

Application Process Briefing for the GCF Collaborative Seed Funding Call-20260429_113025UTC-Meeting Recording

29 April 2026, 11:30am

1h 0m 14s



Craig McLenaghan 0:11

Just give it a minute or so guys to let a few people philtre through.

Okay, well we'll just get started. Welcome everyone to today's webinar, all around the Glasgow Changing Futures Collaborative Seed Fund. Hopefully you managed to join yesterday the Discover GCF webinar where we had Chris Pearce

speak and our academic leads for the programme. And that was, that's a very kind of useful place to start in terms of positioning what we're looking for with the seed funding. So we hope you found that useful if you did attend. If not, there is a video on our web pages. I will show you

through today, where that is and you can view it. It's an hour long video. So today, as discussed, we're going to talk through the GCF seed fund in more detail, that granular level around the application process. So in terms of

Myself, my name's Craig McLenaghan and I'm the GCF coordinator and I'm really there to help around all the processes that we're dealing with with the seed fund and be there to support the applicants when they need it throughout this process. On the call today we also have Emma Reid Shellblad who is the

programme manager, the senior programme manager for GCF as a whole. So Emma has a greater oversight over all the activities in GCF and has been very heavily involved in the process of bringing this seed plant together. So yeah,

Emma's got a lot of knowledge on this too, so is here to help today and we'll have a Q&A section again at the end where Emma is going to help us field some questions. There's a Q&A box at the top of your screen. If you put any questions in there, we'll do our best to answer throughout.

and we do have that section at the end of where we will dive into the questions and try and answer and clarify anything best as we can.

In terms of an agenda for today, we are going to, obviously, we've been through a bit of an introduction to GCF. We're going to do a walkthrough of the key guidance and the forms that you'll need to populate and understand throughout this application

window.

We are at a great point that we open tomorrow for applications. So you'll be able to go on the web pages tomorrow. All the application form, all the forms you need to download will be there for you. And you can begin working on your application and getting that through to us in the coming weeks. So I'll share my screen. We'll go through the web pages, the guidance, the support that's available.

We will look at the project proposal form that really captures all of that detail of obviously what you're proposing to do, should you be awarded with the money. We will look at the costing form, which is an Excel document, and that obviously goes through your costings for your proposed project.

And finally, we'll look at the application link. So with us, it's a Word document that you'll use for your project proposal form and Excel for the costing form, and you submit that through a Microsoft form. So we'll lay that out in the website and you'll see all these forms as we talk through.

We'll come back to these slides afterwards and look at general considerations, any messaging that we really want you to understand at this stage, talk through that for a bit and then we can move on to the Q&A. So we hope we get a lot from this and if, like I said, if anything's not clear, please

pop it in the box and we'll do our best. And like we said yesterday, we've got a mailbox. We're happy to take these conversations offline. If you want to discuss anything in a little more detail, we are there to do that with you. So let me just share the website.

To get us started.

Cool.

So in terms of the Glasgow Changing Futures website, this is what you'll see when you pop onto a website. You can learn a bit about GCF as a whole, which is great and some of the activities that are already underway and the breadth of the programme as a whole. We have a section here

dedicated to the seed fund. That's obviously what's most important to us today and what we're discussing. So we click into there. There's a bit of an overview of the seed fund, some key messaging we want to get across to people, why the seed fund exists and what we're hoping to achieve.

through the seed funding. As we go down, you'll see that we're open tomorrow for applications. That will be a link tomorrow that you'll be able to click through and you'll see how to apply. So let's pop into applicant guidance. On this page, you'll see

applicant guidance, the support events, the frequently asked questions.

And the application form again will be down here. So let's go into the guidance because it is super important. Obviously, we understand what you as an applicant understand what we're asking for. And likewise, when they come through, we want the applications to be accurate to what we've what the vision is of GCF and what are leads.

Open to C.

So in terms of what's important, this is a boilerplate text, I suppose, of explaining what GCF is, a strategic programme of collaborative research, education, innovation, knowledge exchange and partnership activities. In terms of the GCF seed fund, This is what's important to us. So it's the formation of new teams at the University of Glasgow who combine diverse fields to co-design and co-produce solutions to take a systems future orientated perspective to local, national and global challenges. So we really want that message to come through.

what is he knew teams are merged, but teams that are meaningful. We don't want teams that maybe have members that it's more tokenistic. We want everyone contributing and there being a real reason being part of that team and these diverse strengths and knowledge coming together.

So yeah, very important to us. And as you think about your proposal, we must also ensure that it aligns with the three areas within GCF. And I would encourage you to maybe go back and listen to the video yesterday where the area leads are speaking about what they would like to see in a proposal.

But to find out more about the areas, you can click on the web pages here, the linked, and that should elaborate on exactly the purpose of that area and how your proposal could perhaps align with them. So we've got sustainable futures, healthy and equitable

futures and we also have collaborative futures. So this fund has been put together to, as we're talking about, bringing expertise together. Often that's across colleges, the expertise comes together and we're looking for the potential, that potential for progression and follow on funding is quite important to us that in the long term, you're looking at that external funding landscape and really addressing, also addressing challenges out there. So, it's a challenge-led programme.

Put together.

So in terms of the key details and what we want you to be thinking about in the coming weeks, obviously we've got the call opening tomorrow, be able to pop on

here and all the information will be there. We've got a five-week application window. So in the 3rd of June at midday, we'll be closing.

In June, we will be using that time to go through the review process and we will get back to you should you be successful or unsuccessful by the end of July to give you that, obviously that communication. Project start dates will be the 1st of October 2026.

and end dates will be the 31st of July 2027. We'd expect that the funding that we give to you will be spent within that time period and the project delivered within that time period. There will be no possibility of project extensions, 0 cost extensions.

So, yeah, very important to us that the projects are well planned with milestones and that you spend the money that we do move across to you in a timely manner. How to apply? So, yes, like we're going to talk through today, applications are submitted through an application link.

after you populate a project proposal form and a costing form and those forms are attached when you complete your application link. Just reiterating that deadline and late submission will not be accepted in this case. So when we look at award sizes, We've got our three areas, so you must choose the area that your proposal is aligned to. For sustainable futures, it's a little bit different because it's only 5K awards for sustainable futures. For healthy and equitable futures and collaborative futures, we do have 5 and 15K awards.

So you must build your project around that kind of funding and those funding levels. And there's a nice section on the web page I'll show you later that can maybe help you possession or understand what a 5K proposal looks like as opposed to a 15K proposal. And I suppose the headline here is that we could potentially fund in this call up to about 26 awards, depending on the values. So plenty of opportunities here. And yes, going back to Leeds, I would encourage, sorry, the areas I would encourage you to look in the web pages and also the video that's that's on our web pages that came from yesterday's webinar. So support available, there's a section here around the support. So if we click into here, this is where the video is. So yesterday's webinar videos here, so it's an hour long, so you can hear from Jaime Toney,

And...

Jaime Toney, Maria McPhillips and Petra Meier during that and really get to know what they are looking for in the proposals. But also the slides should be available on here from tomorrow, which is great. And also our video from today will be popped

on here along with the slide.

We have an in-person clinic on the 19th of May where you can come along, hear from, meet the leads in person, meet myself and Emma in person, talk through your application and each of the leads have a kind of prescribed time. So if you really want to meet the certain areas, it's worth being aware.

of what time they'll be there on that day. You can book through this link and additional support, obviously the mailbox is here that you can e-mail across any queries you've got and we've got frequently asked questions which I showed earlier, that section of the website.

So, if we go back to the applicant guidance.

Page.

We're on key information, so that's all the kind of key information up front.

This section is for core criteria. This is very important because these will be the four areas, the four sections, I suppose, that the reviewers will be looking at. So when you answer your application questions, it will be based on these criteria and that will filter through to that review process. So

We really expect strong knowledge of these criteria and strong addressing of these criteria. So the challenge led, solutions focused and future thinking is the first one, collaboration across boundaries is the second one, quality, credibility and strategic fit is the third one and potential for progression and follow on funding.

is the 4th one. So you'll see in our application form that the questions are very much aligned to these four criteria. And yeah, so it's really worth digesting the messaging here and ensuring that when you're bringing together your proposal and your collaborative teams that is aligned.

with what we're looking for in this core criteria section. We also welcome projects that include existing external partnerships or want to create new ones. However, the inclusion of that is not a requirement and we can talk through that and the project proposal form when we get to that point.

And it's just, I suppose, a link here. If you're struggling with involvement and you know you want to get partners, there's a nice webpage here for the BIOS community hub research involvement support. So you can pop on there and yeah, they'll be able to help you reach out to community partners if that's what you're interested in, if that will help.

A your proposal.

section here for the GCF areas and again this is their mission statement and the

purpose. So again very much recommend you digesting for each area or the area you're choosing that yes this is what's important to them and what they want to see you addressing in the proposal. Selection process. So very much what we're going to go through in June is the kind of robust, fair and transparent assessment process. It's worth bearing in mind that we'll be bringing multiple disciplines, colleges, professional services.

will be represented in these panels. So when you're putting your proposal together, we would recommend using the sort of language that understands that not everyone is an expert in your field. So to put it in language that makes sure that someone who maybe isn't as familiar with your research,

That they'll be able to pick that up and understand the points you're getting towards. So the fund is expected to be competitive, so meeting eligibility requirements and core criteria does not guarantee funding. So we do expect to receive quite a number of applications. So yeah, it's important that that's

understood. We will not be using the AI to obviously assess any of the proposals and funding decisions are final. So the panel, like I said, will be doing our best to make sure that everyone is up to speed in the panel and

Yeah, it's a fair and transparent process across all the applications we receive.

So importantly, lead applicant eligibility. So this is the person who fills out the form on behalf of a team. It doesn't denote any sort of hierarchy within a team, but it may be the person who's taken the ownership around the budget. And all we ask that this person as a member of staff

as this is an internal fund, able to take responsibility for the project delivery and award management, have salary support in place for the period needed to oversee the project. So obviously with our time scales that would be past the 31st of July 2027 and be able to work with the local school or college teams to ensure that any agreements are in place and that spend is monitored and you're following the correct processes at the local level. And when it comes to the project team members eligibility, we really want to encourage diverse teams across different career stages and

Again, back to that messaging around that genuine teams where everyone is making a valuable and meaningful contribution. We of course encourage teams to involve emerging talent, but under the, I suppose, the understanding that that's treated in the right way is proportionate, it's feasible.

and appropriately supported if due regard to that individual's existing workload and

lane management or any local approvals that are needed for them to take part in the project.

So coming back to our 5 and our 15K awards, this is a good section we've got here about what you could potentially do with a 5K award or a 15K award and the kind of expectations or outputs around that. So I think that's a very good page for grounding.

where your idea is at the moment and obviously shaping it for the GCF Collaborative Fund and where it fits with us. So yeah, that is there under that expected output section.

And there's some expectations around once we do fund your project, if you're successful, that you stay in touch with the team. There'll be some light touch reporting throughout the year and the end of a project report that we'd expect to receive. But we also want you to be part of the GCF community and being able to speak to us and build a relationship with us and get that support you need. So we will be doing our best to acknowledge that through the process. And yes, if after the funding, when you move on to maybe other external funds or any outcomes based on that,

We would like acknowledgement of GCF seed funding support and anything that moves on past that point.

This section, again, is super important in terms of knowing what you can spend your money on and what is not permitted. So in terms of activities, we really want the money to be used for that, activities, workshops, consumables, things that are tangible. So in terms of eligible costs, things we'll put down here are project specific consumables or materials, events, workshops, engagement costs, UK travel and subsistence were clearly justified and in line with our sustainable travel guidance.

Obviously, we have sustainable futures as part of one of our areas. So it's very important to us that you follow that ethos, obviously at the University of Glasgow's policy level to our own sustainable gate, sustainable travel and approach. In terms of staff

costs and recruitment costs, I think it's important that this is only applicable to those who are maybe on fixed term contracts. We would expect that if you're on an open-ended contract with the university that all the things we are, all this activity would be part of your existing remit.

at the university. So staff costs such as staff time buyout, recruitment costs such as

DEs, we would only really expect that to be as a kind of last case scenario or a way to maybe there's a team member who you could increase their FTE or or extend the contract. So if there were maybe the contract was ending throughout the project and you can extend that through the funding, yes, that's the kind of staff cost that as long as clearly justified that we will consider. We also want to encourage student internships through the Student Opportunities Hub. We've got a link there. if you're not familiar with how the hub operates, but you can go on there and obviously hire student internships to be part of your project at any point to work on a specific part of the project.

Importantly, external partners, although we encourage involvement with them, they cannot receive funding through the direct award. It's only when justified and including reasonable costs for partner participation around maybe travel, subsistence or contribution costs.

where these are necessary to enable meaningful involvement from, let's say, community organisations, charities or other collaborators.

And again, this final point around cost relating to reducing carbon footprint really speaks to that sustainable ethos we have as part of GCF. Ineligible, in terms of ineligible, we will not permit costs that involve international travel. We will not any cost that involve attendance at academic conferences. And we have some caveats around external consultancy fees. So it will not be costs where what we would expect is it's cost for those around external consultancies, around charity partners.

or others that couldn't reasonably engage unless funded or whether a strong case can be made for specialised workshop facilitation or support.

Unsupported or unexplained contingency. Obviously we have a quite a clear deadline on this in terms of spend by 31st of July 2027. So when you're doing your costing form and thinking about your milestones, anything past that date of course would be ineligible to us.

And yeah, costs that duplicate existing funding activity. So yeah, we really want to see what you've thought through, what you're spending your money on, and then there's not duplication there. Pair DMs, setting allowances or stipend payments are ineligible. Computers, laptops, printers, standard software.

Access to high performance computers or applications that are justified by the project are allowed. Student scholarships are ineligible. The funding for creation of apps, web platforms without proof of agreement from IT services and any other

costs.

That are ruled ineligible for university or fund requirements.

So yes, it's important that if you've got any recruitment costs or staffing bio that you speak with your college research support teams early to surface that, collaboration agreements, things like that. There's a section in our project proposal form which I'll talk through and does

does help with that, and hopefully suffers those sort of costs early that can take time.

A note on sustainability, again, this is just referring back to that policy to make sure that that's very much mind throughout all your activities. And we do have a toolkit.

We work really closely with Scotland beyond Net Zero. So they've done a bit of work in developing a toolkit to help academics and research professionals explain and enhance their contribution. The research makes to knowledge and innovation and environmental sustainability and climate change. So that's very useful across all three areas, but particularly if you're looking at sustainable futures.

may be something you may want to take advantage of. And we've got this final section here in our guidance that goes through all the kind of ethical guidance, the code of good practise for research, I suppose the good practise across the university that already exists that

we would have expectations around that being your responsibility, making sure your project adheres to all that and is compliant with that. So yeah, some good links here around data protection, around recruitment, around collaboration agreements, health and safety.

intellectual property, safeguarding. So yes, just important for you to be aware of this and again, these are things you can maybe talk to with those college support teams.

So moving on, so the first part of this process would be to start making your application would be looking at your project proposal form. So you'll be able to download this from tomorrow on a web page.

There is again some bullet points that are probably addressing a lot of what was spoken about already today, but it is worth reading through and again, we'll refer you back to the guidance to make sure you're understanding things like the core criteria and the lead applicant eligibility.

M.

I can have a few things here that may be of interest. We have word limits and the following questions. You must adhere to those word limits. If you don't, we'll truncate those word limits back. So if we ask for 450 words and you have given us 550 words,

we will take

the 100 words away. That is just to make sure there's a fair process for everyone.

Everyone's getting the same amount of words to describe, to give their answers to the question. Applications should only be submitted once any required internal school or college approvals or notifications have been addressed.

And that is just making that clear again about reaching out to your research support teams, either within your school or college at an early stage. Please don't go to them when there's two days left until deadline and ask them to help you get up to speed and look through your forms. So get

get to them nice and early so they can help you in building capacity, which I'm sure they'll be happy to do. And again, here's the web, the e-mail addresses for those teams should you not know that already. Again, reiterating those dates.

or around a start date and our end date for the projects and spending the money.

And just making it clear there that if you don't spend the money by 31st of July 2027, we will be recouping that money and there's no possibility of project extensions. So it's very important that you've taken a lot of time to consider the timelines and when you're going to do certain activities and when you're going to spend the money. Important to us too is the quality, diversity and inclusion considerations. We work closely with that team and we've worked with them, obviously put this application process together. So in your approach, and there's a section that's going to cover that.

important to us that you do acknowledge that and throughout the, I suppose, the team and the approach that EDU and I is at the forefront of that.

important point here around the lead applicant, the co-leads, budget holders within the project team must all be University of Glasgow staff and have contracts extending beyond the 31st of July 2027. And just making the point clear that when you fill out this form, it must be fully completed.

fully completed for an eligible submission. So we'll do our best if we do spot early in the process that maybe you haven't populated everything, we'll do our best to try and communicate that back. But obviously, within reason after we get close to that deadline, it's important we keep to our time skills. So

Yes, very important that you fill out all the sections you need. There's only two questions through the form, project proposal form that are optional and I'll point them out as we go. So this first section is dedicated to the project overview and the team members and giving us information

information on that. We'd like the project title to begin with. That's 1A. For 1B, we want you to state the GCF area that your project is aligned to. So that goes back to the collaborative futures, healthy and equitable futures and sustainable futures. Again, those links there if you need to remind yourself about the concerns and emissions of that area. One C is an optional question and that is to capture if you feel your proposal also addresses another area, another GCF area. If that is surfaced there is a potential, although not guaranteed, that there may be cross funding available where perhaps collaborative futures and sustainable futures could team up to give you half of the funding each. So yeah, just let us know and one see if you do feel it bridges two of the areas and we will

Do our best to accommodate that.

One D is all about a project summary. Again, using language that's suitable for a broad audience. This is, obviously, you can start to see the word counts coming in here. So we expect that within 150 words, just explaining exactly what your project is and what you'd be addressing, what's the challenge.

Then we move on to delete applicant details. So we want the delete applicant's full name. We want our college. If they're part of university services, let us know there. University services, school or department. Obviously easy if you're part of a college to

denote the school, some university services staff may be part of a department, so just let us know in there, and the current job title you have at the university.

This next section, 1E, is used to populate all your team members. Again, similar information we're looking for here, the first name, the last name, the college or service, the school or department, and the current job title. And this final column is just to denote whether they will be a co-lead.

as part of your project. So we have space here for four team members to go in, but you can add additional rows. Just add them in the row below. Give us more details if you need to use, if you have more than four.

Team members, including yourself.

Section 2, very important. This is exactly what our reviewers will be looking at with a fine tooth comb. So section 2 is all about that project case for support and the core GCF criteria. You can refer back to the applicant guidance to get fuller explanations of the criteria.

But these are the four that we're concerned with when it comes to our fund. So if you are an eligible applicant and you've addressed these criteria, you're giving yourself

the best chance possible to obviously be awarded as a competitive process. So each question is aligned.

to a criteria. So 2A, we're really focused on that challenge led solutions focused and future thinking criteria. And there's a question there to bring that out of you, to get you thinking and make sure your project addresses that. And that is likewise for the next

three criteria. So 2B, all about collaboration across boundaries. 2C, quality, credibility and strategic fit. 2D, potential for progression and follow on funding. An important point here is about with 2D is

identifying specific follow-on funding calls or opportunities you see. So we do expect you to be thinking of that wider landscape and the future when you are putting this together.

2E is an optional question, so you're not assessed on this question, but it's interesting for us to know. We obviously encourage external partnerships, but it's not a requirement. So if you do have external partnerships, there's some space here for you to input that and let us know who those partners are and how you will be working with them. So that is to this section 2, as I said, very important section and yeah, essentially what our reviewers will be referring to very closely when they're making their decisions on who should be funded and who shouldn't.

Section 3, we want you to let us know the funding you are applying for, whether that's the five or the 15K award, with a note that, like I've mentioned before,

Sustainable Futures only offers the up to 5K award. So

just pop it in there, whatever award size you're going for. And we have a budget summary section here. So that is going to tell us a clear summary of why you've allocated funding to certain resources. So you've got 200 words to describe that. and that should align well with the costing form that you also complete as part of your submission, which we'll move on to talking about next after we've completed the project proposal form.

Section 4, again, that's the ED&I, responsible practice. We want to ensure that you're taking this into consideration and you're explaining that you will acknowledge it through your approach and through the design and the delivery of the project. So that is space there to make sure you have

obviously done your mandatory training as part of the university and yeah taking it into consideration and the formation of this team and proposal. Section 5 is the section where I would say is worth surfacing at an early point with

your school or college support contact and to walk through these questions together. Hopefully, it's a nice and easy process and there's nothing you really need to surface that could be an issue, but going through these questions will be able to surface that early for us.

that there may be things that may take time that your local support contact will be able to illuminate you on. So again, we'd expect you to put the name in of that person who you've been speaking with and the thought would be that you sat down together

A to complete that the role at the university.

and yet some assurances around whether they have looked at your completed costing form and they agree and it's confirmed as correct. Staff costs, acknowledging that and our criteria around that, our funding rules,

Again, the same with recruitment and you can refer back, there's a link there to eligible and ineligible spend just to cheque that you're clear about that. If your project involves external partners or collaborators, have you considered whether you need a collaboration agreement? So again, that suffers in that at an early stage because

that could take some time to put in place. So your college or school support team should be able to let you know on that. Again, if there's any ethical governance or contractual approvals likely to be required before the project can begin, again, that conversation should surface.

with the local support teams should surface if that may take some time. And there's a section, the last row is just about if you're unsure on any of the above, just let us know. And obviously, when the application comes through as the GCF team, we'll do our best to have that conversation early with you should there be any issues that It may come up.

And the final section of the project proposal form is just declarations and confirmations around the public sharing of funding project information and the acknowledgement of GCF in the future. So that is just agreeing that you're comfortable with that. So please read through.

this text and make sure you're happy with that as a team.

So once this is all populated, you can save that and then I would recommend after that moving on to your costing template. So this is the second download you'll get on the web pages. We have two tabs at the bottom here.

worth knowing. The first tab is a lot around the guidance in completing this template,

the purpose for it, what the reviewers will be looking for and the costing, what to avoid, the cheques to make before submission and

A lot of notes here and just advice around, you know, how to populate the next sheet, which is a table will show the costings and the justified cost. We have a remainder section here just around the eligible and ineligible spend when it comes to the GCF.

collaborative seed fund. So again, worth bearing in mind all of that and make sure it aligns.

Sheet 2, this is what is important. We want you to complete all the blue text input cells, so putting in your full name again, the lead applicants called your service, the project title, so hopefully this is easy to just copy and paste from your proposal form, the GCF area you're looking to

to apply for, the school and the date of completion. So let us know when you completed this because obviously things can change, processes can change. So it's nice to know the kind of version we're dealing with at the time when it comes through. We'd like you to confirm again

if it's a 5K or the 15K award size you're going for. We're just keen to stress this point because we don't want people stressing over trying to find an extra 50 pound spend or 100 pound spend that we do understand it's difficult to get those numbers really bang on. So that's why we're saying up to 5K. So if

If you've done all your costings and it comes to 200 pound underspend, that's okay. We'll not, our reviewers won't judge harshly on that. We just want you thinking around the, obviously, that award size and making sure it's proportionate to your plans.

There's a section here on how to just letting us know if you're receiving funding from any other sources and to provide us the details for that. I suppose it's important to us that we're funding things that essentially are getting funded elsewhere in an ideal world. So just suffer some things in this section just to let us know if you do have any other

A funding awards that are helping.

We have a suggested cost categories here. So again, it's given ideas around the, I suppose, the eligible areas where we'd like you to spend your money. It's a way of thinking about that spend and what you could potentially do with the money to support your project. So we've got 9 cost categories here.

that you can think through. And this is the important part, the cost lines in this table

is going to tell the reviewers essentially what you're spending your money on and how much money you're spending on each thing. So with the first column, and those two examples in here,

which you can read through just to get an understanding of what we're expecting.

Please delete these examples when you go to making your final submission as there's a few formulas in here that obviously total up the spend. So in terms of what we're looking for, the first column, the cost category, just

just give us, let us know exactly the kind of area your spend falls into. The item description, give us a description of what that item is. With this example, the cost category is UK travel and subsistence. The item description is return real travel for project meetings, there's a quantity column, so that's about the maybe the amount of trips. So, in this case, it's six trips. In each ticket, each real ticket costs eighty-five pounds. In this example, that's the unit cost column, and put in the overall spend. So, obviously,

$6 * 85$ to get us our 510 here. And that's requested from GCF is a very important column because that is going to total at the bottom. So this is where we hope that it would, if you're going for the 5K grant, hopefully that number is close to 5K in this box.

If you're going to 15K, again, hopefully it's close to the 15K. The next column is around the justification of the spend. So in this column, we want to see that you're thinking through why you're spending that money, the value for money you're getting, why it's needed.

important to justify that to the reviewers. So we understand you're spending the money in a, I suppose, a sensible way and it's well planned out. And the final column on the table is just letting us know when you intend to spend that money. As I've mentioned before, we're giving you this money

because we'd like you to spend it. So not leaving everything to the last months of the project, to spend everything is probably not what we're looking for. We want you to obviously think things through, spend the money when you're going to spend it and use the money and we don't want you to keep the money.

We want you to see spend it all. So in this column, just let us know the months you intend to spend that money. So we have a project start date of the 1st of October and we obviously have that deadline of the 31st of July 2027. So ensuring all the spend falls within those months.

and really detailing that out for us so we get a good understanding of the grasp

you've got around the budget for your team and project. So that is all you'll need to populate on this. So just populate the second sheet. The first sheet's all about the guidance.

the second sheet, you're populating these three sections. So just applicant details again at the top, budget summary information in here, just a few questions and then populating this table. So once you have the two forms, we'll just talk

through once you have them ready and saved. So you got a project proposal form and the costing form, that's you in a good place to get your application through. So the final step will be clicking on our application link. These two forms, the project proposal form and the costing form are going to be attachments.

you send through and your final application link. So yeah, the hard work is getting these populated. The last application form, which is here, that's Microsoft Form, is quite a short form, so it won't take much time. But yeah, we obviously recommend getting to

early stage, just to be organised. Don't be looking at these things very, very close to the deadline if possible, just to give yourself enough time to make sure you've covered all the guidance and you've filled out the forms correctly. And just reiterating that the team, the GCF team are here for you. So if there's anything you're struggling with,

just reach out to us and we're doing our best to put our e-mail address as many places as possible. So you can ask those questions when need be. So this is the final stage. So just populating this form. Again, we've got

just a bit of guidance again, just reiterating some messaging around using our templates for the project proposal and the costing template, reading the guidance before you start, checking your eligibility. We really don't want to waste anyone's time, of course, who isn't eligible. So yeah, please

please read the eligibility on the web pages. And ensuring your proposal addresses the four key criteria which were spoken through, obtained any internal approvals or notifications. So again, we're really encouraging you to

to reach out to those local teams and make sure that they know you're planning to do this. And as part of this final form, actually, we do ask that your head of school is made aware of your application and you've got that authorisation in place because we realise that the time, the commitment as a whole, should you receive the funding. And...

So as part of this form, what we're going to ask is again, just for your lead applicant

details. Hopefully this is easy just to bring through because you'll have that from your project proposal form. So just recommending copying and pasting here. And yeah, we're going to upload your completed project proposal in your costing form. through this form. So we'll get to that stage and I can talk through that. So and just a couple of notes here about using our templates on our web pages and not trying to break our forms. They're formatted that way for a reason. So please just populate what you can, particularly the Excel form with the formulas, make sure that all the formulas stay in place. So once submitted, applications cannot be edited and we won't be accepting the late submissions. So yeah, just a final message there.

and obviously our e-mail address. So what I'm going to do for this final stage is just populate this as we go, just with dummy data, just so you get a sense of what's needed. So again, project title, copy and paste, the first name of the lead applicant. So in this case, I'll just

My details.

The e-mail address.

Here's where you let us know the lead applicant college or the service. So let's say for talking, say come in science and engineering and school, let's say school. of engineering.

Current job title, let's see, lecturer.

and staff number. So we do ask for staff number. This is an optional, but in this case, this is the six digit number on your staff card or if you go into the HR portal, it's also on there if you don't have a staff card. So pop in a staff number there and we use that just to monitor ED&I throughout the process. So as part of our privacy notice that that detail is on there too. But yeah, just to make you aware of that and not to give us your GUID, which tends to be letters.

The staff number is a six digit number.

So full name of budget holder for the project. So it must be a member of your team and the lead applicant can also act as a budget holder. So if your budget holder is someone different in your team,

please provide the details of that person. Let's just say for talking sake, I'm going to act as the lead applicant and the budget holder. So I'm just going to again type in these details.

This next question is about the head of school authorization. So we'd expect everyone obviously to have that authorization and the name, the role, I'll just pop in

Emma's.

Name there.

And again, just confirming in this section what area your projects are linked to. So let's say our project is for sustainable futures. Again, this next page, you're just confirming what the award value is. So let's say we're going for the 15K award. And this is where

you upload your populated project proposal and your costing form. And what would help us in this section, if you're able to put your project title as part of the file name, that would obviously help us and also keep things organized. So let's just put these in here.

And again, reiterating that the project proposal form is a Word document, the costing form is an Excel document.

Click next. And we have a final section here because GCF as a whole and what we're concerned with and our mission I suppose does lend itself to looking at collaboration even within the institution and there's some information we'd like to collect just to inform that sort of thinking and

learn more, investigate it. So we think it's really useful to have these final three questions just to ask a little bit on that, because you guys will be at the forefront of obviously forming these collaborative teams and we'd like to understand what that looks like. So for the first question, we want to see what understand what your team looks like? Is it an entirely new collaboration? Is it part of some existing working relationships? Is it an existing team working together in a new area? Or is the existing team continuing established work? So let's see if we're talking sake, it's an entirely new collaboration. We're all working together.

new team across colleges, we're all part of different colleges, different career stages.

And these final two questions are around the enablers and the barriers to that collaboration. These are optional questions, so don't feel that you have to answer them, but we are super interested.

to get your thoughts on this. So if you're able to populate these two areas, these two questions, that would be very useful to us as a team and our understanding and how we can potentially help in the future to make work like this and our disciplinary work easier across the institution. So

Yeah, if you populate data, that would be great, and we're hitting Submit.

So that is your submission in. You'll get this message, just letting you know, we appreciate you taking the time to make the application and we'll be back in touch by

the end of July to let you know what the outcome is. So that is the entirety of the process. So just going

Back about looking through.

This applicant guidance, super important, populating your project proposal form. populating your costing form, then using them to make your final application through the Microsoft form. So now I'm just going to take us back to the slides. 2 seconds.

And hopefully if there's any questions, if you can just pop them in the Q&A, anything we can elaborate on, because I realise it's a lot of information, a lot to digest. And if you want to raise anything today, Gray, if you want to reach out to us in the mailbox or at the clinic, also more than welcome. Happy to have those conversations at that point.

So just heading back to the slides. So yeah, we've done the walkthrough of these four areas. The next stop for us is the kind of general considerations. So apologies for the duplication and messaging, we feel it's important.

that you obviously read the applicant guidance. There's a max of 1 application per lead applicant and budget holder. You could be a co-lead on several applications, but with the commitment of being a lead applicant or a budget holder, I think the one project should be enough in terms of your capacity.

Just getting the messaging across that everything you hear today, you heard yesterday, you'll hear at the clinic. There's no secrets, there's no extra information. You need to go find out. We are trying to be as clear and transparent as possible. So all the information we're getting across is...

Yeah, we're hoping to get that to every applicant, so it's a level playing field. And yeah, just a reminder, I refer back to the web pages and maybe to watch the video or go through the slides from yesterday when the GCF leads are talking, because yeah, they are the people best placed.

to let you know what proposals they're looking for. Just a message here that things take time. Recruitment, collaboration agreements, a lot of things. Spending money is not as easy as we'd like it to be. So just a bit of encouragement that when we send the money across, we'd like you to spend them, we're there to support you in doing that.

We don't really want to recoup the money, but because it's money you've rightfully, we hope at that stage, earned as part of your proposal. But we know it can be difficult at times to spend the money, so take as much planning into account as you

possibly can. And that links back to the...

point here around, speaking to the college research teams early, the support teams and really getting that help and advice if it's something that's completely new to you, managing that internal grant. We realise there may be quite experienced people as part of this webinar, but yeah, it's important to understand that. The final two points is the reporting commitments that there'll be a kind of light touch mid project report and there'll be an end of project report that we'd get at the end of the year obviously. So yeah, just just important that you're committed to that and we're working with you to get that information and we will engage with you in that way. And please ask, we're here to help. So again, here's our mailbox.

and moving on to the Q&A if there are any questions at the minute.

So let me just open the Q&A box.

Yeah.

So we've got a few questions in here. I think Emma has been trying to answer them as we go. So please feel free to come in, Emma, if you've got any points you would like to make. So one of the questions is around defining new teams and what that looks like.

Emma's response, that would be a new team. If a team has received funding already and isn't making a state change in this application, it wouldn't be considered new. So I don't know if you're able to elaborate on that, Emma, if you're okay.



Emma Kallblad 59:06

I'm conscious of time, Craig. We've just got a minute left.



Craig McLenaghan 59:08

Yeah.

All right, okay, okay. So I could maybe, what we'll do, we'll take these questions and we'll pop them into the FAQ. So we will, I've got a record of these questions, we'll address them through the FAQ or if anyone wants to take it offline and just e-mail us across, we can answer that way.

So thanks very much for taking part in the webinar today and listening through that and getting that detail. Yeah, hopefully we see your applications come through.

We're looking forward to getting them. And like I said, we're here should you have

any further questions.

Thank you.

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