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| Collaborative Innovation Grants Application form |

CIGs must be: genuinely **collaborative**, persuasively **innovative** andmeaningfully **inclusive** of PGR students.

Applications are invited from staff and postgraduate researchers from across the five DTP institutions and **must include participants from at least two of the DTP institutions.** One institution must be named as the lead institution for the project. Student-led initiatives are welcome, but there must be a named academic contact in the lead institution.

**How much can be claimed?**

Applications can normally be made for **up to £6000** to cover all or part of the costs of a particular initiative.

**Eligible costs**

Costs related to working remotely such as training or web development; speakers’ costs (fees, travel and accommodation); catering; stationery costs (flip charts, pens etc.); travel costs for NWSSDTP students and other registered PGR students at the DTP institutions; specialist equipment and/or software. Please provide a breakdown of your budget.

**Ineligible costs**

Administrative costs (It is expected that institutions will utilise their administrative staff support on a reciprocal basis, or enlist the help of students for administrative tasks)

**Structure of Events**

***Who can be involved?***

Projects funded through the CIG scheme must have potential benefit to NWSSDTP-funded PGR students and should be open to all PGR students with relevant interests in the NWSSDTP institutions. They can be led by academic staff in these institutions or by PGRs themselves. Applicants may wish to involve a wider, audience, for example, academics and PGR students outside the North West, and/or non-academic partners.

Potential applicants should contact their [institutional lead](https://www.methodsnorthwest.ac.uk/home/about-us/contact-us/) in the first instance with ‘Collaborative Innovation Grants’ in the subject line.

***How should projects be organised?***

MNW is not able to offer administrative support beyond publicising the project through its own and NWSSDTP networks. However, it is expected that institutions will utilise their administrative staff support on a reciprocal basis or enlist the help of students for administrative tasks. Students can be involved in the organisation of these events, but there must be a named academic contact in the lead institution.

***What format should these projects take?***

This is at the discretion of the organisers. You may opt to arrange a conference/workshop/colloquium or to run something more informal or interactive. Alternative and inclusive formats are welcome, and grants can be used to develop alternative strategies for collaborative working. Participants can be academic staff or students, or externals. Staff from institutions outside of the North West can be brought in to speak, and their costs may be funded from the CIG.

**CIG Application Content**

All CIG applications should include the following:

1. Date and Time: If the exact date and time are not yet known, please give an indication of when the activities will take place (e.g. the month or the term).
2. Key Contact: this will normally be the lead applicant and organiser(s) of the project. They can be staff or PGR students. However, one of the criteria for assessing CIG applications is that they are ‘meaningfully inclusive of PGR students’ and a good way to do this is to include PGRs as organisers.
3. Lead Institution: Although we aim to encourage collaboration between HEIs and with non-HEI partners, for administrative purposes one of the NWSSDTP HEIs must be named as lead Institution.
4. Institutional Contact: For administrative purposes it is important that each funded project has a named member of academic staff in the lead institution who is willing to act as a contact even if they are not actively involved in developing the initiative. Normally this will be the institutional lead for MNW in the lead institution:

**University of Central Lancashire:** Sarah Kingston SKingston1@uclan.ac.uk

**Keele University:** Santiago Amietta, s.amietta@keele.ac.uk

**University of Lancaster:** Gary Potter, G.potter2@lancaster.ac.uk

**University of Liverpool:** Michael Mair, Michael.Mair@liverpool.ac.uk

**University of Manchester:** Emma Banister Emma.Banister@manchester.ac.uk

1. Collaborating Institutions: Projects must include participants from at least two of the five NWSSDTP institutions but need not be restricted to them. This list does not need to be exhaustive at this stage.
2. Brief Project description up to 250 words (Elevator Pitch): What is the problem or methodological innovation your project will address?
3. Background and Rationale up to 250 words: Give a concise description of why this project should be considered for a Collaborative Innovation Grant.
4. Plan of activities: Outline a plan of activities for which the CIG funding will be used. Please detail here the structure the project will take, who will be involved (if known), a preliminary schedule (if known), if staff/students outside the NWSSDTP will be invited, if this fits into a wider programme of events.
5. Target Audience: Please give a rough indication of the audience the project is primarily aimed at. For example, researchers, PGR students, policy makers, etc.
6. How are PGR students involved? How will the project benefit PGR students? If possible please indicate the breakdown between NWSSDTP, (or NWDTC) students and non-ESRC funded students who will be involved. Priority will be given to projects that involve one or more NWSSDTP (or NWDTC) students.
7. Amount budgeted for: This can be up to £6000 though smaller grants are also encouraged. If you have an idea that would require larger amounts of funding please contact your institutional lead to discuss options. Please include a detailed breakdown of your budget for the event.

**All publicity materials must carry the words ‘Supported by the ESRC through Methods North West and the NWSSDTP’.**

Claiming your CIG money: Successful applicants should be aware that for administrative purposes expenditure will need to be covered by the lead institution (usually through the applicant’s department, school or faculty) in the first instance and reclaimed from MNW. Applicants are advised to confirm with local administrative/finance staff that appropriate arrangements can be put in place.

The process for claiming grants from MNW is summarised here:

1. CIG decisions made by MNW Executive committee.
2. Outcomes confirmed to applicants by MNW.
3. Outcomes confirmed to NWSSDTP by MNW.
4. Purchase orders for each event raised by NWSSDTP Manager.
5. Purchase order details confirmed to applicants by MNW.
6. CIG organised, costs initially covered by applicant’s department, school, faculty.
7. After event applicant’s department, school, faculty finance office invoice total cost with evidence citing the purchase order number.
8. Invoice sent to University of Liverpool for payment from NWSSDTP Grant.
9. MNW complete CIG reporting spreadsheet on the number of attendees and any subsequent feedback.