**IRC / SRI Small Grants for Impact and Knowledge Exchange Application Form**

**Please refer to the** **IRC / SRI Small Grants for Impact and Knowledge Exchange guidance prior to completing this form. If you have any queries, please contact the Impact and Knowledge Exchange Team:** [**impact@admin.cam.ac.uk**](mailto:impact@admin.cam.ac.uk)**.**

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| **Project Title** |  | | |
| **Lead Applicant (University of Cambridge)** | | | |
| Name |  | | |
| Email |  | | |
| IRC/SRI |  | | |
| **SRI/IRC Co – Applicants (Director(s)/Chair(s) and/or Coordinator)**  Please add additional boxes as needed | | | |
| Name | | IRC/SRI | |
|  | |  | |
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| **Finance/operational contact** | | | |
| Name | |  | |
| Email | |  | |
| **External Collaborator #1** | | | |
| Name |  | Company/Organisation |  |
| Email address |  | Phone number |  |
| Address |  | | |
| Name(s) of any person(s) to be included as staff costs | |  | |
| **External Collaborator #2**  Please add additional boxes for further collaborators if needed | | | |
| Name |  | Company/Organisation |  |
| Email address |  | Phone number |  |
| Address |  | | |
| Name(s) of any person(s) to be included as staff costs | |  | |
| **Project Dates**  Start date must be at least two weeks from the date of application. End date must be no more than three months after the start date. | | | |
| Start date |  | End date |  |

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| **Key Inputs (300 words)** Please describe the unmet need you aim to address and any key research findings which underpin your planned activity.  Consider:   * The scale of the problem/unmet need * Limitations of any existing solutions |
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| **Project Partners (500 words)** Please provide details of your project partners  Consider:   * Justification for choice of partner * Level of partner engagement * Any support from the partner (financial, in-kind contribution etc.) * A letter of support from any partners in your supporting documents |
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| **Activity objectives and plan (500 words)** Please describe your objectives and the activities you will undertake in the project to help meet these objectives  Consider:   * Short term and long-term SMART objectives: Specific, Measurable, Achievable, Relevant and Time-bound * Key milestones and outcomes * How your activities might be monitored and evaluated |
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| **Project Costs**   * Please note, this funding is for **directly incurred costs only.** | | |
| **Type** | **Description** | **Expenditure** |
| Staff Costs |  | £ |
| Consumables |  | £ |
| Travel |  | £ |
| Subsistence (if applicable) |  | £ |
| Other (please specify) |  | £ |
| **Total Directly Incurred Costs** | | £ |

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| **Justification of Costs (300 words)** Please provide a breakdown of projected costs  Consider:   * Brief justification of cost by category (staff/equipment/consumables/travel/other costs) * How costs are linked to achieving the impact objectives * Consider costs for evaluation if required |
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| **Future Plans (200 words)** Please describe how the project will be sustained or developed beyond this funding  Consider:   * Any sources of leverage * Any future funding plans |
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| **Other Information (200 words, excluding references)** Please provide any other information that may be relevant. |
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Please submit your application and supporting documentsvia the [Application System](https://forms.office.com/Pages/ResponsePage.aspx?id=RQSlSfq9eUut41R7TzmG6TeEJn5pOh5Ekp5pp_sCQUZUNFcyQ1IzRjYyVFhKR0lXUlBNV1BLMVNKNS4u).