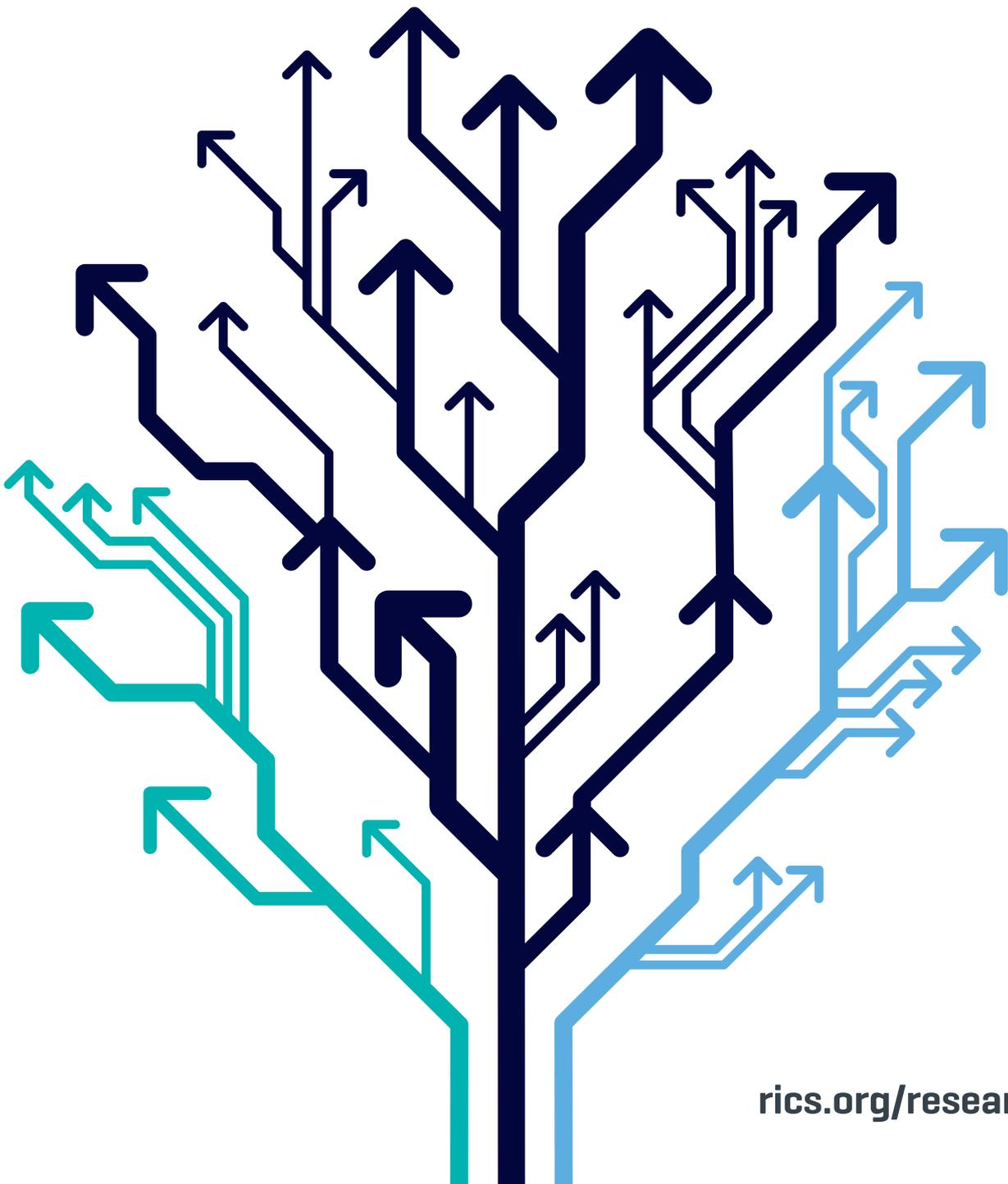




Guidelines for RICS Research Trust applications



rics.org/researchtrust

1. Who we are and what we do

RICS is the independent professional body originally established in the UK by Royal Charter. Since 1868, RICS has been committed to setting and upholding the highest standards of excellence and integrity – providing impartial authoritative advice on key issues affecting businesses and society.

In a world where more people, governments, banks and commercial organisations demand greater certainty of professional standards and ethics, attaining RICS status is the recognised mark of property professionalism. RICS is the world's leading qualification when it comes to professional standards in land, property and construction.

Over 125,000 property professionals working in the major established and emerging economies of the world have already recognised the importance of securing RICS status by becoming members.

RICS is a regulator of both its individual members and firms enabling it to maintain the highest standards and providing the basis for unparalleled client confidence in the sector.

1.1 RICS Research Trust

Funded largely by the RICS, the RICS Research Trust is a registered charity for the public benefit, to undertake such exclusively charitable objects or purposes in the United Kingdom or any other part of the world as the Trustees in their absolute discretion think fit. These include the advancement of education through prioritising subjects of current concern in the built and natural environments or in the theory and practice of surveying.

The RICS Research Trust does this by;

- providing grants, scholarships, awards or prizes to those undertaking research into matters relating to the theory and practice of surveying in the built and natural environments; and
- raising awareness, promoting research and disseminating results of such research, with a view to preserving, conserving and improving the built and natural environments for the benefit of all.

In particular the RICS Trust focuses on research in subjects that relate to the RICS Governing Council's current strategic themes of;

- urbanisation
- housing supply and affordability
- resource scarcity
- climate mitigation and adaptation
- next generation.

The RICS Research Trust is administered by a Board of Trustees, comprising members of RICS and independent appointees. The Board considers awards twice yearly, in May and December; the grants are announced shortly after. These grants are normally in the range of £5,000 - £10,000. However, larger grants may be considered for research work

thought to be of exceptional merit. Decisions are made taking account of:

- the information provided by the applicant in the application form
- comments of expert referees
- priorities identified by the Trustees
- availability of resources, including other funding the applicant is able to draw on.

Those considering an application for RICS Research Trust funding would be well advised to look at the Trust's current strategy, which can be viewed at

www.rics.org/researchtrust.

2. Who is eligible for funding?

The RICS Research Trust will consider applications for funding from individuals, groups and institutions. The Trust strives to support both major research projects from established researchers, as well as smaller scale proposals from early career researchers.

The Trustees will not consider providing funds in support of research in pursuit of a first degree, masters or doctorate. Only full-time academic and practitioners' proposals will be considered.

The Trust is willing to co-fund projects and support larger research projects with other organisations, whether they are governmental, professional bodies, other charities and private sector organisations.

3. Areas of research

The RICS Research Trust encourages research in certain specific areas by means of defined calls, which are kept under review and published on the website concern in May and November. The Trust is also ready to consider applications outside those specific areas, as "open calls". For the open calls, applicants will generally need to demonstrate that they have secured matching funds (for example, from outside the institution of the applicant): or otherwise convince the Trustees that the proposal is so innovative that matching funds are hard to find.

Funds are limited, and in considering applications for its grants, the Trust will bear in mind the general priorities of RICS. The Trust is a registered charity and, as such, the Trustees must always be confident that any funding awarded by the RICS Research Trust is in support of projects which fall within the public interest, and are suitable for dissemination within the public domain.

4. How to apply for a grant

- Download the application form from the RICS Research Trust website: www.rics.org/researchtrust
- When completing the form, please note that where a word limit is given, this must be adhered to. Failure to keep within the word limit will result in the application being rejected.

- Part C Declarations must be signed by the employer and/or Head of School, otherwise applications will not be accepted.
- Part C Declaration must also be signed by the applicant or the application will not be accepted.
- The completed form must be submitted by email as a Word document to the Secretariat of the RICS Research Trust at the address shown at the end of this document.
- Applications received after the official closing dates (shown below) may be deferred until the subsequent meeting of the Trustees.

5. The annual timetable of the RICS Research Trust is as follows:

Closing date for applications	Awards meeting	Applicants informed of decision
First Friday of March	May meeting	End of May
First Friday of October	December meeting	End of December

6. Eligible and acceptable costs

The RICS Research Trust will generally only support the direct net costs of research. This may include necessary travel and subsistence expenditure, the purchase of specialised equipment related directly to the research, and administrative support. Any overhead charges included in the budget should be clearly explained and justified. Applicants should ensure that estimates of expenditure are accurate and realistic.

Any funding of travel costs will be limited to the minimum cost of public transport. When assessing the need for such expenditure, applicants should ensure that every effort is made to obtain good value for money. The Trustees are unlikely to fund research proposals where the budget solely comprises travel expenses.

The Trustees will not pay the salary and overhead costs of Principal Investigators; nor will they generally provide funds for the employment of permanent employees in academic institutions. They are, however, willing to provide funds for the occasional or short-term employment of research assistants who contribute to the research project for which funds are being requested; and for replacement teaching staff costs, where appropriate.

7. Resources

Details of any additional resources that are requested from RICS – such as meeting rooms, member communications or surveys - should be listed in the application.

8. Assessment of applications

The application form comprises three parts, requiring applicants to describe their proposals first in outline and then in detail, and finally to declare formally the support of their employer. **All three parts must be completed for an application to be accepted as valid.**

8.1 In the outline, applicants should state simply, for the benefit of trustees who may not be specialists in the area of work, what they propose to do, why it should be done, and how the results will contribute to wider knowledge of land, property, construction or natural environment policy and practice or education.

8.2 In Part B, the detailed application, applicants should set out their proposals, for peer review by specialists to assess. Applications will be assessed against criteria embracing all six issues below:

Research question: Applicants should make clear the hypothesis or issues to be addressed, and their significance. Applications will be assessed for their originality, innovation and boldness; and the potential for significant outcomes that further knowledge, understanding or practice in the relevant area. Applications need to demonstrate understanding of the relevant literature and theories and how what is proposed will build on previous work.

Availability of other funding: Applicants should make clear what other sources of funding are to be drawn on to complete the research, and whether such funds are formally committed or the subject to applications to other potential sources. The trustees will look more favourably on applications which have a commitment of resource from other sources.

Method and performance: Applicants should describe their proposed approach to the research question and demonstrate that they have identified the most effective ways of carrying out the work. Applications will be assessed for feasibility and whether they have considered issues relating to the availability of data, information and time specific aspects. All relevant aspects should be explained and contingencies considered in the event that suitable data may not be available within the required timeframes. The work plan should include a budget directly related to the methodology, and appropriate and relevant to the proposed research – showing separately staff costs, travel costs, equipment costs and the costs of data analysis – and demonstrating both compliance with the eligibility rules (see section 6) and how overhead costs will be kept to a minimum.

Competence: Applicants should demonstrate their capability of carrying out the project according to plan and delivering outcomes that are rigorous and applicable to land, property, construction or natural environment policy and practice. The assessors will be looking for details of applicants' knowledge, experience and expertise as demonstrated through publications (articles, papers, books, new media) and experience of project direction, management and application of research techniques. Applicants should set out how their past work has had impact beyond the academic research community. Relevant experience might involve national and

international activities, including projects, networks, assignments, commissions of trust, and participating at or arranging workshops or conferences. The quality of publications will be assessed taking into account the standards within the particular specialism of the applicants, and when several researchers plan to collaborate, the assessment of competence will be made for each researcher separately and the research group collectively. Notwithstanding, the trustees will seek to encourage and support early career researchers. If an applicant has previously received a grant, the quality and timely delivery of their interim and final reports will be taken into account. No award will be made in any case where the applicant or any member of the research team has failed to deliver a report on an earlier project, or where the trustees have judged an earlier report to be unsatisfactory.

Relevance of work to the public interest and

contribution to knowledge: *Applicants should explain how the proposed research has practical application(s) to address the issue being considered for land, property, construction or natural environment policy and practice.* Applications will be assessed for their likely short, medium or long-term perspectives, and potential contribution to future policy making and practice in the relevant areas of surveying. The assessors will be looking for project designs that demonstrate awareness of the needs of stakeholders and end users, evidenced by reference to individual directives, objectives and strategies, policies and practice or discussions with relevant stakeholders or end users. It will be important in every application to describe the anticipated impact of the proposals, beyond the academic research community. The Trust is a registered charity and the trustees will fund only those projects that are demonstrably in the public interest (in so far as that lies in the ambit of the land and property professions), and will discount any contribution to academic or professional development or to the interests of an individual or organisation.

Communication with stakeholders/end users: *Applicants should describe who they believe will be the relevant end users and stakeholders of the research outputs, and how they plan to communicate the outcomes of their work to that audience – beyond the basic publication of the final report by the RICS.* The assessors will be looking for a robust, costed and realistic plan for communicating results with relevant stakeholders and end users. In this context, stakeholders and end users should be regarded in a wide sense as actors outside the land and property professions and community who can benefit from research outcomes or facilitate future use in society. The assessors will be looking for evidence of experience and ability to communicate research results through a wider range of appropriate media, following publication of the report by the RICS Research Trust.

8.3 All applicants are required to obtain the prior approval/ endorsement of their employers, confirming that the applicant is able to devote adequate time and resources to the work and that the employers approve of the work being undertaken. An application will not be considered if Part C is incomplete.

8.4 Review of applications will be completed by the appropriate assessors (as decided by the Trustees). The assessors cannot accept or reject any application. Their role is to provide the Trustees with expert comments on the proposals. The sole body responsible and empowered to make decisions on applications is the RICS Research Trust itself.

9. Announcement of decisions

The decisions of the Trustees are final and, once decisions have been made, all applicants will be informed. The Trustees may request further clarification or amendments to be made to research proposal before a final decision can be made. Given the volume of applications received and the resources of the Trust, we regret that detailed feedback cannot normally be given to unsuccessful applicants.

10. Conditions of the award

10.1 Successful applicants will be sent a letter with the research agreement setting out the terms and conditions of their RICS Research Trust Award. This will confirm the grant; provide the project number; outline the method for submitting invoices and include other administrative details relating to the award.

The research agreement must be signed by the applicant and the Research Office. This must be returned by email and post to the Secretariat.

10.2 The Principal Investigator is responsible for notifying the Secretariat of the commencement date of the research project and final delivery date of the research report.

10.3 All projects must begin within 6 months of the Award date and the research must be completed within the agreed time period.

10.4 If there are extenuating circumstances why the Research Project cannot commence within 6 months of the Award date, these must be agreed with the Secretariat in advance. This would also form part of the terms of the Research Agreement.

10.5 The award becomes official once the Research Agreement has been signed by both parties.

10.6 For the avoidance of doubt, the Researcher hereby assigns irrevocably to RICS and RICS Research Trust the entire copyright (with the exception of copyright in third party materials included in the Report) in the Report, in all languages and forms (whether now in existence or yet to be discovered or invented) during the full legal term of copyright available under any and all jurisdictions throughout the world.

Nothing in the grant of rights clause above will prevent the Researcher from publishing the Report in peer reviewed journals with RICS prior written consent, or in such other publication on a royalty free and non commercial basis, purely for research purposes.

11. Administration of the research

- The grant will be paid in three stages:
30% (thirty per cent) on commencement
25% (twenty five per cent) on submission of first working draft of the report
45% (forty five per cent) on delivery of the final report in form acceptable to RICS Research Trust.
- Each research project will be given a reference number which must be used in all correspondence, particularly when submitting invoices.
- Six monthly progress reports: recipients of awards are required to provide formal six-monthly progress reports to the Trustees ahead of the grant award meetings. These should indicate the progress that is being made against the original proposal, any deviations from that and details of any publications or presentations that have been made to date. In particular, the researcher must let RICS Research Trust know immediately if the progress of the project will not meet the time frame set out in the Research Agreement. Failure to inform RICS Research Trust promptly and in writing will be considered a serious breach of the agreement. Recipients will be given both adequate warning and sufficient information to provide the reports which will be requested in March and September.
- Extensions for research deadlines will only be agreed in exceptional circumstances (such as serious or long-term illness, changes in employment status) or other external factors as accepted by the Trustees.
- All requests to researchers holding an RICS Research Trust Award for information and material are to be responded to in a timely and effective fashion. Failure to do so will be taken into account when the Trustees consider continuing support for the awards and final payment may be forfeited.

12. Final report

- A final draft of the research report not exceeding 15,000 words should be sent to the Secretariat on behalf of the RICS Research Trust. Upon submission of the final draft the paper will undergo a rigorous editorial process.
- It is the expectation of the Trustees that work carried out with the support of RICS Research Trust funding is of the highest academic standard; produces outputs that address completely and rigorously the issue for which the award was made; are capable of being acted upon and implemented, and are of public benefit.
- As a result of this assessment process, some changes might be requested to the final report. It is anticipated and expected that award-holders will respond in a timely manner to such requests.
- Further details concerning the final report are set out in the Research Agreement and the terms and conditions accompanying the agreement.

- An award holder who does not submit their final report will not be eligible to apply for any future RICS Research Trust award (unless extenuating circumstances have been agreed by the trustees of the RICS Research Trust).

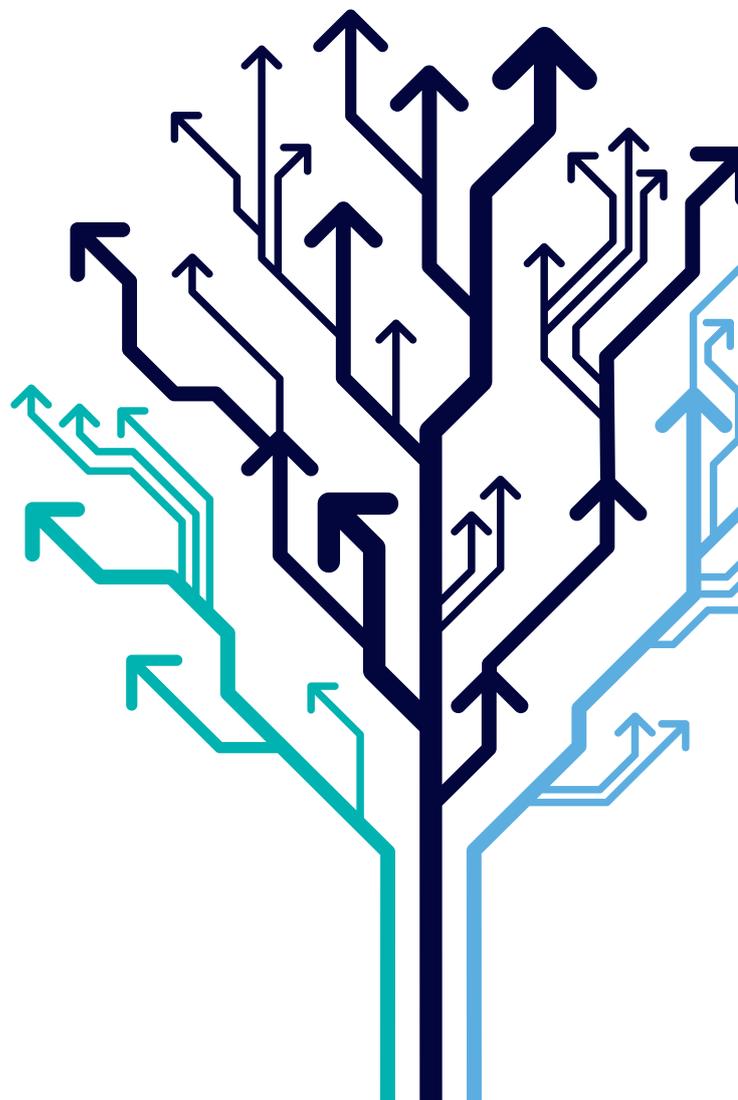
Our desire is to seek to work with award holders to try to ensure that maximum benefit is gained from the funds provided by the RICS Research Trust, both for the grant-holder and the Trust. We are here to help you achieve that.

All correspondence relating to your award should be addressed to the Secretariat:

RICS Research Trust

Royal Institution of Chartered Surveyors
Parliament Square
London SW1P 3AD
UNITED KINGDOM

Email: researchtrust@rics.org





Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to markets and effecting positive change in the built and natural environments.

Americas

Latin America

ricsamericalatina@rics.org

North America

ricsamericas@rics.org

Asia Pacific

ASEAN

ricsasean@rics.org

Greater China (Hong Kong)

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Greater China (Shanghai)

ricschina@rics.org

Japan

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United Kingdom RICS HQ

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