The Centre for Public Engagement

Participatory Research Grants 2024-25

Application form

Please complete and return to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk) with ‘Participatory Research Grant Application – Your Name’ as the subject title.

**The current application deadline is Monday 4th November 2024 at 23.59.**

**Before beginning to fill in this form applicants are strongly encouraged to read the Participatory Research Grant Application Guidance, which sets out in more detail the information expected in response to each question. We also encourage applicants consider discussing their application in advance with the Centre for Public Engagement at one of the Grant Drop-In Sessions.**

**Section 1 – Aims**

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| --- |
| Project Title: |
|  |
| 1.1 Please summarise the project briefly, including the aims of the project (what kinds of changes do you want to see as a result of the project?) and the approach you intend to adopt (e.g. - co-produced research, participatory action research, citizen science). Summaries for successful applications will be used on the CPE website and in publicity about the grant round (Max 250 words) |
|  |
| 1.2 Who do you intend to engage with in this project? (Max 150 words) |
|  |
| 1.3 Please describe how this project is designed with the principles of mutual benefit and co-creation, detailing the benefits for people you are engaging with and yourself and/or your research? (Max 250 words) |
|  |
| 1.4 Tell us how this engagement is linked to your work at Queen Mary. This could be research, teaching and/or other core business. (Max 150 words) |
|  |

**Section 2 - People**

2.1 Principal Applicant

|  |  |  |
| --- | --- | --- |
| Title |  | |
| First Name |  | |
| Last name |  | |
| School/Institute |  | |
| Faculty |  | |
| Job title |  | |
| Email |  | |
| Phone Number |  | |
| If you are on a temporary contract, state course/contract end date\* | |  |

\* This will only be used to make sure that your delivery timescales are appropriate

2.2 Co-applicant(s) (if there is more than one, please copy and paste the boxes below)

*Please note that people should only be included as co-applicants if they are an integral part of the project. The panel will expect to see evidence of everyone's contribution throughout the rest of the application. Although the principal applicant must be a Queen Mary staff member, co-applicants can be external partners.*

|  |  |
| --- | --- |
| **Please use this table layout for Queen Mary co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| School/Institute |  |
| Faculty |  |
| Job title |  |
| Email |  |
| Phone Number |  |

|  |  |
| --- | --- |
| **Please use this table layout for external co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| Organisation Name |  |
| Role within organisation |  |
| Email |  |
| Phone Number |  |

**Section 3 – Methods**

|  |  |
| --- | --- |
| 3.1 Project plan  Please describe the activity that will take place and set out the timeline of the project. This should include major milestones, key dates and finer details of the project such as approach to participatory research, partnerships, venues, publicity, risk mitigation, diversity and inclusion and accessibility.  **Max 1 side of A4 in font no smaller than 11pt. Please insert this into the space below. Do not include as a separate appendix.** | |
|  | |
| Project Completion Date: |  |
| 3.2 Are there any ethical considerations we should be aware of, and how do you propose to address them? If required, have you had ethics approve this project or will this need to be sought before project commencement? (Max 150 words) | |
|  | |
| **Section 4 –Evaluation** | |
| 4.1 What are the indicators of success for this project? These should be linked to the aims set out in 1.1 and outline the methods and tools that applicants intend to use. (Max 150 words) | |
|  | |

**Section 5 – Miscellaneous**

|  |
| --- |
| 5.1 Briefly describe any participatory research and/or public engagement experience you and/or your partners have (150 words). |
|  |
| 5.2 Have any applicants applied for a small or large CPE grant before? Please state which round, and whether you were successful. |
|  |
| 5.3 Have you previously applied for any Queen Mary internal funding for this or a related project? Please give details of the scheme, year and if it was successful. |
|  |

**Section 6 – Finances**

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Project Total: (including match funding) | £ | | |
| Match funding secured: | £ | Source: |  |
| Match funding potential: | £ | Source |  |
| **Amount requested from the CPE** | **£** | | |

Project Costings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Details and justification**  **(outline what you will purchase and why it is needed for the project)** | | | **Costs (£) requested from the participatory research grant** | | **Costs (£) requested/secured from elsewhere** |
| **Project Costs** |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  | **Sub Total** | | | £ | | £ |
| **Staff Costs** (if applicable) |  | | |  | |  |
| **Queen Mary students:** |  | | |  | |  |
| (Hourly rate/on-costs) |  | | |  | |  |
| **External expertise:** |  | | |  | |  |
|  |  | | |  | |  |
| *Queen Mary staff costs should only be included if new roles are being created as part of the proposed project, or existing contracts are due to be extended in order to deliver this project. Any staff and student costings* ***must be checked and approved******by your School/Institute Manager and/or your Faculty HR Manager and/or the JRMO*** *prior to submission. Be aware that staff costs should include salary* ***and*** *on costs (pension, employer’s NI, holiday pay and apprenticeship levy) which can amount to 30 percent of the salary.* | | | | | | |
| **Please complete for new Queen Mary roles** (if applicable) |  | | |  | |  |
| Scale & Point - No of Months |  | | |  | |  |
| Basic Salary |  | | |  | |  |
| On-costs |  | | |  | |  |
|  | |  |  | |
| **Please complete for extensions of existing Queen Mary contracts where those staff are not full time** (if applicable) |  | | |  | |  |
| Name of Staff Member |  | | |  | |  |
| Current Job Title |  | | |  | |  |
| Department |  | | |  | |  |
| Current Scale & Point - No of Months |  | | |  | |  |
| Basic Salary |  | | |  | |  |
| On-costs |  | | |  | |  |
|  |  | | |  | |  |
|  | **Sub Total** | | | £ | | £ |
|  |  | | |  | |  |
| **PROJECT TOTAL** |  | | | £ | | £ |

**Section 7 – Signatures and approval**

The principal applicant, co-applicant(s), and their Head(s) of Department are required to sign this form to accompany an application. Please add additional rows if needed.

If you are a PhD Student, your PhD Supervisor(s) are required to sign the form to accompany the application.

If you have allocated some of your budget to Queen Mary staff and/or student costs (either for a new role, extension of a current contract, paying PhD demonstrator rates, or for using QTemps), you are required to confirm that you have checked your costings with your Faculty HR Manager and/or your School/Institute Manager.

**Principal Applicant and Co-applicants**

I enclose an application for a grant/proposal for approval, completed in accordance with the guidelines published with the application form. I am not aware of any relevant information that has been withheld or of any information given in the application which is misleading.

For applications containing Queen Mary staff and student costs:

I have checked that costs are accurate and appropriately costed with my:

School/Institute Research Manager

Faculty HR contact

|  |  |  |
| --- | --- | --- |
| **Name** (in block capitals) | **Signature** | **Date** |
|  |  |  |
|  |  |  |

**Head(s) of Department/School/Institute\***

I confirm that:

I support this proposal, and I am not aware of any relevant information that has been withheld or of any information given in the proposal that is misleading.

I agree that all costs within this application form are accurate

I agree that the project timeline is achievable.

I agree to this activity being carried out in my Department/School/Institute.

\* An email of support addressing the above statements will be sufficient, please submit this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Name** (in block capitals) | **Signature** | **Department, School or Institute Name** |
|  |  |  |

Please note: Applications from undergraduate students should be signed either by the relevant head of Department/School or the President of the Students’ Union depending on the location of the proposed activity.

**PhD Supervisors [For PhD applicants** **only]\***

I confirm that:

I support this proposal, and I am not aware of any relevant information that has been withheld or of any information given in the proposal that is misleading.

I agree that the project timeline is achievable.

I agree to this activity being carried out by a student under my supervision.

\* An email of support addressing the above statements will be sufficient, please submit this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Name** (in block capitals) | **Signature** | **Department, School or Institute Name** |
|  |  |  |