**Application Form**

Closing date: **18th April 2019**

Please note schools will set internal deadlines prior to this date

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| **Project Title:** |  |

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| **Partner Organisation(s):**  (if applicable) |  |
| Name and email address of contact person: |  |

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| **Name of Applicant:** |  |
| Job Title: |  |
| School: |  |
| Subject Area/Centre/Institute: |  |
| Email: |  |
| Telephone: |  |

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| **Start Date of Project:** (date/month/year) |  |
| **End Date of Project**: (date/month/year) |  |

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| **Total requested** for **2018-19**: **£** |  |
| **Total requested** for **2019-20**: **£** |  |

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| **Finance information to be completed by the RKE Office:** | | | |
| Finance Administrator **Name:** |  | | |
| Finance Administrator **Email:** |  | | |
| **Cost Centre:** |  | | |
| **Job code** (must start with **G**) |  | If no existing G code enter **NEW** |  |

Please email the form in **word format** to your School’s Research and KE Office by your school’s **internal deadline**.

The School will rank the applications and forward to the CAHSS KE Office by the deadline above.

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| **Project Objectives**  Please provide 3-5 clear objectives for the project. |
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| **Project Summary** c.a. 100 words  Please outline briefly the context, aims and potential impact of the project. This will be used for publicising the award on the CAHSS Research and KE webpages (and may be edited slightly. |
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| **Link to research** max 400 words  Projects must be linked to completed, ongoing or new research conducted partly or wholly by staff in the College. Please provide a brief outline of:   * key research insights and findings on which the activity will be built, to enhance impact * relevant publications or outputs (including forthcoming and planned). Give a full citation for those already in the public domain * details of grant funding for the research (funder and amount) * University of Edinburgh academics that will be involved.   For projects aiming at building partnerships for future, user-informed research, please outline the research findings and insights to date that have prompted this initiative. |
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| **Target group and partnership with external organisations** c.a. 300 words  Please give details of the nature of any partnerships you have in place already, and the organisations and/or segments of the public you intend to target through the project.  Have you made approaches already? If not, how will they be approached? |
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| **Activities and methods of working** c.a. 500 words  Please give details on the activities of the project and show how they are appropriate for realising the objectives of the project and enhancing the impact of the research outlined in Section 3. |
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| **Ethics**  Knowledge exchange and impact generating activities are integral to the research life cycle. As such all projects are subject to ethics approval. |
| **Has the research this project links to already gone through ethical approval?**  YES  Please outline any ethical issues the proposed work raises, which were not covered in the initial review, and how you will deal with them. (e.g., direct engagement with vulnerable groups, conflict of interest, use of visual methods and other ways where there may be a risk of identifying research participants, etc.): |
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| NO  Please liaise with the School RKE office to ensure approval is provided; funding will not be provided before this is confirmed. |

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| **Timeline/Milestones** |
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| **Anticipated impact and how this will be evidenced** c.a. 600 words  Please describe the potential short and long term impact of the project in relation to the partner organisation(s), the University and the wider society.  For each point, please outline how you will capture and evidence the impact, i.e. how will we know that the impact has been achieved? This may include generating or obtaining formal evaluation data, references to the research in written documents by partner organisations and decision makers, testimonials from partners and decision makers etc. (Please ask the CAHSS KE office for advice.)  For projects (e.g., events) aiming at building relationships with organisations for further collaboration, please state how you will follow up contacts after the event.  Please note that impact is likely to be generated during and after the project is completed, so please outline how this will be captured also beyond the end of the award (by the PI, colleagues or partner organisations). |
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| **Administrative support**  Please outline who will conduct the administrative tasks required for the project (incl. room booking, catering, and communications with partners/audiences). Support may be obtained by research centres, Schools etc. In some cases the CAHSS KE office may be able to help, please contact us in advance to discuss. Casual assistance is eligible as cost (see below). |
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| **Budget**  Note that unspent funds by the end of the financial year (31 July) will be lost. This call accepts proposals for the financial year 2017-18 and/or 2018-19. If your project spans the two years, please state how much you need for each year (the School office can advise on this).  Please note that for projects that have not already gone through ethical approval, this will be required before funds will be released.  Please include a carefully itemised budget, including support from other sources, so that value for money can be assessed.  For events, please state number of participants catered for. For large numbers, please consider whether an attendance fee can be taken, and justify why if this is not the case. |
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**For financial year 2018-19 (ends 31 July 2019)**

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| **Item and justification** | **Cost** |
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| **Total applied for** |  |

**For financial year 2019-20 (ends 31 July 2020)**

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| **Item and justification** | **Cost** |
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| **Total applied for** |  |

**For the School approval and ranking:**

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| **Application ranking:**  If more than one application is being submitted from your School, please indicate the priority of this application against the number of applications (e.g. 1st out of 6, 5th out of 7 etc) |
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| **Reason for ranking:** |
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**For School RKE offices**: Please copy in the KE director and Head of School when forwarding the reviewed, ranked and authorised applications to the CAHSS KE office.

Actual signatures are not required.

**Please use word format, not PDF**).

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| **KE DIRECTOR:** | DATE: |
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| **HEAD OF SCHOOL:** | DATE: |
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