**Application Form**

**PLEASE READ THE ACCOMPANYING HIGHLIGHT NOTICE BEFORE COMPLETING THIS FORM. SECTIONS EXCEEDING THE STATED WORD LIMITS WILL BE TRUNCATED FROM THE END TO MATCH THE WORD LIMITS PRIOR TO CIRCULATION TO THE ASSESSMENT PANELS.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title (max. 15 words):** | | | | |
| **Summary (max. 100 Words)**  This information should be an effective overview of your planned activity and the main intended outcome. This summary should be suitable for posting on the University of Glasgow website to describe the project for a lay audience. | | | | |
| Summary: | | | | |
| **Principal Investigator Details**  The Principal Investigator must be the main budget-holder for the project, will hold ultimate responsibility for reporting on activity and is responsible for leading the delivery of project activities. | | | | |
| Name of Principal Investigator:  E-mail Address of Principal Investigator:  School/Research Institute:  Please tick here if you are applying as an Early Career Researcher:  Gender (m/f/other - optional): | | | | |
| **University of Glasgow Co-Investigator Details**  Co-Investigators are individuals/institutions who have contributed significantly to the development of the application and will play significant roles in the delivery of project outcomes. Please provide ALL the details requested below for each Co-Investigator, adding additional rows as necessary. | | | | |
| **Name** | **School** | **E-mail** | **ECR? (y/n)** | **Gender (optional)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Non-University of Glasgow Co-Investigator Details**  Proposals should include Co-Investigators who have co-developed the proposal and will contribute to achieving the outcomes. Please provide ALL the details requested below for each Co-Investigator, adding additional rows as necessary. | | | | |
| **Name** | **Institution (full legal name)** | **Country** | **Academic/ Non-Academic?** | **Area of Disciplinary Expertise** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total grant requested:** £  Costings must be completed in cooperation with College Research Offices and all applications must be accompanied by a completed GCID Small Grants Costing Template. | | | | |

|  |
| --- |
| 1. **Summary of Challenge and Proposed Activities (max. 600 words)**   Please describe the international development challenge your pump priming/partnership development activity aims to address, the relevance of the challenge to the local context, and your proposed activities to address the challenge. |
|  |

|  |
| --- |
| 1. **Timeline & Risk Mitigation (max. 400 words)**   Please set out the timescale for the proposed activities, giving a schedule for the different phases and an indication of how you will mitigate against foreseeable risks. All risks associated with the proposed activity must be disclosed to your College Research Office and mitigations discussed. Preference will be given to proposals that include realistic goals and timelines and demonstrate knowledge of likely risks and appropriate mitigation strategies. Risks to your project posed by timelines for signing of collaboration agreements and hiring of any staff **must** be identified and addressed. |
|  |

|  |
| --- |
| 1. **External Follow-on Funding (max. 400 words)**   Please describe how the activity you intend to complete will strengthen your capacity to secure external funding. Please also provide any details of your plan to secure external follow-on funding, including the funder, grant call, deadline date and any other relevant information for your intended application if available. |
|  |

|  |
| --- |
| 1. **Capacity Strengthening (max. 250 words)**   Please provide details of how the proposed activity will build the capacity of researchers from the University of Glasgow and from LMIC partner organisations to engage in international development-related research. Applicants should clearly explain how the work will enable the development of skills within the team and how the Investigator team will measure the success of the capacity strengthening elements of the project. |
|  |

|  |
| --- |
| 1. **Sustainability of the Research and the Partner Relationship (max. 250 words)**   Please describe how the proposed activity will contribute to developing a new collaboration and how the team will ensure further opportunities for collaboration are identified and capitalised upon. Applicants should indicate how they intend to continue the activities outlined in this proposal in an unpredictable funding landscape, how the applicants will maintain relationships after the close of the project, what larger goals the collaboration aims to achieve and how the team will transition to achieving those goals. |
|  |

|  |
| --- |
| 1. **Equality, Diversity and Inclusion (max. 350 words)**   Please provide details of how equality, diversity and inclusion will be ensured throughout the proposed activity, with reference to the research team, participants in the activity and outputs from the activity. |
|  |

|  |
| --- |
| 1. **Environmental Sustainability (max. 250 words)**   Please provide details of what the environmental impacts of your activity will be and the actions you will be taking to mitigate these impacts. |
|  |

|  |
| --- |
| 1. **ODA Compliance (max. 350 words)**   You must state all countries involved, their position on the DAC list, and the communities within those countries that will be impacted by your activity. It is not sufficient to only state your work is taking place in an ODA eligible country – you must address how the project fits into the country context (local challenges, socio-political structures, skills or knowledge gaps relevant to the country or countries in question, etc.). If the project is UK-based, applicants must describe in detail how the project is relevant to LMIC challenges and how the outcomes from the project will address those specific challenges. |
|  |

|  |
| --- |
| 1. **Sustainable Development Goals (max. 250 words)**   Please list the [UN Sustainable Development Goals](https://sdgs.un.org/goals) that will be addressed by your activity and provide a brief description of how your activities will address each goal you include. |
|  |

|  |
| --- |
| 1. **Justification of Resources (max. 300 words) – must be accompanied by a GCID Small Grants Costing Template.**   Applicants should clearly identify ***why*** the costs they have listed in the budget proforma are necessary (**do not** simply list the costs). Proposals that require payments to go to partner organizations will require collaboration agreements to enable the transfer of funds – these are not needed as part of the application process, but applicants should ensure their partners are aware of this requirement before any funds can be transferred. All expenditure is subject to normal UofG purchasing and procurement rules, and no budget increases will be granted to cover any unanticipated VAT liabilities associated with expenditure. |
|  |

|  |
| --- |
| 1. **Is the activity or partnership for which you are requesting funding linked to any activity previously funded through the GCRF Small Grants Fund, the GCID Small Grants Fund, or to other applications being submitted for consideration in this round of funding?**   Yes  No  If yes, please describe how the current application is related to previously funded activity or applications to the current round of funding (max 200 works) If no, leave blank. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **To be completed by the Project Coordinator**   Please provide/confirm the details requested below (delete answers/add information as appropriate). | | | |
| Name of Project Coordinator who completed this section:  Date this section was completed: | | | |
| Have all salary calculations in the costing template been confirmed as correct? | Yes/No | | |
| Are there any staff included on contracts longer than 6 months?  Note: If yes, this will need to be corrected prior to submission in order to be eligible. | Yes/No | | |
| Are there any partners with whom a collaboration agreement will be required (please liaise with the contracts team in case of any uncertainty)? | Yes/No (if Yes, continue below) | | |
| When was a due diligence check last completed for any partners requiring a collaboration agreement? | [Insert name of partner institution] | [date]/n/a | |
| [Insert name of partner institution] | [date]/n/a | |
| [Insert name of partner institution] | [date]/n/a | |
| [Insert name of partner institution] | [date]/n/a | |
| What are the names and contact details of the individuals at the partner institutions receiving funds who will coordinate completion of due diligence checks and signing of collaboration agreements? | [Insert name of partner institution] | Name:  E-mail: | |
| [Insert name of partner institution] | Name:  E-mail: | |
| [Insert name of partner institution] | Name:  E-mail: | |
| [Insert name of partner institution] | Name:  E-mail: | |
| Are there any partners to whom funds are being sent? | Yes/No - (if yes, continue below) | | |
| For partners receiving funds, are they currently set up in the system under the appropriate currency for payment? | [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| Do any partners receiving funds require advance payments (if yes, continue below)? | [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| Are partners requiring advance payments able to receive funds in GBP (advances are normally only sent in GBP)? | [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| Are partners requiring advance payments located in a Least Developed Country, Low Income Country or Middle Income Country (partners in Upper Middle Income Countries will require an exception to the current policy to be approved to receive advance payments)? | [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |
| [Insert name of partner institution] | | Yes/No |