**UCL Institute of Mental Health**

**Application for Small Grant Funding**

**2020/21 Academic Year**

This form must be completed and submitted electronically by **5pm on 30th June 2020** to the Institute of Mental Health Research Coordinator, Arann Rowe (a.rowe@ucl.ac.uk). In addition, **a brief CV** (1-2 pages) for each UCL applicant should accompanythe application form.

Please note that signatures are required from each applicant, as well as the lead applicant’s Head of Department. Electronic signatures are acceptable.

If you have any questions about the award, or about completing the form, please contact the IoMH Research Coordinator, Arann Rowe (a.rowe@ucl.ac.uk).

**Project Team**

**First applicant (and main contact for application)**

**Contact details**

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| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **UCL Division or Institute** |  |
| **Correspondence address** |  |
| **Telephone number(s)** |  |
| **Email address** |  |

**Employment**

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| **Name of employer** | **Post held, with brief details of responsibilities** | **From****(month and year)** | **To****(month and year)** | **Full or part time** |
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**Academic qualifications**

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| **Qualification** | **Subject** | **Institution** | **From****(month and year)** | **To****(month and year)** |
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**Selected relevant publications (5 max)**

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| **Date** | **Publication details** |
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**Relevant prizes or awards**

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| **Award** | **Awarding body** | **Date** | **Brief details** |
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**Second applicant**

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| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **UCL Division or Institute** |  |
| **Correspondence address** |  |
| **Telephone number(s)** |  |
| **Email address** |  |

**Employment**

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| --- | --- | --- | --- | --- |
| **Name of employer** | **Post held, with brief details of responsibilities** | **From****(month and year)** | **To****(month and year)** | **Full or part time** |
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**Academic qualifications**

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| **Qualification** | **Subject** | **Institution** | **From****(month and year)** | **To****(month and year)** |
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**Selected relevant publications (5 max)**

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| **Date** | **Publication details** |
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**Relevant prizes or awards**

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| --- | --- | --- | --- |
| **Award** | **Awarding body** | **Date** | **Brief details** |
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**External applicant (if relevant)**

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| Title |  |
| First name |  |
| Last name |  |
| Correspondence address |  |
| Telephone number(s) |  |
| Email address |  |

**Relevant experience and contribution to proposed project**

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**Proposal**

**Please indicate the title of the proposed project.**

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**Please provide a brief description of the activity to be carried out, in language that would be understood by a non-academic audience (maximum 300 words).**

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**Please give details of the proposed project below. Include detailed aims and objectives, relevance to mental health, expected timetable, key milestones, public engagement, outputs and beneficiaries. If your project is a research project, please include your research question, hypotheses and methods. Please also highlight the interdisciplinary aspects of your proposal. Maximum length 1,500 words including any references (expand text box as required).**

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**Budget**

**Please provide an *indicative* budget for the proposed project. Examples of items to include are consumables, use of facilities, room hire or travel costs. Please note you will be required to provide a formal budget within one month if you are awarded a grant.**

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**Ethics**

**Please describe the ethical issues arising from the proposed project. Applicants are asked to state whether or not they already have the relevant research ethical approvals or require amendment to existing approvals.**

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**Applicant declaration**

**All applicants must read and sign the declaration below.**

1. We wish to apply for Institute of Mental Health (IoMH) Small Grants funding.
2. We declare that the indicative budget provided is appropriate to the project.
3. We agree to provide a formal budget within one month of the award date as well as a report on funds spent at the end of the project.
4. We will ensure that the funding is used only on the agreed project, with all spending completed no later than 31st July 2021.
5. We agree that any funds remaining at the end of the project will be returned to the IoMH no later than 31st August 2021.
6. We will provide a brief report no later than 31st August 2021 describing the outputs of the project, and any communications or images documenting the project.
7. We undertake to conduct the project in an ethical manner.
8. We will consult with the IoMH in publicising any reports, findings or other materials resulting from the project.

Signed (first applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (second applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Department declaration**

I hereby support this proposed project including the indicative budget.

Signed (first applicant’s HoD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach brief (1-2 page) CVs for each UCL applicant to the end of this application form.**