**Faculty of Humanities and Social Sciences**

## Collaboration and Strategic Impact Fund 2021/2022 Application Form

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Lead Applicant(s)**(we encourage larger scale collaborations, where two Lead applicants or group applications would be appropriate) |  |
| **School(s):** |  |
| **Email:** |  |
| **Co-Applicant(s)** |  |
| **Lead School Head Informed:**  | YES / NO |
| **Non-academic Partner(s) – Organisation Name** |  |
| **Partner Website:** |  |
| **This award was made from externally allocated HEIF funding for which QMUL has set strategic aims. Please let us know which aim your project will towards (tick multiple boxes if applicable)** | [ ]  **Innovation, Enterprise and Business/Policy Engagement, including commercialisation of our innovations**[ ]  **Skills, Employability and Entrepreneurship - maximising opportunities for staff, students and the wider community**[ ]  **Civic, Cultural and Community Engagement** |

**Letter(s) of support from partner(s) attached to application confirming participation and support (including the financial value) offered by the partner:** YES / NO

Please complete the application, answering the following questions. There are no word limits for each question, but your completed application should be **no more than 3 sides of A4.**

Detail the background research of the applicant(s) that informs this application.

1. Describe the proposed project, including details of activities to be undertaken, project objectives, outputs and milestones. Provide brief details of project management and key roles and responsibilities.
2. Outline the rationale for the proposed partnership, including whether this project will support the development of an existing partnership, and/or lead to the creation of new collaborators or partners.
3. Explain how this funding will benefit each partner (academic and non-academic partners) and how this project will result in co-created outputs and lead to increased impacts beyond the Academy.
4. Describe the intended audiences and impacts of your project. How will this funding support you to reach these audiences and develop these impacts, both within the timescales of this funding and in the longer term?
5. Indicate how this partnership and requested funding will lead to future collaborations, funding applications and engagement
6. Budget Requested:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description & Justification** | **Amount Requested** | **Partner Contribution** |
| QMUL Staff Costs (***make sure you have consulted with your Finance Officer in the School***) |  |  |  |
| Partner Staff Costs |  |  |  |
| Direct Costs (e.g.Travel/Accommodation/Subsistence\*/Hospitality/Expert costs) |  |  |  |
| Impact/Dissemination Costs |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

\* All expenses must be in line with [QMUL policy](http://www.arcs.qmul.ac.uk/media/arcs/policyzone/QMUL_Expenses_Policy_November-2018-v2.pdf). Standard class travel costs should be included with rationale for travel fully justified.

 Applicants wishing to claim subsistence costs in the UK, may include costs up to HMRC guidance below:

 Breakfast £7.00

Lunch £10.00

Evening Meal £25.00

International subsistence is an eligible cost under this scheme, and in this case applicants should base their costing on [HMRC guideline figures](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk).

In all cases, costs must be supported by VAT receipts for actual expenses incurred.