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**EPSRC Impact Acceleration Account (IAA)**

**Impact Workshops and Sandpits**

**APPLICATION FORM**

**Please read the guidance document carefully before completing this form.**

**Questions in grey are not applicable for this fund. You do not need to fill them in.**

**SECTION 1: SUMMARY**

**1.1 Title of Project**

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| **1.2 Total funds requested from this fund** |  | £ |

**1.3 Internal Main Applicant**

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| Name (inc. title):  Department:  Role:  Date of Appointment:  End Date (if on fixed term contract):  Telephone: |

**1.4 Internal Co-Applicants.** Repeat this section for each co-applicant.

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| Name (inc. title):  Department:  Institution/Organisation:  Role:  Date of Appointment:  End Date (if on fixed term contract):  Telephone: |

If the Internal Main Applicant is not a permanent member of York staff, please detail who would take over the project and its intended outcomes should they leave the University.

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**1.5 External Co-Applicants OR Lead Contact and Institution / Organisation of Collaboration (only if applicable).** Repeat this section if necessary.

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| Name (inc. title):  Organisation:  Weblink with details of individual or organisation:  Role:  Details of relationship history (if applicable): |

**CVs/Research record**

CVs are required for key external academic co-applicants (a CV should be a maximum of 2 pages long, attached at the end of the document). If you have named external academic Co-Is but have not attached their CVs, we will automatically withdraw your application.

**For York PIs and Co-Is, panel assessors will refer to your profile on the York Research Database so please ensure your PURE profile is up to date**. If you have research outcomes or activities in PURE that can’t be publically disclosed e.g. NIHR funding awarded but not yet live, reviewers will be directed to look within PURE.

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| My PURE profile contains content additional to my YRD profile: **YES/NO (delete as appropriate)** |

**1.6 Related priming funding distributed by the University of York**

If any of the applicants received [priming funding](https://www.york.ac.uk/staff/research/internal-funding/) over the last three years from any source for **a related topic**, including those received from external sources and then distributed by UoY (e.g. the Wellcome Trust via C2D2, EPSRC IAA or GCRF), please provide details.

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| **Applicant** | **Funding source (e.g. RPF; C2D2)** | **Amount awarded** | **Project title** | **Start date** | **End date** | **Outcome in PURE (Y/N)** |
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**1.7 Other projects and funding**

Please outline any overlaps between this project and other current priming grants (internal or external funding) for any of the Project Team members. Include progress toward their outcomes. **Maximum 200 words.**

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| **Not required** |

**1.8 Non-UK beneficiary countries (if applicable):**

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**1.9 Start date of project:**

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**1.10 End date of project: Note that ALL expenditure must be complete before 31/12/2019.**

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**1.11 Lay Summary of Bid**

Please summarise your bid, **in lay terms that an intelligent lay person might be expected to understand**. This information may be published online for viewing by York staff if your application is successful. **100 words maximum.**

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**1.12 Lay Title of Project**

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| Not required |

**1.13 Summary of Objectives**

Please state at least **three** specific objectives of the proposed project and its outcomes (add extra rows as required).

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| --- | --- | --- |
|  | details of the objective | measure of success/deliverable |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**SECTION 2: CASE FOR SUPPORT**

**2.1 Background to Proposal**

Please provide information of any **past or current research and its impact** that will support your application, including any existing links or past projects with the collaborators in question. **350 words maximum**.

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**2.2 Proposed Plan and Details**

This section should give details of the project for which funding is sought including its rationale/purpose. *Members of the Panel have varied backgrounds. It is essential that the project is described in a manner accessible to the non-subject specialist. Failure to do so will jeopardise the application.* In addition, you may wish to attach a one-page diagrammatic plan (e.g. Gantt chart) to this document (optional).

**750 words maximum**.

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**2.3 Proposed outcomes and impact of the project**

Upon conclusion of the project, what do you hope to have achieved and what will have changed?

**(approx 500 words)**

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**2.4 Measuring impact**

What evidence will you use to demonstrate that this impact has been achieved?

**(approx 500 words).**

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**2.5 University and Departmental Research Strategy and Strengths**

Please outline how the proposed project will align with the [**University Strategy**](https://www.york.ac.uk/about/mission-strategies/universitystrategy2014-2020/) (especially Enabling Objective 3) and/or how it will engage with the Research Strategy and/or Impact Strategy of your department/s. Please cite the relevant sections of these documents which illustrate the fit. Please also outline how the proposal enhances or complements existing University strengths and helps build activity in this area. **300 words maximum**.

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**2.6 Fit to the funder**

Please outline how the proposed activity detailed in the application fits with the specific priorities or aims of the funding provider for this scheme. **200 words maximum**.

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**2.7 Sustainability**

Please outline how you will ensure the sustainability of your vision in the medium to long term (3 – 5 years). **200 words maximum**.

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**2.8 Ethical issues**

Explain how you are going to address any ethical issues raised by this project. Refer to the University’s **Code of practice and principles for good ethical governance**

(<https://www.york.ac.uk/staff/research/governance/policies/ethics-code/>)for guidance. Put N/A if there are no issues raised.

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**2.9 Risks**

Indicate severity and the measures undertaken to reduce impact of any risks that the project could entail.

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| **Risk** | **Details** | **Severity**  **(L, M, H)** | **Preventative measures undertaken** |
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**2.10 Intellectual property**

What **pre-existing intellectual property rights** are to be used on the project and will they be improved? Will **new rights** be created? If they are not owned by the University of York, please state on what basis we are licensed to use them.

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If third parties are involved in your project, please ensure that you have spoken or will speak to the IP & Legal Team about **contracts**. **This is essential for your application to be successful.**

**SUPPLEMENTARY QUESTIONS SPECIFIC TO THIS CALL**

**2.11 Routes to Impact**

How will the activities detailed above assist with accelerating the impact of your research and /or achieving knowledge exchange outside academia? Who will be the main beneficiaries and how will they benefit? What is the anticipated timescale for these different types of impact? **500 words maximum.**

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**SECTION 3: SUPPORT REQUIRED**

**3.1 Funding requested from this fund. Areas marked in grey are not eligible for funding.**

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|  | Details | Overall Timescale | Cost | | Total |
| Accommodation (Visitors) |  |  |  | |  |
| Consultancy |  |  |  | |  |
| Small equipment  Costs (items under £10k only) |  |  |  | |  |
| Materials and Consumables |  |  |  | |  |
| Other Expenses |  |  |  | |  |
| PI buy-out |  |  |  | |  |
| Staffing Support | Grade: |  | Salary | USS/NI |  |
| Subsistence (Visitors) |  |  |  | |  |
| Travel Costs  (directly related to the project) |  |  |  | |  |
| **Total** |  |  |  | |  |

**3.2 Justification of Resources.** Please add comments to explain any large, unusual or non-standard items of expenditure.

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**3.3 Other sources of support**

Detail any additional support provided in the table below. Add rows if necessary.

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| **Source** | **Amount (£)** | **Details (specify if in-kind or cash)** |
| Departmental support provided |  |  |
| Institutional support provided |  |  |
| External collaborators’ support |  |  |
| Support from other grants |  |  |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Total funding required for project** |  |  |

**3.4 Best fit**. Please state on why this source of funding is the most appropriate and comment on any other sources of funding that have been unsuccessfully investigated to support this work. This includes departmental funding. Put N/A if appropriate.

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**SECTION 4: APPROVAL**

**Applications for over £2000 have to be signed off by DRC prior to submission.**

**4.1 – DRC: To be completed by the DRC Chair of the lead applicant’s department.**

**Receipt of an application via the DRC Chair’s email account will be taken in lieu of a signature.**

**4.1.1.** Please explain briefly how the proposed project relates to the department’s overall research and impact strategies.

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Please indicateif this project is related to a recognised/identified Impact Case Study for REF and if so, is it likely to be included in REF2021 or REF2028.

Is the application related to an identified Impact Case Study:

Yes         No  

If yes, for which REF:  REF2021        REF 2028  

**4.1.2.** Please provide a summary ofparticular reasons for supporting this bid, including information on the eligibility of the lead applicant if an exception is being made:

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**4.1.3.** Please confirm that the DRC is in agreement with the applicant’s assessment of the project’s ethical implications. YES/NO

**4.1.4.** Departmental Ranking:

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| Not required |

If more than one application from your department has been submitted, please state the relative priority attached by the Department to applications submitted (this section should not be completed until you have received all applications from staff within your department). **Applications that are not ranked by the DRC will not be assessed.**

**NB. ‘Joint’ rankings will be considered as unranked**.

The DRC confirm the accuracy of all information provided in this bid and believe that this bid will benefit the Department and the University.

Signed: (Chair of DRC)

Date:

**4 2 – HoD: To be completed by HoD.**

**Relevant sections to be completed by the Head of Department as the person responsible for staffing and resource allocation.**

While the DRC Chair is responsible for submission approval overall, the HoD is still the responsible party for staffing and finances in the department and so should complete this section. Where more than one department is participating and contributing resource or is employing staff, this section should be repeated so that each relevant Head of Department can complete it individually.

**A – Bridging funds/Repeated fixed-term contracts**

i. How long has the named researcher to be employed on grant been in post and how many contracts has s/he had? (Heads of Department should be aware of the legal implications of bridging posts in relation to [employment law](http://www.york.ac.uk/admin/hr/managers/fixed_term/)).

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| ii | Start date of next external grant:  (if applicable) |  |
| iii | Grant source (if applicable): |  |

**B – Staff ‘buy out’**

i. Please confirm that it will be possible for the department to make appropriate arrangements to cover the relevant activities of the applicant for the period proposed.

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ii. Please confirm that you agree that buy-out of staff time is the most appropriate route to enable the activity to occur

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iii. Please confirm that if funded, ALL periods of ‘buy out’ that might have been applied for by members of your department across multiple priming applications, could be covered.

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**C – Please confirm that the funding support from the department (point 3.3) is accurate – YES/NO**

**Name: Date:**