### Review of Research England Museums, Galleries and Collections Fund 2023

# Submission template

Each submitting higher education museum, gallery or collection, which we abbreviate to HEMG throughout this document, is required to provide a written submission using the template below. Each HEMG submission must be accompanied by a brief covering letter providing authorisation by the head of institution. If a higher education provider (HEP) is requesting funding for more than one HEMG and wishes to draw attention to collaboration or synergy between them, it may include a brief covering note for this purpose. Annexes can be submitted where relevant (see paragraph 19 of ‘Guidance for submissions’ at <https://www.ukri.org/what-we-offer/browse-our-areas-of-investment-and-support/museum-galleries-and-collections-fund/> for further information).

The boxes in this template can be extended to the required length. However, submissions must be able to evidence the gateway criteria (section 1 below) in two pages of A4, and quality criteria (section 2 below) in nine pages of A4. Submissions must comply with the margins of this document, and should use Arial font with point size 10.5 and 15pt line spacing. Throughout the submission we will be strongly influenced by concise and persuasive arguments, rather than extensive background information.

For contextual information about the HEMG fund, or to download other review documentation, please see <https://www.ukri.org/what-we-offer/browse-our-areas-of-investment-and-support/museum-galleries-and-collections-fund/>

HEMGs must send the three file attachments in the order given here[[1]](#footnote-1). The following documentation should be sent to researchpolicy@re.ukri.org by **noon on Thursday 14 September 2023**:

1. Submission Section 1: Gateway criteria (two A4 pages)

Section 2: Quality criteria (nine A4 pages)

Section 3: Contextual data

1. Brief covering letter providing authorisation by the head of institution
2. Annex

Please complete the following table and insert the name of submitting HEMG and HEP into the document header:

|  |  |
| --- | --- |
| Name of submitting HEMG |  |
| Name of HEP |  |
| Name and job title of the individual making the submission[[2]](#footnote-2) |  |
| Contact email address |  |

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| Section 1Gateway criteria (maximum two pages)Any HEP will need to meet the following gateway criteria to be considered for funding. The HEMG on which the submission is based must: |
| 1. **be a ‘university museum or gallery’ and have a substantial and long-term financial commitment to maintaining a collection**

  |
| 1. **incur significant reach beyond the HEP’s own researchers and students and as far as possible demonstrate the additional costs associated with this (indicative 200-word summary)**
 |
| 1. **make, or have the potential to make, a unique and significant contribution to research and scholarship in the higher education sector (indicative 200-word summary)**
 |
| 1. **be operated in an efficient manner and demonstrate financial sustainability**
 |
| 1. **Hold Arts Council Accreditation status, ‘Working Towards Accreditation’ status or provide reasons for ineligibility**

|  |
| --- |
| HEMG holds Arts Council Accreditation status |[ ]
| HEMG holds ‘Working towards Arts Council Accreditation’ status |[ ]
| HEMG is not eligible for Arts Council Accreditation status |[ ]

For collections ineligible for this status, the spirit of the accreditation should be evidenced in terms of equivalent good practice and standards (see ‘Guidance for submissions’ document for further information). |

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| Section 2Quality criteria (maximum nine pages)The review will consider to what extent the HEMG meets core RE policy aims, and promotes excellence in research and scholarship that warrants additional RE research funding. The review will consider submissions in the context of the individual HEMG and HEP, drawing on evidence of past performance, potential for future performance and plans to deliver outcomes in relation to the following quality criteria: |
| 1. **how far the HEMG is providing a service to the wider research community at significant cost beyond that required to meet the needs of its own researchers and students (beyond the normal degree of reciprocity in sharing research resources), highlighting the value added by the collection**
 |
| 1. **evidence that use of the HEMG has led to unique and significant contributions to research, scholarship and research impact in the UK and/or internationally**
 |
| 1. **the extent to which the HEMG offers innovative, unique and significant value to undergraduate and postgraduate students**
 |
| 1. **the extent to which the HEMG provides additional external benefit both digitally and in person, including engaging the public, schools and wider community with research**
 |
| 1. **Appropriate plans in place and/or actions taken to support and promote accessibility and use of collections both in person and digitally**
 |
| 1. **appropriate plans in place and actions taken to promote equality, diversity and inclusion across the HEMG**
 |
| 1. **appropriate plans in place and actions taken to promote sustainable access to collections**
 |
| 1. **whether RE HEMG funding is an appropriate proportion of the total cost of sustaining the museum or gallery, demonstrating additionality, and not core funding.**
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| Section 3Contextual data HEMG for AY 2021-22 |
| 1. Number of higher education visits
 |  |
| 1. Number of further education visits
 |  |
| 1. Number of HEP courses drawing on the collection
 |  |
| 1. Number of loans made (including number of items and whether national or international)
 |  |
| 1. Percentage of collection documented
 |  |
| 1. Number of website visits
 |  |
| 1. Number of exhibitions
 |  |
| 1. Number of pupils on school visits
 |  |
| 1. Number of public events
 |  |
| 1. Number of visitors
 |  |

1. Saving protocol for all documents: [name of HEMG], [name of HEP], [1/2/3] 1/2/3 to reflect list above. For example: Theatre Collection, University of Bristol, 1. [↑](#footnote-ref-1)
2. This should be the person in the HEP with lead responsibility for the museum, gallery or collection. [↑](#footnote-ref-2)