**APPLICATION FORM**

**Internal Funding: ISPF Instituional Support Grant funding for Official Development Assistance (ODA) 2023-2024**

**Worktribe**

Applications to this call are being routed through Worktribe. Please set up a Worktribe record as follows:

* Funder should be set to ‘University of Aberdeen’
* Pre-award Liaison ‘Donna Walker’
* Business Liaison ‘Wendy Rudland’

Upload this application form to the Documents tab and submit for approval. You should also notify us that you have submitted via Worktribe by emailing [Europe-rg@abdn.ac.uk](mailto:Europe-rg@abdn.ac.uk).

Round 1 Deadline - As soon as possible, and ideally no later than **19th January 2024.** Applications will be considered on a rolling basis.

Round 2 Deadline - Applications should be submitted by **15th February 2024**.

Comments in italics are provided for guidance and should be deleted prior to submission of the application. The word limits are provided for guidance; however, the application should be no more than five pages (excluding the cost breakdown).

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| **Section 1: APPLICANT(S)** |
| **Name of lead applicant and any co-applicants:** |
| **Details of partner organisation(s):** |
| **School(s)/Institute(s):** |
| **Email address of lead applicant:** |
| **Written support provided by partner organisation (required)** |
| **Activities co-developed with partners and needs identified/costed? (required)** |

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| **Section 2: PROJECT SUMMARY** |
| **Title:** |
| **Proposed Start and End Dates:**  *Round 1 projects must complete spend by 31st March 2024.*  *Round 2 projects can begin from 1st April 2024 and complete spend by 31st March 2025.* |
| **Summary (200 words):**  *Please provide a brief summary of the proposed work - in accessible language suitable for an informed, general readership.* |
| **Total amount requested: £** |

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| **Section 3: CASE FOR SUPPORT** |
| **Project Description (400 words)**  *Please describe the proposed activities, where relevant strategic alignment to school priorities. Current status of the partnership and rationale for future collaboration.* |
| **External Project Partners (200 workds)**  *Please indicate who you will collaborate with, whether they are new or existing partners, the partner’s needs and how these have been identified, and what they will contribute to the project.*  *The University will carry out due diligence prior to entering into contract with external partners, including financial, ethical, legal and national security considerations, but it’s important for you to understand who your proposed partner is and what their true interests are. In order to understand and manage the potential risks associated with a new research and/or funding collaboration you should ask questions of the potential partner: what their interest in the work is; how do they intend to use it; what does the partner do in the field; and even if there is any risk of subversion or reputational damage to yourself or the University by working with them. With support from your School, you are advised to read the* [*Trusted Research*](https://www.cpni.gov.uk/trusted-research-academia) *and* [*NSIA guidance*](https://www.abdn.ac.uk/staffnet/research/research-governance-10644.php#panel14817) *and are encouraged to carry out the*[*CPNI Trusted Research Checklist for Evaluating Research Proposals*](https://www.abdn.ac.uk/staffnet/documents/policy-zone-research-and-knowledge-exchange/Trusted%20Research%20Checklist%20for%20Academia_0.pdf)*in order to gauge the level of risk involved with your international collaborations, using the*[*CPNI Trusted Research Guidance for Academics*](https://www.abdn.ac.uk/staffnet/documents/policy-zone-research-and-knowledge-exchange/Trusted%20Research%20Guidance%20for%20Academia_0.pdf)*as support.* |
| **Project Timeline (maximum 150 words)**  *Please provide a brief timeline of proposed activities, including milestones.* |
| **Impact (150 words)**  *Outline how you plan to demonstrate and evaluate impact. Describe impact of the proposed research on non-academic stakeholders (e.g., policy makers, business) where appropriate.* |
| **Evidence that the proposed research is ODA compliant (250 words)**  The project’s primary purpose must be to promote the economic development and welfare of countries on the [DAC list of Official Development Assistance (ODA) recipients](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf). More information can be found at ‘[Is it ODA?](http://www.oecd.org/development/financing-sustainable-development/development-finance-standards/officialdevelopmentassistancedefinitionandcoverage.htm#Definition)’.  *Explain the specific problem or specific outcome which will have an impact on a developing country or countries on the DAC list. Provide evidence as to why this is a problem for the developing country or countries;*  *For ODA compliant research please factor in time for the necessary due diligence checks when considering project start dates*. |
| **Justification of Resources (150 words)**  *Full justification of resources is requested.* |
| **Expected Outcomes**  Outcomes from successful applications may include the following, please select all that apply:  ☐ External funding applications  ☐ Pilots of proof of concepts  ☐ Multi-stakeholder capacity building for transformative future research  ☐ New interdisciplinary or single disciplinary approaches, methodologies, technologies or archives  ☐ Working papers, scoping studies, research reviews or reports  ☐ Other (please give details)  *When selecting key outputs, your application will be reviewed more favourably if you tick just one or two boxes and then provide a clear tangible narrative around how those outcomes will be achieved, rather than ticking all five and only being able to provide a superficial description of how each outcome would be achieved*. |

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| **Section 4: ABERDEEN 2040 COMMITEMENTS** |
| Please select (X) one or more [Aberdeen 2040 challenge area](https://www.abdn.ac.uk/2040/commitments/index.php) and indicate which SDGs will be addressed through the project, as applicable.  Inclusive  Sustainable  Interdisciplinary  International  None |

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| **Section 5: ABERDEEN 2040 INTERDISCIPLINARY CHALLENGE AREAS** |
| Is the proposed activity interdisciplinary? Yes/No |
| If Yes, which interdisciplinary challenge area(s)?  ☐ Energy Transition  ☐ Social Inclusion & Cultural Diversity  ☐ Environment & Biodiversity  ☐ Data & Artificial Intelligence  ☐ Health, Nutrition & Wellbeing |

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| **Section 6: UN Sustainable Development Goals** | |
| Please select (X) one or more of the [UN SDGs](https://sdgs.un.org/goals) that your project will inform or align with. | |
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| SDG 1. No Poverty: Access to basic human needs of health, education, sanitation | SDG 10. Reduced Inequalities: Reducing income and other inequalities, within and between countries ☐ |
| SDG 2. Zero Hunger: Providing food and humanitarian relief, establishing sustainable food production ☐ | SDG 11. Sustainable Cities and Communities: Making cities safe, inclusive, resilient and sustainable ☐ |
| SDG 3. Good Health and Wellbeing: Better, more accessible health systems to increase life-expectancy ☐ | SDG 12. Responsible Consumption and Production: Reversing current consumption trends and promoting a more sustainable future ☐ |
| SDG 4. Quality Education: Inclusive education to enable upward social mobility and end poverty ☐ | SDG 13. Climate Action: Regulating and reducing emissions and promoting renewable energy ☐ |
| SDG 5. Gender Equality: Education regardless of gender, advancement of equality laws, fairer representation of women ☐ | SDG 14. Life Below Water: Conservation, promoting marine diversity and regulating fishing practices ☐ |
| SDG 6. Clean Water and Sanitation: Improving access for billions of people who lack these basic facilities ☐ | SDG 15. Life on Land: Reversing man-made deforestation and desertification to sustain all life on earth ☐ |
| SDG 7. Affordable and Clean Energy: Access to renewable, safe and widely available energy sources for all ☐ | SDG 16. Peace, Justice and Strong Institutions: Inclusive societies, strong institutions and equal access to justice ☐ |
| SDG 8. Decent Work and Economic Growth: Creating jobs for all to improve living standards, providing sustainable economic growth ☐ | SDG 17. Partnerships for the Goals: Revitalize strong global partnerships for sustainable development ☐ |
| SDG 9. Industry, Innovation and Infrastructure: Generating employment and income through innovation ☐ | None ☐ |
| **If you have indicated that your project will inform or align with one or more of the UN SDGs, please detail which indicator(s) this pump-prime funded project would help to address:**  *For example, SDG7 Affordable & Clean Energy > Target 7.1 By 2030, ensure universal access to affordable, reliable and modern energy services > Indicator 7.1.1 Proportion of population with access to electricity.* | |

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| **Section 7: COST BREAKDOWN** | | |
| Please complete tables A and B below. In table A, please detail the funds requested from the internal fund.  In table B, please specify any matched funding from other sources if applicable. | | |
| ***A. FUNDS REQUESTED FROM* Internal Fund** | | |
| **BUDGET HEADING** | **DESCRIPTION** | **AMOUNT (£)** |
| **Project staff** | *Name/Post, Grade / point / %FTE* |  |
| **Academic time** |  |  |
| **Travel** |  |  |
| **Third party costs** | *e.g. sub-contractors or consultants* |  |
| **Other** | *Detail:* |  |
| **Indirect cost** |  |  |
| ***Total amount requested from the internal fund*** | |  |

If you have any other funds available to use on this project, please complete table B.

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| ***B. ADDITIONAL PROJECT COSTS NOT REQUESTED FROM Internal Funds*** | | |
| **COST DESCRIPTION** | **SOURCE OF FUNDING** | **AMOUNT (£)** |
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| ***Total amount funded from other sources*** | |  |

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| **Section 8: ENDORSEMENT BY HEAD OF SCHOOL - OR HEAD OF INSTITUTE** | | |
| Head of School endorsement will be indicated through their approval in Worktribe. In doing so they agree to take responsibility for provision of the necessary facilities and undertake to ensure timely reporting by the applicant.  For cross-School/ Institute applications, endorsement from all Heads is required. | | |
| **Signature of Lead Applicant** | | |
| Name | Signature | Date |