# **Responsive Research Fund – Good Practice in Transfer of Care**

# **Application Form**

**INSTRUCTIONS FOR APPLICANTS**

1. Please complete all mandatory sections (marked with an \*) and ensure you have included all required attachments. Incomplete applications will be excluded from assessment.
2. Please do not exceed the maximum word count.
3. Please do not alter the structure of this application form.
4. The administrating/ lead organisation is not required to be a member SIPR (see member universities) and can be a non-academic organisation. However, priority may be given to applications that include staff from SIPR Universities.
5. Please ensure that for each named investigator, a 2-page CV is attached. This CV should identify relevant qualifications, experience and expertise which will enable the success of the project.
6. A project advisory group (PAG) will be required to be formed for the successful project. This group will need to include representatives from SIPR, Police Scotland, and the Scottish Police Authority along with other relevant personnel the project team deem appropriate. Please include details of this with your application.
7. All applications must be submitted complete with attachments by **23:59 on Friday 18th October 2024**
8. If you have any questions about the grant or application process, please contact SIPR at [sipr@napier.ac.uk](mailto:sipr@napier.ac.uk)

**SECTION 1: ADMINISTRATION SUMMARY**

1. **Working title of proposal\***

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1. **Name of administrating/lead Institution\***

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1. **Other collaborating institutions/ organisations (if applicable)**

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1. **Named Investigator(s)**

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| --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **Institution/ Organisation** | **Confirm CV attached** |
| **Principal Investigator\*** |  |  |  |  |
| **Co-Investigator** |  |  |  |  |
| **Co-Investigator** |  |  |  |  |

1. **If you’re not a SIPR HEI, please provide information on your organisation’s experience/ accreditations\* (DO NOT EXCEED 150 WORDS)**

Please provide a brief description of the organisation/ institution which will host the grant identifying the experience and accreditations etc. Describe whether there is an existing, or developing, supportive and high-quality environment for this Project.

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**SECTION 2: PROJECT SUMMARY**

1. **Project Description\* (DO NOT EXCEED 500 WORDS)**

Please provide a brief description of the project, demonstrating how it will meet the research questions posed. Please including the following headings: background; aims and objectives; methodology; and proposed timeline and approach to project management, bearing in mind projects must be ready to commence by no later than **Thursday 29th February 2024** and deliver the project by **Friday 30th August 2024**

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1. **Impact\* (DO NOT EXCEED 200 WORDS)**

Provide an outline of the intended benefit and impact of the project including plans for engagement and dissemination. Please note: the findings must be presented to our stakeholders for feedback, followed by a final comprehensive report.

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1. **Access to Police Scotland Data or Personnel**

If your project requires access to Police Scotland data or personnel, please make contact with the [**Academic Research Team**](about:blank) as soon as possible and allow 2 weeks turnaround time.

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| Does this project require access to Police Scotland Data/ Personnel? \* | **Yes** | **No** |
| If yes, please confirm that a letter of support from the relevant Police area is attached to the application | **Confirm** | |

**SECTION 3: BUDGET SUMMARY**

1. **Co-funding**

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| --- | --- | --- |
| Has your application secured co-funding (cash or in-kind) from additional organisation?\* | **Yes** | **No** |
| Please identify the organisation(s) which will be providing additional cash or in-kind funding | | |
| 1. … | | |
| If yes, please confirm that a letter of support from the relevant contributing organisation(s) is/are attached to the application | **Confirm** | |

1. **What is the proposed budget for your project?\* (PLEASE INSERT FIGURES INTO TABLE BELOW)**

Please identify each budget item which you are seeking funding for and the associated amount. If you have secured funding from an additional source, please identify the agreed cash and in-kind contribution

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| **Budget Item** | **Amount Requested from SIPR (£)** | **Contribution from other organisation (if applicable) (£)** | | **Total Cost (£)** |
| **CASH** | **CASH** | **IN-KIND** |
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|  | **SIPR Contribution** | **Other Org contribution (if applicable)** | | **Grand Total (£)** |
| **CASH** | **CASH** | **IN-KIND** |
| **TOTALS** |  |  |  |  |

1. **Institutional agreement to waive overheads**

In principle, SIPR does not make awards on a full economic costing basis. However, consideration may be given to applications where limited overheads have been included.  Value for money is a key consideration however, so we do ask that overheads are waived where possible.

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| Has the administering organisation agreed to waive overheads? \* | **Yes** | **No** |