Grants for Research
Guide for grant-holders

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1. Introduction

The Nuffield Foundation is an independent charitable trust that aims to advance social well-being and education opportunity across the UK. We do this by funding research, development and analysis projects in areas of education, justice and welfare, and by equipping young people with skills and confidence in quantitative and scientific methods through our student programmes. This guide is for those who have been awarded a research grant.

The Nuffield Foundation is an engaged and proactive funder; we aim to bring together researchers and users of research to identify the larger research questions and to maximise the impact of the work we fund. Our relationships with our grant-holders are crucial to this, and we will support you wherever possible over the course of your project. This guide sets out our approach to managing grants, including what we require from you. Please read this guide in full on receipt of your award and refer to it as your first port of call during the course of your grant.

Every grant is managed by a Programme Head (or Director) at the Foundation and a Grant Administrator (both named on your *Confirmation of award* letter). The Programme Head will provide oversight, support and constructive challenge throughout the grant, to ensure the work is high-quality, achieves its objectives and has impact and influence, as well as considering whether there are useful links to other projects funded by the Foundation or by other sponsors, or to contacts through the Foundation. The Grant Administrator will usually be your first point of contact and will be able to respond to routine queries during the course of the grant, ensure core requirements are met and documentation is up-to-date.

This guide uses the term 'grant-holder' as a general term to include both the 'principle investigator' (PI), who has overall responsibility for the project and who is the main point of contact with the Foundation and the host institution where the PI is based.

2. Confirmation of award: the start of your grant

The *Confirmation of award* letter marks the date the grant is awarded, even though the start date for your project may be several weeks or months later. If you have not yet received your *Confirmation of award* letter then you should refer to the *Guide for applicants*, which provides information on all prior stages of the application process. For grants awarded since November 2016, this will explicitly set out the requirements of the grant with associated delivery dates. These include:

- Interim reports (see section 4.1 & Appendix A)
- Communications plan (see section 3.1)
- Main public report (see section 3.4)
- End of project assessment (see section 5 & Appendix D)

If there are any changes to the requirements and associated dates these must be agreed in writing with the Foundation in advance (see section 4.3 & Appendix C).

If these requirements are not specified in the *Confirmation of award* letter and have not been subsequently agreed with Foundation staff, please contact your Grant Administrator.
Once the *Confirmation of award* has been issued, we will create a project page on our website, setting out the basic details of your grant (your name, the grant amount, and its duration). The project page will also feature a summary of your project, based on the information supplied in your application. Once the project page is published on our website, we encourage you to publicise the award of your grant, for example by issuing a press release, sharing on social media, or on blogs. You should also ensure your project has a strong presence on your host institution's website, and where applicable your personal website.

All outputs, including a project website, press releases and reports, must acknowledge that your project is funded by the Foundation and, where possible, use our logo alongside this acknowledgement with a hyperlink to our website (see section 3.5 & Appendix C for details).

Following the *Confirmation of award*, and prior to the official start date of your grant, the Programme Head/Director responsible for your grant at the Foundation will get in contact with you to arrange an initial conversation about the project.

2.1. Advisory group

We expect the projects we fund to have an advisory group and will discuss your plans for this group during our initial conversations with grant-holders. Occasionally, we may propose a joint advisory group with another project funded by us, where there are synergies that could usefully be exploited.

Your advisory group should be set up and managed to ensure that:

- Members have a mix of researchers, policy makers and practitioners with substantive and/or methodological expertise relevant to the project and its potential implications
- Members are clear about their role in the group
- Members are aware that the Foundation is funding the project
- Members are given adequate time to comment on draft plans, research materials, and outputs
- The group meets in the first few months of the project during the set-up/design phase, at other key decision points, and towards the end of the project to advise on the outputs and their dissemination.

We would expect your advisory group to be involved in key stages of the project, for example by providing guidance on the design of materials, analysis, interpretation of findings, ethics and data protection issues. In particular, we expect the advisory group to be able to support you in considering dissemination activities from the outset and how to achieve impact through the course of the project. The group should comment in detail on research outputs, prior to outputs being shared with the Foundation for comments. Depending on the experience of the project team, advisory groups (or particular members) may provide additional support and guidance to the research team.

We expect to receive updates about how the advisory group is involved in the project throughout the project, including as part of our Interim reporting requirements (see section 4.1) and to receive advisory group papers. In some circumstances, we might attend advisory group meetings.

3. Communications and stakeholder engagement

Effective communications and stakeholder engagement activity is essential in enabling your project to achieve its objectives and maximise its impact. It should be an integral part of your project from the outset. This section sets out our requirements in relation to planning and implementing communications and stakeholder engagement, as well as delivery of your project outputs. It also provides some general guidance on effective approaches and highlights some of the ways we can support you.

In particular, grant-holders should note the following requirements:

- Grant-holders must submit a *Communications plan* to the Foundation by the date agreed in the *Confirmation of award* letter (see 3.1).
- Grant-holders must produce at least one report which is freely and publicly available and which serves as a concise account of your project, accessible to as wide an audience as appropriate, and drawing out key findings and recommendations (see section 3.4).
- Grant-holders must ensure that all communications and stakeholder engagement activities and outputs acknowledge the Foundation (see section 3.5).
- Grant-holders must provide the Foundation with advance notice of any media activity, including press releases, media articles or appearances. Press releases must be sent to the Foundation at least two working days prior to release (see section 3.5).

3.1. Communications plan

All grant-holders are required to develop a *Communications plan*, and your *Confirmation of award* letter will give you a date by which you should share this with us so that we can provide feedback. We understand that your *Communications plan* may change across the course of the project, so you should see it as a live document.

Your *Communications plan* must include:

- Clear **objectives** that set out the **impact** you want your project to have. This will determine how you select the most appropriate communications and engagement activity for your project. Are you trying to influence a specific area of policy? To change practice? To inform public debate?
- Details of the **audiences** you will need to reach to achieve the desired impact. Your audiences may be diverse and will probably have different needs and priorities. They could include civil servants, parliamentarians, NGOs, think tanks, practitioners, other researchers, journalists and the general public.
- The **key messages** for each audience. Initially, you may simply want to let people know that your project is underway, why it is relevant to them and what you hope to achieve by it. When it comes to publishing your report, your messages will be different; summarising the relevant points for each audience and making a call to

action where appropriate. We recognise that developing messages is a process, and that you will not necessarily be sure of all of them when you submit your *Communications plan*.

- What **channels** you will use to get your key messages to your audiences and **when**. This could be meetings, seminars, conferences, articles, email, social media, press release, blog or vlog, or podcast. In deciding this, consider the needs of your audience. You need to make it as easy as possible for them to engage with your message. Using the channels they are most familiar with and responsive to will help.
- Details of all **planned outputs** from your project and timings for when these will be produced. **This must include at least one report that will be freely and publicly available.** We refer to this as the 'main public report' (see section 3.4). This must be submitted to the Foundation for review, and your *Communications plan* must build in timescales for this.
- All **costs** associated with your communications and engagement activity.
- Proposal for **an appropriate archive** where you will deposit all primary quantitative data collected in the course of a project, clearly stating what data will be archived, the timeline for doing so, and how this will be communicated to interested parties.

3.2. Guidance on effective communications and stakeholder engagement

Your specific approach to communications and stakeholder engagement will depend on what impact you are trying to achieve, and there is no single model for an impact strategy or *Communications plan*. However, the following guidance will be useful in planning your activity:

- Look for opportunities to contribute to relevant policy and/or practice debates as and when they arise. This could be in person, such as seminars/conferences, or online, such as blogs or conversations on social media.
- News stories that are relevant to your project can be a good hook to raise its profile. That could mean tweeting a journalist, writing a letter to a newspaper, or talking to your press office about a more formal response via press release or blog post.
- Look ahead in the policy agenda to identify opportunities for stakeholder engagement, such as conferences, select committee inquiries or government consultations.
- Identify the online platforms where your target audiences are most active and take your message there. It is easier to engage with networks, blogs and communities that already exist than to attract audiences to new places. Twitter is a good place to start, Medium is a growing platform for longer posts, and The Conversation specialises in articles by researchers that discuss emerging evidence in the context of the current news cycle. There will also be subject-specific spaces that will be relevant to your project.
- Think about whether you could divide your research into different phases or themes to encourage stakeholders to engage with specific elements or key findings.
- If you are producing short summaries or articles, ensure that they make sense as stand-alone documents and that clear links are provided for those who might wish to explore the material in more details.

3.3. Events

As part of your communications planning, you may identify a need for a workshop, seminar, roundtable, or similar event(s). These events could be formative, designed to inform your project while ongoing, or events designed to disseminate and discuss findings from your project and how to achieve impact. Events should be included in your *Communications plan*, and you should get in touch at the earliest stage of planning so we can provide advice on planning an effective event.

The first thing to consider when planning an event is **what you want to achieve** from it, and whether it is likely to be genuinely productive. This will help you identify who to invite (numbers and mix of stakeholders), the appropriate format and programme, the chair and speakers, and the venue. Planning and delivering an effective event is time consuming and **you will need to prepare well in advance and plan sufficient resource** to make your event a success.

In some circumstances, it may be possible for you to use the Foundation's offices in central London, where we have rooms of a variety of sizes, to hold an event. Due to the limited availability of our meeting rooms, we cannot guarantee this, but if you are interested then raise it with your relevant Programme Head at the earliest opportunity.

Foundation staff may also identify opportunities for you to contribute to an event that the Foundation is organising, for example, if your project is one of several on a similar theme reporting at a similar time, or if your research is relevant to a policy seminar we are convening.

3.4. Project outputs

You should consider the most appropriate outputs for disseminating your project and its findings to your target audience(s) as part of your communications planning. This may include reports, journal articles, presentations, blog posts, podcasts, videos, slide decks, and interactive data platforms or visualisations. It may be that a series of smaller papers may be the most effective way of communicating and achieving impact with your audiences during the course of your project. All such outputs must be specified in your *Communications plan* and acknowledge the Foundation appropriately (see section 3.5).

Our minimum requirement is that you must produce at least one report which is freely and publicly available and which serves as a concise and accessible account of your project, drawing out key findings and recommendations. We refer to this as your **main public report**, and it must be published and disseminated before your grant end date and in accordance with the agreed activity and timelines set out in your **Communications** *plan*.

We expect your main public report to include the following:

- A summary of no more than 3,000 words (this should serve as an Executive Summary of the full report as well as a standalone briefing paper)

- A description of the project's overall objectives and why it is important, both in terms of its contribution to the evidence and why it matters to policy and/or practice
- A brief account of the project's methodology (details can be covered in an Annex).
- An engaging account of your key findings.
- An assessment of the implications and recommendations for policy and practice (and where appropriate further research and analysis) arising from the project, and what you think needs to happen next.

Your main public report will be reviewed by the Foundation. Other outputs may also be reviewed by the Foundation, and this will be agreed as part of the ongoing discussions about your *Communications plan*. Prior to review by the Foundation, we expect you to use your advisory group (and where relevant other peer reviewers) to help you consider the approach to your outputs and to provide quality assurance by reviewing drafts, including the final draft before submission to the Foundation.

When submitting outputs to the Foundation you should **allow at least three weeks turnaround for review comments**. This is so we have the opportunity to provide feedback, to advise on opportunities for impact, and to check that the Foundation is appropriately acknowledged. Our feedback may require you to make changes to the output, both in terms of the content and the presentation, so it is essential that suitable time is built in to respond to any comments or queries following our review. Given the quantity of projects that we fund we cannot guarantee that we will always be able to provide feedback, but we will endeavour to do so where we can, and having an agreed *Communications plan* will help our scheduling.

Unless otherwise agreed, **the host institution is responsible for publishing the main public report**. In practice, this means that the grant-holder, and not the Foundation, is responsible for all aspects of producing and disseminating the report, including the content and quality, and making sure it is available on the host institution's website. Where relevant, the report should comply with the host institution's branding and style guidelines.

We recognise that for some other outputs such as **journal articles**, production timescales can be too long to make publication before the end of the grant feasible. For that reason, we ask that any key journal articles are at least *submitted* (as opposed to published) by the end of the grant (although this does not stop you from submitting additional journal articles after the grant has ended).

We strongly encourage you to generate appropriate outputs after the end of the grant if this achieves impact. We cannot incur any costs after the end of the grant, unless you submit a compelling case for why the Foundation should fund further work. Nonetheless, we would like you to you to keep us informed of any further outputs relating to your project and to send us copies (where relevant).

All final versions of outputs should be submitted to the Foundation to add to the relevant project page, including those prepared and/or published after the grant end date.

Once an output is in the public domain, we will post links or reference this on our website as appropriate.

You should acknowledge the Foundation’s funding in all project outputs, including reports, journal articles, press releases, project websites, and blogs by using our standard acknowledgement and, where possible, use our logo alongside this acknowledgement with a hyperlink to our website (see section 3.5 and Appendix B).

3.5 Acknowledging the Nuffield Foundation

The Nuffield Foundation must be acknowledged in all outputs resulting from your project, and in all communications about your project, such as press releases, media appearances, presentations, web pages, seminars and conferences. This guidance provides a model for acknowledging the Foundation in the most common types of output. However, there will always be outputs outside these examples. If you are unsure about how to acknowledge the Foundation's role in your project then please contact your Grant Administrator.

Standard acknowledgement

We have two standard texts for acknowledging the Foundation, a full version and a shorter one.

The full version of our acknowledgement is:

The Nuffield Foundation is an endowed charitable trust that aims to improve social well-being in the widest sense. It funds research and innovation in education and social policy and also works to build capacity in education, science and social science research. The Nuffield Foundation has funded this project, but the views expressed are those of the authors and not necessarily those of the Foundation. More information is available at www.nuffieldfoundation.org

The full version is the default for written outputs such as reports. The most appropriate place is the acknowledgements section, but it can feature elsewhere if your report does not have a separate section. Our logo should appear alongside or underneath the acknowledgement and not on the front cover unless we specifically request it (see Appendix C).

The shorter version of our acknowledgement is:

This project was funded by the Nuffield Foundation, but the views expressed are those of the authors and not necessarily those of the Foundation.

The shorter version can be used in instances where the output is much shorter, for example in standalone summaries, in journal articles, and in presentations. You should use the logo alongside if there is space but there is no requirement to do so.

Acknowledging the Nuffield Foundation in books

In situations where you use findings from your Nuffield–funded research in a book, or chapter in a book, the Foundation should be acknowledged. As a minimum, please use the shorter version of the acknowledgement text above.

If a book is based wholly or largely on research funded by the Foundation then our preference is to include our logo on the back cover. Of course, this is subject to the agreement of the publisher. Please raise this with the publisher at the earliest opportunity and we are happy to liaise directly with them if appropriate both about acknowledgement and dissemination issues.

Press releases

If you are issuing a press release at any point during your project, then you must **a)** ensure your press release acknowledges the Foundation's funding and **b)** that it is sent to the Foundation's Communications Manager, Fran Bright (fbright@nuffieldfoundation.org) at least two working days in advance of it being distributed.

If you are drafting a release, please refer to the project being funded 'by the Nuffield Foundation' in one of the early paragraphs. You should also include the full acknowledgement in the notes to editors.

Using the Foundation's logo

We ask grant-holders to use the Nuffield Foundation logo alongside the acknowledgement in reports on work funded by the Foundation. Other instances where you should use it are:

- On PowerPoint presentations (this does not need to be on every slide)
- On websites or webpages that feature your project (if possible the logo should have a hyperlink to our website)

Please refer to Appendix C for guidelines on using the Nuffield Foundation logo.

4. Ongoing grant management: when to get in touch and how

This section provides guidance on how and when you should get in touch with the Foundation, in order to make the most of your project. We also set out our processes for responding to *Interim reports*, *Change requests* and invoices so you know what to expect, and can work with us to ensure the administration side of things runs as smoothly as possible.

Throughout your grant we will provide advice and support to you to help you achieve your objectives, and the requirements set out below provide a framework to facilitate this.

4.1. Interim reports to the Nuffield Foundation

Interim reports are short updates we require during the course of the project which are for internal use by the Foundation, so are not made public. The number and timing of *Interim reports* will be set out in your *Confirmation of award* letter, or will have been agreed since the issue of this letter. If you are not sure when you are due to provide these updates please get in touch with your Grant Administrator in the first instance.

Interim reports are an opportunity for you to give us an account of progress to date, problems and successes, and any circumstances that have led to a departure from the work specified in the original proposal (even though you will already have sought our permission for these). There is **a standard *Interim report* form to complete and email to your Grant Administrator** (see Appendix A). This form is designed to help facilitate conversations with you about how the project is going and how we might assist in achieving the project objectives, for example by providing advice on overcoming obstacles, considering whether the project needs to be refined, or linking you to key stakeholders and other ongoing relevant research. You may also wish to use *Interim reports* as an opportunity to review the budget against forecasted spending to ensure all is on track financially.

4.2. Submitting invoices

Invoices should be submitted quarterly in arrears, and must be accompanied by a table setting out actual expenditure against the agreed budget categories (these will have accompanied your *Confirmation of award* letter). All invoices should be sent by email to grantinvoices@nuffieldfoundation.org and marked clearly with your grant reference.

We will not make final payment for projects until your main public report has been published and we reserve the right to withhold up to 10% of the grant amount for this purpose.

Common reasons we reject or query invoices are:

- No breakdown has been included.
- It is unclear which budget category a cost should come from.
- Spending in a category is significantly faster or slower than anticipated (e.g. in the original budget) without a satisfactory explanation.
- The costs on the invoice do not add up.
- Expenditure has been incurred outside the period of the grant.

Please ensure your finance department is notified of our invoicing requirements.

4.3. Proposed changes to your project

To manage your grant effectively we need to be consulted on key project changes you may consider regarding the project scope, approach/design and delivery plans, outputs and communication activities, staffing, timetable, and budget (including budget categories). This applies even where there are no budgetary implications.

These are likely to be exceptional situations, and we will treat such requests on a case-by-case basis. Our aim is to support you in delivering the best possible project and impact. Changes may be requested in response to earlier study findings or to take up new opportunities that present themselves as the project progresses. We recognise that sometimes project changes are required to achieve this and that sometimes it is not possible for grant-holders to deliver as planned due to reasons beyond their control.

If you wish to make a change to your project, you need to complete the *Change request form* (Appendix B, and available on our website here) **and email this to your Grant Administrator.** Depending on the level of changes, if agreed we may ask you to resubmit an updated version of your *Full application* or project plan, and other associated documents (e.g. *Communications plan*, budget) to reflect the changes. We also reserve the right to revise, retain or terminate grants in light of changes proposed.

Below we provide more information about the different types of change you may need to request, highlighting instances when we would expect you to get in touch and what information we will need from you to consider the request.

Project scope or approach: changes to research questions, sampling strategy, sample size/coverage, recruitment procedures, approach for control groups, analysis plans, availability of data.

- If you wish to make significant changes to the scope of your project, or how you will meet the aims and objectives, you must get in touch with us so that we can review the proposed changes and discuss these with you.
- You must notify us as soon as possible if you fail to gain access to research facilities or samples, or to gain ethical approval, and are therefore unable to proceed as planned. You should set out your proposal for how to proceed with the project, including the rationale and wider implications for delivery and success of the project.

Project outputs and dissemination: changes to the activities covered under section 3.4.

- In these instances, we would expect you to update your *Communications plan* and refer to this as necessary in the *Change request form*.

Staffing changes: changes to named team members, including institution moves, long-term absences from the project (both planned and unplanned), and time contributions to the project.

- As PI, you must inform us immediately if you intend to move to another institution during the course of the grant. We will then discuss with you whether a new PI should be identified or whether the award should be transferred to your new host institution. Depending on what we agree, we will then inform you of what is required to action this.
- If other project staff move institution then you must inform us, even if that staff member’s contribution to the project is unchanged and there are no cost implications. You must also notify us if a member of the team leaves the project.
- If new staff join the project, you must submit their CV(s) to the Foundation with your *Change request form*.
- If project staff are absent from the project as a result of parental leave, caring responsibilities, or long-term sickness, please contact us as soon as possible.
- Before submitting any additional funding request associated with staff changes, please check the eligibility of your request by consulting our *Terms and conditions*.

Timetable: delays to your work plan, including those which mean you will no longer be able to complete your project by the grant end date.

- The work to be undertaken under your grant - including the publication of your main public report and implementation of the bulk of your *Communications plan* – must be completed by the end date of your grant. If your timetable has slipped and the end date is no longer accurate, you should request a **no-cost extension**,

- Requests for no-cost extensions must be submitted **well in advance of the existing end date**, using the *Change request form* and detailing the reasons for this. We are not liable for any costs incurred after the agreed end date, so it is to the grant-holder's advantage to ensure any extensions are agreed well in advance. Where an end date is extended, the deadline for the *End of project assessment* (see section 5) is extended by the same amount of time and a letter will be sent to confirm the changes.

Budget transfers: permission is needed to move expenditure between the approved budget categories, **even if to do so would be cost neutral**, since such changes usually have implications for the focus and delivery of the project.

- To request permission for a budget transfer, you (the PI) must complete the *Change request form*, stating the reasons for the transfer request, the exact amount(s) you want to transfer and the category/ies you want to transfer these amounts from/to.
- You must also submit an updated budget spreadsheet (see example below). It is often easiest to set out transfer requests in a table like the example below, which shows a request to transfer funds *from* the Research Assistant staff budget, equipment budget and the photocopying and postage budget *into* the PI staff costs budget and the travel budget:

Budget category	**Total budget**	**Budget transfer request**	**Revised budget**
Staff cost – PI	£9,212	£850	£10,062
Staff cost – Research Assistant	£65,771	- £800	£64,971
Travel	£1,600	£500	£2,100
Photocopying and postage	£400	- £100	£300
Equipment	£1,200	- £450	£750
Total	**£78,183**	**£0**	**£78,183**

4.4. Unforeseen costs and supplementary grants

Our expectation is that grant-holders will keep within the agreed budget and, if necessary, request transfers between budget categories to make adjustments. If it is not possible for justified additional costs to be met by a transfer, we may sometimes consider requests for supplementary funding in cases where unexpected costs have arisen due to unforeseeable circumstances. Occasionally there may be an outstanding opportunity to enhance your project, and seek additional funding to support this by requesting a supplementary grant for this purpose. In this case, you must be able to demonstrate how the additional expenditure will increase the impact of the project. In the first instance, you should contact your Programme Head to discuss the reasons for your request and the rough budget required. If we think you have a potential case for additional funds, we will ask you to submit a formal request which, depending on the nature and level of the request, may involve completing the *Full application form*.

Requests for supplementary funding usually need to be approved by Trustees and there is no guarantee that they will be granted.

4.5. Approaching the end of your grant

By the end date of the grant **you are responsible for ensuring that the main public report, and any other outputs have been published and disseminated, as set out in your *Communications plan***. Please note that all expenditure relating to the grant should be incurred by the end date. You must notify the Foundation as soon as possible if you are going to be unable to comply with these requirements.

5. After your grant has ended

After your grant ends, you are responsible for ensuring that all invoices relating to the grant have been submitted within six months of the end of the grant. Balances unclaimed after six months will be retained by the Foundation.

Around six months after the end of your grant, you will need to submit an *End of project assessment*. This is a standard form (Appendix D and available on our website here), which summarises how the project went, an assessment of the extent to which you met your project objectives and is an additional opportunity for you to update us on related communication activities and other follow-up work since the grant ended. The *End of project assessment* is solely for internal use by the Foundation and it is separate from the main public report (see section 3.4). The due date for your *End of project assessment* is stated in the *Confirmation of award* letter, although in some cases we may agree a later date.

We use the *End of project assessment* to reflect on the projects we fund and inform our future priorities and ways of working, which includes reporting back to our Trustees on the impact of the project. To help facilitate this we ask that you complete the form as fully as possible, and email this to your Grant Administrator.

The PI is also responsible for ensuring that all primary quantitative data collected in the course of the project is deposited in the agreed archive within one year of the grant end date.

More generally, we ask that you keep us informed of any outputs that are published after the formal end of the grant. **Please send any further outputs relating to your project to your Grant Administrator**, in order for us to update our website accordingly. After your grant has ended, we may also follow up to discuss wider research or other plans, for example as a result of reviewing or synthesising our work.

Appendix A

Interim report

Please complete and email to your Grant Administrator
Text in italics is for guidance only and may be deleted

Grant ref:	*This is the reference provided in your Confirmation of award letter*
Date of report:	
Project title:	
Name of Principal Investigator (PI):	
Organisation name:	*Including university department name, if applicable.*

Project progress to date: *Please provide details about how your project is going, including an assessment of whether it is running to the original timetable (or otherwise agreed with the Foundation).*

How has your project advisory group been involved in the project? *Please provide details about meetings held since your last update, future meetings planned and how the group has been contributing to the project.*

Who is a member of your project advisory group? *Please provide their names, organisation and area of expertise/experience.*
What has gone well? *Please provide details of the successes to date.*
What challenges have you encountered? How have you overcome these challenges? *Please provide details.*

Have any circumstances led to changes from your original plans? *Please provide full details. If you need to request changes to your grant, please complete the Change request form (available on our website here).*
What are your key findings? (If applicable) *Please provide brief details about any findings from your project to date.*
Please provide details of any project publications and other dissemination activities to date *Please include the date and reference of publications (with web link if available), and details of the purpose and impact of activities, including any media coverage. These details should also be included in your Communications plan.*

Please provide details of any upcoming project publications or dissemination activities. *Please include the expected date, publication source, target audience, plans for press activities and proposed date for sharing drafts with the Foundation. These details should also be included in your Communications plan.*

Nuffield Foundation response/queries:
PI reply to Nuffield Foundation responses/queries

Office use only	
Status:	
☐	Approved
☐	Pending
☐	Completed
Date:	
Initials:	

Appendix B

Change request form Please complete and email to your Grant Administrator *Text in italics is for guidance only and may be deleted*

Grant ref:	*This is the reference provided in your Confirmation of award letter*	
Date of request:		
Project title:		
Name of Principal Investigator (PI):		
Organisation name:	*Including university department name, if applicable.*	
What type of change are you requesting? *Please select all that apply*		
☐	Project scope or approach (e.g. sampling, sample size/coverage, analysis plans, availability of data)	
☐	Outputs and dissemination plans	
☐	Staffing	
☐	Timetable (including grant end date)	
☐	Budget transfer	
☐	Something else (please specify):	
What is the nature of the change? *Please provide a clear description of the change you wish to make***.**		
Why are you requesting this change? *Please provide full details about the reason for the request.*		

What are the implications of this change for other aspects of the project? *Please provide details* **–** *this should include implications relating to how the research questions will be answered and any changes to your plans for research outputs/dissemination or impact.*
What, if any, financial implications are there of this change? *Please provide full details.*
What, if any, timetable implications are there of this change? *Please provide full details, if not covered above.*

Has the project advisory group been consulted about the requested change(s)?	
☐	No
☐	Yes – *please provide details below about how the advisory group has been involved.*

Nuffield Foundation response/queries:
PI reply to Nuffield Foundation response/queries:

Office use only	
Status:	
☐	Approved
☐	Pending
☐	Declined
Date:	
Initials:	

Appendix C

Using the Nuffield Foundation logo to acknowledge funding

We ask grant-holders to use the Nuffield Foundation logo alongside our standard written acknowledgement in outputs from projects funded by the Foundation, for example:

- Your publicly available report.
- Presentations.
- Websites/pages featuring your project. In these instances, the logo should be hyperlinked to www.nuffieldfoundation.org.

We do not expect our logo to appear in journal articles, although a written acknowledgement must be included. For full guidance on how to acknowledge the Foundation's funding, see section 3.5.

If you have any questions about when or how to use the Foundation logo, contact your Grant Administrator.

Measurements

The logo must be reproduced from original artwork supplied by the Nuffield Foundation (not copied from our website).

To ensure our logo is always clear and legible, it should not be reproduced any smaller than 50 mm from left to right.

50mm

Variations

The default version is green and grey on a white or very pale background (as above). Where the logo needs to appear on a coloured background, a reversed white version can be used (as below).

Exclusion zone

The logo should be used within an area of clear space. In the example below, the solid grey area surrounding the logo indicates the exclusion zone, which should be equal in size to half the height of the seed motif.

Written acknowledgement

In reports (not presentations or websites), the logo must appear inside the document alongside our standard written acknowledgement. It can appear above or below the text, depending on the layout of your acknowledgements page (or equivalent), for example:

The Nuffield Foundation is an endowed charitable trust that aims to improve social well-being in the widest sense. It funds research and innovation in education and social policy and also works to build capacity in education, science and social science research. The Nuffield Foundation has funded this project, but the views expressed are those of the authors and not necessarily those of the Foundation. More information is available at www.nuffieldfoundation.org

OR

The Nuffield Foundation is an endowed charitable trust that aims to improve social well-being in the widest sense. It funds research and innovation in education and social policy and also works to build capacity in education, science and social science research. The Nuffield Foundation has funded this project, but the views expressed are those of the authors and not necessarily those of the Foundation. More information is available at www.nuffieldfoundation.org

Appendix D

End of project assessment

Name of Principal Investigator (PI):	
PI's position / job title:	
PI's email address:	
PI's telephone number:	
Organisation name:	
Project title:	

Project ref:	*e.g. ABC/12345*	**Project start date:**	*(DD/MM/YY)*	**Project end date:**	*(DD/MM/YY)*

Project aims and objectives

1) **What were the original aims and objectives of the project?**

2) **Were there any changes to the aims and objectives as the project progressed?**

Yes ☐ **No** ☐

3) **If Yes to Q2: Please describe these changes fully by indicating where aims or objectives were refined, added or abandoned and the reason(s) for these changes.**

Reflecting on project successes and challenges
4) **We'd like to know how the project has gone from your point of view, including when things did not go to plan and learning from these experiences. Please consider different aspects of the project such as the scope, methodological or other approaches used, timeline, communication activities, advisory group and other stakeholder involvement** a) **Overall, how do you feel the project has gone?**
b) **What went well? Why do you feel this was?**
c) **What challenges did you encounter? How did you deal with these? Who was involved in helping to overcome these challenges?**

d) If you were to do a similar project in the future, how would you approach things differently?
5) To what extent do you feel that the project has achieved its aims? If the aims changed as the project progressed please answer this question based on the revised aims you agreed with the Foundation.
☐ **Fully achieved all aims** ☐ **Partially achieved aims** ☐ **Did not achieve its aims**
6) What were the main findings from the project? (For most projects we would expect grant-holders to summarise 3-6 key findings or messages in this section.)
7) What are the implications of these findings for policy and practice? Please include any specific recommendations you made as a result.

8) For each output from the project please list author(s), title and complete citation with DOI (if available) for publications or presentations that are published/completed, submitted or planned.
9) If you collected primary data as part of your project, will you be archiving data collected?
☐ **Yes – please specify which archive data will be submitted to & when this will be complete** ☐ **No – please specify why** ☐ **Not applicable**
Impact
10) What impact did you want your project to have? Who did you want to inform and/or influence and how as part of this?

11) What impact has your project had to date? Please include any examples of changes to policy, practice or other impacts as a result of the project.
12) Is there scope for the project to achieve further impact in the longer term?
Yes ☐ **No** ☐ **Maybe** ☐ **If Yes/Maybe: Please give details about the potential for longer-term impact and your plans to achieve this.**
13) Is any follow up work planned or underway?
☐ **Yes – please provide details below** ☐ **No**

Working with the Foundation
14) Please use this space to provide feedback on your experience of being funded by the Nuffield Foundation. You may wish to consider whether you were able to relay information to us when things did not go to plan, whether you were assisted by our responses and support for communication activities etc.
Name: **Position/job title:** **Date completed:**

Please return this form by email to your Grants Administrator