and innovation (RRI), appointed by the rector.
- A person representing the UPF Board of Trustees.
- The head of the unit tasked with managing the grant programme, who will also serve as the secretary.

11.3. The activities will receive a score of up to 10 points, based on the following criteria:

11.3.1. Quality indicators: (4 points)

- The proposed format is original, innovative and appropriate for the stated goals.
- The activity is interdisciplinary.
- The person responsible for the activity does not necessarily need to have experience or training on the social impact of research and/or RRI, but it will be viewed positively if at least one of the participants in the proposal does.

- Balanced presence of women and men on the work team (at least 40% of the minority gender) and other measures to promote the gender perspective in the activity itself.
- Inclusion of elements that enable participatory science and allow all publics to access the activity.
- Activities that focus on the SDGs of each particular call.
- Activity linked to other activities that UPF is carrying out in the field of scientific culture and social responsibility.

11.3.2. Management: (3 points)

- Description and coherence of the activity: that the various descriptive elements (goals, activities, formats, scope, resources, evaluation of outcomes and communication of the activity itself) are properly defined, adjusted to the timeframe and suited to the budget.
- Description of the partner organizations and of how the partnership will be organized.

11.3.3. Impact: (3 points)

- Predicted impact of the results of the activity.
- Explanation of how this impact will be measured (indicators, methodologies, etc.).

11.3.4. As a general rule, activities that have not received grants in earlier calls will be given special consideration.

11.3.5. The minimum score required to be eligible for a grant will be 7 points, and the proposal must earn at least 50 of the possible points for each of the three aforementioned criteria.

12. Proceedings, evaluation of proposals and announcement of results

12.1. The UCPI will conduct the proceedings ex officio and is subject to the corresponding terms of Spanish Law 39/2015, of 1 October, on the common administrative procedure for the public sector.

12.2. The Evaluation Committee will evaluate and select the submitted applications and will submit its proposed decision to the body responsible for deciding the call.

12.3. The body responsible for deciding the call will be the rector or vice-rector responsible for such matters.

12.4. The decision will be published on the Research at UPF website (<https://www.upf.edu/recercaupf>). Those applicants who so indicate on their application will also be informed of the results in writing by e-mail.

12.5. The award of a grant to an activity may be subject to the reformulation of any aspect deemed necessary. Thus, the grant will be conditional upon the submission by the applicants of the documents required in the decision during the grant acceptance stage.

13. Procedure for processing the awarded grants

13.1. Acceptance

- For the decision to be final, the applicants for the selected activities must notify the university in writing of their express acceptance of the grant and of the rules for the call within one month of the day following the date on which the decision is published.
- For activities subject to reformulation, acceptance of the grant will only be admitted if it is accompanied by the reformulation of the activity as indicated in the decision.
- Acceptance of the awarded grant entails performance of the activity in the terms indicated in the application submitted to the call. Any variation must first be cleared with the UCPI.

13.2. Payment method

- Once the grant has been accepted, the transfer process for payment of the amount awarded for the activity will begin.
- The grant may only be used to fund the expenses approved by the awarding body in the agreed period. Any modification that needs to be made must first be approved by the UCPI.
- The awarded grant will be paid to the research group, research centre or department responsible for the coordination and economic management of the activity.

13.3. Modification of the activity

- Any substantive modification of the activity must be reported before being undertaken.
- A substantive modification is understood to be one entailing a change in the goals or outcomes of the activity or a deviation of more than 10% in any of the budget items or a modification of the items provided for in the initial activity.
- The approval or rejection of this modification will be communicated within a maximum of ten business days.

14. Withdrawal or waiver of funding

14.1. The awarded grants may be totally or partially withdrawn when the established deadlines are not met or the content of the activity is substantively modified without prior authorization from UPF.

14.2. Applicants who fail to accept the grant by the deadline provided for in paragraph 13.1 above will be understood to have waived the funding.

14.3. Inadequate justification of an activity or failure to submit the follow-up report will result in the withdrawal of the grant.

14.4. If the grant recipients have not spent the awarded amounts by the time they submit the final report, the remaining funds will be allocated to the UCPI's budget.

14.5. Should, for reasons other than those set forth in this section, the person responsible for the proposal decide not to carry out the activity for which funding was awarded, he or she must submit a written statement to the UCPI expressly waiving the awarded amount and indicating the reasons why.

15. Follow-up and justification of the activities

15.1. The UCPI will establish a system of regular contact with the person responsible for the activity.

15.2. A final report must be submitted within one month of the end of the activity and must:

Provide proof of the fulfilment of the activity's goals.

Provide proof of the expenses incurred.

Document (e.g., via a link, physical copy or digital copy) all the graphic and promotional material used before and during the activity.

15.3. To be eligible to participate in a new call, the applicant must have submitted the final report and corresponding documents.

15.4. The final report must be prepared in accordance with the instructions provided in the call. If the minimum requirements are not met, the UCPI will ask the applicant to expand upon or amend the information.

15.5. If the total amount awarded is not properly accounted for by the deadline for submitting the report, the person responsible for the grant will have to reimburse UPF for the unspent or unaccounted for money.

16. Dissemination of the results of the activities

16.1. UPF may ask the people responsible for the activities to hold information sessions and raise awareness of their activities amongst the university community.

16.2. Any public information generated in relation to the activity must include the support received by the university. Whenever a partner organization's logo is reproduced, the UPF logo must also be included.

16.3. UPF may use all the information from an activity in order to publicize the actions in which it has participated, prepare dissemination materials, conduct awareness-raising campaigns and include it in its annual activities report.