
## Application for Funding

Please return the completed application form to: m.kyriacou@istm.keele.ac.uk

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| --- |
| **TYPE OF FUNDING APPLYING FOR**Please indicate any entries that may apply |
| Seed- Corn funding |  | Workshop funding |  |
| Travel fund |  |  |  |
| **LEAD APPLICANT DETAILS** |
| **Name** |  |
| **Department** |  |
| **E-mail address** |  |
| **Tel** |  |
| **CO-APPLICANT 1:** |
| **Name(s)** |  |
| **Department(s)** |  |
| **CO-APPLICANT 2:** |
| **Name(s)** |  |
| **Department(s)** |  |
| **BRIDGING THE GAPS INVOLVEMENT TO DATE** |
| **List any Bridging the Gaps events attended** |  |
| **DETAILS OF ACTIVITY PROPOSED** |
| **Title** |  |
| **Expected start and end dates** | *End date should be within 3 months of funding being provided.* |
| **Summary:** *Please give a brief description (maximum one page – box can be expanded) of the proposed activity. You should clearly state the aims of the activity and how it will initiate or develop cross-disciplinary collaboration and creativity; the expected outcomes and benefits; and a brief work plan.*  |
| **LONG-TERM AIMS** |
| *Please give a brief description of how this project is expected to lead to long-term multidisciplinary collaboration and its potential to result in an application to an external funder (expand box as necessary).* |
| **LIKELY TARGET EXTERNAL FUNDER FOR THIS WORK** Please indicate any that may be relevant |
| ARC |  | MRC |  |
| BBSRC |  | Charity |  |
| EPSRC |  | Other: |  |
| ESRC |  |  |  |
|  **RESOURCES REQUESTED** |
| **Type of resource:** *Please provide details of specific items under each sub-heading*  | **Amount (£)** |
| **Staff** **Travel & subsistence****Consumables****Equipment****Other** |  |  |
| **Total requested**  | **£**  |
| **Will this activity be part-funded by another funder?** *If so, please state who is providing the funding and the amount.* |  |
|  **JUSTIFICATION FOR RESOURCES REQUESTED** |
| *Please provide a brief justification for each of the resources requested above.* |
| **Applicants’ Declaration** |
| We confirm that we have read, and will comply with, the guidance notes for Bridging the Gaps funding. If awarded funding, we will commit to providing a brief final report describing outcomes and how funds have been used, contributing to a Bridging the Gaps event and participating in collaborative activities. **Applicant Names** …………………………………………………….…………………….……........**Date** ………… |

**Appendix**

**How to spend BTG award money**

* Invoices for payment, travel and subsistence forms and requests for codes for staff payments should be sent to Maria Kyriacou as all spending will go through the BTG cost centre
* Maria Kyriacou will be able to provide you with your current BTG award spend upon request.
* Payment of students will be arranged by Finance & will need to be added to SCIMS. Award holders should send Maria Kyriacou the following details for each student:
	+ Full Name
	+ Bank Name and Branch
	+ Account Number
	+ Sort Code
	+ Start date, duration and how much they are to be paid
* BTG funding should only be used for expenditure for staff time, travel and subsistence, consumables and workshop costs. Funding cannot be provided for academic salaries or indirect costs.
* If you have any questions, please contact Maria Kyriacou.

**General Conditions of Funding for all BTG Awards:**

* Expenditure against the award must not exceed the value of the award.
* Funding must be used in line with the conditions of funding of EPSRC, the sponsor of the BTG project.
* Funding cannot be considered external income because the entire funding for BTG has already been counted as external income by the University.
* All monies must be spent within a year of the date of this letter, or by the end date of the BTG project of 30/06/12, whichever is sooner.
* Details of the award will be listed on the BTG website.
* Award holders agree to contribute to a future BTG event or meeting.
* The BTG administrator will from time to time contact award holders to monitor progress.
* Award holders agree to provide a final report to the BTG Executive Board within three months of completion of the award which shows:
	+ how funds have been used;
	+ the outcomes of the activity and the extent to which the proposed aims have been achieved;
	+ how the funding has initiated or developed multidisciplinary collaboration and how this will be sustained in the future;
	+ how the funding has led, or will lead, to an application to an external funder; and
	+ name (s) of the researchers involved in the activity.