

## **RAKE FAQs**

### **Can organisations from outside the UK apply?**

All applications must have a UK organisation as the lead applicant but non-UK organisations can submit a joint bid with a UK organisation.

### **Does the lead applicant have to be an academic?**

It is not a requirement but an academic lead is recommended as they may be more likely to have the necessary experience to manage a research project; however, anyone with proven experience of leading and completing research projects can be identified as lead investigators.

### **Would it be possible to get an extension on the deadline?**

No. Applications submitted after the deadline will not be considered under any circumstances.

### **Do I have to have matched funding from another organisation to apply?**

No: but the maximum amount the fund will award is £3,000. If the project will cost more than this the applicants must provide details of who will provide the extra funding. Applicants can indicate 'matched funding in kind' which might be time allowances to under-take the study, un-costed administrative support, work-shop support etc.

### **Can non-academic organisations apply?**

Yes: all organisations are welcome to apply however, we recommend an academic as the lead applicant.

### **Do I need to be an ISBE member to apply?**

The RAKE fund will support members of ISBE who hold either individual or Institutional/Organisational membership. Non-members can submit an application, however, if the application is successful they are required to join ISBE and remain a member for the duration of the project.

### **Can I include staff time for working on the project as a cost on the form?**

Yes. However, we do advise that 'value for money' is a consideration in evaluating RAKE fund submissions. In-kind contributions from applicant Institutions/organisations will improve value-for-money and so, should be emphasised in bids.

### **When filling out the form are electronic signatures acceptable?**

Yes

### **Will I hear back from ISBE if my application is not successful?**

Yes: all applicants will be notified as to the outcome of their application.

### **Where should I submit my form?**

All applications must be submitted to [info@isbe.org.uk](mailto:info@isbe.org.uk) by 5pm on the deadline day. Applications sent anywhere else will not be considered.

### **Can I submit a PDF of my form?**

No, all forms must be submitted in Word format so that they can be anonymised for blind review.

### **Can I get advice on my application before I submit?**

Advice on the shaping, scope or content of bids will not be provided. If you have specific questions in relation to the RAKE fund process or application that are not covered on the Call for Applications, the application form or FAQs, you can email the RAKE fund manager Dr Lorna Treanor:

[Lorna.Treanor@nottingham.ac.uk](mailto:Lorna.Treanor@nottingham.ac.uk)

### **Who is my administrative authority?**

We can only offer guidance on the application process; identifying the correct people within your organisation and acquiring their signatures is your responsibility.

### **Can the application be sent in with one or more of the required signatures omitted?**

No. Typed names are acceptable as long as the signatory has read and authorised the form. It is your responsibility to allow enough time to acquire the signatures you need, no late applications will be accepted.

### **Can I submit more than one application?**

Yes: it is permitted to submit more than one application per organisation. However, in the interests of fairly distributing RAKE funding, it is unlikely that more than one bid from the same Institution would be funded, unless the bids clearly stand out against other submissions.

### **Where should the references and citation appear in the application for the RAKE fund? Are they included in the 1,200 word summary (section 11)?**

Yes: references should be included in the submission; however, they are not included in the word count so you may have up to 1,200 words and then references.

### **Will I receive acknowledgement that my application has been received?**

We regret that we are unable to acknowledge receipt of applications but all applicants will be informed whether or not their bid has been successful.

### **I am a previous RAKE winner can I apply for the fund?**

No.

**Can current board members be part of an applicant team?**

No, however previous board members may be part of an applicant team.