**Application Form – PSF, PRF and CPPE Engagement Fund Calls**

Please read the Guidance Notes for further details on eligibility criteria. If you have any queries or questions, please contact policy-engagement@essex.ac.uk.

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| --- | --- |
| **Lead applicant name**  |  |
| **E mail**  |  |
| **Department**  |  |
| **Name(s) of co-applicant(s)** |  |
| **Project title** |  |
| **What scheme are you applying to?***Please tick relevant box* | [ ] Policy Support Fund[ ] Participatory Research Fund[ ] CPPE Engagement Fund |
| **Briefly describe the project.** *How does the proposal align to the key aims of the fund you are applying to? 100 words max* |
|  |
| **What are the outcomes you hope to achieve from the project?** *100 words max* |
|  |
| **Who do you want to reach/involve in the project and why?** *100 words max.*  |
|  |
| **How will you achieve the intended outcomes? (e.g. what activities are you planning and why?)** *250 words max* |
|  |
| **Is the activity being organised in collaboration with an external partner(s)?** [ ]  **Y** [ ]  **N***If yes, please provide details of the partner and any contribution they will make to the project* |
|  |
| **Outline the proposed timescale including planning, delivery and evaluation** |
| **Time period** | **Activity** |
| *e.g. May-June* | *Development of workshops*  |
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| **Please describe any plans for follow up activities** *100 words max* |
|  |
| **What is the potential impact of this project and any follow up work?** *100 words max* |
|  |
| **Funding requested** *PSF max £10,000;* *PRF max £15,000; CPPE Fund max £2000* |
| **Expenditure Item** | **Amount (£)** |
| Equipment |  |
| External (consultants, services etc.) |  |
| Travel |  |
| Consumables |  |
| Staff costs – research/project assistance |  |
| Other |  |
| **Total project cost (including VAT)** |  |
| **I agree to undertake the work described in the project proposal and to submit a report to the Research and Enterprise Office on completion of the project** |
| **Signature of Lead Applicant** |  |
| **Date** |  |

**FOR OFFICE USE ONLY**

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| **Project Approval by:** |  |
| **REO** |  |
| **RCP record No** |  |
| **Project Decision Date** |  |
| **Date Applicant Notified** |  |