The Centre for Public Engagement

Participatory Research Grants

Application form

Please complete and return to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

**The application deadline is 10am, Tuesday 5th December 2023.**

**Before beginning to fill in this form applicants are strongly encouraged to read the Application Guidance, which sets out in more detail the information expected in response to each question.**

**We also encourage applicants consider discussing their application in advance with the Centre for Public Engagement.**

**Section 1 – Aims**

|  |
| --- |
| Project Title: |
|  |
| 1.1 Please summarise the project. Summaries for successful applications may be used on the Queen Mary website and in publicity about the grant round (Max 200 words) |
|  |
| 1.2 What are your aims for this project? Pay particular attention to what kinds of changes you would like to see (Max 150 words) |
|  |
| 1.3 Who are your partners and stakeholders? (Max 150 words) |
|  |
| 1.4 Tell us how this project links to your research at Queen Mary? (Max 150 words) |
|  |

**Section 2 - People**

2.1 Principal Applicant

|  |  |  |
| --- | --- | --- |
| Title |  | |
| First Name |  | |
| Last name |  | |
| School/Institute |  | |
| Faculty |  | |
| Job title |  | |
| Email |  | |
| Phone Number |  | |
| If you are on a temporary contract, state course/contract end date\* | |  |

\* This will only be used to make sure that your delivery timescales are appropriate

2.2 Co-applicant(s) (if there is more than one please copy and paste the boxes below)

*Please note that people should only be included as co-applicants if they are an integral part of the project. The panel will expect to see evidence of everyone's contribution throughout the rest of the application. Although the principal applicant must be a Queen Mary staff member, co-applicants can be external partners.*

|  |  |
| --- | --- |
| **Please use this table layout for Queen Mary co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| School/Institute |  |
| Faculty |  |
| Job title |  |
| Email |  |
| Phone Number |  |

|  |  |
| --- | --- |
| **Please use this table layout for external co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| Organisation Name |  |
| Role within organisation |  |
| Email |  |
| Phone Number |  |

**Section 3 – Methods**

|  |  |
| --- | --- |
| 3.1 Project plan  Please describe the work that will take place and set out the timeline of the project. This should include major milestones, key dates and details such as partnerships and methodologies.  **Max 1 side of A4 in font no smaller than 11pt. Please insert this into the space below. Do not include as a separate appendix.** | |
|  | |
| Project Completion Date: |  |
| 3.2 Explain why the methods and approaches used in your project are appropriate for your aims and intended collaborators and stakeholders (Max 250 words) | |
|  | |
| 3.3 Please outline any risks associated with the project proposal and plan which could affect its success and completion. What action will you take to address these risks? (Max 300 words) | |
|  | |
| 3.4 How have you considered diversity and inclusion when putting together this proposal? (Max 150 words) | |
|  | |
| 3.5 Is your activity accessible? Please give details (Max 150 words) | |
|  | |
| 3.6 Please outline your plans for ethical approval, including timescales for approval. What ethical considerations should we be aware of? (Max 150 words) | |
|  | |
| 3.7 What do you expect the legacy of this project to be? (Max 150 words) | |
|  | |
| **Section 4 –Evaluation** | |
| 4.1 What are the indicators of success for this project? These should be linked to the aims set out in 1.2 (Max 150 words) | |
|  | |
| 4.2 What evidence and documentation will you gather to support the above, and how will you do this? (Max 250 words) | |
|  | |

**Section 5 – Background**

|  |
| --- |
| 5.1 Briefly summarise your area(s) of experience (100 words) and describe any participatory research experience you and/or your partners have had (150 words). |
|  |
| 5.2 Have any applicants applied for a small or large CPE grant before? Please state which round, and whether you were successful. |
|  |
| 5.3 Have you previously applied for any Queen Mary internal funding for this or a related project? Please give details of the scheme, year and if it was successful. |
|  |

**Section 6 – Finances**

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Project Total: (including match funding) | £ | | |
| Match funding secured: | £ | Source: |  |
| Match funding potential: | £ | Source |  |
| **Amount requested from the CPE** | **£** | | |

Project Costings

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details and justification**  **(outline what you will purchase and why it is needed for the project)** | **Costs (£) requested from the participatory research grant** | **Costs (£) requested/secured from elsewhere** |
| **Project Costs** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Sub Total** | £ | £ |
| **Staff Costs** (if applicable) |  |  |  |
| **Queen Mary students:** |  |  |  |
| **External expertise:** |  |  |  |
|  |  |  |  |
| *Queen Mary staff costs should only be included if new roles are created as part of the proposed project, or existing contracts are extended to deliver this project. Any staff and student costings must be checked and approved by your School/Institute Manager and your Faculty HR Manager and/or the JRMO (Joint Research Management Office) prior to submission\** | | | |
| **Please complete for new Queen Mary roles** (if applicable) |  |  |  |
| Scale & Point - No of Months |  |  |  |
| Basic Salary |  |  |  |
| Employers NI |  |  |  |
| Employers SA |  |  |  |
| Employers NI |  |  |  |
| Employers SA |  |  |  |
|  |  |  |  |
| **Please complete for extensions of existing Queen Mary contracts where those staff are not full time** (if applicable) |  |  |  |
| Name of Staff Member |  |  |  |
| Current Job Title |  |  |  |
| Department |  |  |  |
| Current Scale & Point - No of Months |  |  |  |
| Basic Salary |  |  |  |
| Employers NI |  |  |  |
| Employers SA |  |  |  |
|  |  |  |  |
|  | **Sub Total** | £ | £ |
|  |  |  |  |
| **PROJECT TOTAL** |  | £ | £ |

**Section 7 – Signatures and approval**

The principal applicant, co-applicant(s), and their Head(s) of School/ Institute/ Department are required to sign this form to accompany an application. Please add additional rows if needed.

If you have allocated some of your budget to Queen Mary staff and/or student costs (either for a new role, extension of a current contract, paying PhD demonstrator rates, or for using QTemps), your Faculty HR Manager and your School/Institute Manager are required to sign the form to accompany the application.

#### Principal Applicant and Co-applicants

I enclose an application for a grant/proposal for approval, completed in accordance with the guidelines published with the application form. I am not aware of any relevant information that has been withheld or of any information given in the application which is misleading. I confirm that the project will be complete and all funding spent by the 31st July 2024.

|  |  |  |
| --- | --- | --- |
| ***Name*** (in block capitals) | ***Signature*** | ***Date*** |
|  |  |  |
|  |  |  |

#### Head(s) of Department/School/Institute\*

I confirm that:

I support this proposal and I am not aware of any relevant information that has been withheld or of any information given in the proposal that is misleading.

I agree that all costs within this application form are accurate

I agree that the project timeline is achievable.

I agree to this activity being carried out in my Department/School/Institute.

\* An email of support addressing the above statements will be sufficient, please submit this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

|  |  |  |
| --- | --- | --- |
| ***Name*** (in block capitals) | ***Signature*** | ***Department, School or Institute Name*** |
|  |  |  |

#### Faculty HR Manager [For applications containing Queen Mary staff and student costs]\*

I confirm that all staff costs included in this application are appropriately costed and accurate.

|  |  |  |
| --- | --- | --- |
| ***Name*** (in block capitals) | ***Signature*** | ***Department, School or Institute Name*** |
|  |  |  |

#### School/Institute Manager [For applications containing Queen Mary staff and student costs]\*

I confirm that all staff costs included in this application are appropriately costed and accurate.

|  |  |  |
| --- | --- | --- |
| ***Name*** (in block capitals) | ***Signature*** | ***Department, School or Institute Name*** |
|  |  |  |

\* An email of support addressing the relevant statements will be accepted as signatory evidence, please send this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)