**Impact case study template ‘Valorisatie’ prijs**

This template follows the role model developed by the Research Excellence Framework (REF) (examples can be found at: <http://results.ref.ac.uk/>).

**Format**

1. Completed case studies must be submitted as PDF documents. PDF documents must be accessible to screen reading technology (rather than scanned documents). They must meet the following formatting requirements:

• Garamond font, 12 point (minimum)

• Single line spacing (minimum)

• 2 cm margins (minimum)

2. A case study should have no more than **four pages**, including all references, following the rules of the British REF. Within the annotated template below, indicative guidance is provided about the expected maximum length limit of each section, but researchers have flexibility to exceed these for a section (in that case, they are expected to write less in another section, bearing in mind the overall length of the document).

3. Completed templates may include formatting (bold or underlined text, headings, lists, and so on), tables and non-text content, so long as the guidance on maximum page limits and on minimum font size, line spacing and margin widths are adhered to.

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| **Title of case study:** |
| 1. **Summary of the impact** (indicative maximum 100 words)  This section should briefly state what specific impact is described in the case study. |
| 2. **Underpinning research** (indicative maximum 500 words)  This section should outline the key research insights or findings that underpinned the impact, and provide details of what research was undertaken, when, and by whom. References to specific research outputs that embody the research described in this section, and evidence of its quality, should be provided in the next section.  Details of the following should be provided in this section:  • The nature of the research insights or findings which relate to the impact claimed in the case study.  • An outline of what the underpinning research produced by the submitted unit was (this may relate to one or more research outputs, projects or programmes).  • Dates of when it was carried out.  • Names of the key researchers and what positions they held at the institution at the time of the research (if researchers joined or left FASoS during this time, these dates must also be stated).  • Any relevant key contextual information about this area of research. |
| 3. **References to the research** (indicative maximum of six references)  This section should provide references to **key** outputs from the research described in the previous section, and evidence about the quality of the research.  Include the following details for each cited output:  • Author(s)  • Title  • Year of publication  • Type of output and other relevant details required to identify the output (for example journal title and issue)  • Details to enable access to the output, if required (for example, a DOI or URL), or stating that the output is listed in Pure  All FASoS output cited in this section must be listed in Pure.  Evidence of the quality of the research used for this case study must also be provided in this section. In case the research was part of a grant, the following information should be provided:  • Who the grant was awarded to  • The grant title  • Sponsor  • Period of the grant (with dates)  • Value of the grant |
| 4. **Details of the impact** (indicative maximum 750 words)  This section should provide a narrative, with supporting evidence, to explain:  • how the research underpinned (made a distinct and material contribution to) the impact  • the nature and extent of the impact  The following should be provided:  • A clear explanation of the process or means through which the research led to, underpinned or made a contribution to the impact (for example, how it was disseminated, how it came to influence users or beneficiaries, or how it came to be exploited, taken up or applied).  • Where the submitted unit’s research was part of a wider body of research that contributed to the impact (for example, where there has been research collaboration with other institutions), the case study should specify the particular contribution of the submitted unit’s research and acknowledge other key research contributions.  • Details of the beneficiaries – who or what community, constituency or organisation has benefitted, been affected or impacted on.  • Details of the nature of the impact – how they have benefitted, been affected or impacted on.  • Evidence or indicators of the extent of the impact described, as appropriate to the case being made.  • Dates of when these impacts occurred. |
| 5. **Sources to corroborate the impact** (indicative maximum of 10 references)  This section should list sources external to FASoS that could provide corroboration of specific claims made in the case study.  This section should also list sufficient sources that could corroborate key claims made about the impact of the unit’s research. These could include, as appropriate to the case study, the following external sources of corroboration (stating which claim each source provides corroboration for):  • Reports, reviews, web links or other documented sources of information in the public domain.  • Confidential reports or documents (if listed, these must be made available by).  • Individual users/beneficiaries who could be contacted to corroborate claims.\*  • Factual statements by key users/beneficiaries, that corroborate specific claims made in the case study.\* |
| **6. Short motivation** (2 lines)  This section should provide a short statement on how you plan to spend the money (for example ‘use for a workshop including non-academic partners with a clear “valorisatie” dimension). |