

CITP Innovation Fund – Round 2 (2023)

Application Form

All applicants should consult the CITP Innovation Fund Call prior to completing this form.

1. Details

Name of lead applicant (Principal Investigator)	
Email address	
Telephone number	
Institution at which lead applicant is based	
Department / school	
Address	
Title of proposed project	
Summary of proposed project (150 words) Provide a non-confidential, non-expert summary of your proposal	
Proposed start AND end date (latest acceptable end date is 31st December 2024)	
Amount requested (100% FEC – CITP will fund up to 80% FEC – see guidance)	

2. **Project team / Co-Investigators** (Please attach a 2-page summary CV for each team member, including lead applicant. If CITP researchers are part of the team, they should be listed here, but cannot be co-investigators, i.e. they cannot receive any funding. See guidance for further information)

Name	Institutional affiliation / organisation & current role	Contribution to the project (including role, time and area of expertise)	Contact details (email address)

3. Project proposal

Please provide the information as requested in italics

<p>a. Aims & objectives (<i>Provide a clear summary of the aims and objectives of the proposed CITP-related research, project rationale and how it aligns to work and mission of the CITP</i>) (max 500 words).</p>
<p>b. Research design & methods (<i>Clearly state your research question and the methodological approach you plan to follow. If the project is empirical, indicate whether you will collect primary data or use secondary sources and explain the methods you will use in analysing them. Include your relevant previous research. Please list relevant risks and assumptions</i>) (max 1000 words).</p>
<p>c. Project management (<i>Indicate how you propose to undertake the research: your plan and activities, milestones, time frame, and indicative start and end dates for elements of the plan. Kindly detail what capacity building you have arranged i.e. mentoring for ECR, the involvement of ECR and/or PhD students. Also consider your approach to equality, diversity and inclusion and the risks and assumptions involved in the project.</i>) (max 500 words)</p>
<p>d. Collaborators / partners (<i>Please indicate the non-academic end users with whom you intend to engage, if not listed above, including any existing connections, if applicable. Please describe the strategy for engaging</i>) (max 300 words)</p>
<p>e. Deliverables & impact (<i>Please describe deliverables, according to the milestones indicated above, and other outputs. Please list relevant risks and assumptions</i>) (max 300 words)</p>

4. Ethics (If relevant, please outline any ethical considerations and how you will address these, including institutional approval and associated deadlines.) (200 words)

5. **Data Management Plan** (If relevant, please outline how you will handle resulting datasets, how they will be secured. All primary data collection, funded by the the CITP Innovation Fund ([and all other data, where possible](#)) must be deposited with the [UK Data Archive](#)) (200 words)

Budget and justification of resources Please provide your budget and justify the need for these resources, indicating which part of the project they relate to and their necessity according to [ESRC guidelines](#). E.g. for staff cost, justify why a researcher or technician is needed for the proposed work, and why the proposed time input is appropriate. Please add extra lines and / or own table where necessary.

Description of Cost	Justification of Cost	Amount – 100% fEc	Amount after adjustment (e.g. 80% fEC)

In-kind / matched funding & explanation & source	Amount
Total:	£

6. Statement of support

Please provide a letter of support from the Head of Department/School/Faculty who can authorise the research time and fEC contribution of their institution for the applicant. This letter must be included with the application.

The supporting statement should indicate support for both the research content and research administration:

- ensuring that the PI meets the necessary requirements with contract in place until the end of the proposed project
- time allocation is agreed
- confirming the institutional support and contribution

The letter must include the following statement:

I have read through the eligibility criteria in the Guidance for Applicants for this call and can confirm that the lead applicant is based at a UK research institution eligible to receive Research Council funding (as described [here](#)).

Ensure the letter is (electronically) signed with printed name and title.

Please also attach any additional letters of support from project partners.

Please send applications by email before **3 November 2023 (12 noon, GMT)** to info@citp.ac.uk.