EDICa Flexible Fund round three:

Full proposal application form

Instructions are provided in grey. This text **can** be deleted along with the associated footnotes.

This document has been prepared for you to complete to set out your proposal for the Flexible Fund of the EDI Caucus. You can learn more about the caucus here: <http://edicaucus.ac.uk/>

Text font should be no smaller than 11 point. Do not change/extend the margins.

Please note that some sections include a maximum word limit. We do not expect you to use the entire word limit, if not required.

## General Information

Please complete the following information:

|  |  |
| --- | --- |
| **Project Title**  |  |
| **Project Principal Investigator** |  |
| **Proposed start date**  |  |
| **Duration of the project (months)**  |  |
| **Main contact organisation (of the PI)** |  |
| **School/Department (or relevant equivalent)** |  |
| **Main contact email** |  |
| **Main contact address (of the PI)** |  |
| **Research office contact (name and email) \*** |  |
| **Total cost (100% fEC)**  |  |

\*If applicable

## Project Collaborators

## Principal Investigator(s) and Co-Investigator(s) (persons)[[1]](#footnote-2)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individual** | **Organisation** | **School or department (or relevant equivalent)** | **Role**  | **Letter of support from Head of school or department (or equivalent) provided (y/n)[[2]](#footnote-3)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add more rows as required.

## Partners[[3]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Partner (y/n)** | **Involvement** | **Letter of support provided (y/n)[[4]](#footnote-5)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add more rows as required.

Please tell us about your team – why are they best equipped to deliver the project? Please write this section in an anonymised way (e.g. PI 1, Co-I 1, Co-I 2, Partner 1, etc.) **(max 500 words).**

# Case for support **(max 1000 words)**

Please clearly identify:

* The research problem and research question(s) to be addressed
* The justification for the project (How it addresses an evidence gap.)
* The project’s aim and objectives
* Methods (research design)
* Involvement of Early Career Researcher(s) (ECR) or Early Career Innovator(s) (ECI)

## Summary for general audience **(250 words maximum) – this information will be shared publicly**

Please share a brief summary of your research project, written in a style accessible to members of the public, rather than researchers or professionals.

## Project Innovation

* Proposals must embed co-design. Please set out your approach to co-design in your proposal and how key stakeholders/research end users will be engaged in the project **(max 500 words).**
* Proposals must engage with, or be led by, those with lived experience of marginalisation in the research and innovation space. Please use this section to detail how this will be achieved in your project. Engagement could include the co-design process above, a lived experience advisory board, engagement in evaluation and dissemination **(max 500 words).[[5]](#footnote-6)**
* How will your project accelerate equity across the research and innovation sector? This should align with required outcomes specified in the call, and could include changes to practice, policy, creation of evidence bases **(max 500 words).**
* Please provide a project timeline which links to project deliverables and a Gantt chart **(max 500 words or can be a table).**
* Please provide an EDI plan which sets out how the project itself will embed EDI, e.g. in the project design and delivery, recruitment of team, dissemination etc. **(max 500 words)**

## Research ethics and data management plan **(max 300 words)**

Each project must have full ethical clearance before beginning any data collection. Please share details about the ethical considerations for your project. Note that successful applicants will be expected to provide a copy of their ethics approval to the EDICa team before data collection begins.

The data management plan should demonstrate how the applicant will meet, or already meets their responsibilities for research data quality. It should refer to any institutional and study data policies, systems and procedures and be regularly reviewed throughout the research cycle.

## Risk Management

Using the table below, please detail all risks that you foresee and how you plan to address them.

### Risk Assessment Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk no.** | **Risk**  | **Impact** **(1-5)** | **Likelihood** **(1-5)** | **Score****(Impact \*****Likelihood)** | **Actions (mitigations) required**  | **Responsibility (Risk owner)** |
|   |   |  |  |  |   |   |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

Add more rows as required.

## References

Use this section to include references (optional), delete if not required.

## Costings and Justification of Resources **(a maximum of 1 page for narrative, plus table below)**

### Narrative

Please indicate how you intend to use the funds for the project, and why the resources requested are necessary to enable you to deliver your aims and objectives. Useful information would include split by academic/non-academic partner, number of staff, equipment, planned travel.

### Table of costs

Please provide a summary of costs. See UKRI eligible cost information, which includes a breakdown of what ‘Directly Incurred’ and ‘Directly Allocated’ costs are: <https://www.ukri.org/councils/epsrc/guidance-for-applicants/costs-you-can-apply-for/#contents-list>

|  |  |  |  |
| --- | --- | --- | --- |
| ***Summary funding heading*** | ***Funding heading*** | ***Full Economic Cost (100% fEC)*** | ***EDICa Contribution (80% fEC)*** |
| **Directly Incurred** |  |  |  |
|  | Staff |  |  |
|  | Travel and Subsistence |  |  |
|  | Equipment |  |  |
|  | Other Costs |  |  |
|  | Subtotal |  |  |
| **Directly Allocated** |  |  |  |
|  | Investigators |  |  |
|  | Estates Costs |  |  |
|  | Other Directly Allocated |  |  |
|  | Subtotal |  |  |
| **Indirect Costs** | Indirect Costs  |  |  |
| **Total for proposal** |  |  |

## Letters of support **(max 2 pages per letter)**

All supporting letters must be signed, dated and on letterheaded paper. Please insert all letters of support here, at the end of the proposal document – once you have finished drafting the proposal, you may need to save it as a pdf and insert/bind the letters into one pdf.

If any applicants are unable to get letters of support by application submission, they will be required before funding is awarded.

1. For funding roles and eligibility please use the following guidance: [Roles in funding applications: eligibility, responsibilities and costings guidance – UKRI](https://www.ukri.org/publications/roles-in-funding-applications/roles-in-funding-applications-eligibility-responsibilities-and-costings-guidance/) [↑](#footnote-ref-2)
2. Letters of support are needed for all academic and non-academic partners and collaborators. If any applicants are unable to get letters of support by application submission, they will be required before funding is awarded. [↑](#footnote-ref-3)
3. Unlike Principal Investigators and Co-Investigators, who are employed as part of the funding leading the project, partners are a third-party individual and/or organisation not employed on the funding, or a third-party organisation, who provides specific contributions either in cash or in kind, to the project. [↑](#footnote-ref-4)
4. Letters of support are needed for all academic and non-academic partners and collaborators. If any applicants are unable to get letters of support by application submission, they will be required before funding is awarded. [↑](#footnote-ref-5)
5. *Please note that there is no need for applicants to disclose any personal or sensitive information to be eligible.* [↑](#footnote-ref-6)