

***Institute for Small Business and Entrepreneurship/Research and Knowledge Exchange Fund 2018***

email: info@isbe.org.uk

***Confidential***

**Research Grant Application Form: Before completing this form, please read the guidance and be aware of the aims and objectives of this funding programme. These must be reflected within the application. Please return this form electronically as a word document – not a pdf file.**

**1. Closing date: Friday 26th October 2016 5pm (GMT). Applications will not be considered after this date.** To be returnedto: info@isbe.org.uk

**2. Principal Applicant Address for correspondence**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  |  |  |
| Forename: |  |  |  |
| Title (Dr, Professor, etc): |  |  |  |
| Tel No: |  |  |  |
| Email:  |  |  |  |

**3. Co Applicants [[1]](#footnote-2) Address for correspondence**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  |  |  |
| Forename: |  |  |  |
| Title (Dr, Professor, etc): |  |  |  |
| Tel No: |  |  |  |
| Email:  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  |  |  |
| Forename: |  |  |  |
| Title (Dr, Professor, etc): |  |  |  |
| Tel No: |  |  |  |
| Email:  |  |  |  |

**4. Title of project**

|  |
| --- |
|  |

**5. Short, non technical abstract of project which can be used for publicity purposes (not to exceed 250 words)**

**6. Amount requested (to nearest full pound), cannot exceed £5,000.**

**7. Duration of project (maximum 18 months)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) Duration of current proposal  | start |  | end |  |
|  |  |  |  |  |
| (b) Duration of entire research project (if different) | start |  | end |  |

**8. Particulars of costs**

Give a breakdown of the total costs that will be incurred, specifying the particular items for which this application is being made.

|  |  |
| --- | --- |
| Item | Cost |
| Travel costs: Please indicate the purpose of the journey and the approximate number of journeys*. Please note that Apex/economy/standard class fares should be quoted unless there are special circumstances, in which case, please specify.*  |  |
|  |  |

|  |  |
| --- | --- |
| Accommodation and daily maintenance (incorporating local travel costs) away from home: *please state number of days and rate claimed* |  |
|  |  |
| Consumables: *please state item and number* |  |
|  |  |
| Research/clerical assistance: *please state period of employment and hourly/monthly rate. Please specify how total period has been calculated* |  |
|  |  |
| Other eligible costs: *please specify* |  |
|  |  |
| Total cost | £ | Total sought from ISBE/RAKE | £ |

**9. Particulars of other support**

*Please state any other funds applied for or already awarded in connection with this application. Please state exactly how funding applied for here will be utilised in conjunction with existing funding; where possible please use headings outlined in section 8.*

**10. Has any part of this application or a related application been made to other funding bodies? If so, which and with what result?**

*Please keep ISBE informed of results of any other applications relating to this project.*

|  |  |  |
| --- | --- | --- |
| Fund/organisation | Amount requested | Result (or date expected) |
|  |  |  |

**11. Details of the project or programme for which funding is required**

*This section should not exceed 1,200 words (including references/notes/tables/appendices) and should include***:** *an outline of the project with aims, objectives, purpose, rationale, methodology and, if applicable, relevance to any specific themed call for bids. The final section should briefly note how this project contributes to the aims and purpose of ISBE and issues of knowledge exchange and transfer within the entrepreneurial research and practice community.*

**12. Plans for engagement and dissemination** (including publication, workshops, seminars, practitioner events etc) Note that all award holders MUST present their work at the annual ISBE conference and at least one dedicated regional work shop or seminar; funding for these events will NOT be provided by ISBE. Box expands upon use.

**13. Digital resource:** if the primary product of the research will be a digital resource have you obtained guidance on appropriate standards and methods?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**14. Ethics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you aware of any special ethical issues within this proposal that are not covered by relevant professional Codes of Practice? | Yes |  | No |  |
|  |  |  |  |  |
| If the point above is applicable, you must gain written ethical approval from your employing institution or relevant authority  |  |  |  |  |

If you have answered yes to the first question and no to the second question, please describe any non-standard ethical issues arising from your research and how you will address them.

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**15. Supporting statement**

Applicants are invited to include any further information relating to this project they may wish to be taken into account in assessing this application or any other. For example, an overview of how the proposed project meets the remit of this particular fund; it may be an opportunity for ECRs to work with more experienced researchers and so contribute to career development, or a collaboration with a third party. It may be a particular response to a specific policy initiative or a response to identified practitioner needs. This section should not exceed 500 words. Box expands on use.

**Institutional support**

a) **Head of applicant’s Department/Institution:** (Scanned Electronic Signature) This application is made with my support:

 Signed: Date:

b) **Administrative authority:** The Institution will administer a grant made by the Fund and accepts its Conditions of Award (Electronic Signature):

 Signed: Date:

 c) **Name of Institution to which grant will be paid:** (PLEASE USE BLOCK LETTERS)

**Signature of Applicant** (scanned electronic signature): I affirm that all the information in this Application Form is true and valid, and that I accept the Conditions of the Award and the Fund’s Data Protection Policy:

 Signed: Date:

**17. Please attach a short CV for every applicant (not to exceed two pages per applicant)**

**Explanatory guidance notes:**

ISBE/RAKE can only consider meeting costs that fall under the following headings and meet the following specific criteria. NOTE FOR ACADEMIC APPLICANTS: as a charitable institution, awards from the ISBE/RAKE fund WILL NOT cover full economic costing.

*1. Staff costs*

Expenditure for research and support staff may be requested, both for full-time or part-time contract posts.

*2. Travel & subsistence*

Applicants should provide estimates of, and justification for, all travel and subsistence costs directly relating to data collection. ISBE/RAKE may, in certain circumstances, consider expenses relating to conference attendance if all the following criteria apply: the theme of the conference is of direct and particular relevance to the research proposal; the applicant is presenting a paper based on the research funded by ISBE/RAKE; and finally, there are no other sources of funding available to the applicant.

*3. Consumables*

The following items may be considered if the necessary justification is provided: stationery, audio or video tapes, specialist publications that cannot be obtained through the applicant’s institution, computing stationery and software licences specifically required for the project, equipment rental charges.

*4. Exceptional items*

The following items may be considered if the necessary justification is provided: subject/interviewee fees, cost of microfiche records, specialist reprographic services, tape transcription costs, copyright permission fees.

*5. Equipment*

Only items dedicated to the project may be included and these should be fully justified.

*PLEASE NOTE****You should return your application form electronically to the ISBE Office*** info@isbe.org.uk

*\* Due to the volume of submissions we are not able to acknowledge your application but you will be notified in due course whether your application has been successful. We would aim to inform all applicants of the decision within sixteen weeks from the closing date for submissions.*

*\* If you have been successful and ISBE/RAKE has decided that under the auspices of its charity, it would like to fund your research project, you will be sent an agreement to sign which covers various aspects of our future working relationship.*

Further information and details of the funding aims or process can be obtained from the Professor Kiran Trehan VP: Research ISBE: RAKE Fund Manager. k.trehan@bham.ac.uk

1. If more than two co-applicants, please electronically expand this section. [↑](#footnote-ref-2)