**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](mailto:policy-engagement@essex.ac.uk).

|  |  |
| --- | --- |
| **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* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **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**

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