

**AgriFood at York**

**Local Pump Priming Application Form**

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

**Areas 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 Funds requested from this fund (£8K max)** |  | £ |

**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:  Email: |

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

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

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 (Please list N8 collaborators first) .** Repeat this section if necessary.

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| Name (inc. title):  Department and institution/organisation:  Weblink with details of individual or organisation:  Role:  Details of relationship history (if applicable):  Tel:  Email: |

**CVs/Research record**

CVs are required for key external academic co-applicants (a CV should be a maximum of 2 pages long, in PDF format, all CVs collated into one document). **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)** |

If you have named external academic Co-Is but have not attached their CVs, we will automatically withdraw your application.

**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 research grants (internal or external funding) for any of the Project Team members. Include progress toward their outcomes.

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**1.8 Research Beneficiary Global Location:**

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**1.9 Start date of project:**

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**1.10 End date of project:**

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**Note that ALL expenditure must be complete before 30th April 2019**

**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 if your application is successful. **150 words maximum.**

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**1.12 Lay Title of Project**

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**1.13 Summary of Objectives**

Please state at least **three** specific objectives of the proposed project and its outcomes (adding more than 3 if 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**

This section should include the key challenge the proposal addresses and why it is important.

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. *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, please attach a one-page timeline(e.g. Gantt Chart) to this document***. **750 words maximum**.

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**2.3 Quantitative Benefits**

Detail any possibilities of future opportunities for external funding (include funder, scheme, dates where possible), commercial exploitation, publications or products or any other foreseeable quantitative benefits that may arise from the project. **200 words maximum**.

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**2.4 Qualitative Benefits**

Detail any opportunities for further research, promotion of the University, the development of new research networks and collaborations, and any other foreseeable qualitative benefits for you and your partners that may arise from the project. **200 words maximum.**

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

Please outline how the proposed project will align with the [University Research Strategy](https://www.york.ac.uk/staff/research/governance/strategy/) (including Research Themes) 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 (see section 1.6 of Guidance Notes). **150 words maximum**.

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**2.7 Sustainability**

Please outline how the project fits with strategies / priorities of funders which will ensure the sustainability of your vision in the medium to long term (3 – 5 years). Put N/A if the question is not relevant due to the nature of your project. **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. **If relevant, this should include the intellectual property and contractual risks.**

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

**Please read the guidance notes carefully before answering this question.**

What **pre-existing intellectual property rights** are to be used on the project and will they be improved? What **new rights** will 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**. **Consideration of the relationship with priming fund collaborators is essential to the success of your project and future research.**

**SUPPLEMENTARY QUESTIONS SPECIFIC TO THIS CALL**

**Supplementary Questions for applications to the *AgriFood at York* Local Pump Priming Funding.**

**A. N8 AgriFood Theme**

Please state which of the N8 AgriFood Theme(s) and **research challenge(s)** the project addresses.

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**B. N8 AgriFood Partnership**

Please describe why the project / activity requires an **interdisciplinary** partnership between York and the other N8 Partner(s) to achieve its goals, the roles of the partners are, and how that partnership will achieve more than could have been delivered by the group(s) at York alone. **150 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 (sub-totals) | | Total |
| Equipment Costs |  |  |  | |  |
| Materials and Consumables |  |  |  | |  |
| Consultancy |  |  |  | |  |
| Travel Costs  (directly related to the project) |  |  |  | |  |
| Bridging staff contracts *(\*see guidance section 3.2 & 3.5)* |  |  |  | |  |
| PI buy-out *(\*see guidance section 3.2 & 3.5)* |  |  |  | |  |
| Subsistence (Visitors) |  |  |  | |  |
| Accommodation (Visitors) |  |  |  | |  |
| Other Expenses |  |  |  | |  |
| Staffing Support\* | Grade: |  | Salary | USS/NI |  |
| **Total**  (AgriFood at York PP Funding required) |  |  |  | | £ |

***\*****where appropriate, names and CVs of individuals to be employed should be included.*

**3.2 Justification of Resources.** Please add comments to explain any unusual or non-standard expenditure e.g. staff buy-out. Further details on all areas of expenditure are not required.

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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 |  |  |
| Other UoY support provided |  |  |
| External collaborators’ support (N8 and non-N8 |  |  |
| Support from other grants |  |  |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **TOTAL REQUESTED from this *AgriFood at York* Local Pump Priming Fund** |  |  |
| Total funding required for project |  |  |

**3.4 Best fit**. Please comment on 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**

**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.**

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

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**2.** Particular reasons for supporting this bid, including information on the suitability of the main applicant if an exception is being made:

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

**4.** Departmental Ranking:

If more than one application from your department has been submitted, please state the relative *strategic* 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). **If no departmental priority has been indicated, applications will not be assessed by the RPF Committee. ‘Joint rankings’ are considered invalid.**

**5.** *Where there is more than one participating department:* I have discussed this application with the DRC Chairs from all participating departments and will ensure that they receive a final copy of the submitted application. YES/NO

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 the Head of Department as person responsible for staffing and resource allocation. NB: While the DRC is responsible for prioritisation, 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 Head of Department can complete it individually.

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

1. How long has the member of staff 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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| 2 | Start date of next grant: |  |
| 3 | Grant source: |  |

4. Why has this gap in funding arisen?

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**B – Staff ‘buy out’**

1. 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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2. 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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3. Please confirm that if funded ALL periods of ‘buy out’ that might have been applied for by members of your department, 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:**