**Application for a Research Centre at the University of Glasgow**

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| **Definition of Research Centre** |

A Research Centre has as its mission the development of a competitive portfolio of research and the establishment of an international reputation for leadership in the chosen theme. Leadership will be evidenced, for example, by the volume of high-quality publications the Centre produces, a growing volume of income generated from external sources, its output of trained, employable people at Doctoral and Postdoctoral level, the esteem of its academic staff and the impact of its outputs on academic and non-academic stakeholders.

Centres may cross School, Institute and/or College boundaries. They may also form partnerships with external organisations, in which case specially negotiated constitutional arrangements may apply. In all cases, Centres will have a designated lead / home School or Institute.

Centres create an identity and, where appropriate, a shared environment for specialist thematic, normally multi-disciplinary, research that brings together academic staff and postgraduate students working together on common interests.

Each Centre will be led by a Director, normally appointed competitively from among the existing staff complement of the University and, in the case of externally funded Centres, in consultation with the funding agency.

A Centre will not be established if its anticipated lifetime is less than 5 years. However, a Centre that is not delivering its mission may be closed prematurely. Centres will undergo annual review up to Year 5, followed by five-yearly reviews thereafter. The reviews will be led by College and University Senior Management to assess past performance and the future strategy of the Centre. For Centres funded by external agencies, such reviewing might be based on regular external reviews organised by those agencies.

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| **Guidance for Applicants** |

1. Applications should be submitted by Head of College (or College Office on behalf of HoC) to R&I for the approval of the Research Planning and Strategy Committee (RPSC). This should be done via [ris-policy@glasgow.ac.uk](mailto:ris-policy@glasgow.ac.uk) with the subject line ‘CENTRE APPLICATION'. Information on RPSC can be found at <http://www.gla.ac.uk/services/senateoffice/senateandcommittees/>.
2. Applications will be triaged by the co-convenors of RPSC at the next available meeting date.
3. A decision will be communicated to the applicant within 4 weeks from submission.
4. Annual reports must be submitted at the start of each financial year (August), providing the centre commenced no less than three months prior to August. In this instance, the first report will be due the following August. The report form can be found at

<https://www.gla.ac.uk/myglasgow/ris/researchpolicies/structures/centres/>

1. For centres in their fifth year or beyond, reports will be due every five years or as required by the funder.
2. A website must be created for the centre within 1 month of approval; R&I should be notified once this is complete at [ris-policy@glasgow.ac.uk](mailto:ris-policy@glasgow.ac.uk).
3. Further information on Research Centres and other Research Structures can be found at <https://www.gla.ac.uk/myglasgow/ris/researchpolicies/structures/>

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| **General Information** |

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| Centre Name |  |
| Director  (name and contact details) |  |
| Administrator  (name and contact details) |  |
| Lead College and School/Institute |  |
| Existing Website URL  (where applicable) |  |
| Date of Application |  |

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| **Overview of Centre Aims** |

Please use the box below to provide detail on the rationale and focus of the centre (maximum 400 words). This should include details of how the centre will, for example: fit within the University’s strategic plans; benefit the University; raise the profile of the subject area and the University; attract support from various funding streams; and support the internationalisation agenda. Any previous support from the academic community, e.g. any prior cluster or network activity, should be included.

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| **Active Participants** |

Please list the internal and external active participants in the centre, including academic staff, postgraduate students and external partners (add or delete rows as appropriate). Evidence of active participation in the centre comprises joint funding applications or awards between centre members, or collaborative outputs such as publications or Knowledge Exchange projects.

**Internal Active Participants**

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| Name | Job Title | College | School/Institute | Relevant Research Area | Relevant Activity |
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**External Active Participants**

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| Name | Job Title | Organisation | Relevant Research Area | Relevant Activity |
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| **Interdisciplinary Links** |

Please use the box below to provide evidence of cross-discipline and/or cross-College involvement within the centre (maximum 200 words).

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| **External Stakeholders** |

Please list the external stakeholders involved in the centre, including Policy, Government and other relevant external bodies (add or delete rows as appropriate).

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| Name | External Body | Involvement |
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| **Research Impact Activities** |

Please use the box below to provide details of expected research impact activities and potential collaborations. Please ensure you include a breakdown of the costs of proposed activities as well as the funding sources used to support these activities under the next heading.

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| **Funder Requirements** |

Please use the box below to provide a copy of any requirements set by external funders (e.g. the terms and conditions).

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| **Funding Plan** |

Please complete the table(s) below outlining the centre’s funding profile for the activities proposed in the previous section. Include the specific use of the funds in each category, details of funding categorised as ‘Other Expenses’ and the source(s) of funding.

This is based on the University’s financial year (1 August to 31 July); please replace ‘Year 1’ etc. with the appropriate financial year (e.g. 2014/15). Please add tables as appropriate.

**Activity 1: TITLE OF ACTIVITY**

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| Funding | Year 1 | Year 2 | Year 3 |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other Expenses |  |  |  |
| TOTAL ACROSS PROJECT |  |  |  |
| FUNDING SOURCE(S) |  |  |  |

**Activity 2: TITLE OF ACTIVITY**

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| --- | --- | --- | --- |
| Funding | Year 1 | Year 2 | Year 3 |
| Consumables |  |  |  |
| Equipment |  |  |  |
| Other Expenses |  |  |  |
| TOTAL ACROSS PROJECT |  |  |  |
| FUNDING SOURCE(S) |  |  |  |