# APPLICATION FORM

SMALL RESEARCH PROJECTS FUNDING

**TRANSFORMING CONSTRUCTION NETWORK PLUS**

**GUIDE TO THE APPLICATION FORM SECTIONS**

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| **CHECK LIST** |

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| **APPLICANT/S DETAILS** |
| * Project title, start date and duration
* Applicant contact information
* Collaborator contact information
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| **SECTION 1: NOVELTY** |
| * State clearly the aim and objectives of the project, its level of ambition, novelty, the expected addition to knowledge and describe its fit to the aims of the TCC
* Explain the need for this particular project and note why your approach is the most appropriate and how it might be scalable
* Describe the problem that is to be investigated, with reference to the evidence base (including references to literature)

**Maximum 1,000 words.** |

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| **SECTION 2: QUALITY** |
| * Describe and justify the research approach/method to be taken, making clear links to which team members will be responsible for delivery
* Explain how the project engages with the idea of interdisciplinary enquiry
* State the proposed outputs and outcomes from the project, with reference to destination journals, conferences and industry groups

**Maximum 1,000 words.** |

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| **SECTION 3: MANAGEMENT** |
| * Justify why this team is the most appropriate to deliver the project, with reference to their track record/s, and Equality, Diversity and Inclusion (ED&I) – note any industrial collaborators, why they are needed, and what they bring to the team
* Explain (with a timetable[[1]](#footnote-1) and work package/task structure) how you will ensure you deliver the project on time, including sufficient engagement and networking as part of the programme
* Provide an account of the key risks and how you will manage these (include any risks in respect of ethics, data management[[2]](#footnote-2), and staffing)

**Maximum 1,000 words; plus, a ONE PAGE Gantt chart (this can be appended as a separate PDF, if preferred).** |

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| **SECTION 4: VALUE FOR MONEY** |
| * Provide a clear justification for all resources requested[[3]](#footnote-3)
* Explain why your request is appropriate, given your project scope, ambition etc.
* State how you will contribute to the N+, making reference to your long-term plans for follow-on funding and collaboration

**Please pay careful attention to the guidance on eligible and ineligible costs in the Round 2 Call Outline document, and use the following headings:*** Directly allocated staff
* Directly incurred staff
* T&S
* Other directly incurred costs
* Other directly allocated costs
* Estate and indirect costs

**Maximum 1,000 words; plus, detailed costs should be included as a separate attachment (the ‘Small Projects Budget Sheet’) which is required for all submissions.** |

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| **SECTION 5: IMPACT[[4]](#footnote-4)** |
| * Describe the long-term effect that you expect your project to have on the Transforming Construction agenda, and how you would expect this impact to be measured or recognised.
* Explain your overall approach to industry engagement and/or collaboration, including which people/organisations you will involve and how will you ensure this engagement
* Set out your pathway/s to impact, including your target audience/s and beneficiaries, how you will reach them, and what change you expect to see

**Maximum 1,000 words.** |

**APPLICATION FORM: ETAILS**

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| **CHECKLIST** |
| **Proposal is led by a University** |  |
| **Project team does not exceed 3 Co-Investigators** |  |
| **Project duration does not exceed 6 months** |  |
| **All staff requested for the project are named**  |  |
| **Budget does not exceed £75,000 (80% FEC)** |  |
| **Budget allocated to industry partners does not exceed 10% of the total amount** |  |

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| **APPLICANT/S DETAILS** |
| **Title of the proposal** **(max 150 characters)** |  |
| **Expected start date** |  |
| **Expected duration** |  |

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| **Lead organisation name** |  |
| **Address** |  |
| **Principal Investigator** |  |
| **Lead researcher name (if not eligible to act as a PI)** |  |
| **Contact**  | **Email:** | **Telephone:** |
| **Co-Investigator**  |  |
| **Contact** | **Email:**  | **Telephone:**  |
| **Co-Investigator** |  |
| **Contact** | **Email:**  | **Telephone:**  |

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| **Collaborating organisation name** |  |
| **Address** |  |
| **Co-Investigator** |  |
| **Contact**  | **Email:** | **Telephone:** |

**If there is more than one collaborating organisation, please copy and paste the box above, as appropriate.**

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| **SECTION 1: NOVELTY** *Maximum 1,000 words.* |
| ***Maximum 1,000 words***Please insert your response here. |
| **SECTION 2: QUALITY** *Maximum 1,000 words.* |
| ***Maximum 1,000 words***Please insert your response here. |
| **SECTION 3: MANAGEMENT** *Maximum 1,000 words; plus, a ONE PAGE Gantt chart (this can be appended as a separate PDF, if preferred)* |
| ***Maximum 1,000 words***Please insert your response here. |
| **SECTION 4: VALUE FOR MONEY** *Maximum 1,000 words; plus, detailed costs should be included as a separate attachment (the ‘Small Projects Budget Sheet’) which is required for all submissions* |
| ***Maximum 1,000 words***Please insert your response here. |
| **SECTION 5: IMPACT** *Maximum 1,000 words.* |
| ***Maximum 1,000 words***Please insert your response here. |

1. A clear timetable or Gantt chart for the project and the intended progress of the research through the different stages. [↑](#footnote-ref-1)
2. Research data quality and provenance are important. Research data generated must be well-managed by the grant holder during the grant period to enable their data to be best exploited for further research. [↑](#footnote-ref-2)
3. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. [↑](#footnote-ref-3)
4. Describe how the potential impacts of your research will be realised. This is specific to users and beneficiaries of the research who are outside of the academic research community (e.g. industry and policy makers). Applicants should consider what is achievable and expected for research of this nature.  [↑](#footnote-ref-4)