A blue square with white letters

Description automatically generated **Revised December 2023**

**PRO-ACTIVE GRANT APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **PRINCIPAL APPLICANT** Please attach summary CVs for all applicants | |  |  |  |  |
|  | Name & address | | |  | Contact details |  |
|  | **CO-APPLICANT(S)** |  |  |  |  |  |
|  | Name & address | | |  | Contact details |  |
|  |
|  | **CO-APPLICANT(S)** |  |  |  |  |  |
|  | Name & address | | |  | Contact details |  |
|  | **TITLE OF PROPOSED RESEARCH** |  |  |  |  |  |
|  |  | | | | |  |
|  | **BRIEF DESCRIPTION OF PROPOSED RESEARCH** |  |  |  |  |  |
|  |  | | | | |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AMOUNT REQUESTED** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROPOSED STARTING DATE** |  |  |  | **DURATION OF PROJECT:** |  | months |

|  |
| --- |
| **KEY PROJECT STAGES – TIMETABLE** Please complete as appropriate |

|  |  |
| --- | --- |
| **KEY STAGE** | **COMPLETION DATE** |
| Literature review completed and written draft sent to ICAS |  |
| Research instrument sent to ICAS for approval |  |
| Data collection completed |  |
| Research results analysed |  |
| Draft report submitted to ICAS |  |

**Quarterly progress reports will also be required.**

|  |
| --- |
| **OUTPUTS** Intended form of publication output (please tick one or more, as appropriate): |

|  |  |
| --- | --- |
| Research report\* |  |
| Article for ICAS publication\* |  |
| Other (please specify) |  |
|  | |
|  | |

**\* Compulsory**

|  |
| --- |
| **ESTIMATED TIMING OF COSTS**  Please complete appropriate years |

|  |  |  |
| --- | --- | --- |
|  | **2024 (£)** | **2025 (£)** |
| **Staff** |  |  |
| **Travel** |  |  |
| **Other** |  |  |
| **Total** |  |  |

|  |
| --- |
| **DETAILED BREAKDOWN OF COSTS** Please itemise |

|  |  |
| --- | --- |
| **COSTS** | **AMOUNT** |
| **Staffing costs:** If teaching buy-out is requested, please explain why this is required and provide details of how this has been calculated |  |
| **Travel costs:** |  |
| **Other costs:** |  |
| **TOTAL COSTS** | **£** |

|  |
| --- |
| **DOES THIS PROJECT FORM PART OF RESEARCH THAT WILL BE SUBMITTED IN RELATION TO A HIGHER DEGREE?** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No |  | Yes |  |  | If yes, please provide details: |  |

|  |
| --- |
| **HAVE YOU RECENTLY OR ARE YOU INTENDING TO APPLY TO ANOTHER FUNDING BODY FOR A PROJECT IN A SIMILAR OR RELATED AREA?** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No |  | Yes |  |  | If yes, please provide details: |  |

|  |  |  |
| --- | --- | --- |
| **DATE SUBMITTED:** |  |  |
|  |  |  |

**Please email completed form, together with proposal and CVs to: research@icas.com**