

INTERNAL PETRAS OPPORTUNITIES FUND CALL FOR PROPOSALS APPLICATION FORM

* Question is required for completion of application.

Registration Details

First Name

Last Name

Email Address

Section 1: GENERAL PROJECT DETAILS

1* Project/Activity Title
(Please include acronym)

2* Type of Project/Activity
Such as short-term project, secondment, fellowship, workshops, etc.

3* Summary and expected outcomes
(Max 400 words)

4* Total PETRAS funding requested
Please state at 80% FEC

5* Total user partner/non-PETRAS academic collaborator match funding secured/pledged (in GBP)
If both cash and in-kind matched funding are being provided, please differentiate and provide total figures for both

6* Project/Activity Duration
In months

7* Proposed project/activity start date

8* Proposed project/activity end date

9* Principal Investigator
Title & Full Name

10 Principal Investigator
Position Held

11* Principal Investigator
Department

12 Principal Investigator
Institution

13* Principal Investigator
Email address

14* What disciplinary contribution or other relevant expertise and role in the project/ activity will the Principal Investigator have?
(Max 200 words)

15 Co-Investigator 1
Title & Full Name

If there are no CoIs on this bid please leave this blank

16 Co-Investigator 1
Position Held

17 Co-Investigator 1
Department

18 Co-Investigator 1
Institution

19 Co-Investigator 1
Email address

20 What disciplinary contribution or other relevant expertise and role in the project/activity will Col 1 have?
(Max 200 words)

21 Co-Investigator 2
Title & Full Name

If there are no Cols on this bid please leave blank

22 Co-Investigator 2
Position Held

23 Co-Investigator 2
Department

24 Co-Investigator 2
Institution

25 Co-Investigator 2
Email Address

26 What disciplinary contribution or other relevant expertise and role in the project/activity will Col 2 have?

27 Co-Investigator 3
Title & Full Name

If there are no Cols on this bid please leave blank

28 Co-Investigator 3
Position Held

29 Co-Investigator 3
Department

30 Co-Investigator 3
Institution

31 Co-Investigator 3
Email Address

32 What disciplinary contribution or other relevant expertise and role in the project/activity will Col 3 have?

33 Will you need to recruit new staff for the proposed work?
If yes, please provide further details.

Section 2: USER PARTNER DETAILS

34 User Partner 1

Please list

(i) organisation name

(ii) organisation type

(iii) your contacts name and job title at the organisation

35 User Partner 1 Contributions

Please provide details of user partner contributions including the nature of the collaboration with the user partner(s), how they will participate in the proposed work (relevant expertise and role in project/activity), plus in kind or cash contributions pledged

36 Please upload User Partner 1 Letter of Support

*All applicants are required to provide letters of support from their proposed User Partners
(Not applicable for paper form.)*

37 User Partner 2
if not applicable please leave blank

*Please list
(i) organisation name
(ii) organisation type
(iii) your contacts name and job title at the organisation*

38 User Partner 2 Contributions
if not applicable please leave blank

Please provide details of user partner contributions including the nature of the collaboration with the user partner(s), how they will participate in the proposed work (relevant expertise and role in project/activity), plus in kind or cash contributions pledged

39 Please upload User Partner 2 Letter of Support
if not applicable please leave blank

*All applicants are required to provide letters of support from their proposed User Partners
(Not applicable for paper form.)*

40 User Partner 3
if not applicable please leave blank

*Please list
(i) organisation name
(ii) organisation type
(iii) your contacts name and job title at the organisation*

41 User Partner 3 Contributions
if not applicable please leave blank

Please provide details of user partner contributions including the nature of the collaboration with the user partner(s), how they will participate in the proposed work (relevant expertise and role in project/activity), plus in kind or cash contributions pledged

42 Please upload User Partner 3 Letter of Support
if not applicable please leave blank

All applicants are required to provide letters of support from their proposed User Partners (Not applicable for paper form.)

Section 3: PROPOSED PROJECT/ ACTIVITY DETAILS

43* Please upload your Case for Support document here
This should be a maximum of three pages and should describe the proposed project/activity's:
(i) Background and rationale,
(ii) Aims,
(iii) Approach, plan and methods (add Gantt chart if required),
(iv) Proposed project milestones and deliverables (add Gantt chart if required),
(v) What benefits this proposed work will bring to PETRAS?, and
(vi) Measures of success.

If the project/activity has more than one academic partner institute involved in the proposed work requiring PETRAS funding, please clearly state the roles of each academic partner as part of your proposed methodology and the programme of work.

If your proposal brings together outputs from multiple projects/activities across the PETRAS Centre and/or SDTaP programme, please provide the list of projects/activities involved and how these will be integrated/utilised to deliver your proposed work.

Please note: this document should have minimum 2 cm margins and use a minimum sans serif font size of 11 pt. The use of diagrams, tables, and other graphics that aid comprehension is encouraged. No more than three pages. To be provided as a PDF file.

(Not applicable for paper form.)

44* Outline your impact plan
Also indicate potential sources of continuation funding
(Max 350 words)

Section 4: DATA AND RISK MANAGEMENT, AND ETHICS

45* Please state the processes you will follow and approvals you will seek to ensure your activities/project have the necessary ethical, data protection and safety measures and approvals in place.

Also, please provide a detailed risk management strategy to demonstrate how you plan to deliver the proposed work if the current COVID-19 related restrictions stay in place for the foreseeable future.

This will help PETRAS understand the processes/measures you would be following, appropriate to the risk level of your project, and necessary internal/external approvals to be sought and secured.

(Max 500 words)

Section 5: PROJECT FINANCIAL DETAILS

46* PETRAS funding requested
Please input the TOTAL budget requested on the table below (should include all PI and CoI costs)

	100% fEC	80% fEC (Funding requested)
DI Staff Costs		
DI Travel and Subsistence		
DI Other		
DA Investigator Costs		
DA Other		
Infrastructure Tech Costs		
Estates		
Indirects		
TOTALS		

47 Partner 1 Costs
(If more than one institution is applying for funds, please split the costs and insert budgets on separate tables)

University: Enter your organisation's name here		
	100% fEC	80% fEC (Funding requested)
DI Staff Costs		
DI Travel and Subsistence		
DI Other		
DA Investigator Costs		
DA Other		
Infrastructure Tech Costs		
Estates		
Indirects		
TOTALS		

48 Partner 2 Costs
(If more than one institution is applying for funds, please split the costs and insert budgets on separate tables)

University: Enter your organisation's name here		
	100% fEC	80% fEC (Funding requested)
DI Staff Costs		
DI Travel and Subsistence		
DI Other		
DA Investigator Costs		
DA Other		
Infrastructure Tech Costs		
Estates		
Indirects		
TOTALS		

49 Partner 3 Costs
(If more than one institution is applying for funds, please split the costs and insert budgets on separate tables)

University: Enter your organisation's name here			
	100% fEC	80% fEC (Funding requested)	
DI Staff Costs			
DI Travel and Subsistence			
DI Other			
DA Investigators Costs			
DA Other			
Infrastructure Tech Costs			
Estates			
Indirects			
TOTALS			

50 Staff to be funded

Name	Current Position	FTE	PETRAS background (Insert most appropriate: Not applicable/ PDRA/ Technical/ Support staff)

51 Budgets

Please upload a budget breakdown from your organisation's financial system.

If more than one university is involved, ensure that budgets from each institution are uploaded. (Not applicable for paper form.)

Section 6: JUSTIFICATION OF RESOURCES & SUPPORTING INFORMATION

52* Please outline your justification of resources below
(e.g., staff salaries, workshop costs, anticipated travel etc.)
 (Max 500 words)

Section 7: ADMINISTRATION

53* Financial Contact
Name and email address

Please state the representative at your department/institution who finance queries should be directed to

Note: please include this information for all institutions requesting funding

54 Contracts Contact
Name and email address

Please state the representative at your department/institution who research agreements should be sent to and contractual queries be addressed to

Note: please include this information for all institutions requesting funding
