Research Development Fund application form

* Please email your completed application form to peteam@leeds.ac.uk, use ‘**Research Development Fund – YOUR NAME**’ in the email subject
* Please refer to the [guidance notes](https://leeds365.sharepoint.com/%3Aw%3A/s/TEAM-BeCurious/EXKEqpF1VetJifC_GHfeq7sB6mhtG7z3fDEqO7burxILDg?e=wiqlpw) to help you with your application.
* Contact peteam@leeds.ac.uk if you have any difficulties answering the questions on this form.

**Name and details of lead applicant:**

|  |  |
| --- | --- |
| Full name |  |
| University email address |  |
| Job title  |  |
| Faculty |  |
| School |  |

**Please give the details of co-applicants (if applicable):**Copy and paste the table below as needed for multiple co-applicants

|  |  |
| --- | --- |
| Full name |  |
| University email address |  |
| Job title  |  |
| Faculty |  |
| School |  |

**Research title / name of activity**

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**Where did you hear about the RDF?**

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**Have you made contact with the Public Engagement Team regarding this applcation**

Yes / No

**If yes, please give brief details including who you have spoken to**

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**How will you use the RDF and how will it support your research proposal?** **(300 words)**

You must include:

* A description of your activity
* The demographic you wish to work with and why you have selected that group
* How will you create the initial connection to this group?
* How this activity will support your research development?

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**How will you continue engage with your demographic after your RDF activity? (250 words)**

Please consider the legacy of your connection with this group.

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**How will you evaluate your RDF activity?** **(250 words)**

Please note this is not how you will evaluate the learning that has come from the activity. But an evaluation on the success of the format of the activity.

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**Please provide a breakdown of your RDF spend using the guidelines in the application guidance document.**

|  |  |
| --- | --- |
| Item | Amount  |
|  |  |
| Total | £0.00 |

**Do you have any other sources of funding already obtained for the activity you are applying for?**

|  |  |
| --- | --- |
| Funding source: |  |

**Please give specific details of the research grant(s) you are planning to apply for based on the outcomes of your activity.**Submissions should not be later than nine months after receiving the RDF money

|  |  |
| --- | --- |
| Funder/ funding call or scheme | Submission deadline |
|  |  |

|  |  |
| --- | --- |
| Amount: | £ |

**If you are successful we would like to post about it on Twitter, please share your Twitter handle if you are happy to be included in this post:**

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**Declaration** (to be signed by the lead applicant for this award)

I confirm that to the best of my knowledge the information given on this form is correct. I understand that my name will be held on a database in accordance with the Data Protection Act, and that I may be asked to participate in future evaluations of this award scheme.

**Administration, reporting and monitoring**

If successful, the award will be **paid in arrears into a University account only** on receipt of:

* A completed form that covers how the award was used, including an itemised list of your spend
* Information about submission of the grant, including grant amount

If funds have not been claimed by you within nine months of the award being made, you will loose the award. Extensions can be negotiated if you contact us in good time. If funds are still not claimed after any granted extension, the award will expire.

|  |  |
| --- | --- |
| Signature: | Date |