# **Enhancing Research Culture open call 2024-25: Application Form**

Please complete the application form below and submit to [researchculture@leeds.ac.uk](mailto:researchculture@leeds.ac.uk) by **17:00 on** **Friday 28 June 2024.**

Proposals are invited for projects in the region of **£10k - £30k,** and funds must be spent and goods receipted **by 31 July 2025.** For full guidance on eligibility, costings and the application process, please refer to the [Open Call web page,](https://researchculture.leeds.ac.uk/enhancing-research-culture-open-call-2022-23/?preview=true) and the [Online Resource for Pre-Award Information.](https://leeds365.sharepoint.com/sites/ResearchandInnovationService/fundingopportunities/SitePages/Online-Resource-f.aspx)

## **Project details**

|  |  |
| --- | --- |
| **Project Title** | [Insert Title] |
| **Team Lead** | [Insert Team Lead Name] |
| **Team Members** | [Insert Team Member names, each member’s email address, organisation and job title - please list both UoL members and external partners, to ensure everyone is recognised.] |
| **Budget Holder** | [Insert Faculty responsible for budget] |
| **Requested Budget (£10k-£30k)** | [Insert £] |
| **Objectives Covered:** Please specify which research culture strategic objective your project best relates to. Please only select one. | [Please select one]   * Valuing diverse forms of research activity * Embedding EDI principles in research practices * Enabling open research practices * Mutually supporting and developing research teams |

## **Project proposal**

1. **Outline your project aims, activities, methodology, planned outcomes, timeline, and team, considering how the project aligns with the aims and assessment criteria for** [**this scheme**](https://researchculture.leeds.ac.uk/enhancing-research-culture-open-call-2022-23/?preview=true)**.**

*Please address the questions below, to a maximum length of* ***two pages*** *for questions 1 and 2, plus an* ***additional page*** *for the finance/submission table. Please use Arial font size 11 and allow sufficient white space for legibility. Applications exceeding these lengths will not be reviewed. You may remove explanatory text in italics to create space.*

*You may find it useful to outline your proposed project against the following headings which correspond to the reviewing criteria as stated on the* [*ERC Open Call webpage:*](https://researchculture.leeds.ac.uk/enhancing-research-culture-open-call-2022-23/?preview=true)

1. *Project aims  and articulation of targeted problem*
2. *Project activities and methodology*
3. *Indicative timeline*
4. *Outputs, outcomes, planned impacts, and approaches to measuring impact*
5. *Roles and responsibilities of team members and any partners*
6. *Justification of resources*

*If you are planning to recruit for a fixed-term position in this project, you must outline how they will be supported throughout the project, and what you will do to ensure this is a high-quality opportunity.*

*Please note, when working with external collaborators you must follow due diligence requirements detailed in the University's* [*Guidance on Trusted Research*](https://ris.leeds.ac.uk/guidance-on-trusted-research/)*.*

1. **Please outline any preliminary or preparatory work relevant to this application.**

## **Project costs**

1. **Please complete the financial table below, deleting unnecessary rows:**

|  |  |
| --- | --- |
| **Item** | **Cost (£)** |
| **Directly Allocated (DA): Staff Costs:** |  |
| **Directly Incurred (DI): Staff Costs:** |  |
| **Directly Incurred (DI): Travel and Subsistence** |  |
| **Directly Incurred (DI): Consumables** |  |
| **Directly Incurred (DI): New Equipment** |  |
| **Directly Incurred (DI): Other** |  |
| **TOTAL COST** |  |

## **Application submission and approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **Signature** | **Name** | **Date** |
| **Project Team Lead** |  |  |  |
| **Head of School** |  |  |  |
| **Faculty Finance Manager** |  |  |  |

**Diversity monitoring**

The University of Leeds aims to create an inclusive environment for all staff and students by identifying and removing barriers in our practices. Completing this monitoring form below will help us achieve this, and also help Leeds meet our obligations under the Equality Act 2010.

While it is voluntary to disclose this information, doing so will enable us to better understand the composition of the applicants to our ERC projects and schemes and examine our practices fully.

Your answers will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 2018.

To find out more about the work that the University is doing to support Equity, Diversity and Inclusion, please visit the [Equality and Inclusion Unit webpages](https://equality.leeds.ac.uk/governance_strategy_policy/).

|  |  |
| --- | --- |
| **Diversity information** | |
| **What is your sex?**   * Female * Male * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **How would you describe your gender identity?**   * Woman * Man * Non-binary * In another way * I prefer to self-describe as: (please state) * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **Are you trans or do you have a trans history?**   * Yes * No * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **How would you describe your ethnicity or ethnic background?**   * Arab * (Asian, or Asian British) Bangladeshi or Bangladeshi British * (Asian, or Asian British) Chinese or Chinese British * (Asian, or Asian British) Indian or Indian British * (Asian, or Asian British) Pakistani or Pakistani British * (Asian, or Asian British) Any other Asian background * (Black) African or African British * (Black) Caribbean or Caribbean British * (Black) Any other Black background * (Mixed or multiple ethnic groups) White or White British and Asian or Asian British * (Mixed or multiple ethnic groups) White or White British and Black African or Black African British * (Mixed or multiple ethnic groups) White or White British and Black Caribbean or Black Caribbean British * (Mixed or multiple ethnic groups) Any other mixed or multiple ethnic background * (White) English, Scottish, Welsh, Northern Irish or British * (White) Gypsy or Irish Traveller * (White) Irish * (White) Roma * (White) Any other white background * Any other ethnic background * Not known * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **Do you consider yourself to have a disability?**   * Yes * No * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **How would you describe your sexual orientation?**   * Asexual * Bisexual * Gay or lesbian * Heterosexual/straight * Queer * In another way * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **What is your religion or belief?**   * No religion (including atheist) * Buddhist * Christian * Hindu * Jewish * Muslim * Sikh * Any other religion or belief * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **How would you categorise your career stage?**   * Early career (fewer than 10 years since graduating from your highest level degree/qualification) * Mid career (between 10 to 20 years since graduating from your highest level degree/qualification) * Late career (more than 20 years since graduating from your highest level degree/qualification) * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **Are you in full-time or part-time employment?**   * Full-time * Part-time * Prefer not to say | [If a team nomination, please list all that apply to the team] |
| **What is your contract type?**   * Open-ended * Fixed-term * Prefer not to say | [If a team nomination, please list all that apply to the team] |