# Carnegie Research Incentive Grants

# Application Template

During Summer 2017 the Carnegie Trust introduced a new online application system. This form has been made available to provide a template to guide applicants preparing proposals for the next deadline of the Research Incentive Grants.

In addition to the questions listed in this document, applicants will be asked to upload a PDF file with the proposed research. This Case for Support document should include details on:

* Issue, problem or topic the research seeks to address
* Background or rationale behind the proposed research
* Aims and objectives of the proposed research
* Research hypotheses or questions
* Methodology
* Feasibility, significance and potential for innovation
* Relevance for the Scottish universities and academic community

The maximum length of the Case for Support is 3 pages of A4 typed using Arial 10pt, with a minimum line spacing of 1.15 and margins of 2cm. An additional (fourth) page with the list of works and publications cited in the case for support can be included. Please note that the Trust will reserve the right to reject proposals that do not follow these guidelines.

1. **Applicant’s details**
	1. **Contact details**

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| **Full name & title** |  |
| **Affiliation** (Dept./School & University/HEI) and **full postal address** |  |
| **Email address** |  |
| **Tel. No.** |  |

* 1. **Career details**
		1. **Current appointment**

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| **University/eligible HEI** | **Dept./School** | **Position** | **FTE, or % of full-time** | **Start date** | **End date\*** |
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\**Enter “Open” for the end date if you hold an open-ended contract.*

* + 1. **Previous academic appointments** (add rows as necessary)

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| --- | --- | --- | --- | --- | --- |
| **University** | **Dept./School** | **Position** | **1 FTE, or % of full-time** | **Start date** | **End date** |
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**Please list breaks you have taken since starting your independent academic career**, if applicable

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* + 1. **PhD degree details**

State where, when you obtained your PhD (if applicable) and indicate title of your thesis.

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| **Awarding university** | **Date (MM/YY)** | **Supervisor** | **Title** |
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* 1. **Key publications**

List up to 5 of your most recent and relevant publications, providing full bibliographical details for each.

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1. **Proposal**
	1. **Title of the research project** (no more than 15 words)

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* 1. **Project timetable** (add rows as necessary)

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| **Date / Period** | **Description of research activity** |
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| **Start date** |  | **Anticipated end date** |  |

* 1. **Project summary**

Give a summary of the research project in terms suitable for a non-specialist reader (up to 250 words)

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* 1. **Detailed description of the research project**

This must be uploaded as a PDF file with the proposed research. This Case for Support should include details on:

* Issue, problem or topic the research seeks to address
* Background or rationale behind the proposed research
* Aims and objectives of the proposed research
* Research hypotheses or questions
* Methodology
* Feasibility, significance and potential for innovation
* Relevance for the Scottish universities and academic community

The Case for Support must be typed using Arial 10pt, with a minimum line spacing of 1.15 and margins of 2 cms. **The maximum length is 3 pages of A4. One** **additional page** with the list of works and publications cited in the case for support can be included. Please note that the Trust will reserve the right to reject proposals that do not follow these guidelines.

* 1. **Co-investigators, collaborators or support staff**

Specify the names, affiliations and then roles, contributions or responsibilities of other investigators or collaborators involved in the proposed research.

If research assistants, admin and technical staff will support the research project, explain their responsibilities and how their work will be supervised.

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* 1. **Outcomes**

State the anticipated outcomes of the planned research, including any scientific/academic findings as well as outcomes relevant for non-academic audiences or users of research, if relevant to the proposed research. Should the proposed research aim to have an impact on industry, policy or practice, please explain the anticipated impact and how the outcomes will be shared or disseminated to these audiences.

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* 1. **Outputs**

State the anticipated academic outputs, publication plans, conference presentations or seminars which will result from the research.

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1. **Ethics and regulatory issues**

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| Does the project involve the use of:  |  |
| human participants | **Yes** [ ]  **No** [ ]  |
| biological samples | **Yes** [ ]  **No** [ ]  |
| personal data or anonymised (patient) data | **Yes** [ ]  **No** [ ]  |
| animals or animal tissue | **Yes** [ ]  **No** [ ]  |
| stem cells  | **Yes** [ ]  **No** [ ]  |
| *If you answered Yes to any of the above, explain:*  |
| Who will review, or has ethically reviewed the project (e.g. Faculty or Institutional Ethics Committee)? |  |
| Specify any other regulatory approval, certificate of designation, or licences that have been, or will be, obtained (e.g. Home Office, MHRA, HSE etc.)  |  |

1. **Finances**
	1. **Budget** (add more rows as necessary)

**Using the cost categories in the Appendix** , give **detailed** estimatesof the **costs relevant to this application** - directly incurred by, or on behalf of, the applicant while pursuing the planned research project (see Reg. 9) - as well as **other costs relevant to the project which are not requested from the Trust** (if applicable). Please liaise with the research office at your university/HEI regarding the budget calculations and **round up amounts to the nearest pound**.

**Note:** The maximum amount that can be applied for is £15,000 and the minimum is £1,500.

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| ***Eligible costs requested from the Trust*** |
| **Cost type (see appendix)** | **Description** | **Unit cost** | **Total** |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
| **Total requested from the Trust** | **£** |
| ***Additional projects costs (not requested from the Trust)*** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Total budget** | **£** |

* 1. **Justification for resources** (max. 1 page of A4)

Provide a **full and detailed** justification for the resources requested from the Carnegie Trust, matching your statements to **each item** listed above.

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* 1. **Other funding applications**

Indicate how the other costs listed in the budget are to be covered, for example, listing any other grants applied for in relation to this project (including from the applicant’s own university/HEI/faculty/department) and result(s) of application(s). If a decision has not been reached yet, it is the applicant's responsibility to notify the Trust of the eventual outcome.

**Note:** Please explain if and how other grants might overlap with the award sought from the Trust.

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1. **Declaration and undertakings**
2. **Institutional approval**
	1. **Head of Department (or Deputy Head, or Head of Research)**

Add the name, job title and email address of the applicant’s Head of Department or School, or Deputy Head or Head of Research, who will endorse this application and confirm the details herein are correct.

Once the application is submitted online, an email with the application will be sent to the above person with a request to endorse the application.

* 1. **Research office**

For the research office endorsement, the general email address used by your research support services will automatically appear when you selected the name of your university/HEI at the start of the form. It is not possible to enter the details of another individual or another email.

Once the application is submitted online, an email with the application will be sent to the general RO email address for your institution with a request to endorse the application.

* 1. **About the endorsement process**

Once both the Head of Department and Research Office have endorsed the application, the online submission process will be complete and the application will be received by the Trust.

The endorsement by both the Head of Department and the Research Office must be completed BEFORE the stated deadline for submissions. Applicants should take this into consideration when preparing their application.

*V1.2 January 2019*

**Appendix: Eligible cost items**

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| **Note**: All costs must be incurred during the lifetime of the grant and cannot be included as anticipated expenditure after the research and the award period have ended. **Publication and Dissemination costs may be included but must not together exceed 10% of the overall budget requested from the Trust.** |
| **Budget item** | **Description** |
| **Accommodation** | Costs for accommodation incurred while conducting the funded research activities away from the habitual place of work and residence of the PI, co-investigators from an eligible Scottish university or staff employed on the grant. Accommodation for collaborators from other organisations to take part in the research activities with the PI are excluded. **NOTE:** accommodation costs relating to conference attendance must be included under dissemination.  |
| **Animal research costs** | Animal purchase and maintenance costs, including animal husbandry, animal feed etc. |
| **Catering** | Project specific working lunches and meals. |
| **Computing** | Computing hardware, Software, software licences and other costs of computing dedicated to the project.  |
| **Consultancy, specialist services fees** | For example, interpreters, scribes, transcription or any other specialist services in support of research activities funded by the grant, including VAT where applicable. |
| **Equipment** | Small items of equipment including purchase, delivery, and installation costs. May include VAT if applicable.  |
| **Facility access charges** | Use of small and major research facilities and equipment necessary to the completion of the proposed project and calculated on a 'directly incurred cost' basis. Includes also access charges for (digital) archive collections, databases, and libraries. |
| **Fieldwork and surveys** | Survey costs (including charges for online surveys); data collection; shipment fees for collected samples and any other costs associated with sample or data collection.  |
| **Materials and consumables** | Materials and consumables essential to conducting the research activities or experiments, including laboratory chemicals and materials (e.g. reagents, peptides, enzymes, antibodies, gases, proteins, cell/ tissue/ bacterial culture, plasticware and glassware, etc.), photographic supplies and any associated charges for shipping, delivery and freight. |
| **Salaries** | Salary costs for staff working on the grant, including NI and Pension contributions. Eligible staff categories are restricted to research assistants, technicians, fieldworkers working full-time or part-time on the project. |
| **Specialist publications** | Research relevant publications not available in institutional libraries, nor through interlibrary loan |
| **Subject and volunteer expenses** | Participatory fees and travel for participants, subjects or interviewees taking part in the research. |
| **Subsistence** | Costs for meals (excluding alcoholic drinks) incurred while conducting the funded research activities away from the habitual place of work and residence of the PI, co-investigators from an eligible Scottish university or staff employed on the grant. Subsistence for collaborators from other organisations to take part in the research activities with the PI are excluded. **NOTE:** accommodation costs relating to conference attendance must be included under dissemination.  |
| **Travel** | For the PI, staff employed on the grant or co-investigators from an eligible Scottish university contributing to the research project, to attend research meetings, visit collaborators and facilities, undertake field work, visit libraries or archives. This excludes travel costs between the place of residence and the location where the research is undertaken when the latter is the recipient's, or claimant's habitual place of work. This may include some minor travel costs for collaborators in a different organisation to attend meetings with the PI but excludes their costs to take part in the proposed research activities or fieldwork. **NOTE:** travel costs relating to conference attendance must be included under dissemination.  |
| **Other** | Applicants may include additional cost items, giving a full description of, and justification for, the items required. |
| **Dissemination** (up to 10% of the amount requested from the Trust) | **Conference attendance:** Costs (e.g. travel, accommodation, registration fees) arising from the dissemination ̶ by the principal investigator, Co-PIs from an eligible Scottish university or staff employed on the grant ̶ of the results of the funded project at research conferences or seminars.  |
| **Public engagement:** Costs (e.g. travel, venue hire, catering etc.) to present the research finding at public engagement events |
| **Publications:** Printing, preparation of colour illustrations for academic publication, charges (including Open Access costs) for publication of the research results in academic journals, monographs or edited volumes.  |

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| **Ineligible costs** |
| The following costs are not eligible |
| **Category** | **Description** |
| Applicant's own salary costs | The applicant’s (and co-investigator’s, if applicable) own time, salary or that of dependants, or buy-out of their time are not eligible costs |
| Stipends or Scholarships | Stipends or scholarships for participants, collaborators or students involved in the project are not permissible. |
| Indirect overhead costs and bench/desk fees; | Indirect overhead costs and bench/desk fees cannot be included in the budget. |
| Insurance cover | Insurance cover is not an allowable cost. |