

## Application for Funding

Please return the completed application form to: [m.kyriacou@istm.keele.ac.uk](mailto:m.kyriacou@istm.keele.ac.uk)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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](mailto:m.kyriacou@istm.keele.ac.uk?subject=Bridging%20the%20Gaps%20Query).

**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.