**Programmes of Knowledge Exchange**

**Application Form 2019 (round 1) – Open Call**

**Completing the form**

Please read the accompanying *Guide for Applicants* and the Scottish Universities Insight Institute’s *Terms of Award* before completing this application form. All sections of the form must be completed.

If you have any questions about the completion of this form, experience technical difficulties with the form or have any other queries relating to the funding scheme, please contact the Insight Institute.

**Submitting the form**

Please submit an electronic copy of the application form to: info@scottishinsight.ac.uk

**Deadline for submission: Friday 24 May 2019, 5pm**

**Title of the project**

**Lead partners (SUII member institutions)**

1.
2.

**Period of activity (e.g. September 2018 – April 2019)**

**Section A: Summary details of the programme**

**Brief summary of the programme** (max. 200 words)

**Programme team**

**Contact details**

Please provide the full contact details of two members of the programme team who can be contacted regarding this application and a few lines outlining the expertise each team member will bring to the programme. N.B. *The two lead contacts must be from different SUII member universities participating in this call\*.*

*Contact 1*

|  |  |
| --- | --- |
| Full name and title |       |
| Institution |       |
| Email |       | Phone |       |
| Address |       |
| Expertise |       |

*Contact 2*

|  |  |
| --- | --- |
| Full name and title |       |
| Institution |       |
| Email |       | Phone |       |
| Address |       |
| Expertise |       |

\*Dundee, Edinburgh, Glasgow School of Art, Heriot Watt, St Andrews, Strathclyde

**Other members of the programme team (rows can be added as necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Full name and title** | **Affiliation** | **Email** | **Expertise** |
| **1** |       |       |       |       |
| **2** |       |       |       |       |
| **3** |       |       |       |       |
| **4** |       |       |       |       |
| **5** |       |       |       |       |

**Section A: Scope, breadth and strategic relevance**

1. State the issues that will be tackled in the programme, explaining the **relevance** of this for Scotland and the wider world. Identify specific **aims and objectives** and clarify why the programme is particularly **suited to Scottish Universities Insight Institute**, bearing in mind its remit. (max. 350 words).

1. Explain the **academic/scientific research** underpinning the programme:what **existing research** will the programme bring to bear – including research by the proposal team and evidence of its quality;how does the programme challenge, build upon or expand on existing work; how it can be expected to **influence the future direction** of thinking on the issue? (max. 350 words).

**Section B: Collaboration with non-academic sectors and multi-disciplinarity**

1. How have **non-academic communities** informed the development of the programme proposal? (max. 250 words).

1. Explain how the programme will draw on **policy and practitioner knowledge/expertise.** Comment on the **scale and nature** of non-academic participation and how it is intended to contribute to the successful delivery of the programme. (max. 400 words).

1. Which academic disciplines will contribute and how will this **multi-disciplinary participation** be managed to ensure productive discussion? How far does the proposed collaboration extend beyond existing networks and bring added value? (max. 350 words).

1. How will an **international perspective** be brought to the programme? While participants from overseas bring an international perspective, how will this be made integral to the programme and its wider impact? (max. 300 words).

**Section C: Programme content and activities**

1. Please provide a **preliminary schedule** of planned workshops/meetings, outlining anticipateddates (month), format, duration, thematic focus, aims and objectives of each of the planned sessions. Include any additional activities that will take place such as dissemination of programme activities and results. (max. 750 words).

1. Outline how **knowledge exchange** between different parties will be encouraged and facilitated, and how programme themes will be developed between workshops / meetings. (max. 250 words).

**Section D: Outcomes and outputs**

1. Please identify a) the **intended audience and beneficiaries** of the programme; b) the planned **outputs** (in addition to the required final report); c) the **anticipated impact** of the programme and **routes** to such impact. (max. 500 words).

1. What do you anticipate people and institutions will do differently in Scotland as a result of this project? (max. 200 words).

**Section E: Requested finances**

**Programme budget**

|  |  |  |
| --- | --- | --- |
| **Cost item** | **Detail/comment** | **Amount** |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |

**Justification for resources:**  please explain any resources requested (other than core costs relating to participant accommodation, travel and catering), matching the justification given to each of the items or categories listed in the budget.

**Other funding**

Please indicate any agreed contributions to the expenses of the programme from other sources (awarding body, level and allocation)

**Section G: Programme participants**

Under Committed Participants and Non-committed participants, please provide the a) full name; b) affiliation/organisation and c) expertise of participants, distinguishing between academic and non-academic contributors. *Please add rows as required*.

Note: The Institute encourages proposal teams to contact potential participants at the proposal writing stage in order to gauge interests, gather input and ensure participation across disciplines and sectors. Additional participants can also be added at a later stage.

Members of the organising team should NOT be included in this list.

|  |
| --- |
| **Committed participants**Provide full name, affiliation, field/expertise for each |
| **Academic participants** |
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|  |
|  |
|  |
| **Non academic participants** |
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|  |
|  |
|  |
| **Non-committed participants**Provide full name, affiliation, field/expertise for each |
| **Academic participants** |
|  |
|  |
|  |
| **Non academic participants** |
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|  |
|  |

**Letters of Support**

Please give details of two independent experts in a field or sector relevant to the programme who will provide a letter in support of the proposal. Letters of support can be sent as an email attachment to info@scottishinsight.ac.uk and can be submitted directly by referees or by the applicant. It is the proposal team’s responsibility to ensure these are received **by the deadline for full applications**. Please refer to the Guide for Applicants for more details on the role and eligibility of referees.

*Referee 1*

|  |  |
| --- | --- |
| Full name and title |       |
| Affiliation |       |
| Email |       |

*Referee 2*

|  |  |
| --- | --- |
| Full name and title |       |
| Affiliation |       |
| Email |       |

**Data protection statement and declaration**

**Where did you hear about Scottish Insight funding for programmes of knowledge exchange?** (please indicate most appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Colleague | [ ]  | SUII website | [ ]  |  |
| SUII workshop | [ ]  | Through my own university | [ ]  |  |
| Twitter | [ ]  | Other website/mailing list | [ ]  | Specify:      |
| SUII Email | [ ]  | Other (i.e. word of mouth etc.) | [ ]  | Specify:      |

**Data protection statement**

Information supplied to the Scottish Universities Insight Institute in connection with this application will be used to process your application and for the purpose of audit and evaluation. It may also be disclosed to peer reviewers. As the data controller, the University of Strathclyde will ensure all personal data collected and processed by the Scottish Universities Insight Institute is done so in line with the Data Protection Act 1998. The Institute may publish basic details of successful awards (e.g. on its website or in its Annual Report) and may also release details of successful awards (including your name, employing institution/organisation, programme title, programme team and their affiliation and programme reports) into the public domain. SUII may contact you about your views on its funding scheme for programmes of knowledge exchange and application processes. Please contact the Institute if you have any questions about the protection of your personal data.

**Declaration**

**Note:** Two members of the programme team are required to sign the application form.

By signing this form, applicants confirm the information included in the form is correct and that to the best of their knowledge no relevant information has been withheld. Applicants have read the *Guide for Applicants* published with the application form as well as the *Terms of Award* and *Guidelines on Expenses* referred to in the application, and, if this application is successful, agree to abide by them.

**Signatory 1:**

By typing your name below, you agree that this is valid as your signature (please check): [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print name: |       | Signature: |  | Date: |       |

**Signatory 2:**

By typing your name below, you agree that this is valid as your signature (please check): [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print name |       | Signature: |  | Date: |       |

SUII Application form, Jan. 2019