**SIPR Knowledge Exchange & Dissemination Fund  
Application for funding 2024/25**

**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 and returned to the primary applicant for revision.
2. The administrating/ lead organisation is required to be a SIPR member ([see member universities](https://www.sipr.ac.uk/contact-us/)).
3. If you have any questions about the grant or application process, please contact [Monica Craig](mailto:m.boyle@napier.ac.uk) (SIPR Knowledge Exchange and Business Manager).

**SECTION 1: APPLICATION SUMMARY**

1. **Name of Proposed Activity**

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1. **Date of Proposed Activity (if known)**

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1. **Name of Applicant Host Institution or Organisation**

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1. **Other Collaborating Institution or Organisations (if applicable)**

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1. **Project Team**

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| --- | --- | --- | --- |
|  | **Name** | **Position** | **Institution/ Organisation** |
| **Principal Applicant** |  |  |  |
| **Co-Applicant** |  |  |  |
| **Co-Applicant** |  |  |  |
| **Other Applicants** |  |  |  |

1. **Evidence of host/ administering institution support**

Please attach a signed letter from the appropriate delegate of your organisation indicating that there is institutional support for this application. This letter should detail the rationale for the proposed activity detailed in this application as well as support to cover any additional associate costs incurred to deliver the proposed activity.

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| --- | --- | --- |
| I confirm that institutional support is in place to support an application to the SIPR Knowledge Exchange and Dissemination Fund for the purposes outlined in this application. | **Yes** | **No** |
| If yes, please confirm that a letter of support is attached to the application | **Confirm** | |

**SECTION 2: APPLICATION DETAIL**

1. **What is the intended use of the grant (select all that apply)**

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| **Events**  (Funding or co-funding to support the delivery of knowledge exchange events, including but not limited to conferences, symposia, or workshops) | |  |
| **Travel Support**  (Support for researchers/ practitioners to attend local/ national/ international knowledge exchange events /conferences where they are presenting (partial of full funding for travel and accommodation subject to travel policies). Priority will be given to supporting participation at events which involve non-academic audiences, particularly in the event of a strong demand for funds.) | |  |
| **Partnership Building**  (Participation in or delivery of activities that strengthen relationships with strategic external partners for example, policy roundtables, stakeholder and public engagement fora.) | |  |
| **Dissemination Activities**  (In addition to SIPRs support to create and produce publications, briefing papers, blogs etc., funds can be applied for to support activities which maximise the potential for research impact in any sector. This may include developing graphics/ infographics or short videos to share research findings; creating training packages; developing or participating in podcasts etc) | |  |
| **Other (please specify)** |  | |

1. **Description of Proposed Activity (500 words max)**

Please provide a brief description of the expected use of the funds. In particular, please highlight anticipated impacts, or innovative pathways to impact created as a result of this activity. Please refer to how this aligns with [SIPR's strategic research themes.](https://www.sipr.ac.uk/strategic-research-priorities/)

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**SECTION 4: BUDGET SUMMARY**

1. **Please detail the budget of your proposed activity.**

Please identify each budget item which you are seeking funding for and the associated amount. Please adhere to your institutions policies regarding procurement to ensure value for money.   
***Please note this budget is solely in relation to your application and is not the budget of any wider project or activity beyond your application.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Amount Requested from SIPR (£)** | **Other contribution(s)** | |
| **CASH** | **CASH** | **IN-KIND** |
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|  |  |  |  |
| **TOTAL** |  |  |  |

**SECTION 5: DECLARATION**

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|  | **Delete as appropriate** |
| I confirm that the budget above aligns with my institution’s policies for procurement.\* | **Yes/No** |
| I confirm that should my application be successful; I will be required to enter into a funding agreement with SIPR.\* | **Yes/No** |
| I understand that a condition of funding is that full acknowledgement of SIPR funding in all dissemination materials produced as a result including, but not limited to, branding on slides and mention in presentations.\* | **Yes/No** |
| I confirm that I should my application be successful, I will be required to submit a summary of the funded activity for inclusion in the next SIPR Annual Report.\* | **Yes/No** |

**Signed by Principal Applicant:**

**Date:**