

Application Form 2016/17
Knowledge Exchange Dialogues Scheme

INSTRUCTIONS

Please complete all relevant fields. If you require additional space, please attach separate sheets clearly marked with your name and contact details. Ask your Head of Department to complete the endorsement section. Applications should be submitted to esrciaa@socsci.ox.ac.uk by your departmental administrator/research support officer or institutional IAA support contact. **Related documents:** Call specification and guidance for applicants (Call Doc A).

PROJECT DETAILS

Project Title			
Project start date		Project end date	

ACADEMIC CONVENOR(S) *The person or persons who will take overall leadership of the project. At least one convenor must be designated as the Principal Investigator (PI) and will be additionally responsible for managing the grant and reporting. At least one Convenor must be from the University of Oxford. Please attach a separate sheet for additional Convenors.*

Academic Convenor 1

Surname		Name		Title	
Post/Job title					
Department/Faculty					
Email address		Telephone			
Oxford <input type="checkbox"/>	Ox Brookes <input type="checkbox"/>	Open Uni <input type="checkbox"/>	Reading <input type="checkbox"/>	PI? <input type="checkbox"/>	Early Career Researcher? Yes <input type="checkbox"/> No <input type="checkbox"/>

Academic Convenor 2

Surname		Name		Title	
Post/Job title					
Department/Faculty					
Email address		Telephone			
Oxford <input type="checkbox"/>	Ox Brookes <input type="checkbox"/>	Open Uni <input type="checkbox"/>	Reading <input type="checkbox"/>	PI? <input type="checkbox"/>	Early Career Researcher? Yes <input type="checkbox"/> No <input type="checkbox"/>

Academic Convenor 3

Surname		Name		Title	
Post/Job title					
Department/Faculty					
Email address		Telephone			
Oxford <input type="checkbox"/>	Ox Brookes <input type="checkbox"/>	Open Uni <input type="checkbox"/>	Reading <input type="checkbox"/>	PI? <input type="checkbox"/>	Early Career Researcher? Yes <input type="checkbox"/> No <input type="checkbox"/>

ACADEMIC CONTRIBUTORS *Please LIST here any academics not listed as Convenors who will participate in your event(s). Please indicate whether or not their participation is confirmed and whether or not you have worked with them before.*

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NON-ACADEMIC CONTRIBUTORS Please LIST contributors not from HEIs. Please include their names and positions. Please indicate if their participation is confirmed and whether or not you have worked with them before.

BACKGROUND This section should give a brief background of the proposed project (approx. 300 words). It should: describe what the central focus will be and/or identify potential themes; explain how you selected your Contributors; refer to the main roles/contributions of the Convenors and Contributors in this area; include any relevant policy or practice background information that demonstrates the importance of this proposal and why it should be funded. Also explain the rationale behind taking a multi-/inter-disciplinary approach if appropriate.

AIMS AND OBJECTIVES Please describe the aims and objectives of the project (approx. 100 words).

FORMAT Please describe the format your forum/dialogue events will take and explain your choices. How is this format appropriate to meet the aims and objectives of the project? How you will ensure productive two-way discussion between academics and non-academics? (approx. 200 words)

OUTCOMES AND SUSTAINABILITY Explain the potential outcomes and outputs from the forum/dialogues. How will you measure the success of the forum/dialogues? What are your next steps and how will you ensure the continuation of the collaboration/relationships? What do you anticipate this will lead to in the future? (approx. 200 words)

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RESOURCES Please give a clear breakdown of the resources requested up to a maximum of £2,500 (see A.6 for eligible costs). Attach separate sheet for additional budget items.

	Itemised description	Amount
Travel and subsistence costs		
Venue/meeting room hire costs		
Catering and refreshment costs		
Other		
Total Requested		

For Regional KE Partnership Projects, please indicate how much of the total budget requested will be allocated to each partner institution.

Partner 1 University:		Amount for Partner 1:	
Partner 2 University:		Amount for Partner 2:	

ADDITIONAL BUDGET INFORMATION (where applicable)

Total university project costs <i>Should match FEC on your costing output</i>	
Details of any matching grant funding sought/received (<i>£ and source</i>):	
Departmental/College support: <i>(direct contributions only e.g. support for event costs, but not FEC contribution)</i>	
Cash contributions from partners: (<i>£ and description of what this covers</i>):	
In-kind contributions from partners: <i>(estimated £ and description of contributions)</i>	

ENDORSEMENT BY HEAD(S) OF DEPARTMENT/FACULTY

Please tick to confirm that the Heads of Department or Chairs of Faculty for each of the Convenors have endorsed the application and give the name of the individual who has approved the application.

In doing so they agree to provide the necessary facilities and confirm that the project would not entail a significant increase in use of any university services, and that any health and safety and ethical requirements would be covered.

Academic Convenor 1

 Yes

Endorsed by:

Academic Convenor 2

 Yes

Endorsed by:

Academic Convenor 3

 Yes

Endorsed by:

OTHER INFORMATIONDeclaration of Interests: *If applicable*

Does the project require ethical review?

Yes No Approved CUREC number *If applicable*

All projects supported by this funding must adhere to the University's Code of Practice and Procedure for Academic Integrity in Research, and comply with appropriate legal and regulatory requirements. If any form of licence is needed (e.g. Home Office, Intellectual Property, Radiation Protection) these must be in place before the project commences. Please check this box to confirm that you have read and agree to these terms.

Where did you hear about this funding call?