Royal Conservatoire
of Scotland

Athenaeum Awards

2025-26

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Contents

Introduction

Since 2009, the Athenaeum Awards have been available to RCS staff, providing crucial support for many innovative and outstanding projects. These awards enable staff to explore new ideas, initiate projects and activities, and to build on existing work to realise quantifiable research and engagement achievements that underpin academic, cultural, social, and economic impact. There are four strands within the Athenaeum Awards scheme, providing funding from £500 to £5,000:

- **Athenaeum Research Award**

- **Athenaeum Engagement Award**

- **Athenaeum Conference Presentation Award**

- **Athenaeum Sabbatical Award**

During the academic year (2025-2026) there will be three opportunities to apply for an Athenaeum Award. Applications are reviewed by the Research Committee and the Engagement Sub-Committee.

The application deadlines are:

- **Monday 13 October 2025 at 17:00**

- **Monday 2 February 2026 at 17:00**

- **Monday 4 May 2026 at 17:00**

Please refer to the relevant sections below for further information on each Athenaeum Award and to access the online application forms.

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APPLICATION GUIDANCE FOR THE ATHENAEUM RESEARCH AWARDS 2025-2026

What are the Athenaeum Research Awards?

The Athenaeum Research Awards support academic staff to develop and broaden their research, associated arts practice, and networks, and encourage groundwork in early-stage ideas for ambitious and scalable research projects. The awards can be for a small single project or form part of a larger co-funded project.

What funding is available?

Staff members can apply for **up to £3,000** per Athenaeum Research Award.

Am I eligible?

The Athenaeum Research Award is open to academic staff at the Conservatoire. This includes staff with Significant Responsibility for Research, experienced researchers, early career researchers, and those taking their first steps in research. Both full-time and part-time staff can apply (although **full-time staff members cannot apply for time-related costs**). Please note that all applicants should obtain a letter of support from their Head of Department or line manager, and a support letter from an external partner if relevant, which should be included in the application.

What are we looking for?

RCS has a thriving and successful research culture and the Athenaeum Research Awards are designed to nurture new academic investigations, produce novel insights, surmount knowledge gaps and stimulate research collaborations within the sector. Project objectives and outputs must be clear, realistic and meet high standards of significance, originality and rigour.

Outputs may take any form that aligns with criteria but typically include:

- performances;
- events;
- published articles;
- compositions;
- plays; short films;
- recordings,
- events,
- research reports,
- new processes, products and services.

The Athenaeum Research Awards can also support partnership work and multi-partner projects. If your project does involve external partners, we would expect to see objectives that refer to partnerships, including any longer term hopes for the collaboration.

Applicants should consider and describe the longer-term potential for impact. Please refer to the **Impact in the Athenaeum Awards Section (p37)** to help you identify the likely outcomes of your project.

Please note that although there is a separate Athenaeum Conference Presentation Award, which offers of up to £500 towards conference participation costs, you can also apply for an Athenaeum Research Awards to participate at a conference if your costs are significantly higher than £500 (e.g. involving international travel), and if you feel your proposition would fit within the Research Awards.

What advice and support is available?

If you have any questions about research, if you would like guidance to complete an application, or if you would just like an informal chat about developing a research idea for future applications, please utilise the support of our Athenaeum Research Fellow, **Professor Laura González,** and come along to one of our **Research Clinics**. Clinics will be held online via teams on the following dates:

- Monday 6 October 2025 at 14.30-16.30
- Monday 26 January 2026 at 14.30-16.30
- Monday 27 April 2026 at 14.30-16.30

The link will be sent to all staff via internal comms 2 weeks prior.

If you would like to explore the impact potential of your project, please contact our Impact Officer for Research and Public Engagement (l.williams@rcs.ac.uk), and/or book a 30-minute slot at one of our Impact Clinics.

- Monday 29th September 2025 from 10:00 – 14:00
- Thursday 15th January 2026 from 10:00 – 14:00
- Wednesday 15th April 2026 from 10:00 – 14:00

To sign up to an Impact Clinic, please email Lisa Williams at l.williams@rcs.ac.uk.

Additionally, if you have any questions about the application process, you can contact Gallia Young, Engagement Development Officer, via email at g.young@rcs.ac.uk.

What are the assessment criteria?

Please see the Athenaeum Research Award assessment criteria on page 10.

How do I apply?

Please ensure that you have carefully read all sections of this document and are familiar with the assessment criteria. You can then complete the online **Application Form** (applications via email will not be accepted), which includes a budget form (estimates and quotes must be provided). A letter of support from your Head of Department/line manager is required, in addition to a letter of support from any external partner(s) if applicable. Attachments are mandatory and incomplete applications will not be assessed by the panel.

There is no limit on how many times you can apply for the Athenaeum Research Awards.

Click here to apply for an Athenaeum Research Award up to £3,000

Click here to download the budget template

Checklist of attachments for your application:

- o   Letter of support from Head of Department/line manager
- o   Budget
- o   Letter of support from external partners (if applicable)

What are the application deadlines?

Applications will open on Monday 15th September 2025 and will be accepted **three times a year.** For the 2025-26 Academic Year, applications must be submitted before the following deadlines:

- **Monday 13 October 2025 at 17:00**
- **Monday 2 February 2026 at 17:00**
- **Monday 4 May 2026 at 17:00**

Applicants will be notified of a decision by email within 6 weeks of the application deadline.

Projects approved for funding should commence within 12 months of receiving notification of a successful application. In extreme circumstances, when no reasonable progress has been demonstrated, funding for the Athenaeum Research Award can be withdrawn.

What is the assessment process?

The Athenaeum Research Awards will be assessed by the Research Committee, which will meet three times during the academic year.

The assessment process is competitive and subject to annual budgetary restrictions. The Committee is not obliged to recommend any awards for funding if the standard of applications is not considered sufficiently high.

Decisions will be made based on the overall merit of the project, the feasibility of the project, demonstration of project need, clear commitment of project partner, expertise of staff involved and clear link to the RCS Strategy 2030 and the Research and Ethical Practice supporting plan.

What financial information should I provide?

Staff should complete a detailed budget as part of the application form to cover the costs of the project they are applying for, which can be up to £3,000. Consider all the possible hidden costs that may be involved and present a realistic budget.

Types of costs that may normally be applied for and should be included:

- personnel costs directly linked to your project,
- venue hire,
- travel and accommodation,
- marketing,
- administrative costs,
- consumable costs.

If applying for partial funding of a project, please include a full project budget with indication of other funding noted. Please include in-kind costs and contributions from external partners (if applicable).

If applying for per diem daily rates, these should be in line with RCS Employee Business Expenses Claims Policy and Procedures.

Staffing costs

When applying for your costs on the project you should realistically consider the time you will need to spend making the project happen. If you are applying for time related costs, they should be based on the institutional hourly rates.

Full-time members of staff cannot apply for time related costs.

How do I address intellectual property?

Please read the RCS Intellectual Property Policy. We ask that the Athenaeum Awards, and the Royal Conservatoire of Scotland is acknowledged on the work that you create or go on to create enabled through this seed funding.

What are the commitments if my project is funded?

A limited number of commitments are required to support your funding. Successful applicants will be required to:

- Ensure that the RCS Athenaeum Award Funding is acknowledged and credited on any output connected to the award - *this project has been supported by the Royal Conservatoire of Scotland's Athenaeum Awards*.
- Provide final reports for all projects,
- Attend a final wrap-up interview with the Engagement Development Officer and Impact Officer for Research and Public Engagement.
- Set up a meeting with the Impact Officer for Research and Public Engagement at the beginning of your project to explore the impact potential.
- Retain all receipts and attach to the final report, along with scans/images.
- As part of your contract requirements, you will be asked to provide documentation (photographs, videos, etc.) from your project and submit to the Engagement team for future use in marketing and communications related to the activities of Research & Engagement at RCS.
- If you don't already have a PURE profile, you must create one and include your research, engagement activities, and Athenaeum Award. Link the award to your activities by adding "+project" in PURE. Please contact Sarah Eckstein (s.eckstein@rcs.ac.uk), Engagement Development Assistant, should you require any assistance.

A template for reporting can be found here.

If you have any questions, please contact Gallia Young (Engagement Development Officer) at g.young@rcs.ac.uk.

The Research and Engagement Committee reserve the right to accept or deny applications according to RCS Strategy.

Before submitting this application, please be aware that RCS expects you to act as leader on your project and that all responsibilities and accountabilities for its administration are devolved to you.

By submitting an application, you are agreeing to take ownership of your project.

We take your privacy very seriously. Please find a copy of our privacy notice at:
https://www.rcs.ac.uk/policy/privacy/

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ATHENAEUM RESEARCH PROPOSAL

Criteria for an Athenaeum Research proposal

The application will be considered in relation to the following criteria:

- A clearly defined research question;
- the applicant's expertise and readiness to undertake the work;
- the identification of clearly defined outputs and objectives which must be outlined in the initial application;
- the complementarity of the proposed research to the Conservatoire's Research and Ethical Practice Supporting Plan;
- the likelihood that the project will enhance the reputation of both the Conservatoire and staff;
- the demonstration of a well-planned and prepared project and, if appropriate, with partnerships in place prior to application;
- the extent to which the project is documented or recorded in a way to enable dissemination of research outputs to the widest possible audience;
- the extent to which the timeline provided in the application is achievable and appropriate to the methods in the project;
- the potential relationship of their proposed research to the Conservatoire's future REF submission;
- confirmation that that applicant intends to apply for ethical approval from the RCS Ethics Committee.

These are the assessment criteria that the committee will use to assess your application:

Area of application	Weak	Moderate	Strong
Project outline *(600-word limit)*			
• Project objective(s)	Not clearly defined, do not appear achievable.	Adequately described, somewhat achievable.	Clear and achievable.
• Staff expertise	Not provided or insufficiently detailed.	Defined but more detail needed.	Well defined; highlights work completed so far and how it connects to the project.
• Research question	Poorly defined or not provided.	Sufficiently defined.	Question and parameters are clearly defined.

• Documentation/recordings and dissemination plans	Little/no information provided.	Some indication of documentation; some dissemination methods proposed but further detail needed.	Project will be documented/recorded in a way to enable dissemination to widest possible audience (where applicable).
• Project context	Poorly defined within RCS or wider environment. Gap in knowledge not adequately identified; little/no information to place work in a research context.	Defined but lacking in detail and specifics. Gap in knowledge identified but more information needed to place applicant's work within this context.	Context clearly defined within RCS and wider environment. Gap in knowledge clearly defined, applicant defines where research fits within existing literature.
Please provide a timeframe and description of your main activities/outputs *(300-word limit)*			
• Planning and preparation	Poorly planned and prepared.	Adequately planned and prepared.	Well planned and prepared.
• Activities/outputs	Activities/outputs are poorly stated	Activities/outputs are somewhat stated	Activities/outputs are clearly stated
• Timeline and methods	Timeline is not achievable, methods are not justified.	Timeline somewhat achievable but detail is lacking.	Timeline is achievable and appropriate to methods.
• Ethical approval (where the project requires it)	Does not indicate awareness that ethical approval is needed.	Acknowledges requirement but does not indicate knowledge of the timing/process.	Includes timeframe to apply for approval from RCS Ethics Committee.

Please explain why this project should be supported, how it fits with the relevant aims for Research at RCS and describe the impact it will have both internally to the Conservatoire and externally *(300-word limit)*			
• Definition of outputs and objectives	No clear definition of outputs and objectives to demonstrate significance, originality and rigour.	More information is needed to define the outputs and objectives.	Outputs and objectives meet high standards of significance, originality and rigour.
• Link to RCS Research and Ethical Practice Supporting Plan	Little or no connection to institutional Research and Ethical Practice Supporting Plan made.	Connection to institutional Research and Ethical Practice Supporting Plan is made but more detail needed.	Relation to institutional Research and Ethical Practice Supporting Plan is made clear.
limit)			

• Positive impact on RCS and staff reputation	Does not make a strong case for impact.	Makes an adequate case for impact.	Makes a strong case for impact.
• REF submission	Little/no connection made between the research and a future REF submission.	Makes a vague connection between the project and future REF submission.	Clearly connect project to future REF Submission.
• Significance and reach of impact	Little or no evidence that the work will result in impact.	Some evidence of impact potential.	Strong evidence that work will have an impact of considerable reach and significance.
If your project will involve external partners or agencies, please state them here and the reasons for working with them (*400-word limit*)			
• Important/meaningful partnership, with commercial, social or artistic potential and/or potential to influence policy	Does not define why the partnership is important or meaningful; does not indicate any potential.	Briefly outlines importance/potential.	Clear indication why the partnership is meaningful and/or the potential of the partnership.
• Establishment of partnership	No evidence to indicate there is a partnership in place; no clear commitment to project from potential partners.	Has sought external partners but no clear commitment demonstrated.	External partners have demonstrated a clear commitment to the project, and letters of support included in the application.
Budget	Unclear – lacks specific details.	Adequately defined but may need clarification of figures if they have been estimated.	Clear, detailed and realistic, with written estimates from suppliers provided (if applicable), and any income from other sources clearly defined (including in-kind payments) with supporting letters (if applicable).

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APPLICATION GUIDANCE FOR THE ATHENAEUM ENGAGEMENT AWARDS 2025-2026

What are the Athenaeum Engagement Awards?

The Athenaeum Engagement Awards are intended to develop or consolidate key partnerships between staff and external collaborators, with the long-term aim of stimulating measurable impact. Whether exploring new partnerships or deepening existing ones, these awards can support activities related to collaboration and discovery. Proposals must include well-defined goals, clear deliverables, and applicants must describe the potential impact arising from the collaboration.

What funding is available?

The Athenaeum Engagement Awards are available in two funding tiers:

- Up to £1,000 - To explore a new partnership with the aim of identifying mutual goals and potential future work
- Up to £5,000 – To develop or deepen collaborations through undertaking defined project work with partners

Am I eligible?

RCS Staff: The Athenaeum Engagement Award is open to academic and teaching staff developing a partnership or a project with an external partner.

Both full-time and part-time staff can apply (though **full-time staff members cannot apply for time-related costs**).

All applicants must include a statement of support from their Head of Department or line manager, to be included in the application form.

Staff can either apply for the lower tier (up to £1K) or the higher tier (up to £5K). Please note it is possible to apply for the lower tier and higher tier within the same academic year,

however funding from the higher tier will only be allocated once (if the application is successful) during this period.

Partners: All projects must include an external partner and have a clear rationale for the partnership. External partners can be new or existing collaborators, individuals or organizations. However, partnerships with suppliers are not eligible for this award (e.g. manufacturers, distributors or designers).

Please note that in order for an external partnership to be eligible, the RCS applicant cannot have any direct involvement in a company (e.g. Board membership or artistic leadership).

What are we looking for?

The Athenaeum Awards are pathways to impact. Subsequently, the ethos of this opportunity is to create meaningful relationships with external partners, achieving and/or preparing the route to real-world impact. Project objectives and outputs must be clear, realistic and reflect the Conservatoire's principles and ambitions for Engagement, which is the third mission of the Conservatoire, along with Research and Education. These should also be of direct use and interest to individuals, groups or organisations beyond Higher Education.

We expect to see objectives that refer to new partnerships with external companies, newly established relationships with artists or institutions, grant applications or other programmes of work directly related to the subject of the project or research, and any longer term hopes for the work or partnership. Outputs may take any form that aligns with criteria but typically include:

- performances;
- events;
- exploratory workshops;
- rehearsed readings;
- creative lab weeks,
- compositions;
- plays;
- short films;
- recordings;
- new processes;
- new networks, products and services.

Applicants should consider and describe the longer-term potential for impact. Please refer to the **Impact in the Athenaeum Awards Section (p37)** to help you identify the likely outcomes of your project. For projects valued up to £1K, it is expected that at least one impact metric will be applicable; for projects valued up to £5K, it is expected that two or more impact measures should be applicable.

Please note that whilst commercial potential is welcomed, it is not a requirement for this award.

What advice and support is available?

To help you decide if your idea is applicable, and provide guidance to complete an application, or if you would like an informal chat about developing a collaboration for future applications, please contact our Impact Officer for Research and Public Engagement (l.williams@rcs.ac.uk), and/or book a 30-minute slot at one of our Impact Clinics.

- Monday 29th September 2025 from 10:00 – 14:00
- Thursday 15th January 2026 from 10:00 – 14:00
- Wednesday 15th April 2026 from 10:00 – 14:00

To sign up to an Impact Clinic, please email Lisa Williams at l.williams@rcs.ac.uk.

Additionally, if you have any questions about the application process, you can contact Gallia Young, Engagement Development Officer, via email at g.young@rcs.ac.uk.

What are the assessment criteria?

Please see the Athenaeum Engagement Award assessment criteria on page 19.

How do I apply?

Please ensure that you have carefully read all sections of this document and are familiar with the assessment criteria. You can then complete the online **Application Form** (applications via email will not be accepted), which includes a budget form (estimates and quotes must be provided). As aforementioned, a letter of support from your Head of Department/line manager is required, in addition to a letter of support from the external partner(s). Attachments are mandatory and incomplete applications will not be assessed by the panel.

Click here to apply for an Athenaeum Engagement Award up to £1,000
Click here to apply for an Athenaeum Engagement Award up to £5,000

Click here to download the budget template

Checklist of attachments for your application:

- o Letter of support from Head of Department/line manager
- o Budget
- o Letter of support from external partners (if applicable)

What are the application deadlines?

Applications will open on Monday 15th September 2025 and will be accepted **three times a year.** For the 2025-26 Academic Year, applications must be submitted before the **following deadlines**:

- **Monday 13th October 2025 at 17:00**
- **Monday 2nd February 2026 at 17:00**
- **Monday 4th May 2026 at 17:00**

Applicants will be notified of a decision by email within 6 weeks of the application deadline.

Projects approved for funding should commence within 12 months of receiving notification of a successful application. In extreme circumstances, when no reasonable progress has been demonstrated, funding for the Athenaeum Engagement Award can be withdrawn.

What is the assessment process?

The Athenaeum Engagement Awards will be assessed by a sub-group of the Engagement Committee. The decisions will be ratified by the Engagement Committee, which meets three times during the academic year. The assessment process is competitive and subject to annual budgetary restrictions. However, the Committee is not obliged to recommend any awards for funding if the standard of applications is not considered sufficiently high.

Decisions will be made based on the overall merit of the project, the feasibility of the project, demonstration of project need, clear commitment of project partner, expertise of staff involved and clear link to the RCS Strategy 2030, and the KEIF – 5 Year Strategic Plan.

What financial information should I provide?

Staff should complete a detailed budget as part of the application form to cover the costs of the project they are applying for, which can be up to £1,000, or up to £5,000. Consider all the possible hidden costs that may be involved and present a realistic budget.

Types of costs that may normally be applied for and should be included:

- personnel costs directly linked to your project,
- venue hire,
- travel and accommodation,
- marketing,
- administrative costs,
- consumable costs.

If applying for partial funding of a project, please include a full project budget with indication of other funding noted. Please include in-kind costs and contributions from external partners.

Match Funding

The Athenaeum Engagement Award enables staff to kickstart projects with external partners, aiming to add value to the creative arts ecosystem. As such, we expect projects to include match funding, which can either be in cash or in kind. This can include access to venues, recording studio time, or the time of your external partner. At least 25% match funding or resource allocation should be provided as a contribution to project costs. Match funding should be detailed in the budget as income (both in cash and in kind).

If applying for per diem daily rates, these should be in line with RCS Employee Business Expenses Claims Policy and Procedures.

Staffing costs

When applying for your costs on the project you should realistically consider the time you will need to spend making the project happen. If you are applying for time related costs, they should be based on the institutional hourly rates.

Full-time members of staff cannot apply for time related costs.

How do I address intellectual property

Please read the RCS Intellectual Property Policy. We ask that the Athenaeum Awards, and the Royal Conservatoire of Scotland is acknowledged on the work that you create or go on to create enabled through this seed funding.

What are the commitments if my project is funded?

A limited number of commitments are required to support your funding. Successful applicants will be required to:

- Ensure that the RCS Athenaeum Award Funding is acknowledged and credited on any output connected to the award - *this project has been supported by the Royal Conservatoire of Scotland's Athenaeum Awards.*
- Provide final reports for all projects,
- Attend a final wrap-up interview with the Engagement Development Officer and Impact Officer for Research and Public Engagement.
- Set up a meeting with the Impact Officer for Research and Public Engagement at the beginning of your project to explore the impact potential.
- Retain all receipts and attach to the final report, along with scans/images.
- As part of your contract requirements, you will be asked to provide documentation (photographs, videos, etc.) from your project and submit to the Engagement team for future use in marketing and communications related to the activities of Research & Engagement at RCS.

- If you don't already have a PURE profile, you must create one and include your research, engagement activities, and Athenaeum Award. Link the award to your activities by adding a "+project" in PURE. Please contact Sarah Eckstein (s.eckstein@rcs.ac.uk), Engagement Development Assistant, should you require any assistance.

A template for reporting can be found here.

If you have any questions, please contact Gallia Young (Engagement Development Officer) at g.young@rcs.ac.uk.

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ATHENAEUM ENGAGEMENT PROPOSAL

Criteria for an Athenaeum Engagement proposal

A letter of support from your external partner(s) should be included with your application.

The application will be considered in relation to the following criteria:

- the rationale for the partnership. Why have you chosen to work together and what do you hope to achieve?
- the applicant's expertise and readiness to undertake the work;
- the extent to which the proposal demonstrates clearly defined and disseminative objectives that must be outlined in the initial application;
- the extent to which the application demonstrates a clear intent to initiate and explore a new partnership (Up to £1K);
- the extent to which the application demonstrates a well-planned, prepared project with partnerships in place prior to application (Up to £5K);
- the extent to which, if appropriate, the proposal demonstrates potential for cultural, social, or economic impact in project participation or dissemination to audiences beyond higher education;
- the extent to which, if appropriate, the proposal has artistic or social merit, commercial potential or potential to influence policy;
- the evidence that the project will demonstrate quality and enhance the reputation of both the staff member and the Royal Conservatoire of Scotland;
- the extent to which the proposed dissemination methods are appropriate and effective;
- the extent to which the timeline provided in the application is achievable and appropriate to the methods in the project;
- the extent to which the proposal details match funding contributed by external partners, which can be either in cash or in kind;
- confirmation that the applicant intends to apply for ethical approval from the RCS Ethics Committee, if appropriate.

These are the assessment criteria that the committee will use to assess your application:

Area of application	Weak	Moderate	Strong
Tell us about your external partners *(100-word limit)*			
- Establishment of partnership	No evidence to indicate that a partner has been identified or that connection has been made with potential partners.	Has identified external partners but no clear commitment demonstrated.	External partners have demonstrated clear commitment to the project.

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What is your rationale/objective for working with this external partner(s) *(500-word limit)*			
• Partnership rationale	Little/no information provided or insufficiently detailed.	Some rationale is provided but more detail needed.	Clear and well-defined rationale for working with external partner(s).
• Important/meaningful partnership, with commercial, social or artistic potential and/or potential to influence policy	Does not define why the partnership is important or meaningful; does not indicate any potential.	Briefly outlines importance/potential.	Clear indication why the partnership is meaningful and/or the potential of the partnership.
• Partnership expertise	Not provided or insufficiently detailed.	Defined but more detail needed.	Well defined; highlights work completed so far and how it connects to the project.
• Partnership context	Poorly defined within RCS or wider environment.	Defined but lacking in detail and specifics.	Context clearly defined within RCS and wider environment.

Project outline *(400-word limit)*			
• Project objective(s)	Not clearly defined, do not appear achievable.	Adequately described, somewhat achievable.	Clear and achievable.
• Staff expertise	Not provided or insufficiently detailed.	Defined but more detail needed.	Well defined; highlights work completed so far and how it connects to the project.
• Documentation/recordings and dissemination plans	Little/no information provided.	Some indication of documentation; some dissemination methods proposed but further detail needed.	Project will be documented/recorded in a way to enable dissemination to widest possible audience (where applicable).
Please provide a timeframe and details of your main activities/outputs *(300-word limit)*			
• Planning and preparation	Poorly planned and prepared.	Adequately planned and prepared.	Well planned and prepared.
• Activities/outputs	Activities/outputs are poorly stated	Activities/outputs are somewhat stated	Activities/outputs are clearly stated

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• Timeline and methods	Timeline is not achievable, methods are not justified.	Timeline somewhat achievable but detail is lacking.	Timeline is achievable and appropriate to methods.
• Ethical approval (where the project requires it)	Does not indicate awareness that ethical approval is needed.	Acknowledges requirement but does not indicate knowledge of the timing/process.	Includes timeframe to apply for approval from RCS Ethics Committee.
Please explain why this project should be supported and how it aligns with the relevant aims for Engagement at RCS (*350-word limit*)			
• Significance and reach of impact	Little or no evidence that the work will result in impact.	Some evidence of impact potential.	Strong evidence that work will have an impact of considerable reach and significance.
• Demonstrating partnership potential and how the project leverages the expertise of the Conservatoire for wider benefit.	Partnership potential poorly defined; little/no consideration towards wider societal benefits.	Partnership potential is somewhat defined but requires further evidence to demonstrate significance to those outside of Higher Education.	Partnership potential well defined; clearly of broad interest to those outside of HE and demonstrates the application of Conservatoire expertise in the wider world.
• Commercial, social or artistic potential and/or potential to influence policy	Little/no indication of potential.	Adequate outline of potential.	Strong outline of potential.
Please refer to the Impact Matrix and describe the potential impact of your partnership project *(500-word limit)*			
• Impact deliverables	Impact deliverables have not been identified.	Some deliverables identified, but more detail required.	Impact deliverables are well-defined and achievable. A clear plan for impact assessment has been identified.

• Positive impact on RCS and wider community.	Does not make a strong case for impact.	Makes an adequate case for impact.	Makes a strong case for impact.
• Project beneficiaries	Project beneficiaries have not been identified, or impact on beneficiaries is unclear.	Project beneficiaries and impact are identified but are not clearly defined.	Clearly defined project beneficiaries and impact goals (both short and long-term).
Budget	Unclear – lacks specific details.	Adequately defined but may need clarification of figures if they have been estimated.	Clear, detailed and realistic, with written estimates from suppliers provided (if applicable), and any income from other sources clearly defined (including in-kind payments) with supporting letters (if applicable).

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APPLICATION GUIDANCE FOR THE ATHENAEUM CONFERENCE PRESENTATION AWARDS 2025-2026

What are the Athenaeum Conference Presentation Awards?

The Athenaeum Conference Presentation Awards offer contributions towards staff conference costs. If your conference costs are significantly higher (e.g. involving international travel), and you feel your proposition would fit within the Research Awards, you are welcome to apply for a Research Award instead.

What funding is available?

Staff members can apply for up to £500 per Athenaeum Conference Presentation Award.

Am I Eligible?

The Athenaeum Conference Presentation Awards are open to all RCS staff, including members of the academic community and professional services. All applicants must include a statement of support from their Head of Department or line manager, to be included in the application form.

Athenaeum Conference Presentation Award applicants are eligible if presenting a paper, chairing/participating in a panel, or leading a discussion or workshop at a conference. If none of the above apply, you are not normally eligible for funding to attend this conference. We recommend speaking to your relevant department regarding professional development opportunities.

To ensure that your conference fits with the spirit and intention of this award, please make sure it meets one of the following criteria:

- It is rooted in the context of higher education research or engagement;
- It is linked to subject areas relevant to the arts and creative industries;
- It has the potential to extend your work or practice into wider societal impact.

What advice and support is available?

If you have any questions about the application process, you can contact Gallia Young, Engagement Development Officer, via email at g.young@rcs.ac.uk.

What are the assessment criteria?

Please see the Athenaeum Conference Presentation Award assessment criteria on page 27.

How do I apply?

Please ensure that you have carefully read all sections of this document and are familiar with the assessment criteria. You can then complete the online **Application Form** (applications via email will not be accepted). As aforementioned, a letter of support from your Head of Department/line manager is required. Incomplete applications will not be assessed by the panel. You do not need to provide a budget for the Athenaeum Conference Presentation Awards.

There is no limit on how many times you can apply for the Athenaeum Conference Presentation Awards.

Click here to apply for an Athenaeum Conference Presentation Award up to £500

Checklist of attachments for your application:
- o Letter of support from your Head of Department/line manager
- o A copy of your conference invitation (if available).

What are the application deadlines?

The Athenaeum Conference Presentation Awards will open on **Monday 15th September 2025.**

Applications for the *Athenaeum Conference Presentation Awards* will be accepted on a **rolling basis** throughout the 2025-26 Academic Year, **ending 31st July 2026**.

Applicants will be notified of a decision by email within 30 days of their application receipt.

Projects approved for funding should commence within 12 months of receiving notification of a successful application.

What is the assessment process?

The Athenaeum Conference Presentation Awards will be assessed by the chair of the Research Committee, and will be ratified by the Research Committee, which meets three times during the academic year.

How do I address intellectual property

Please read the RCS Intellectual Property Policy. We ask that the Athenaeum Awards, and the Royal Conservatoire of Scotland is acknowledged in any conference material you create (such as presentation slides or handouts).

What are the commitments if my project is funded?

A limited number of commitments are required to support your funding. Successful applicants will be required to:

- Ensure that the RCS Athenaeum Award Funding is acknowledged and credited on any output connected to the award - *this project has been supported by the Royal Conservatoire of Scotland's Athenaeum Awards*.
- As part of your contract requirements, you will be asked to provide documentation (photographs, videos, etc.) from your project and submit to the Engagement team for future use in marketing and communications related to the activities of Research & Engagement at RCS.
- If you don't already have a PURE profile, you must create one and include your Athenaeum Conference Award and a copy of your presentation (where possible). Link the award to your activities by adding a "+project" in PURE. Please contact Sarah Eckstein (s.eckstein@rcs.ac.uk), Engagement Development Assistant, should you require any assistance.

A template for reporting can be found here.

If you have any questions, please contact Gallia Young (Engagement Development Officer) at g.young@rcs.ac.uk.

The Research and Engagement Committee reserve the right to accept or deny applications according to RCS Strategy.

Before submitting this application, please be aware that RCS expects you to act as leader on your project and that all responsibilities and accountabilities for its administration are devolved to you.

By submitting an application, you are agreeing to take ownership of your project.

We take your privacy very seriously. Please find a copy of our privacy notice at:
https://www.rcs.ac.uk/policy/privacy/

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ATHENAEUM CONFERENCE PRESENTATION PROPOSAL

Criteria for an Athenaeum Conference Presentation proposal

Decisions will be made in relation to the overall merit (significance, rigour and originality), the feasibility of the conference participation, the expertise of staff involved and its relation to the institutional strategy.

The application will be considered in relation to the following criteria:

- the applicant demonstrates that they are either: presenting a paper, chairing or participating in a panel, leading a discussion or a workshop at a conference;
- the likelihood that the conference participation will enhance the reputation and profile of both the staff member and the Conservatoire.

These are the assessment criteria that the committee will use to assess your application:

Area of application	Weak	Moderate	Strong
Name, location, and date of conference *(300-word limit)*			
• Conference information	Not provided or insufficiently detailed.	Conference identified but details are missing.	Information provided is detailed and accurate.
• Conference eligibility	Does not meet the criteria for conference eligibility.	Somewhat meets the criteria.	Clearly meets the criteria for conference eligibility; It is rooted in the context of higher education research or engagement; It is linked to subject areas relevant to the arts and creative industries; It has the potential to extend your work or practice into wider societal impact.
• Timeline	Timeline is not achievable.	Timeline somewhat achievable but detail is lacking.	Timeline is achievable.
Title of paper or other contribution to the conference *(200-word limit)*			

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• Paper or contribution	Detail provided on conference contribution is insufficient.	Contribution is outlined, but more information is required.	Conference contribution is clear and well defined.
• Contribution accepted	No indication that contribution has been submitted or accepted.	Contribution has been submitted but not yet accepted.	Contribution has been accepted.
• Ethical approval (where the contribution requires it)	Does not indicate awareness that ethical approval is needed.	Acknowledges requirement but does not indicate knowledge of the timing/process.	Includes timeframe to apply for approval from RCS Ethics Committee.

Please explain why your attendance should be supported and what impact it will have both internally to the Conservatoire and externally? *(300-word limit)*			
• Definition of outputs and objectives	No clear definition of outputs and objectives to demonstrate significance, originality and rigour.	More information is needed to define the outputs and objectives.	Outputs and objectives meet high standards of significance, originality and rigour.
• Positive impact on staff reputation and RCS	Does not make a strong case for impact.	Makes an adequate case for impact.	Makes a strong case for impact.
• Significance and reach of impact	Little or no evidence that the work will result in impact.	Some evidence of impact potential.	Strong evidence that work will have an impact of considerable reach and significance.

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APPLICATION GUIDANCE FOR THE ATHENAEUM SABBATICAL AWARDS 2025-2026

What are the Athenaeum Sabbatical Awards?

The Athenaeum Sabbatical Awards offer staff the opportunity to pursue professional development outside of their regular employment at RCS. Sabbatical awards may be used to develop new innovative practices, advance your research, create new work, and develop partnership projects with collaborators. Sabbaticals can be either research or engagement focused.

What funding is available?

The award can offset the costs of staff cover whilst they are on Sabbatical for up to three months.

Am I eligible?

Athenaeum Sabbatical Awards are open to academic staff at RCS. Both full-time and part-time staff can apply. All applicants must include a statement of support from their Head of Department or line manager, to be included in the application form. If your project includes an external partner(s), you must provide a letter of support from your external partner(s) in your application.

What are we looking for?

The Committee will be looking for applications that have clear and achievable objectives and outputs. *Objectives* may include new partnerships with external companies, newly established relationships with artists or institutions, grant applications or other programmes of work directly related to the subject of the project or research and any longer terms hopes for the work or partnership. *Outputs* may take any form that aligns with criteria but typically take the form of:

- performances;
- events;
- published articles;
- compositions;
- plays;
- short films;
- recordings;
- events;
- research reports;
- new processes, products and services.

Both objectives and outputs must meet high standards of significance, originality and rigour.

Applicants should consider and describe the longer-term potential for impact. Please refer to the **Impact in the Athenaeum Awards Section (p37)** to help you identify the likely outcomes of your project.

For Sabbatical awards involving external partners - Your objectives and outputs must reflect the Conservatoire's principles and ambitions for Engagement, now the third mission of the Conservatoire along with Research and Education.

What advice and support is available?

If you are interested in applying for an Athenaeum Sabbatical Award, please speak to your Line Manager in the first instance.

If you have any questions about impact and engagement, please contact our Impact Officer for Research and Public Engagement (l.williams@rcs.ac.uk), and/or book a 30-minute slot at one of our Impact Clinics.

- Monday 29th September 2025 from 10:00 – 14:00
- Thursday 15th January 2026 from 10:00 – 14:00
- Wednesday 15th April 2026 from 10:00 – 14:00

To sign up to an Impact Clinic, please email Lisa Williams at l.williams@rcs.ac.uk.

Additionally, if you have any questions about the application process, you can contact Gallia Young, Engagement Development Officer, via email at g.young@rcs.ac.uk.

What are the assessment criteria?

Please see the Athenaeum Sabbatical Award assessment criteria on page 34.

How do I apply?

We encourage applications at least six months in advance. **If you would like to apply for an Athenaeum Sabbatical Award, please contact Gallia Young, the Engagement Development Officer (g.young@rcs.ac.uk) ahead of application.**

Please ensure that you have carefully read all sections of this document and are familiar with the assessment criteria. You can then complete the online **Application Form** (applications via email will not be accepted). As aforementioned, a letter of support from your line manager is required. Incomplete applications will not be assessed by the panel.

Click here to apply for an Athenaeum Sabbatical Award

Checklist of attachments for your application:

- o Letter of support from line manager
- o Letter of support from external partners (if applicable)

You do not need to provide financial rationale alongside your application for Athenaeum Sabbatical proposals. If recommended for an award, then you will be asked to provide detail around costs.

What are the application deadlines?

Applications will open on **Monday 15th September 2025** and will be accepted **three times a year.** For the 2025-26 Academic Year, applications must be submitted before the following deadlines:

- **Monday 13 October 2025 at 17:00**
- **Monday 2 February 2026 at 17:00**
- **Monday 4 May 2026 at 17:00**

Applicants will be notified of a decision by email within six weeks of the application deadline.

Projects approved for funding should commence within 12 months of receiving notification of a successful application. In extreme circumstances, when no reasonable progress has been demonstrated, funding for the Athenaeum Sabbatical Award may be withdrawn.

What is the assessment process?

The Athenaeum Sabbatical Awards will be assessed by the Research Committee, who will meet three times during the academic year. The assessment process is competitive and subject to annual budgetary restrictions. However, the Committee is not obliged to recommend any awards for funding if the standard of applications is not considered sufficiently high.

Decisions will be made based on the overall merit of the project, the feasibility of the project, demonstration of project need, clear commitment of project partner, expertise of staff involved and clear link to the RCS Strategy 2030 and the Research and Ethical Practice supporting plan. If your proposal is engagement focused, it should clearly link to the KEIF – 5 Year Strategic Plan..

How do I address intellectual property

Please read the RCS Intellectual Property Policy. We ask that the Athenaeum Awards, and the Royal Conservatoire of Scotland is acknowledged on the work that you create or go on to create enabled through this seed funding.

What are the commitments if my project is funded?

A limited number of commitments are required to support your funding. Successful applicants will be required to:

- Ensure that the RCS Athenaeum Award Funding is acknowledged and credited on any output connected to the award - *this project has been supported by the Royal Conservatoire of Scotland's Athenaeum Awards*.
- Relinquish all your teaching and administrative duties through the duration of your Sabbatical, except by exceptional arrangement.
- Provide a final report for your project.
- Attend a final wrap-up interview with the Engagement Development Officer and Impact Officer for Research and Public Engagement.
- Set up a meeting with the Impact Officer for Research and Public Engagement at the beginning of your sabbatical to explore the impact potential.
- As part of your contract requirements, you will be asked to provide documentation (photographs, videos, etc.) from your project and submit to the Engagement team for future use in marketing and communications related to the activities of Research & Engagement at RCS.
- If you don't already have a PURE profile, you must create one and include your research, engagement activities, and Sabbatical Athenaeum Award. Link the award to your activities by adding a "+project" in PURE. Please contact Sarah Eckstein (s.eckstein@rcs.ac.uk), Engagement Development Assistant, should you require any assistance.

A template for reporting can be found here.

If you have any questions, please contact Gallia Young (Engagement Development Officer) at g.young@rcs.ac.uk.

ATHENAEUM SABBATICAL PROPOSAL

Criteria for an Athenaeum Sabbatical proposal

The application will be considered in relation to the following criteria:

- A clearly-defined research question;
- the applicant's expertise and readiness to undertake the work;
- the extent to which the proposal demonstrates clearly defined and disseminative objectives that must be outlined in the initial application;
- the extent to which, if appropriate, the proposal demonstrates potential for cultural, social, or economic impact in project dissemination to audiences beyond higher education;
- the extent to which, if appropriate, the proposal has artistic or social merit, commercial potential or potential to influence policy;
- the complementarity of the proposed research to the Conservatoire's Research and Ethical Practice Supporting Plan;
- the evidence that the project will demonstrate quality and enhance the reputation of both the staff member and the Royal Conservatoire of Scotland;
- the demonstration of a well-planned and prepared project and, if appropriate, with partnerships in place prior to application;
- the extent to which the project is documented or recorded in a way to enable dissemination of research outputs to the widest possible audience;
- the extent to which the timeline provided in the application is achievable and appropriate to the methods in the project;
- the potential relationship of their proposed research to the Conservatoire's future REF submission;
- confirmation that that applicant intends to apply for ethical approval from the RCS Ethics Committee.

These are the assessment criteria that the committee will use to assess your application:

Area of application	Weak	Moderate	Strong
Project outline *(600-word limit)*			
• Project objective(s)	Not clearly defined, do not appear achievable.	Adequately described, somewhat achievable.	Clear and achievable.
• Staff expertise	Not provided or insufficiently detailed.	Defined but more detail needed.	Well defined; highlights work completed so far and how it connects to the project.
• Research question	Poorly defined or not provided.	Sufficiently defined.	Question and parameters are clearly defined.

• Documentation/recordings and dissemination plans	Little/no information provided.	Some indication of documentation; some dissemination methods proposed but further detail needed.	Project will be documented/recorded in a way to enable dissemination to widest possible audience (where applicable).
• Project context	Poorly defined within RCS or wider environment. Gap in knowledge not adequately identified; little/no information to place work in a research context.	Defined but lacking in detail and specifics. Gap in knowledge identified but more information needed to place applicant's work within this context.	Context clearly defined within RCS and wider environment. Gap in knowledge clearly defined, applicant defines where research fits within existing literature.
Please provide a timeframe and description of your main activities/outputs *(300-word limit)*			
• Planning and preparation	Poorly planned and prepared.	Adequately planned and prepared.	Well planned and prepared.
• Activities/outputs	Activities/outputs are poorly stated	Activities/outputs are somewhat stated	Activities/outputs are clearly stated
• Timeline and methods	Timeline is not achievable, methods are not justified.	Timeline somewhat achievable but detail is lacking.	Timeline is achievable and appropriate to methods.
• Ethical approval (where the project requires it)	Does not indicate awareness that ethical approval is needed.	Acknowledges requirement but does not indicate knowledge of the timing/process.	Includes timeframe to apply for approval from RCS Ethics Committee.

Please explain why this project should be supported, how it fits with the relevant aims for Research and Engagement at RCS and describe the impact it will have both internally to the Conservatoire and externally *(300-word limit)*			
• Definition of outputs and objectives	No clear definition of outputs and objectives to demonstrate significance, originality and rigour.	More information is needed to define the outputs and objectives.	Outputs and objectives meet high standards of significance, originality and rigour.
• Link to RCS Research and Ethical Practice Supporting Plan and Engagement and	Little or no connection to institutional Research and Engagement supporting plans made.	Connection to institutional Research and Engagement supporting plans are made but more detail needed.	Relation to institutional Research and Engagement supporting plans are made clear.

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Creative Economy Action Plan (if applicable)			
• Positive impact on RCS and staff reputation	Does not make a strong case for impact.	Makes an adequate case for impact.	Makes a strong case for impact.
• REF submission	Little/no connection made between the research and a future REF submission.	Makes a vague connection between the project and future REF submission.	Clearly connect project to future REF Submission.
• Significance and reach of impact	Little or no evidence that the work will result in impact.	Some evidence of impact potential.	Strong evidence that work will have an impact of considerable reach and significance.
• Commercial, social or artistic potential and/or potential to influence policy (if applicable)	Little/no indication of potential.	Adequate outline of potential.	Strong outline of potential.
If your project will involve external partners or agencies, please state them here and the reasons for working with them (*400-word limit*)			
• Important/meaningful partnership, with commercial, social or artistic potential and/or potential to influence policy	Does not define why the partnership is important or meaningful; does not indicate any potential.	Briefly outlines importance/potential.	Clear indication why the partnership is meaningful and/or the potential of the partnership.
• Establishment of partnership	No evidence to indicate there is a partnership in place; no clear commitment to project from potential partners.	Has sought external partners but no clear commitment demonstrated.	External partners have demonstrated a clear commitment to the project, and letters of support included in the application.
Budget	Unclear – lacks specific details.	Adequately defined but may need clarification of figures if they have been estimated.	Clear, detailed and realistic, with written estimates from suppliers provided (if applicable), and any income from other sources clearly defined (including in-kind payments) with supporting letters (if applicable).

Impact in the Athenaeum Awards

The Athenaeum Awards are designed to support RCS staff to engage in new research and engagement activities, scale-up existing projects, and establish or consolidate external partnerships that can lead to quantifiable impact. Within the context of this funding scheme, the term 'impact' typically refers to a measurable benefit, change, or effect relating to society, culture, public policy or services, health, the economy, environment or quality of life. This can include mitigation of risk or harm but does not include academic impact[i]. Impact beneficiaries can be individuals, groups, audiences, organisations or constituencies; and impact can occur in any location – local, regional, national or international.

Please refer to the table below for some key examples of impact categories. Please note that this list is not exhaustive, the definition and development of impact will depend on individual projects or awards, and multiple categories of impact could be relevant.

Impact Categories		
Impacts on Creativity, Culture and Society *Impacts where the beneficiaries' behaviours, creative practices, rights, duties and other activity has been influenced*	Impacts on Public Policy, Law and Services *Impacts where the beneficiaries are usually government, non-governmental organisations (NGOs), charities and public sector organisations and society, through the implementation or non-implementation of policies, systems or reforms*	Impacts on Social Welfare *Impacts where the rights, duties, behaviours, opportunities, inclusion, and quality of life of beneficiaries has been influenced*
Impacts on the Environment *Impacts where the key beneficiaries are the natural, historical and/or built environment, together with*	Impacts on Understanding, Learning and Participation *Impacts where the understanding, participation or engagement of beneficiaries has been*	Impacts on Practitioners and Delivery of Professional Services, Enhanced performance or Ethical Practice *Impacts where beneficiaries may include organisations or*

societies, individuals or groups of individuals who benefit as a result	*enhanced as a result of research*	*individuals, including service users, involved in the development and/or delivery of professional services and ethics*
Impacts on the Health and Wellbeing of People, and Animal Welfare *Impacts where the health outcomes of beneficiaries (both human and animals) have been improved, quality of life has been enhanced (or potential harm mitigated), or rights or interests have been protected or advocated through the application of enhanced policy and practice for individuals or public health activities*	Impacts on Commerce and the Economy *Impacts where the beneficiaries may include businesses, either new or established, the NHS, private health and social care, agriculture or other types of organisations which undertake activity that may create wealth or lead to financial investment*	Impacts on Production *Impacts where increases in production, the development of a new product, waste reduction or management practises in production businesses have benefitted organisations, groups or individuals*

Impact is measured in terms of reach (how widely or extensively the impact was experienced by beneficiaries), and significance (the degree or depth of change achieved). Therefore, to evaluate the impact of a project or activity it is essential to gather impact measures – measurable indicators that quantify subsequent changes or benefits. Please refer to the table below for examples of impact measures that are typically relevant to impact within performing arts disciplines.

Impact Measures		
A testimonial from an external partner or policymaker, or group/ organisation describing the impact stemming from the Athenaeum Award	Audience/visitor/participant feedback (e.g. through surveys, interviews or focus groups) that demonstrates increased awareness, understanding, or a shift in opinions or attitudes	Publication and sales figures, audience or attendance figures, broadcasting data and other forms of media, download figures, or database and website hits to evidence increased uptake or engagement with a product, service, or performance

Evaluative reviews in the media (including online) or citations in reviews outside academic literature to evidence impact on society and culture	Public debate in the media or other fora that illustrates influence on the public and increased levels of understanding	Documented evidence of increased social inclusion (e.g. participation figures)
Reference to research or engagement in policy papers, debates, official guidelines, or training documentation	Measures of improved public services for example, to the quality, accessibility or cost-effectiveness of public services	Quantitative data relating, for example, to cost effectiveness or organisational performance (e.g. set design, use of digital technology in arts and culture)
Literature/web information from practitioners/professional services and advisers, including the research or engagement – e.g. best practise documentation, toolkits	Evidence of use of education materials arising from the research or engagement	Evidence of sustained engagement with campaign and pressure groups and other civil organisations (including membership and activities of those organisations and campaigns) to augment activity
Documented evidence of financial investment/funds committed to support a particular cause, concept or activity as a result of the Athenaeum Award		

For further information and support regarding impact, please consider contacting our Impact Officer for Research and Public Engagement (l.williams@rcs.ac.uk), or booking a slot at the upcoming Impact Clinics:

- Monday 29th September 2025
- Thursday 15th January 2026
- Wednesday 15th April 2026