



**To** Chairs of Faculty and Heads of Department in the School of the Humanities and Social Sciences  
**From** Jennifer Cartwright, Philomathia Social Sciences Research Co-ordinator  
**Date** 3 February 2014  
**Copy to** HSS Administrators  
HSS Research Grants Administrators  
Head and Secretariat of School  
**Subject** **Philomathia Fund Small Grants Scheme**  
**[Deadlines: 14 March 2014**  
**6 June 2014]**  
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You will already be aware that a generous donation from the Philomathia Foundation now supports a series of research projects throughout the School from 2013 – 2018. The Philomathia Social Sciences Research Programme also incorporates the Philomathia Fund; a Small Grants Scheme with a particular focus on international exchange of public policy-related social science research available to researchers within the School.

The purpose of this memo is to inform you of the scheme objectives and operation, and to invite applications for funding.

### **Purpose**

The Philomathia Fund exists to seed activity in the fields of Human Values and Distributive Justice, Public Policy and Quantitative Social Science. As a vital part of the Philomathia Social Sciences Research Programme, its aim is to kick-start projects in these areas, and to further assist those already in progress. £8,000 per year is available between 2014-2017 to enable small awards in support of short-term research assistance and incidental consumable costs. It is envisaged that most awards will support the employment of assistance for short-term research tasks, e.g. to scope a project, devise initial reading lists, collect or input data, editorial assistance, assist with pilot projects etc.

### **Eligibility**

Any researcher and/or UTO (including CTO and JRF) within or associated with the School of the Humanities and Social Sciences is eligible to apply for assistance, but applicants should not apply for their own support.

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Postgraduate students and postdoctoral researchers can apply with the support of their supervisor or Principal Investigator.

Emeritus or Affiliated Staff are eligible to apply with the support of their associated Faculty or Department.

### **Value of award**

The Scheme is capped at £500 per individual award.

The University indirect cost levy does not apply to expenditure under this Scheme; costings should be provided without an overhead element.

### **Regulation**

Casual staff supported by these awards will be employed through the Faculty or Department with which the applicant is associated. Applicants should follow due procedure relating to casual employment and student working, as per the following guidelines:

<http://www.admin.cam.ac.uk/offices/gradstud/funding/costs/supplement.html>

<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/casual/>

### **Financial and reporting arrangements**

Awards made in the current round should normally be spent by **Tuesday 31 December 2015**.

Expenditure will be supported by the Faculty or Department with which the applicant is associated. As a condition of award, on completion of the work, each awardee must write a short report (max. one side of A4) on the use of the money, which should be sent to the School [philomathia@admin.cam.ac.uk] **by Friday 31 January 2015**.

### **Applications**

It is envisaged that the bulk of awards will support research to be conducted in the Easter and Long vacations. The School's two application rounds have been designed to align with these; however, applications can be made for research to be conducted at any time in the award period. In particular, researchers needing support in the Long vacation 2014 need not wait for the second deadline before applying.

Calls will be open for online applications as follows:

Call 1 opens: Monday 10 February 2014

Call 1 closes: **Monday 14 March 2014 (midnight)**

Call 2 opens: Monday 12 May 2014

Call 2 closes: **Friday 6 June 2014**

Please note that the application process is online-only; the online form is available at the following location: <https://webservices.admin.cam.ac.uk/ncbk/japh/>

The School Research Committee will review applications submitted under each call, and will confirm awards as soon as possible thereafter.

Finally, please do contact me (via [philomathia@admin.cam.ac.uk](mailto:philomathia@admin.cam.ac.uk)) if you have any queries about the scheme or the application process.

Jennifer Cartwright

February 2014