



University of
St Andrews

University of St Andrews The Russell Trust Development Awards

Guidelines 2018

BACKGROUND

The University of St Andrews acknowledges, with gratitude, the long-term generous support of The Russell Trust.

The establishment of The Russell Trust Development Awards in 2002 recognised a wide range of interesting projects being undertaken by the members of University staff, which could benefit from support by The Russell Trust. However the administration imposed upon the Trust in processing the increasing number of applications had become unmanageable and the Trustees invited the University to undertake this administration internally.

The Trustees of The Russell Trust kindly agreed to make an annual donation to the University of St Andrews. This annual donation is to be disbursed across the University to support projects agreed by the Principal's Office, in consultation with the Development Office and Heads of Schools and Units. Since 2002 over £100,000 has been disbursed across the University under The Russell Trust Development Awards programme. The Russell Trust has made £10,000 available for disbursement in 2018.

The Russell Trust seeks no involvement in the decision making associated with the awards but will be kept fully informed regarding successful applications and will be invited to comment on the development of the awards programme on an annual basis.

ELIGIBILITY

The Russell Trust Development Awards programme is open to any member of staff (including post-doctoral research fellows) seeking support for a work-related project. In order to be successful, applicants must demonstrate that their projects fulfil the following criteria:

- Funds not easily sourced from elsewhere;
- University need;
- Supported by the Head of School/Unit.

Individuals who have received funding from The Russell Trust Development Awards in previous rounds are not prohibited from submitting an application for support. However, it should be noted that applications for projects that have received funding in earlier rounds of the Russell Trust Development Awards will be treated as a lower priority than submissions for new projects.

AWARDS LEVEL & TIMETABLE

There is no lower limit on how much may be awarded, but the upper limit is typically £5,000.

Applications must be received by **17:00 on Monday 2 April 2018** along with supporting statements (see below). Applications should be made using the online form available at

<https://sparc.st-andrews.ac.uk/giving/trusts/russelltruststaff>.

If you have any questions about your application, please get in touch with the Stewardship team in the Development Office, russelltrust@st-andrews.ac.uk

APPLICATION PROCESS

The Development Office will administer The Russell Trust Development Awards in consultation with the relevant Heads of Schools and Units.

Applications need to be completed and submitted ahead of the deadline. In addition the Head of School or Unit should provide a supporting statement on the merits of the project – you should ask them to submit this to russelltrust@st-andrews.ac.uk by the deadline. Please note that applications will not be considered until the statement from the Head of School/Unit is received. The Development Office may also contact the relevant Head of School or Unit to discuss the merits of the project in more detail.

The application will then be sent to the Principal's Office for consideration and a final decision. Details of previous funding from The Russell Trust Development Awards programme will be provided to the Principal's Office.

It should be noted that The Russell Trust will no longer consider direct applications for support from members of staff at the University. Any application sent directly to The Russell Trust will be passed on to the Development Office to be dealt with under The Russell Trust Development Awards programme.

CONDITIONS OF THE AWARDS

Once an award is made the Development Office will inform the Trustees of The Russell Trust of the following details:

- Name, position and School/Unit of the recipient;
- Title of the project;
- Level of the award.

It is a condition of The Russell Trust Development Awards that the recipient will submit a written report on their project to the Development Office at the conclusion of the project or in the case of on-going projects on an annual basis. This report will be forwarded to the Trustees of The Russell Trust.