



## GUIDANCE NOTES

## TERMS AND CONDITIONS

### BRAID FELLOWSHIPS CALL (2023)

Funded by the Arts and Humanities Research Council

#### Programme overview

Bridging Responsible AI Divides (BRAID) is an ambitious, multi-year national research programme funded by the Arts and Humanities Research Council (AHRC) and led by the University of Edinburgh, in partnership with the BBC and the Ada Lovelace Institute.

The programme is dedicated to integrating the full range of arts and humanities research more fully into the responsible AI ecosystem in the UK, as well as bridging the divides between academic, industry, policy, and regulatory work on responsible AI (RAI). [This UKRI blog post](#) on the importance of the arts and humanities to RAI, written by the BRAID Programme Directors Professors Ewa Luger and Shannon Vallor, contains a useful overview of the programme.

As part of the wider engagement strand, the BRAID fellowships are intended to support partnership and translation across different sectors within the AI ecosystem. The fellowships are structured so that researchers work directly with non-academic stakeholders (NASs) from industry, the third sector, and government, on current responsible AI challenges, with an aim to develop new insights, drive responsible innovation, and deliver impact in the field.

To meet this aim, BRAID will fund and support a cohort of collaborative fellows who, partnering with NASs will take us closer to realising a responsible AI ecosystem. There are two core modes of applying: you can either find your own NAS to collaborate with, or you can respond to one of the challenges set by the NASs already participating in the funding call. A full list of these NASs and details of their challenges can be found on our website [www.braiduk.org/fellowships](http://www.braiduk.org/fellowships). Stakeholders include:

- Ada Lovelace Institute
- BBC Research and Development
- Diverse AI
- Inter-IKEA
- Law Society of Scotland
- Microsoft Research
- National Galleries Scotland
- Scotland's Futures Forum



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## Who can apply

The BRAID fellowships are for researchers from any arts and humanities discipline who want to make a positive impact with non-academic stakeholders and join a network of colleagues looking to drive developments in responsible AI across the UK.

Before applying, applicants should check:

- [your proposal is suitable for AHRC funding](#);
- [the eligibility of your UK research organisation](#); and
- [your eligibility as an individual](#). See the [AHRC Research Funding Guide](#) for more information.

Funding will support the following **key objectives**:

- **Collaborative**: Delivered in partnership with at least one non-academic stakeholder.
- **Contribute to responsible AI research and innovation**: Broaden available research evidence on key issues/challenges within the ethics and responsible innovation agenda for AI.
- **Produce novel research & non-academic impact**: Produce novel research outputs with relevance and impact beyond the programme.
- **Build new partnerships**: Support the establishment of new multi-sectoral partnerships and networks.
- **Support new capabilities**: Support the development of new skills and capabilities.
- **Progress the ecosystem**: Take us closer to an Arts/Humanities-embedded AI ecosystem.

We have developed the following series of **overarching themes** to create coherence and purpose across the BRAID programme and delivery on our objectives. We ask that applicants address one or more of these themes in your proposals:

1. **AI for Humane Innovation**—integrating within AI research the humanistic perspectives that enable the personal, cultural, and political flourishing of human beings, by weaving historical, philosophical, literary and other humane arts into dialogue with AI communities of research, policy and practice.
2. **AI for Inspired Innovation**—infusing the AI ecosystem with more vibrant, imaginative and creative visions of responsible AI futures.
3. **AI for Equitable Innovation**—directing research and policy attention to the need to ensure that broader UK publics, particularly those marginalised within the digital economy, can expect more sustainable and equitable futures from AI development.
4. **AI for Resilient Innovation**—encouraging uplifting research, policy and practise to ensure AI ameliorates growing threats to global and national security, the rule of law, liberty, and social cohesion.

To receive funding, you will need to demonstrate that you are or will be employed by a UK research organisation eligible for AHRC funding for the duration of the research project.

Funding is available for research projects of **12 or 18 months** in length. 18-month projects must start on **1 May 2024** and 12-month projects on 1 November 2024, and all projects must complete by **30 November 2025**.

There are no eligibility rules based on whether you currently hold a permanent or open-ended academic position or job role. There is no requirement to appoint staff on a fixed-term basis. This is a matter for the employer to determine and is not related to eligibility for funding. It is the host organisation's responsibility to ensure that you have adequate time to work on your full submissions. **All** applications are to include a Letter of Support (LoS) from your research organisation. Templates can be found in the Documentation section on our [website](#).

You will also need to demonstrate that you have the support of a NAS so that, if your application is successful, collaborative agreements can be put in place between BRAID, your research organisation, and your nominated NAS to deliver the research project.

**Academic-led** applications are to include a LoS from the nominated NAS and the form for this is located in the Documentation section on our [website](#).

**Challenge-led** applications, on the other hand, do not need a LoS from the relevant NAS but still require a LoS from the relevant research organisation.

Please note that we use the term non-academic stakeholders (NAS) to refer to non-academic parties/organisations who have a demonstrable stake in the UK's AI ecosystem. This can include organisations from the public, private or third sectors. For example, you might seek to collaborate with a large multinational technology company developing AI, a community group concerned about the effects of AI on their learners, or even a creative entity whose work is subject to use as data by an AI system.

### **Scope of funding**

For projects to be eligible, the majority of research must lie within the arts and humanities—proposals that do not demonstrate that **at least 51%** of their research is based within the arts and humanities are not eligible for funding. Please see the full list of the AHRC's remit and disciplines from page 67 of the [AHRC Research Funding Guide](#). Further information about the Council's remit can also be found [here](#).

We have £2.4m in funding to award and are anticipating to fund around 20 projects. The Fellowships are not funded under fEC (Full Economic Cost) and the following costs are eligible:

- Fellows' salary, funded at 100%
- Travel and subsistence, funded at 100%
- Research related expenses, funded at 100%
- Accessibility costs, if applicable, funded at 100%
- Mentor salary, plus estates and indirects, if applicable, funded at 80%

N.B. Your research office will need to prepare the costing to attach to the application.

There is no limit to the amount of funding you can request under this scheme, but requests must be appropriate to the project and you must be able to justify the amount you need to meet the objectives of your proposal.

Research proposals may be built around a single project or a portfolio of smaller projects as required to meet your aims and deliverables.

### **Travel and other costs**

Your budget proposal will need to include costs necessary to enable a successful working relationship with your NAS. Alongside online working, this may need to involve travel costs to visit colleagues at your NAS from time to time during the project. You will need to be clear in your application how the relationship with your NAS will be managed in terms of what time you plan to spend in person with the stakeholder and how the collaboration will be managed remotely.

For **challenge-led** applications, our Expression of Interest process provides an important opportunity to share your approach and be put in touch with the relevant NAS to discuss any queries you might have.

You will also need to include in the budget proposal travel costs for one trip to Edinburgh to attend an enrichment event for the cohort. We will provide accommodation for one night to attend this event but other costs will need to be factored into your proposal. Should you require additional support to participate, for example costs relating to a disability or childcare requirements, please provide a brief description and include the cost under the heading of Accessibility Costs. Any responses to matters pertaining to accessibility or additional support will have no negative impact on your prospect for success at assessment stage.

All expenditure needs to align with your research organisation's sustainable travel policies. The University of Edinburgh's Sustainable Travel Policy, for example, can be found [here](#).

Please contact [braid@ed.ac.uk](mailto:braid@ed.ac.uk) with any queries you might have in relation to the budget proposal.

### **Time expectations and buyout**

In most cases, we expect most researchers to spend 100% of their working time (FTE) on the fellowship and all activities associated with it. However, we appreciate that under certain circumstances this may not be possible and that researchers at different stages of their career have different time commitments and pressures. To accommodate this, a minimum time commitment of 30% FTE will be allowed in circumstances that warrant the reduction.

Where your career will benefit from engaging in non-fellowship activities, such as ongoing work commitments, or if your career would be put at a disadvantage by not being able to maintain such commitments, fellows may request to undertake the fellowship on a "reduced hours" basis. Bear in mind that the fellowship must be completed by November 2025, and that costs (including salary) arising from any working time spent on other commitments cannot be claimed as part of the fellowship.

Please email [braid@ed.ac.uk](mailto:braid@ed.ac.uk) if you would like to discuss these arrangements prior to submission.

### **Early career researchers, mentoring and support**

We encourage applications from early career researchers [as broadly defined by the AHRC](#)—with permission from your line manager and provided your post outlasts the project. You will either

need to hold a doctorate by the time of taking up the fellowship (and this includes applicants who have submitted a doctoral thesis for viva voce examination before applications close on 4 December 2023) or have equivalent professional training and experience.

Appropriate support and mentoring will need to be put in place to ensure that professional and career development opportunities can be realised. Early career researchers will need to engage a mentor at your research organisation to support your fellowship journey. This mentor can be included in the resources and cost justification section of the application form. For mentoring costs, an hour per month of the mentor's time can be built into the budget as a DA cost and associated estates and indirects can be charged also. Your institution may provide additional mentoring support alongside other forms of leadership or career development support for early career applicants. Applicants at other stages of their career can also include mentorship in the application if you feel it would support the project and benefit delivery of the proposed work.

We will also provide monthly cohort support meetings and other collegiate activities to help you in your fellowship journey and to build a community around the programme and in the field of responsible AI. Please email [braid@ed.ac.uk](mailto:braid@ed.ac.uk) if you would like to discuss your needs.

### **Equality, diversity and inclusion**

This funding call is committed to equality of opportunity for all eligible applications and seeks to locate and amplify under-represented voices and perspectives on responsible AI. We are committed to equality, diversity and inclusion, and both the AHRC and the University of Edinburgh have a long-standing commitment to equality, diversity and inclusion and to promoting a positive culture, which celebrates difference, challenges prejudice and ensures fairness. We welcome applications from research-active staff at all career stages and particularly encourage applications from marginalised and under-represented groups and from diverse subject areas.

We support people to work in a way that suits their personal circumstances. This includes:

- career breaks;
- support for people with caring responsibilities;
- flexible working; and
- alternative working patterns.

You can find more information about equality, diversity and inclusion at the UKRI by visiting [this site](#) and at the University of Edinburgh by visiting [this site](#). Applicants are also encouraged to email [braid@ed.ac.uk](mailto:braid@ed.ac.uk) to discuss your needs.

### **How to apply**

We are looking to fund projects that create impact and strengthen engagement between arts and humanities researchers and industry, the third sector and government, to address current responsible AI research and innovation challenges and build a more robust responsible AI ecosystem.

Applicants can either find your own non-academic stakeholder to support your application or respond to one of the challenges set by the NASs participating in the funding call. These are the two core models for applying and have been developed to improve access to the funding opportunity and help us to engage with a diverse range of researchers at different career stages.

## Two core models for applying

1. **Challenge-led model:** Under this model, participating NASs have presented for BRAID a series of core responsible AI research and innovation challenges that they face. The challenges are published at on our website [here](#). Applicants may choose to respond to one of these challenges, setting out your approach to answering the challenge and the methodologies you intend to use. If successful, we will invite you to partner with the NAS to deliver the research project.
2. **Academic-led model:** This model takes a more traditional academic format, where applicants identify your own core responsible AI research and innovation challenge and secure the support of your own NAS. If successful, we will invite you to partner with the NAS to deliver the research project.

## Aims, key objectives and overarching themes

While ‘Responsible AI’ is recognised by many as a laudable and necessary aim alongside effective regulation, its meaning in AI development, use and governance remains contested and unclear, beyond high-level appeals to ethical principles such as accountability, transparency, safety, justice or trustworthiness. Clarifying and demonstrating the full potential of responsible AI research and practices requires more than top-down principles; it requires bottom-up evidence grounded in concrete contexts of AI development and application.

Proposals must clearly speak to this aim for evidential groundwork and consider at least three of the following items:

- the potential for adoption and translation of existing responsible AI research, tools and practices into the project’s particular context (for example, algorithmic audits, impact assessments, red-teaming exercises, model cards, ethics review boards)
- the potential for new responsible AI knowledge, tools or practices to be developed in the context of the project, or adapted for this AI context from other domains or histories
- the barriers, opportunities and incentives to responsible AI in this context
- the network of actors, stakeholders, powers and interests in this context
- achievable goals and action-guiding criteria for responsible AI in this context

Successful proposals will also:

- integrate knowledge and practices from the arts and humanities into any appropriate research methods for achieving their goals and objectives;
- meet the **key objectives** and address one or more of the **overarching themes** outlined in the above section entitled “Who Can Apply”; and
- demonstrate a commitment to public engagement and outreach, which we consider to be an important aspect of building a more robust responsible AI ecosystem in the UK.

In your application, you must clearly demonstrate:

- Broad knowledge of the area of interest and a compelling vision for the excellence and importance of your research project;
- Your own original and ambitious plans and ideas; and

- Alignment between the research proposal and the matters outlined above.

Applicants must outline a clear vision for how the work proposed will deliver a sustainable legacy beyond the funding period. You are encouraged to consider your career development and support needs, including mentoring and professional training and development, and relevant training courses that will underpin your future career ambitions and learning. We encourage inclusion of a clear programme of skills development in the application so that we are aware of your goals and can support your needs in accordance with the principles of the [Concordat to Support the Career Development of Researchers](#) and the [Technician Commitment](#).

## **Working arrangements**

To enabling meaning and successful collaboration, we ask non-academic stakeholders that participate in the fellowships to commit to supporting you by providing a series of standard commitments:

- a commitment to work with you to refine your project plan and agree on shared goals and outcomes, and suitable working arrangements;
- an onboarding process to introduce you to the stakeholder and connect you with relevant people and contexts;
- a key point of contact for you to engage with throughout the programme with a time commitment of at least 0.1 FTE—with additional contributions and support being welcome;
- office space and access to IT facilities as appropriate, with opportunities to meet on site when needed alongside online working arrangements; and
- a collaborative and supportive environment.

If your application includes an international NAS, the site [Trusted Research](#) contains useful information on effective international collaboration.

Applicants will also be invited to join monthly online cohort support meetings and other collegiate activities provided by the BRAID team to help build networks and collaborations across the cohort and the wider BRAID programme. As part of this engagement strand, you may be required to attend meetings, events and other joint activities at the reasonable request of BRAID, where such activities are held across the cohort of individuals awarded fellowships funded under this scheme in order to share experiences, best practice, wider public engagement activities, and research impacts and outputs. This will include one major event where BRAID will host the entire fellowship cohort for a day of sharing insights, making connections and providing opportunities to collectively reflect on the state of the UK's responsible AI ecosystem. This will be complemented by a further virtual enrichment event, as well as opportunities to promote your work via BRAID.

## **Intellectual Property arrangements**

We want to ensure that everyone's IP is protected and, where appropriate, that research funded under this call can in time be appropriately commercialised, while at the same time expecting IP arising from the fellowships to be made available in the public domain under free license for research and teaching purposes. Parties to successful applications will always retain their background IP—the assets and data they bring to the research project, not including things like open-source data sets. IP created by you during the fellowship will usually rest with your HEI in the usual manner and as publicly funded research outputs. Alongside the publication of research papers, you and your NAS may also work collaboratively on shared outputs that create direct impact on the

field of responsible AI and in the contexts in which the project operates. Appropriate collaborative agreements should be put in place by your HEI in negotiation with your NAS prior to the commencement of the fellowship to enable this work. Please email [braid@ed.ac.uk](mailto:braid@ed.ac.uk) if you have any IP queries.

Where appropriate and after the fellowship has ended, you, through your host academic organisation's commercialisation team, may seek to extend work with your NAS to develop bespoke or commercial solutions that build on the project outcomes. Specific arrangements for managing IP would need to be put in place for any future projects, and we seek to encourage and promote such developments. We want to encourage and assist researchers to build networks across the private, public and third sectors, and foster opportunities for follow on funding and future associations between our cohort and their contacts.

## **Research integrity and responsible innovation**

[Ethical research and innovation](#), [research integrity](#) and [responsible innovation](#) are all expected to be core considerations for all proposals. We encourage you to look at the [Good research resource hub](#) and the [framework for responsible research and innovation](#) published by UKRI in this regard.

By submitting an application, applicants confirm that they are aware of and comply with the appropriate legislation, regulations and ethics guidelines. This includes but is not limited to: ensuring appropriate ethics are applied and approvals sought from your research organisation; proactive safeguarding through adoption and compliance with safety and security measures, practices and legislation; performing appropriate due diligence on any external project partners; appropriately embedding your research organisation's equality, diversity and inclusion principles in interactions with research subjects and stakeholders; and, appropriately embedding sustainability principles in line with the research organisation's sustainability policy including travel guidelines.

Applicants must demonstrate in their application how they ensure the alignment of intended impact with societal benefit and public interest. We are committed to using research to achieve beneficial impacts for, and with, society. These impacts should be socially desirable and in the public interest, while also accounting for potential impacts on environmental sustainability and social justice.

Responsible innovation should be considered and embedded in proposals from earliest possible stages as well as throughout the lifetime of a project. Applicants are encouraged to consider the future directions of the proposed project, anticipating the potential and plausible societal consequences, and regularly reflect on assumptions, integrate diverse sources of knowledge into strategic decision making, and consider alternative processes to remain responsive as the understanding of impacts develops. Projects can engage end-users to understand needs and realise impact to the benefit of society, including effective management and ethical commercialisation of IP. Applicants should consider the perspectives of stakeholders and end-users, engaging with them as appropriate, to ensure a broad understanding of how desirable different impacts will be for different public and stakeholder groups.

## **Application to Award Process**

The application process aims to give applicants the opportunity to refine concepts and ideas into fundable research projects that, if successful, will be delivered in collaboration with NASs.



## Applications:

Researchers can submit one application only. **The funding call opens on Friday 29 September 2023 and closes at 10am GMT on Monday, 4 December 2023.** You will not be able to apply after this time.

Before submitting your application

1. You should consider opportunities to attend information sessions, review these Guidance Notes and any additional information on our website, gain the support of an NAS (if your application is academic-led), secure the support of your research organisation, and have their research office work on your costings.
2. To improve chances of submitting a successful application, you are to submit an **Expression of Interest** form at the earliest opportunity and before the following dates:
  - (a) Challenge-led Expressions of Interest are to be submitted online by 6 November 2023. They contain:
    - (i) a sentence or two about your approach to the challenge so that we may check eligibility and alignment in principle between your approach and the NAS;
    - (ii) details of any specific organisational resources e.g. data, that the project will require or rely on access to so that we can check any feasibility queries with the NAS; and
    - (iii) any queries you might have in terms of working arrangements or visiting the NAS, to assist with preparing the budget proposals.

Where needed, we will put you in contact with the relevant NAS directly to explore matters raised and where relevant and helpful to other applicants, general outcomes from these discussions may be posted on our Q&A website.

- (b) Academic-led Expressions of Interest are to be submitted online by 20 November 2023 and contain:
  - (i) a sentence or two about your research proposal and the methodologies you intend to use to check eligibility in principle;
  - (ii) the name of your nominated NAS; and
  - (iii) any queries you might have in terms of preparing budget proposals.

Templates for the Expressions of Interest are available in the Documentation section of the website.

We will hold a Webinar on 4 October 2023 and an Information Evening on 13 October 2023 and recordings will be made available online. Please see our [website](#) for further details.

All pre-submission processes, including Expressions of Interest and attendance at Information Sessions, do not form part of the assessment process and are instead intended to support the preparation of applications by, for instance, enabling challenge-led applicants to reach out to

participating NASs to discuss working arrangements and budget proposals, and enable us to plan for the review process in the lead up to the New Year period.

### **Post-submission process**

Following an office check stage to ensure each application meets eligibility and funding opportunity requirements, a selection panel of subject and sector specialists will be put in place, with input from the AHRC and the University of Edinburgh. The panel will convene in mid-February 2024 to collectively review your application against the criteria and rank it alongside other applications. In the case of applications under the challenge-led model, the participating NASs will join a second phase of selection that will involve the interviewing of shortlisted applicants.

To support the programme's aims to generate a more robust and innovative field of responsible AI research, we reserve the right to use the funding recommendations to create a balanced portfolio of projects across the ecosystem, considering the diversity of disciplines, backgrounds, and researchers, research themes and objectives, and geographies in that process.

Please note that the decisions of the BRAID Review Panel will not be open to appeal and the University reserves the right to amend the application process.

Outcomes will be communicated in late-February 2024 and successful applicants will be invited to enter contracts between your research organisation and the relevant NASs before the project commences. The contract will outline respective rights and responsibilities. While participating NASs are championing the fellowships scheme, these organisations reserve the right not to enter into collaboration agreements where the parties cannot agree on shared goals and outputs or where issues surrounding access to data and IP arrangements prove unworkable. Where this occurs, we will work with successful applicants to find a suitable replacement organisation to ensure that the fellowship can proceed.

18-month fellowships are to begin on 1 May 2024 and 12-month fellowships on 1 November 2024.

### **Reporting**

Some reporting will be required for projects funded through this programme (proportionate to award size). The details around this will be confirmed to successful applicants.

### **Privacy and data protection:**

We will need to collect some personal information to manage the application process and the registration of your funding applications. We are using this information because by applying you initiate steps to have your research proposal considered for funding and if awarded, personal information will be used to enter into a contract with the University. For successful applications, we will hold the personal data you provide to us for as long as the AHRC requires us to. Unsuccessful applications will be kept for 2 years from the closing date of 13 November 2023. We do not use profiling or automated decision-making processes.

Successful projects will be required to work with BRAID's Programme Directors, who will:

- connect the funded projects with each other as appropriate;
- enable access to the programme's network and activities; and

- provide funded applicants with opportunities for networking.

The following details of the successful projects may be shared with the wider BRAID network for the above purposes:

- project name and contact email;
- fellow's name and contact email;
- a contact name and email for the non-academic stakeholder; and
- case for support.

### **How we will use your personal data**

Your personal data will be handled in line with UK data protection legislation and managed securely, in accordance with [the University of Edinburgh's data protection policy](#).

### **Completing the application**

The application process is strictly confidential between the applicants and the funding panel and the relevant NAS for challenge-led applications to prevent the disclosure of unprotected concepts. The IP or ideas that are contained in your proposals remain yours and will be used for assessment purposes only.

We must receive your application by 10am GMT time on Monday, 4 December 2023. You will not be able to apply after this time.

For help on writing your application, please contact your research office, who will also need to prepare the costings that you are to attach to the application form. Please ensure that you are aware of and follow any internal institutional deadlines that may be in place to afford sufficient time for the office to provide such support.

You will need to complete all sections of the application form to apply for the BRAID Fellowships. Please ensure that everything is completed in plain English. We strongly recommend that you read the guidance and assessment criteria before completing the form.

We will need to collect some personal information to register and manage your funding application. We will handle personal data in line with UK data protection legislation and manage it securely as set out in these Guidance Notes. If your application is successful, information from section 1 such as your summary proposal may be published on the BRAID website.

### **Completing the application form**

The application form is an online form available via the application portal on our [website](#). In the Documentation section of the website you will also find an offline version of the form to work on prior to submission.

The form is divided into 8 sections. Sections 1 – 4 can be answered directly into the text boxes provided on the online form. You can save your answers and come back to them. However, we recommend working on the offline form in the first instance and copying and pasting your answers to these sections into the online form when you come to submit your application. Sections 4 – 8 are a set of attachments that are to be uploaded as PDF files. There is a section in the online form for uploading these attachments.

## Section Guidance

### Section 1: Project Summary

Please use Section 1 to adequately yet succinctly summarise your project, establishing the relevant context and explaining the scope of the challenge your project will seek to address. Ensure that the project is explained in terms which would be intelligible to the public. The project summary may be sent to potential reviewers to determine if your proposal is within their field of expertise. The summary may also be made publicly available on our website, so ensuring it can be understood by a variety of readers is important, including opinion-formers, policymakers, the general public, and the wider research community.

In Section 1.1 explore your approach and methodologies, aims and objectives, and potential impact and benefits. Section 1.2 provides an area for you to complete basic information like your proposed start and end date for the fellowship and the total costings obtained from your research office. In Section 1.3 we ask that you explain how your proposal aligns with the BRAID fellowships' aims, key objectives and overarching themes. Please refer to the "How to apply" section of this Guidance Note for an outline of these considerations.

### Section 2: Applicant Details

In this section you should provide relevant party details about yourself and your project. In section 2.1, please identify yourself, your job title, and your research organisation. n.b. A Letter of Support from your research organisation must be attached to the application form.

In sections 2.2-2.4, please provide details of any mentorship arrangements you have put in place and additional support needs that you have. Information on mentoring is available on [here](#). See also the Early Career Researchers, Mentoring and Support, as well as the Equality, Diversity and Inclusion sections of this Guidance Note.

Section 2.5 is where you identify your non-academic stakeholder. Section 2.5A is for Academic-Led applications and Section 2.5B is for Challenge-led applications.

### Section 3: Responsible AI Challenge

This section should be used to further elaborate on the summary provided in Section 1. Unlike section 1, it is not intended for public consumption. However, we encourage you to continue to provide your answers in plain English. In this section, please ensure you:

- in Section 3.1, address why your proposal is relevant and important to the wider responsible AI ecosystem. Illustrate that you are aware of the wider ecosystem around this issue (such as other researchers/projects in the same or similar areas & the UK policy & industry landscape surrounding the challenge). Demonstrate that you understand the gaps in how this challenge is presently being addressed, and how your project/methodologies/contributions/impact will make a novel or innovative step towards addressing the challenge.
- outline in detail the key objectives of your project in section 3.2.
- list primary keywords/themes/strategic areas that best describe your areas of interest in section 3.3. This list is intended to help us locate suitable reviewers for the application.

- focus on the beneficiaries of your research in section 3.4. Outline who will benefit from your research and in what ways. Your answer should consider members of the public or certain groups of people in society, your non-academic stakeholder, and also how you yourself will benefit from the project in terms of career progression.
- in section 3.5 address the collaborative nature of the fellowships and how you intend to manage your relationship with your NAS. For Challenge-led applicants, the Expression of Interest process provides an avenue for you to raise queries directly with your NAS about things like access to resources and working arrangements that may help you when completing this section and your budget proposals.

#### **Section 4: Intellectual Property (IP), data management, and public engagement**

In this section we are looking to see if projects are viable and manageable in terms of:

- you having access to the resources needed to complete the project. In section 4.1 please outline any IP requirements for your project and confirm whether necessary data is available or otherwise will be accessible by you on reasonable terms;
- how you intend to manage and share data collected and acquired through your proposed research (section 4.2). Please refer to the Data Management section of this guidance note. Here we are wanting to know how you will comply with the UKRI's [Data Sharing Policy](#), which contains useful guidance on this; and
- outlining if any new IP is expected to be produced (section 4.3).

Lastly, it is important to BRAID that our researchers commit to engagement and outreach wherever possible. Our aims for the programme involve engaging various beneficiaries on current responsible AI challenges in order to build a more robust responsible AI ecosystem in the UK. Section 4.4 provides an opportunity for you to demonstrate how your project will help us achieve this goal.

**As detailed above, answers to sections 1 to 4 are to be entered into the online application form in the fields provided. The remaining sections of the form are to be uploaded as PDF files and there is a section on the online form for uploading these documents.**

#### **Section 5: Summary of Funds Requested**

Please complete the summary table with high-level costs only, not a breakdown of individual items. This information is to come from the costings provided by your research office, which also need to be uploaded on the online form as an attachment. Applications without a cost breakdown from your research office will not be considered for funding.

#### **Section 6: Justification of Resources**

Use this section to detail what resources you will require to carry out your proposed research and how much each resource will cost. All funds requested should be:

- comprehensive, appropriate, and justified;
- represent the optimal use of resources to achieve intended outcomes; and
- maximise potential outcomes and impact.

For some items, we do not expect you to justify the monetary value but rather the type of resource, such as the amount of time or type of assistance requested. Where you do not

provide adequate justification for a resource, we may deduct it from any funding awarded. You should include the following indicative items:

- travel and subsistence costs to enable collaboration with your NAS;
- expenses related to research activities and responsible innovation: including support for activities to increase impact, public engagement, knowledge exchange and publications; and
- support needs such as accessibility and mentorship costs.

This section should be no longer than **2 x A4 pages using 11p Calibri font**. It is to be uploaded as a PDF file using the online form.

### **Section 7: Case for Support**

This section allows you to elaborate on the project in significant detail and we hope you will illustrate many of the practicalities of running the project. As with Section 6, this section is to be uploaded as a PDF file using the online form. It should be no longer than **6 x A4 pages using 11p Calibri font**.

Section 7.1 is an opportunity to outline what you hope to achieve through the proposed research. We are looking to see that your research proposal:

- is of excellent quality and importance;
- has the potential to advance current understanding, generate new knowledge, thinking or discovery;
- is timely given current trends, context and needs;
- impacts world-leading research, society, the economy or the environment; and
- informs future research or interventions in the space of responsible AI.

We are also looking to know why your NAS is an ideal collaborator to co-deliver the project.

Sections 7.2 and 7.3 provides a space to outline in detail the key methodologies and approaches you will take to deliver your research. How are you going to deliver your proposed work? We are looking here to see that the project is designed so that it:

- is effective and appropriate to achieve your objectives and that it is feasible
- uses clear and transparent methodology
- maximises translation of outputs into outcomes and impacts
- describes how your research environment and working arrangements with your NAS (in terms of place, location and relevance) will contribute to the success of the work.

In section 7.4, we ask that you outline why you are best placed to deliver the project. Show how you have the relevant experience, the right balance of skills and expertise to conduct the research, appropriate leadership and management skills to take on a collaborative project like this, and how you can contribute to developing a positive research environment, including with the wider fellowship cohort and BRAID programme.

Section 7.5 is your opportunity to explain how your approach comprehensively identifies any risks to progress and delivery of the research and how they will be managed to ensure progression and the achievement of your objectives. Explain the working arrangements that you intend to put in place with your NAS to manage the project in terms of site visits and regular working patterns. What measures will you adopt to monitor and proactively manage

the project e.g., regular project meetings that bring key colleagues together to report on progress and identify and mitigate risks. Lastly, are all resources needed for the project available or accessible on reasonable terms?

Sections 7.6 and 7.7 consider the sustainability of your research impacts after the award and asks you to outline any anticipated routes to continued impact. How do you envisage your relationship with the NAS continuing after the project and how does the project fit into your career intentions and goals. Are there sources of subsequent funding or potential partners available to you? What criteria will need to be met to access these funds/partnerships and how will the planned programme of work help to meet those criteria?

In section 7.7 we ask that you focus on what success for the project looks like and what its impact legacy will be. How will the project engage the responsible AI ecosystem and relevant individuals and groups in society? How will the project actively support the development of a responsible AI ecosystem within context of arts and humanities research, your collaborative setting, and relevant private, public or third sectors.

Section 7.8 provides an opportunity for you to reflect on the ethical or responsible research and innovation considerations for the project and how you will manage them. This includes any implications for equality, diversity and inclusion that are relevant to the project. If you are collecting data, you should identify any legal and ethical considerations involved and formal information standards with which your research will be compliant. We are looking to see that the research will be carried out in an ethical and responsible manner. Please refer here to section headed “Research integrity and responsible innovation” in the Guidance Notes.

Section 7.9 is for your reference list of sources that you have cited or consulted in the development of your case for support.

## **Section 8:**

This section serves as a reminder to submit all the required attachments to support your application. Please note that your Narrative CV can make use of the Resume for Research and Innovation (R4RI) narrative CV template found [here](#).

**Letter of support from your Research Organisation**—This letter should include a clear statement of support from your research organisation detailing why the proposed work is needed. We are looking for a strong statement of commitment. Included in the letter must be a significant person’s name and their position as well as contact details. A template for this letter is provided in the Documentation section of our website.

**Letter of support from your Non-Academic Stakeholder (for academic-led applications only)**—This letter should confirm the stakeholder’s commitment to the project, clearly explaining the value, relevance and possible benefits of working together, and describe any additional value that they bring to the project. A template for this letter is provided in the Documentation section of our website. Included in the template is a list of minimum commitments that we consider necessary for any meaningful collaboration, including the appointment of a key research contact with a commitment of at least 0.1 FTE to the project. Please note that formal collaboration agreements will be put in place if an award is made.

## Reporting post award

**Milestone and Responsible Innovation Review Meetings**—Each project is to include milestone review meetings, coinciding with project milestones and one Responsible Innovation (RI) peer learning session. The review meetings will be attended by you, the NAS and members of the BRAID team. At these milestone review meetings, you will be expected to disclose data supporting milestone progression and relevant RI considerations in addition to spending totals to date. The BRAID programme team will confirm milestone progression. The RI peer learning session will include a presentation of the approach and relevant RI considerations for the other award holders in the cohort and will be required for milestone progression.

**Early termination of a project**—We reserve the right to terminate projects that have not made sufficient progress, have failed or are judged unlikely to achieve milestones. The decision to terminate a project will only be taken following a full discussion between the BRAID's programme team and the relevant parties. In the event of a project being terminated early there is an expectation that unspent funds will be returned to the BRAID fund for reallocation in a timely fashion.

**Final Review Meeting**—Within 1 month of the project concluding you will be expected to have a final review meeting attended by the BRAID programme team. You will be expected to disclose data supporting the project outcomes in addition to spending totals. Shortly thereafter you are expected to submit a Final Report summarising the data supporting milestone achievement and project outcomes.

**Annual Reporting**—In keeping with the BRAID programme objectives to build and nurture the development of responsible AI research infrastructure and create a collegiate network of responsible AI researchers, we will expect you to provide project updates when requested and provide data on outcomes annually for up to 5 years after the award has completed. Failure to provide timely reports goes against the ambitions of the programme and would result in you being prejudiced from submitting applications to future programmes.

## Data Management

As data generated during the lifetime of a research project may be required to support future funding applications, IP, legal agreements, regulatory applications or commercial due diligence, it is important to ensure implementation of good data management practices. You are responsible for ensuring consistency and quality in data capture, storage, management and protection in adherence to your research organisation and UKRI policy. We want to know how you will comply with the UKRI's [Data Sharing Policy](#), which contains useful guidance. Further information and advice can be obtained through your research organisation. For example, see the University of Edinburgh's [Research Data Service](#) and the [University Research Data Management Policy](#).

## Governance

The BRAID Review Panel has academic and external representation drawn from the University of Edinburgh and the AHRC.



Please complete the online application form and upload your PDFs attachments at [braiduk.org/fellowships](https://braiduk.org/fellowships)

**The deadline for applications is 10am GMT on Monday, 4 December 2023**

You will receive notification that your application has been received.

If you require this document in an alternative format, such as large print or a coloured background, please email us at [braid@ed.ac.uk](mailto:braid@ed.ac.uk).

## Assessment Criteria

The BRAID Review Panel will consider outline applications against the following criteria:

**Vision**—Have the applicants demonstrated how the work they are proposing:

- integrates arts and humanities research into the given context
- meets the aims, key objectives and overarching themes of BRAID
- makes the case for why their NAS is an appropriate partner (for academic-led applications) or why the project is a good fit to address the challenge posed by the NAS participating in the call (for challenge-led applications).
- is of excellent quality and importance within or beyond the fields or areas
- has the potential to advance current understanding, generates new knowledge, thinking or discovery within or beyond the field or area
- is timely given current trends, context and needs
- will impact world-leading research, society, the economy or the environment
- informs future research or interventions in the space of responsible AI

**Approach**—Have the applicants demonstrated that they have designed their approach so that it:

- is effective and appropriate to achieve their objectives
- describes how their research environment (in terms of the place, its location and relevance to the project) will contribute to the success of the proposed work, including how the proposal aligns to the context of their NAS and suits the collaboration
- is feasible and comprehensively identifies any risks to delivery and how they will be managed
- if applicable, uses a clear and transparent methodology
- if applicable, summarises previous work and describes how it will be built upon and progressed
- will maximise translation of outputs into relevant outcomes and impacts

**Capability to Deliver**—Have the applicants provided evidence of how they have:

- the relevant experience (appropriate to career stage) to deliver the proposed work
- the right balance of skills and expertise to cover the proposed work
- have an appropriate NAS partner organisation that has aligning values, capability and expertise to support the fellowship (academic led only)
- the appropriate leadership and management skills to deliver the work and their approach to develop others
- contributed to developing a positive research environment and wider community

**Resources and Cost Justification**—Have the applicants demonstrated how the resources they anticipate needing for their proposed work:

- are comprehensive, appropriate, and justified
- represent the optimal use of resources to achieve the intended outcomes
- maximise potential outcomes and impacts

**Ethics and Responsible Research and Innovation (RRI)**—Have the applicants identified and evaluated:

- the relevant ethical or responsible research and innovation considerations and how they will be managed
- the relevant equality, diversity and inclusion (EDI) considerations and how they will be managed