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**Bartlett Synergy Grants application form**

**DEADLINE FOR APPLICATIONS: Thursday 22nd June 2017**

**Please email your completed application form to the** B**artlett Faculty Research and Enterprise Manager, Kimberley Steed German (****k.steedgerman@ucl.ac.uk****).**

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| --- | --- |
| **Application title** |  |
| **Amount requested**  |  |
| **Activity start and end dates** |  |

|  |  |
| --- | --- |
| **Lead applicant name** |  |
| **Bartlett school/unit** |  |
| **Position** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Main collaborator name** |  |
| **Bartlett school/unit** |  |
| **Position** |  |
| **Telephone** |  |
| **Email** |  |

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| --- | --- |
| **Additional collaborators** (**provide details)** |  |
| **Have the lead applicant and the collaborators worked together previously? YES/NO** (**delete as applicable)** |
| **If yes, provide details** |  |

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| **Outline the activity for which you would like a small grant (maximum 200 words)** |  |
| **Outline your plans for the research process following the award (maximum 50 words)** |  |
| **Outline the applicant and collaborator roles, and provide a short summary of any relevant experience (maximum 200 words)** |  |
| **Describe how this new collaboration will support or develop** **an interdisciplinary activity of relevance to built environment research (maximum 200 words)** |  |
| **Describe how the funding will be used (maximum 200 words)** |  |

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| **Provide an outline timetable for the project, with the dates of key milestones along the way** |  |
| **Provide a breakdown of planned activities and costs (e.g. travel and subsistence, consumables, communications/dissemination) and the timescale (maximum 100 words) This should include a PDF of a Worktribe costing.** |  |
| **Provide details of any other funding or resources for this activity** |  |
| **I confirm I qualify for this funding under the eligibility criteria YES/NO** (**delete as applicable)** |
| **I agree in all published material to credit the Bartlett Synergy Grants YES/NO** (**delete as applicable)****and to include the UCL logo on all public materials** |
| **I agree to provide a written report (no more than two pages) YES/NO** (**delete as applicable)****and a short presentation to the Faculty’s Research Advisory Group (RAG)** **by the end of each financial year in which the activity is pursued**  |

**Bartlett Synergy Grants**

**Call for funding applications**

**Overview**

The Bartlett Synergy Grants funds activities that lead to, or support, cross-disciplinary research collaboration within the Bartlett Faculty of the Built Environment, in line with the Bartlett Faculty’s Research Strategy. Any collaboration MUST include at least two members of academic staff (including teaching fellows) based in two different Bartlett schools/units, plus it can involve colleagues based in other UCL Faculties or HEIs, as well as in organisations in the UK or internationally. There is a total sum of £30,000 available annually and we anticipate funding around 3 projects each year, i.e. up to a maximum sum of £10,000 per research project, or else a larger number of lower funded projects.

Applicants must set out a clear plan for how they intend to use this seed-core funding to help them secure external funding for their research project in future. There will be one open call per year in May, with a deadline in mid June, and all the applications will then be reviewed by a sub-committee appointed by the Bartlett Research Advisory Group (RAG). The selection will be made by the end of June, after which successful applicants will be notified. Approved projects will be expected to be completed within one calendar year of the date they were approved (i.e. by the end of June in the year following the award). Any extension of time for the project needs to be agreed in advance with the Vice-Dean of Research.

We are keen to receive applications that support new and innovative ideas and activities of an interdisciplinary nature. This can include a wide range of research from ’blue sky’ thinking through to projects focused on impact through public engagement, policy-related activity or networking opportunities, and covers all modalities of research including action research and design research.

Typical activities eligible for funding include, but are by no means limited to:

* hosting a research conference, symposium, seminar programme, workshop(s), or public engagement activities (including performance-based or art installations)
* costs associated with a specific project, e.g. research assistant time (NB. staff costs/salaries are not eligible)
* costs associated with collaborative activities undertaken during a sabbatical period spent at UCL
* costs for a pilot study or the development of an application for the funding of a major research project
* travel costs to develop local and overseas collaborations (e.g. with other universities, NGOs or local government bodies)
* costs associated with the design and development of artefacts (materials costs, etc)

**Application process**

Applications should be made using the designated form. Please read the eligibility criteria before applying. Applications will be judged in competition with other proposals submitted.

Applicants must provide details of what the funding is required for, describing how it will help initiate, or develop, an interdisciplinary partnership or research idea across the Bartlett Faculty; or how it will create a synthesis of published research from our different disciplines to produce an valuable impact in terms of public engagement and/or policy. It should be clear how the idea relates to research in the built environment generally, and how this research or impact is relevant to the challenges to this area as outlined in the Bartlett Faculty Research Strategy. It is also essential to link the application to a definite bid for external research funding for the project in future, and so applicants must spell out which funding council/body they will be applying to, how much funding they will be asking for, and when they will be making this further application.

Completed application forms should be emailed to the Bartlett Faculty Research and Enterprise Manager by the deadline date, and please note that only digital applications will be accepted. These will be assessed by a sub-committee delegated as appropriate by RAG.

Successful applicants will then be required to provide a two-page report and make a short presentation to RAG at the end of the project, or if an extension of time is granted, at the end of each financial year in which the activity is pursued.

If you have any questions about applying for funding, please contact either the Bartlett Faculty Research and Enterprise Manager or the Vice-Dean of Research.

**Eligibility criteria**

This scheme will make awards to Bartlett Faculty staff for activities that lead to, or support, interdisciplinary collaboration on built environment research. The following eligibility criteria apply:

* 1. All applications for funding must clearly state how the proposed activity relates to, supports or develops research into the built environment.
	2. All applications must include a lead applicant and a main collaborator who are both members of staff in the Bartlett Faculty (i.e. academic and research staff at any level, including teaching fellows, who are based in the different Bartlett schools/units).
	3. Other UCL staff or external partners may be included as additional collaborators.
	4. Priority will be given to collaborations between staff across Bartlett schools/units who have not worked together in the past.
	5. Funds may not be used to meet staff costs or salaries.
	6. There is no absolute need to name research assistants in the application form if this information is not known at the point of application; however, if known, research assistants can be named within the description of planned activities. Please note that research assistants cannot be classified as either main collaborators or additional collaborators.
	7. Projects need to be able to demonstrate that they have the potential to be completed within one calendar year of being approved.
	8. Projects must state clearly which external funding source will be approached to continue the research in the future, and explain what this further research stage is going to consist of.