**SCAF Pump-priming Awards Round 4**

**Application Form**

A blue and white logo

Description automatically generated

Version 1.0 – published June 17, 2025

Please submit your application by **29 August 2025 (17:00 GMT)** by sending an MS Word copy of this document to [scaf@glasgow.ac.uk](mailto:scaf@glasgow.ac.uk) with the subject line “*SCAF | Pump-priming awards round 4 application – YOUR NAME*”. You should cc. all your co-applicants in your email. No cover letter is required.

For written feedback on ECR-led proposals, submit your application between **04 and** **15 August 2025** by sending an email to the above address with the subject line “*SCAF | Pump-priming awards round 4 presubmission – YOUR NAME*”.

Please do not change the margins or line spacing of the form. Word counts for each section are an indication rather than a goal but should not be exceeded (sections that are beyond word count will be truncated).

Please ensure that all four parts of the form are completed and submitted along with:

1. Letter of support from the lead applicant’s host institution representative (e.g. head of school, or RnD manager/director) [use template provided]
2. Letter of support for ECR application if applicable (from line manager, confirming that time and space will be available for the project to be conducted) [use template provided]
3. The submission checklist [included in this form]

**Submission Checklist**

I have completed all sections within the word limits.

I have secured a letter of support from my host institution representative.

*ECRs only*: I have secured a letter of support from my line manager (using the SCAF template), confirming that time and space will be available for the project

I have not added identifiable information (name, institution) in section 1.

The project team comprises at least two people from different disciplines or sectors.

The project team includes at least one person from a Scottish university/higher education institution.

My proposal is relevant to the broader topic of food and the SCAF mission.

All applicants are members of SCAF and have joined the SCAF Slack platform.

**Part 1: Project Details**

**This part will be evaluated blinded (separate from the other applicant and environment section) – please do not include details about the applicant team or the institutions.**

|  |  |
| --- | --- |
| **Type of project**  (delete as appropriate) | Primary data collection / secondary data analysis / scoping or systematic review / other (please detail) |
| **Project Title** |  |
| **Proposed Start Date** | ../../2025 |
| **Proposed End Date** | ../../20.. |
| **Keywords** (3 to 5) |  |
| **Project lay summary in max 280 characters** (SCAF may use this description in producing marketing material for awarded projects) | |
|  | |
| **How does the project align with SCAF aims and values (max 150 words)** | |
|  | |
| **Which SCAF** [**theme/workstream**](https://www.scaf-arc.co.uk/themes/) **does the project fit into?** (tick up to 2, max 150 words) | Mapping  Innovation  Culture & Heritage  Food security & Community  Food Systems workstream  Academy of Citizens  *Please detail how your project is linked to the SCAF theme(s) / workstream.* |
| **Project background and rationale** (max 300 words)  Clarify the state of the art, the research gap, the opportunity and rationale for this project | |
|  | |
| **Hypothesis/research questions, aims & objectives** (max 150 words) | |
| Hypothesis / research question(s):  Aims:  Objectives: | |
| **Workplan & methodologies** (max 250 words)  *If you plan to use animal models, justify how these are critical to your research project.* | |
|  | |
| **Key deliverables and timeline, including milestones and risk management strategy** (max 200 words) | |
|  | |

**Part 2: Main Applicant details**

*Note: You may only submit one application as lead applicant but can be part of up to three applications.*

|  |  |
| --- | --- |
| Principal Investigator *(Title, Name)* |  |
| Institution, Department / Unit |  |
| Job Title |  |
| Field(s) of expertise | *List up to five* |
| End date (if applicable) |  |
| Email address |  |
| Social media handles (if applicable) | Twitter:  Bluesky:  LinkedIn:  Other: |
| SCAF Slack Handle |  |
| Have you collaborated with any of your co-applicants before? (max 100 words) | Yes / No  *(delete as appropriate)*  *If yes, please add details about your collaboration.* |
| Conflict of Interest | *Please declare your affiliations or interests which might create or be a conflict of interest in relation to the conduct of this proposed research project. (Write “none” if applicable.)* |
| Data Processing & privacy | *Our privacy notice is available here:* [*https://www.gla.ac.uk/research/az/scaf/privacypolicy/*](https://www.gla.ac.uk/research/az/scaf/privacypolicy/)*. As part of our EDI strategy, details from your membership registration may be matched to this application for evaluation purposes.*  I consent to the university processing my personal data for the purposes detailed – Yes / No  *(delete as appropriate)* |
| Add up to three recent relevant outputs (e.g. papers, patents) relevant to the work proposed |  |
| Have you received SCAF funding previously? Please outline the award, award type, and whether the award is finished, ongoing, and whether you have delivered on the project and leveraged it to access further funding (e.g. applying for a larger grant) | **Award type**: pump-priming / mentorship travel bursary / event & activity fund / none *(delete as appropriate)*  **Award title** (if relevant):  **Status**: completed / ongoing *(delete as appropriate)*  **Delivery on objectives**:  **Exploitation toward further opportunities**: |

**Team composition and roles**

Co-investigator – has co-designed the project and will be involved in the timely delivery of the project (including project management).  
Project contributor – part of the wider team, with no direct role in the delivery of the project (e.g. may provide specialist advice, data access, stakeholder connections, or occasional input as needed, but is not involved in core project management or outputs).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role | Name | Early career? # | Has collaborated with the PI previously? | Initial project idea / design | Will project manage | Will execute specific aspects of the project | Will provide material / data | Will provide access to networks and stakeholders | Brings disciplinary expertise for data / findings interpretation | Expertise / input |
|  | *Enter name* | *Y/N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* | *Y/N* | *Enter text* |
| PI |  |  |  |  |  |  |  |  |  |  |
| Co-I |  |  |  |  |  |  |  |  |  |  |
| Co-I |  |  |  |  |  |  |  |  |  |  |
| [add rows as needed] |  |  |  |  |  |  |  |  |  |  |
| Project contributor |  |  |  |  |  |  |  |  |  |  |
| Project contributor |  |  |  |  |  |  |  |  |  |  |
| [add rows as needed] |  |  |  |  |  |  |  |  |  |  |

*# Early career: if in an academic setting, PhD, postdoc, lecturer, junior scientist – defined as being <15yrs from PhD award, and not working in a tenured/permanent position at the senior lecturer level or above*

|  |  |
| --- | --- |
| **Confirmation – please initial the statements:** | Initials |
| I confirm that the project described in this application represents the ideas, concepts and writings of myself and co-applicants. |  |
| Everyone who has contributed to developing this application is named either as a co-investigator, or as a project contributor. |  |
| I confirm that the project is not 1) currently under review elsewhere or 2) an unauthorised modification of projects submitted by others elsewhere |  |

**Part 3: Other team members’ details:**

*For more than one co-applicant, copy and paste the table to add as many applicants as required.*

|  |  |
| --- | --- |
| Name and title |  |
| Team role | Co-investigator / project contributor *(delete as appropriate)* |
| Institution, Department / Unit |  |
| Job Title |  |
| Field(s) of expertise | *List up to five* |
| Post End date (if applicable) |  |
| Email address |  |
| Social media handles (if applicable) | Twitter:  Bluesky:  LinkedIn:  Other: |
| SCAF Slack handle |  |
| Conflict of Interest | *Please declare your affiliations or interests which might create or be a conflict of interest in relation to the conduct of this proposed research project. (Write “none” if applicable.)* |
| Data Processing & privacy | *Our privacy notice is available here:* [*https://www.gla.ac.uk/research/az/scaf/privacypolicy/*](https://www.gla.ac.uk/research/az/scaf/privacypolicy/)*. As part of our EDI strategy details from your membership registration may be matched to this application for evaluation purposes.*  I consent to the university processing my personal data for the purposes detailed – Yes / No  *(delete as appropriate)* |
| Add up to three recent relevant outputs (e.g. papers, patents) relevant to the work proposed |  |
| Have you received SCAF funding previously? Please outline the award, award type, and whether the award is finished, ongoing, and whether you have delivered on the project and leveraged it to access further funding (e.g. applying for a larger grant) | **Award type**: pump-priming / mentorship travel bursary / event & activity fund / none *(delete as appropriate)*  **Award title** (if relevant):  **Status**: completed / ongoing *(delete as appropriate)*  **Delivery on objectives**:  **Exploitation toward further opportunities**: |

**Part 4: Applicant(s) and environment-specific details**

|  |
| --- |
| **Main applicant – relevant experience and expertise** (max 200 words) |
|  |
| **Team’s relevant experience and expertise, including an outline of your input to date into SCAF** (max 200 words) |
|  |
| **Team commitment to interdisciplinarity, collaboration, Equality, Diversity, and Inclusion (EDI)** (max 200 words) *This section may also be used to recognise everyone who has worked to shape the project and who took part in the writing, and the naming of the researcher(s) who will take part in the delivery of the project - when students are involved, their participation should be either part of their course (e.g. project) or rewarded at an appropriate rate. If students/external partners/anyone make intellectual contribution to the proposal, their contribution should be acknowledged, if not as a co-I, at least as an "associate to the project".* |
|  |
| **Capabilities to deliver this work and the institutional environment** (250 words) |
|  |
| **Potential Impact** (250 words)   1. **personal/professional for the lead applicant and co-applicants** 2. **for the wider SCAF community** |
|  |
| **What will the next steps be?** (250 words)   1. **How will this project fits in future plans for developing this research direction (e.g. future grant application)?** 2. **How will this project contribute to priming future research or innovation (including timelines)?** |
|  |
| **Project costs sought for:** **1 – salaries** **2 – consumables**  **3 – other (travel, dissemination, engagement)**  Please provide detailed costs agreed with your home institution and justification (max 200 words)  *Projects (direct costs only) should be costed at 100% FEC and funding must not be used for the purposes of Indirect or estates related costs at the institution you are based in, costs relating to intellectual property protection including but not limited to registering, maintaining, or supporting patents.* |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Details** | **Justification** | **Cost (£)** | | **Salaries** | *Include all roles, duration, FTE, grades* | *Role in delivering the project* | **£** | | **Consumables** | *Include key consumables* | *Justification on quantities / numbers / purpose* | **£** | | **Travel** (note [SCAF travel policy](https://gla-my.sharepoint.com/:w:/g/personal/emilie_combetaspray_glasgow_ac_uk/EZYEDjCTtOdAvHoSAHuMaRMBHpJ1ruZLS-7wIj2WFtDX6w?e=qdlaJR)): | *Destinations / events / other* | *Justification* | **£** | | **Dissemination and engagement** | *Events / activities / other* | *Justification* | **£** | | **Other** | *…* | *…* | **£** | | **TOTAL COST sought from SCAF** | - | - | **£** | |
| **If total cost sought from SCAF exceeds £5000, please justify the additional costs** (max 200 words).  Excess above £5000 is at discretion of the funding panel. |
|  |
| **Project co-funding – in-kind and cash contributions** (max 150 words) |
| |  |  |  |  | | --- | --- | --- | --- | | **Source** | **Detail** | **In kind or in cash** | **Value (£)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  | **TOTAL in-kind** |  | |  |  | **TOTAL in-cash** |  | |