**University of Glasgow GKEF Application Form – Flexible Fund & Enabling Fund**

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| Project Title |  |
| Project Duration (weeks) |  |
| Start Date |  |
| End Date |  |

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| External partner organisation name |  |
| Contact name at external partner organisation |  |
| Has the external partner seen and approved the application, workplan, and budget? |  |

Please add more lines as required to list all external partners

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| Budget holder name |  |
| Budget holder email address |  |
| Budget holder employee number |  |
| Budget holder College and School |  |
| Budget holder position at University of Glasgow |  |

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| Applicant 1 name |  |
| Applicant 1 email address |  |
| Applicant 1 College and School |  |
| Applicant 1 position at University of Glasgow |  |
|  |  |
| Applicant 2 name |  |
| Applicant 2 email address |  |
| Applicant 2 College and School |  |
| Applicant 2 position at University of Glasgow |  |
|  |  |
| Applicant 3 name |  |
| Applicant 3 email address |  |
| Applicant 3 College and School |  |
| Applicant 3 position at University of Glasgow |  |

Please add more lines as required to list all applicants

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| 1. **Project Summary** – current stage of development, role of partners, wider context of project. Set the scene. Describe the wider context of the project. You should briefly describe the underpinning research, focus on how and why the activities in this project are critical to help you reach the long-term goal of the project, and how the project outcomes might fit with wider society, outside of academia. 200 words |
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| **2. Underpinning research** - Briefly outline the breadth of research conducted at Glasgow that underpins this project including, its current stage of development, barriers and opportunities to its exploitation/application. 200 words |
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| **References to research** – 4 maximum |
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| **3. Need/Opportunity** – what is the opportunity and how is it addressed by this project, why now, what is the evidence of market or user need/demand? what are the barriers? what is the competition? 200 words |
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| **4. Project aims and objectives** Please state the overall objectives of the project and how the work will address the need/opportunity described above. Where projects consist of a collaborative endeavour, the roles and responsibilities of the partner organisation should be set out explicitly. 400 words |
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| **5. Work packages** | | | | | |
| WP1 Objective –  WP 2 Objective - | | | | | |
| WP | Project week | Activity | Output | Risk | Mitigation |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

* Please add as many WP’s as needed
* Objective of the work package – please describe how the WP will meet the project objectives and outcomes
* Tasks/Activities – outline the intended activities (events, collaborative development, people placement, workshops etc) and indicate who will perform the tasks using initials for the individual and organisation
* Timeline (in weeks)
* Outputs –  e.g. workshops, toolkits, briefing papers
* Risks (including risk classification - Probability (P) & impact (I)) - (Low (L), Medium(M), high(H) e.g. P-H, I-M)
* Mitigation - Mitigation should be action you will take if the risk occurs

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| **6. Collaborations/Partnerships** If applicable, please provide an overview of all (non-academic) project collaborators and the role of each of the partners within the project. In particular, where the partnerships are key to impact generation, please identify the strategies in place to maximise the efficiency of the collaboration. 200 words |
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| **7. Outcomes and Impacts** – what are the intended/expected outcomes and longer term impacts from this project? 200 words |
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| **8. Evaluation, Capturing Impact** – Please outline your plans to identify, measure and capture the impacts this project will deliver 200 words |
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| **9. Next Steps/Impact creation** – Outline the strategy to deliver impact, based on this project, beyond the lifetime of this project. Describe how this strategy will be resourced. 200 words |
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| **10. Intellectual Property & Agreements** – Outline any relevant IP that exists to this project and potential for the generation of new IP in this project. Provide details of support from IP&C team. Outline any pre existing contracts/collaboration agreements in place that are relevant to this project 100 words |
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| **ENABLING FUND ONLY** |
| 11. **Career progression** – Please briefly describe how this proposed project would help your career. This could be but not limited to, support build track record to apply for grants, or platform to acquire additional skills , or enable you to transition, change and grow to the next career stage, etc. (100 words). |
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| **Mentor** – Please name the mentor identified. |
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| **12. Equality Diversity Inclusion** – have you undertaken the university EDI training? It is assumed all projects will comply with University EDI guidelines. |
| Yes  No |
| Please outline specifically the EDI considerations relating to the work you will undertake in this project and what you will do to promote EDI within your project. 100 words |
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| **13.** **Responsible Innovation** – please state how RI principles will be accounted for within your project 100 words |
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| **14. Environmental Sustainability** – what will you do to ensure your project is delivered in the most sustainable manner possible? 100 words |
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| **15. Budget** | | | | |
|  | **A. Costs to this grant** | **B. In-kind or cash funding –** please indicate which applies | **Total Cost** | **Detail and justification** |
| **STAFF COSTS** |  |  |  |  |
| Salary Cost | **£** | **£** |  |  |
| **NON-STAFF COSTS** |  |  |  |  |
| Travel | **£** | **£** |  |  |
| Accommodation | **£** | **£** |  |  |
| Subsistence | **£** | **£** |  |  |
| Consumables | **£** | **£** |  |  |
| Venue Hire | **£** | **£** |  |  |
| Other | **£** | **£** |  |  |
| **Total:** | **£** | **£** |  |  |
| **Balance requested from GKEF** - £ | | | | |