**University of Surrey ESRC IAA Application form**

SECTION ONE – Project Information:

1. PI details:

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| --- | --- |
| **PI Name** |  |
| **Position** |  |
| **School/Dept and Faculty** |  |

1. Internal Co-I details (repeat line for all Co-Is):

|  |  |  |
| --- | --- | --- |
| **Internal CO-I name** | **Position** | **School/Dept and Faculty** |
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1. Project title:

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1. Which scheme are you applying for? Select one:

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| --- | --- |
| **Impact Generation Fund (IGF) up to £20,000** |  |
| **Impact Exploration Fund (IEF) up to £4,000** |  |
| **Doesn’t fit either of the above categories** |  |

(\*If you wish to make an application to the Rapid Response (RR) fund, please contact the ESRC IAA team for the appropriate template.)

1. External partners – non-academic:
   1. Contact details (repeat line for all external partners):

|  |  |  |  |
| --- | --- | --- | --- |
| **External Partner name** | **Position** | **Organisation** | **Email address** |
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* 1. Please provide brief details of any previous activity undertaken between UoS and these partners, including dates:

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1. External collaborators – academic (repeat line for all external academic collaborators):

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| --- | --- | --- | --- |
| **External Academic name** | **Position** | **Organisation** | **Email address** |
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1. Is PI on an FTC – Y/N?
2. If yes, please outline current contractual status/end of contract date, and who will be responsible for project outcomes if the PI leaves Surrey before project completion, or write ‘not applicable’.

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1. Total award value requested: £\_\_\_\_\_\_\_\_
2. Project duration (in months): \_\_\_\_\_\_\_\_\_
3. Proposed start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Proposed end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Are there any special circumstances that affect start/end date of project – Y/N? If Y, please give brief details here.

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1. Does this project involve secondment(s) – Y/N? If yes, please give brief details

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1. Related **internal** awards or applications which are related to the work described in this proposal, or write ‘not applicable’:

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| [E.g. Faculty pump-priming award, Faculty or other internal fellowship award, any other seed or other internal funding] |

1. Related **external** awards or applications which are related to the work described in this proposal, or write ‘not applicable’:

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| [E.g. any UK or international funding awards or applications] |

1. Does this project relates to any previous ESRC funding – Y/N? If Y, please provide project number and dates:

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1. Lay summary – please summarise your project in language accessible to a reader with no specialist knowledge (100 words max)

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1. Summary of objectives – please state **three** headline project objectives and associated deliverables:

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| --- | --- | --- |
|  | **Details of the objective** | **Measure of the success/deliverable** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |

SECTION TWO: Case for Support:

1. Project description (1500 words max) – prompt questions:

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| * + What is the issue this project is trying to address? Explain briefly the previous research from which this project has developed.   + What is the current cost/implication of this issue not being addressed?   + How will this project provide a solution?   + What would “success” look like for this project? How will you know when it has been achieved?   + In what ways is this project being co-produced with beneficiaries/users?   + If successful, what will the impact of the project be? How will you measure it?   + What are the risks/dependencies?   + How does this project meet the priorities and objectives of the UoS ESRC IAA and the wider ESRC strategic priorities? |

1. Project plan (500 words max) – prompt questions:

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| * + Describe proposed timescale and milestones;   + Provide a brief outline of planned activities and dates, identifying who will be responsible for each, including external partners; |

(\* After confirmation of award, a more detailed project plan with timelines, objectives and deliverables will be requested.)

1. Project outputs and outcomes (500 words max) – prompt questions:

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| * + Expected outputs – academic and non-academic (e.g. publications, reports, briefings, tool-kits etc)   + Expected long-term outcomes/impacts   + Next steps after completion – how will you ensure sustainability? Any plans for obtaining future funding?   + What is the anticipated reach and significance of the outcomes?   + Is this a one-off project with shorter-term outcomes or part of a longer project life span?   + Is this a new project or an extension of previous efforts? |

1. Project monitoring (200 words max) – please outline how progress and impact will be measured, monitored and evaluated. Applicants should spell out the role of external partners in this process where appropriate.

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1. Ethics - tick the self-declaration box to say you have completed the online self-assessment form [SAGE](about:blank) – further information may be requested upon confirmation of award.

If SAGE directs you to make an EGA (Ethics and Governance Application), please provide brief details in the box below:

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1. Risks – please indicate any potential risks and measures undertaken to address and mitigate any risks that the project could entail:

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| --- | --- | --- | --- |
| **Risk** | **Details** | **Severity (L, M, H)** | **Preventative measures undertaken** |
|  |  |  |  |
|  |  |  |  |
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(\* Risk is not in itself an obstacle to a successful application. The UoS ESRC IAA has a remit to fund a proportion of projects that meet the ESRC definition of “high-risk” (i.e. where the potential benefit is high, but the probability of success might be lower than normal). If you are unsure about whether your project falls into this category, please contact the ESRC IAA Impact Manager for further information.)

1. Commercialisation opportunities – are there any potential opportunities for commercialisation, licensing or new IP that could emerge from this project? If yes, please tick the self-declaration box so that we can provide further support:
2. Project partner support:
   1. If you have any letters of support from project partners, please append these to this proposal at the end of the document. If you already have existing collaboration agreements in place with your proposed project partners, please tick the self-declaration box:  (If you don’t already have existing collaboration agreements in place, please be aware that these may be needed before the project can be awarded funding.)
   2. If you don’t have an existing partner, please provide brief details on how you propose to engage appropriate organisations in the future?

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SECTION THREE – Support required:

1. Justification of resources – funds requested from the Surrey ESRC IAA:

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| --- | --- | --- | --- |
|  | **ITEM** | **Details of Cost** | **Total £** |
| Travel & subsistence (UOS academic staff) |  |  |  |
| Travel & subsistence (other) |  |  |  |
| Materials & consumables |  |  |  |
| PI costs (only applicable in certain circumstances) |  |  |  |
| Staffing support |  |  |  |
| Activities/services delivered by third parties |  |  |  |
| Other (please specify and repeat row as required) |  |  |  |
| **Total requested from Surrey ESRC IAA:** |  |  |  |

1. Additional financial contribution(s) from other sources: Please specify below – you can add additional rows within each category as required:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Department/Source** | **Additional Details** | **Amount (£)** |
| Additional financial contribution(s) from within the UoS |  |  |  |
| Directly invoiceable external partner contribution(s) |  |  |  |
| In-kind contribution(s) from external partners |  |  |  |
| Other sources of matched or leveraged funding |  |  |  |
|  |  |  |  |
| **Total additional financial contribution:** |  |  |  |

SECTION FOUR – Approval:

1. Signature of PI:

|  |  |
| --- | --- |
| Name |  |
| School/Dept and Faculty |  |
| Signature |  |
| Date |  |

1. Approval of Head of School/Dept:

I confirm that the requested resources, staffing and space requirements of the proposed work and any proposed departmental contribution have been reviewed and taken into account, and that I am happy to support the proposed project:

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| --- | --- |
| Name |  |
| School/Dept and Faculty |  |
| Signature |  |
| Date |  |