

## Royce Researcher Equipment Access Scheme

### Guidance notes for applicants

#### 1. Scope of the scheme

##### Purpose

The Royce Researcher Equipment Access Scheme is intended to support researchers at all stages of their careers, from PDRAs through to tenured academics, by enabling them to access Materials Science & Engineering facilities across the Royce Partners. We particularly encourage applications from Early Career Researchers and those returning from career breaks.

It is intended that the Henry Royce Institute (Royce) will provide access to these facilities as they are not available at an applicant's own organisation(s). Therefore, applications **must** highlight the use of equipment at a Royce facility, which is **not** available at the organisation where the applicant is employed. The intention is to support well-defined single packages of work, which are not to be extended over long periods. For example, the work packages are not open-ended arrangements for the whole of a research grant.

##### Deadlines

Applications are expected to close at **5pm on 9<sup>th</sup> July**. We reserve the right to close to new applications at short notice.

*Please complete the **Initial Enquiry Form** in good time of the application closing date, as applications can only be completed after discussing the project with the Royce Facility.*

##### Researcher eligibility

The scheme is open to any researcher employed at a UK HEI or government-supported Research Technology Organisation. If you are unsure whether you are eligible, please contact [access@royce.ac.uk](mailto:access@royce.ac.uk)

##### Eligibility of enquiry topics

In order to be eligible for access to facilities and support through the scheme, the research enquiry or problem **must meet one or more of the following criteria**:

1. Development of new materials, systems or processes
2. Improving understanding of the performance or failure of materials or materials systems
3. A materials issue which is impacting the study in some way
4. Method development which would widen the scope of the Royce's capabilities
5. It aligns with or connects to any of the [Royce Core Research Areas](#).

### Funding limits and eligible costs

There is no funding cap on individual applications, however in order to benefit the maximum number of researchers, applications in excess of £5k will be closely scrutinised. Eligible costs include equipment use, operator time and sample preparation at the facility. Note that travel and subsistence costs **are not** eligible.

To be eligible under the scheme an item of equipment or service must be listed in the [Henry Royce Institute equipment catalogue](#). Individual work packages may require the use of more than one item of equipment (e.g. where sample preparation is followed by use of a characterisation or measurement technique, or where more than one characterisation technique is required). Where this is known, it can be indicated on the [Initial Enquiry Form](#).

## 2. Application process

- **Deadlines** – Applications must be submitted by 5pm on 9<sup>th</sup> July 2021
- All enquiries must be initiated by completing the [Initial Enquiry Form on the Royce website](#). Researchers should identify the equipment and type of expertise which is required to address their specific research question. In addition, the Initial Enquiry Form can be used to indicate the type of problem they are trying to solve or type of experiment they wish to conduct, helping us to find a suitable match.
- Once the completed [Initial Enquiry Form](#) is received, the enquiry will be passed on to the relevant Royce Facility, who will contact the enquirer to discuss requirements and (if appropriate) work with the enquirer to develop and agree a costed work package (within 10 working days). It is then **the responsibility of the applicant** to complete **PART A** of the **Application for Funding Form** (available from [access@royce.ac.uk](mailto:access@royce.ac.uk)), which must be returned to the Facility Contact. The Facility Contact will then complete PART B of the application and submit the application for review by the Partner organisation.
- Some Royce facilities may require some additional paperwork to be completed before work can be carried out, e.g. to comply with security clearance requirements or local health and safety requirements. This includes measures associated with COVID-19. Royce reserves the right to decline applications where suitable technical support is unavailable within the timeframe for the project.
- Researchers are encouraged to contact the Royce Hub by email ([access@royce.ac.uk](mailto:access@royce.ac.uk)) to discuss the need informally or if they have any questions about the application process.

## 3. GDPR

In taking part in the Research Equipment Access Scheme, applicants consent to the collection and use of their personal data by The Henry Royce Institute for the purposes of allowing access to Royce facilities and expertise. The information may also be used for statistical purposes as required by our funding organisations.