**UCL Collaborative
Social Science Domain (CSSD)**

 **Social Science Plus

 Scheme Outline & Application Form**

**Application deadline: 10am, Tuesday, 1st October 2019**

*Our scheme is funded by generous contributions from the Office of the Vice-Provost (Research) and the UCL faculties of Bartlett, Engineering Sciences, Population Health Sciences, and Social & Historical Sciences*

**Scheme Characteristics**

* £11,000 for a social science led pilot project that will lay the basis for a major (minimum £250,000), high quality research funding application that is competitive and cross-disciplinary (social *and* non-social science)
* Pilot project applications must be: cross-disciplinary, genuinely co-created, innovative, challenge-driven and be for at least £10,000
* We envisage supporting pilot projects that will take approximately 6 months to complete
* Our scheme **does support** the cost of research assistance and non-staff costs such as travel and hotel accommodation
* Our scheme **does not support**: i.) payment for applicants’ time for undertaking the proposed activities; ii.) future applications for fellowships or career development grants; iii.) the extension of previous small grant activities; iv.) resubmissions of applications from previous Social Science Plus calls (unless invited); v.) studies in science that are exclusively lab-based and/or are not cross-disciplinary in nature
* Our scheme is exceptionally competitive.  We typically fund two projects and receive around 30 applications
* The project budget **must be spent by 31 July 2020.**

**Elgibility & Research Team Composition**

* Only staff on permanent or open-ended ‘teaching and research’ contracts or ‘research only’ contracts at UCL who are at post-doctoral level (equivalent) or above are eligible to apply as Principal Investigators and Co-Investigators. This is because PIs and CIs must be able to complete their proposed project within the terms and conditions of their current contracts
* The Principal Investigator must be a UCL social scientist based in any UCL dept., or faculty. [Read our statement about the terms "social scientist" and "social science"](https://www.ucl.ac.uk/research/domains/collaborative-social-science/social-science-plus/am-i-a-social-scientist)
* A maximum of two UCL Co-Investigators are permitted per application. One Co-Investigator must be a UCL non-social scientist from across the disciplinary spectrum, based in any UCL dept., or faculty. There is scope for a Second Co-Investigator to join the team. This researcher can come from any discipline and be based in any UCL dept., or faculty.
* Teaching fellows, other UCL researchers, honorary fellows, PhD students, researchers at other institutions (UK/international), non-academic partners (UK /international) etc. can only join the research team as “Additional Collaborators”
* In planning for the subsequent external funding application, the Principal Investigator must consider who would be an appropriate UCL social science Principal Investigator in terms of their grade and seniority, which will need to be commensurate with the scheme to which they will apply

**Please Note**

* Click here for an ["all in one" overview of scheme requirements, exclusions and financial requirements](https://form.jotformeu.com/83092065371354) that you will be required to accept when you submit your application
* Successful applicants will be expected to:
* submit a brief Outcomes Report in the autumn following the 31st July budget expenditure deadline and forward brief, periodic updates
* acknowledge the support that they have received from CSSD in promotional materials related to the supported activities, and in attributable publications
* We are unable to give unsuccessful applicants detailed individual feedback

**Completing the application form**

a.) Read the scheme details outlined above and read through the application form below (scroll down) before completing it

b.) When you “save” your application please use this format: **PI Family Name and CI Family Name(s) e.g. “Arendt & Marx &”Nietzsche”**

c.) Please answer all the questions unless indicated otherwise. Complete the form using black Arial font, size 12 text. Only use coloured and italicised text for emphasis. Check that there are no ‘orphan’ headings in your application

d.) When you have completed your application, please delete the background details in pages 1- 2 and the checklist at the end of this form so that only your responses to the application form questions remain

e.) Convert this word document into a PDF. NB: 1GB is the maximum file size. You will not be able to upload and submit an application larger that this

f.) Now [**go to the online registration & submission page**](https://form.jotformeu.com/83092065371354) to upload your PDF version of your application form and register and submit your application NB: We cannot accept emailed applications

**ARENDT & MARX & NIETZSCHE**

***Applicant Names***

* In the space above, please replace the sample text *ARENDT & MARX & NIETZSCHE* and enter (in capital letters) the Principal Investigator’s Family Name and the Co-Investigator’s Family Name(s).
* Please type the family names as above in red, point size 22
* Delete the background details in pages 1- 2 and the checklist at the end of this form so that only your responses to the application form questions remain. Also **delete** this green text

***1. Title of your Proposed Project***

***2. Your Proposed Activities***

* Applications and projects must be led by a UCL social scientist Principal Investigator based in any UCL dept., or faculty.
* Applications and projects must be **genuinely** co-created by a cross-disciplinary (social science and non-social science) research team (see Q.2d & Q.2e)
* An award can fund research assistance / research organisation activities
* Footnotes and references are excluded from the work limits mentioned in this form

These activities are **excluded** from our scheme:

* Activities that will incur costs after 31 July 2020.
* Payment for applicants’ time for undertaking the proposed activities
* Pilot projects that aim to lay the basis for future fellowship/career development grants
* Re-submission of applications from previous calls (unless invited to do so)
* Extensions of previous small grants activities
* Studies in science that are exclusively lab-based and/or are not cross-disciplinary in nature

**2a.) Outline your overall research question (max. 150 words)**

**2b.) Outline the focus and rationale for your pilot project indicating its potential societal relevance (max. 250 words)**

**2c.) Outline your research design and methodology (max. 250 words)**

**2d.) What are the cross- social and non-social science disciplinary elements of your proposed pilot project and how will these be brought together in the co-construction of your pilot project? (max. 200 words)**

**2e.) How has this application been co-created by the investigator team? (max. 100 words)**

**2f.) Does your proposed project require ethical approval? *YES / NO***

**2g.) If you have answered ‘Yes’ to Q.2f, please outline the key ethical considerations of your project and how long you envisage it will take you to obtain ethical approval (max. 100 words)**

* [*UCL Research Ethics Committee*](https://ethics.grad.ucl.ac.uk/index.php)

***3. Your Schedule and Budget***

**3a.) Provide an estimated budget for the requested amount.** Please provide a budget of sufficient detail so that the selection panel will be able to make a judgement as to whether the requested funds are i.) justified, and ii.) represent ‘*good value for money’*.

* The project budget **must be spent by 31 July 2020.** Awarded funds will expire immediately after this date and cannot be ‘rolled over’ to another financial year
* This scheme does not support payment for applicants’ time in completing their proposed activities
* Proposals must be for a minumum of £10,000
* The Principal Investigator's department must administer awarded funds; CSSD cannot administer funds on behalf of PIs
* It is not necessary to submit a Worktribe costing with this application. However, applicants are advised to check if their departments have a requirement for them to complete a Worktribe costing for internal funding applications

**3b.) Provide a time schedule for your proposed activity.** Please ensure that your schedule fits within the 31 July 2020 budget expenditure deadline that governs this scheme.

* We envisage supporting pilot projects that will take approximately 6 months to complete
* The Principal Investigator and the Co-Investigator(s) must be able to undertake and complete the proposed activities within the terms and, if applicable, length of their current contracts
* If relevant, please include the time needed to obtain ethical approval

***4.*  *Your External Funding Application Plans & Outcomes***

* In planning the subsequent external funding application, applicants must make clear that they have considered who would be an appropriate UCL social science Principal Investigator in terms of their grade and seniority, which will need to be commensurate with the scheme to which they are applying

**4a.) Who will be the UCL social science Principal Investigator for the future external funding application?**

**If this person is not the same as the current Principal Investigator as detailed in question 5a. below, please:**

**i) Detail their name, position, dept. and faculty**

**ii) Briefly describe this Principal Investigator’s disciplinary field and expertise**

**4b.) Briefly outline your plans for submitting a future external funding application and how your pilot project will lay the basis for a major bid. Please include details about the funder to which you will apply; the approximate amount you will apply for and when you will submit an application**

* The external funding application must be for a minimum of £250,000
* Our scheme does not support future applications for fellowships or career development grants

**4c.) Outline any additional expected outcomes of your proposed pilot project (about 100 words)**

***5. Your Research Team***

* Only staff on permanent or open-ended ‘teaching and research’ contracts or ‘research only’ contracts at UCL who are at post-doctoral level (equivalent) or above are eligible to apply as Principal Investigators and Co-Investigators. This is because PIs and CIs must be able to complete their proposed project within the terms and conditions of their current contracts
* Teaching fellows, other UCL researchers, honorary fellows, PhD students, researchers at other institutions (UK and international), non-academic partners (UK and international) etc. can only join the research team as “Additional Collaborators”

***UCL Principal Investigator***

**5a.) Detail the Social SciencePrincipal Investigator’s name, position, dept., and faculty**

* The Principal Investigator **must be** a UCL social scientist based in any UCL dept. or faculty. [Read our statement about the terms "social scientist" and "social science"](https://www.ucl.ac.uk/research/domains/collaborative-social-science/social-science-plus/am-i-a-social-scientist)
* **Only** Principal Investigators on permanent or open-ended ‘teaching and research’ contracts or ‘research only’ contracts at UCL who are at post-doctoral level (equivalent) or above are eligible to apply
* The Principal Investigator **can only** submit one application as a Principal Investigator in this call. Principal Investigators may act as Co-Investigators in other applications

**5b.) Briefly describe the UCL Social ScientistPrincipal Investigator’s disciplinary field(s) and expertise (max. 150 words)**

***UCL Co-Investigator(s)***

* A **maximum** of two UCL Co-Investigators are permitted per application
* One Co-Investigator **must be a UCL non-social scientist** from across the disciplinary spectrum. If required, the second UCL Co-Investigator can come from any discipline
* Co-Investigators can based in any UCL dept. or faculty
* **Only** Co-Investigators on permanent or open-ended ‘teaching and research’ contracts or ‘research’ only contracts at UCL who are at post-doctoral level (equivalent) or above are eligible to apply

**5c.) Detail the Non-Social Science Co-Investigator’s name, position, dept., faculty**

**5d.) Briefly describe the Non-Social Scientist Co-Investigator’s disciplinary field and expertise (max. 150 words)**

**5e.) If relevant, detail the Second UCL Co-Investigator’s name, position, dept., faculty**

* The second UCL Co-Investigator can come from any discipline

**5f.) If relevant, describe the Second UCL Co-Investigator’s disciplinary field and expertise (max. 150 words)**

***Additional Collaborators***

* Teaching fellows, other UCL researchers, honorary fellows, PhD students, researchers at other institutions (UK and international), non-academic partners (UK and international) etc. can only join the research team as “Additional Collaborators”

**5g.) If relevant, detail any Additional UCL Collaborators (teaching fellows, other UCL researchers, honorary fellows, PhD students, etc.)**

**5h.) If relevant, detail collaborations with external partners (academic or non-academic), UK or international**

***Have you Completed your Application?***

1. When you have completed this form delete the background details in pages 1- 2 and these checklist details so that only your answers to the application questions remain

2. Convert this application form into a PDF document. NB: 1GB is the maximum file size. You will not be able to upload and submit an application larger that this

3. Before you submit your PDF application, make sure that you have all the following elements in place to successfully and easily register/submit your application:

* I have the email address, position, dept., faculty details for my UCL Co-Investor(s)
* I have the name and email address of my Departmental Finance Administrator

4. Now [go to the online registration form (**Part 2**)](https://form.jotformeu.com/83092065371354) to upload your PDF version of your application form (Part 1)