

**HASS Research Institutes Fund**

**2023-24**

**Application Form**

Guidelines for the HaSS Research Institutes Fund Application Form:

1. Please complete all sections in minimum 11-point font size;
2. Up to £1,000 is available for each project;
3. Applications from PGRs must include a named member of academic staff who will act as project approver. The panel need to be reassured that any student has the capacity to deliver the project;
4. Collaborative applications from staff/students/technicians must have prior approval from School Manager
5. We expect applicants to refer to University Ethics Procedures [www.ncl.ac.uk/research/researchgovernance/ethics/](http://www.ncl.ac.uk/research/researchgovernance/ethics/) and take these into account when making their application;
6. Applicants should not incur expenditure before approval. Planned expenditure must be in line with the University’s Financial Regulations: [www.ncl.ac.uk/internal/finance/policies/index.htm](http://www.ncl.ac.uk/internal/finance/policies/index.htm)
7. Before submitting this form applicants should have the prior approval from their home School/Unit, including the proposed budget. This fund cannot be used as buy-out money for teaching;
8. Applicants should ensure that all interactions with external individuals/organisations/partners undertaken during the funded activity are recorded and reported as evidence of activity and potential impact (as expected under the Research Excellence Framework).

**Terms and Conditions   
All successful projects:**

1. Must be prepared to provide brief progress updates to the relevant Institute Officer/Manager during the project;
2. Will be completed within twelve months from the award;
3. Will be required to produce a short end of project report, which will may be used in Institute publicity materials (print & web);
4. Will be required to use the relevant Institute logo on any materials;
5. All project expenditure must be tracked and in-line with original application. Any proposed changes to spend or milestones must be discussed and approved by the relevant Institute Officer/Manager who will discuss with ‘home’ School/Unit as appropriate;
6. Applicants should contact home School/Unit/Institute colleagues in advance for advice about eligibility of items that can be funded. This award will fund certain staff costs i.e., university staff on non-permanent contracts, PGR students, and partner institution staff.
7. **ApplicanT/S ROUTE**

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| --- | --- |
| Identify which Institute your proposal is most closely aligned to. | A: Creative Arts Practice    B: Humanities  C: Social Science |

1. **ApplicanT/S INFORMATION**

|  |  |
| --- | --- |
| Project Lead |  |
| School/Unit |  |
| Status (Staff, PGR, Technician) | Staff: Please state role & home School/Unit PGRs: Please state home School/Unit Technicians: Please state home School/Unit |
| If PGR please add name, email of the member of staff who you have nominated as your project mentor/approver. |  |
| **Why do we need this information?** The panel needs to be reassured that any PGR applicant has the capacity to deliver the project. |
| Your contact telephone & email |  |
| Any project collaborators and  their School/Unit |  |
| **Name & email,** of the PS Research Funding Manager in your home School/Unit who has approved your budget in advance of submission. |  |

1. **OVERVIEW OF PROPOSAL**

|  |  |
| --- | --- |
| **Title of project/activity** |  |
| About the project/activity:  (Max 150 words)  Include details of:   * Nature of activity * Your approach * How the project enhances University research, teaching or engagement agendas   How it links to other research/practice and/or relevant stakeholders. |  |

1. **DETAILS OF PROPOSAL**

|  |  |
| --- | --- |
| Funding Requested and  Budget Breakdown of Project:  Please give as much detail as possible.  Note: All proposed expenditure must adhere to current University regulations.  Please plan your project budget in advance, and prior to submission, with the PS Research Funding Manager in your home School/Unit. | **Please note**: All expenditure must be spent within twelve months from the date awarded. In your budget please set out clearly what you aim to spend on in 23-2024 (i.e. before July 2023) and what in the following financial year 24-2025 (i.e. after 1st August 2024). |

|  |  |
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| Expected Outcomes  (Max 150 words)  Please give details of what the activity will achieve and how it contributes to the Institutes’ individual or joint strategic direction.  Please explain how you will measure the success of the activity.  Explain how you will evidence the possible impact of your activity. |  |

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| ***Office Use Only – Award Review*** | **SCORE**  **1=low**  **5=high** | **Notes** |
| Does project sound viable, feasible and deliver value for money? |  |  |
| Does it have academic and/or creative credence? |  |  |
| Does it make a strong contribution to the Institutes’ strategic direction? |  |  |
| Demonstrates a clear enhancement to the research, teaching or engagement agenda? |  |  |
| Does it clearly articulate the opportunity to evidence benefits? |  |  |
| **Average score** |  |  |
| Links to University’s Vision & Strategy as launched Oct 2018 | **Y or N** |  |
| Is it ethically sound? | **Y or N** |  |
| **Name of reviewer & date** | | |
| **Reviewers comments** | | |