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| **RKEO Contacts** | Kerri Jones (SciTech) [kerrij@bournemouth.ac.uk](mailto:kerrij@bournemouth.ac.uk) (Ext. 61254)  Alice Brown (SciTech) [browna@bournemouth.ac.uk](mailto:browna@bournemouth.ac.uk) (Ext. 68247)  Pengpeng Hatch (FHSS) [pphatch@bournemouth.ac.uk](mailto:pphatch@bournemouth.ac.uk) (Ext. 61354)  Sara Mundy (FM) [smundy@bournemouth.ac.uk](mailto:smundy@bournemouth.ac.uk) (Ext. 68253)  Eva Papadopoulou (FMC) [epapadopoulou@bournemouth.ac.uk](mailto:epapadopoulou@bournemouth.ac.uk) (Ext. 68252) | | | | |
| **Principal Investigator & Co-Investigator/s** |  | | **Estimated % effort of PI and Co-Is preparing the proposal** *Eg. Jane Bloggs 75%, Joe Doe 25%* | | |
| **Deadline** | Click here to enter a date. | | | | |
| **Funding Organisation/Stream** | ***(1) Funder: (2) Call name: (3) Web-link****:* | | | **Project type** | Choose an item. |
| Others |  |
| **Project Title** |  | | | | |
| **Project Dates** | ***(1) Start date:*** Click here to enter a date. ***(2) End date:*** Click here to enter a date. ***(3) Duration:*** | | | | |
| **BU as Lead? Collaborators?** | *Is BU the Lead?*  **YES**  **NO** | *List partners/collaborators, if any:*  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If non-HEI collaborators are involved, please also complete the Non-*  *HEI collaborator contribution annexure* | | | |
| **Project summary** | *Please summarise the key objectives of the project* | | | | |
| **HoR & HoD Support** | **PLEASE COMPLETE THIS SECTION**  ***Heads of Research and Department for PI & Co-Is MUST be copied into the email when this form is returned to RKEO.***  *Please also confirm that all other external partners and BU co-Is have been notified of their involvement and have consented to sharing their salary info/personal details. Please refer to the* [*GDPR Guide*](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/) *for more info.* **YES**  **NO** | | | | |
| **BU support** | **1. Prestigious research funders PDRA and PGR Studentship scheme**  *Please confirm that you have read the* [*scheme guidance*](https://intranetsp.bournemouth.ac.uk/policy/Scheme%20to%20invest%20in%20capacity%20for%20projects%20with%20prestigious%20funders%20v2.docx)**YES**  **NO**  *Please confirm if you wish to take up the offer of this scheme*  *if all eligibility criteria have been met* **YES**  **NO**  *If eligible, please indicate below which scheme you have chosen*  **PGR Studentship**   **Postdoctoral research staff**  **2. External Application Reviewers**  *Please confirm that you have read the* [*scheme guidance*](https://brightspace.bournemouth.ac.uk/d2l/le/content/28208/Home?itemIdentifier=D2L.LE.Content.ContentObject.ModuleCO-163199)**YES**  **NO**  *Please confirm if you wish to take up the offer of this scheme*  *if any of the eligibility criteria has been met* **YES**  **NO**  *Your request will be forwarded to the relevant Research Facilitator for consideration.* | | | | |
| **Funder Guidance/** | *Please confirm that you have read the Funder’s Guidance.* **YES**  **NO** | | | | |
| **Conflicts of interest** | *Please read* [*BU’s Conflicts of Interest Policy and Procedures*](http://intranetsp.bournemouth.ac.uk/policy/Conflicts_of_Interest_Policy_and_Procedures%20v4.doc)*.*  *Are there any potential conflicts of interest? If Yes, please provide details below:***YES**  **NO**  *Details: ……………………………………………………………………………………………………..* | | | | |
| **Benefits to BU/ the Faculty/ individual** | *Please state the benefits and rationale behind the project. This information will be used for the approval process. E.g.*   * *Lead to REF outputs,* * *seed funding to lead to future research,* * *International collaboration,* * *income generation, etc.* | | | | |

**BU2025**

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| **BU2025 - UN Sustainable Goals (SDG) Development Goals** | ***Please see below a drop-down list of all 17*** [***UN Sustainable Development Goals***](https://sustainabledevelopment.un.org/?menu=1300)***. Please choose between 1 and 3 goals with the most relevance to your project:***  **Goal #1** *(please click on the list below to choose one)*  Choose an item.  **Goal #2** *(please click on the list below to choose one)*  Choose an item.  **Goal #3** *(please click on the list below to choose one)*  Choose an item. |
| **BU2025 – Social Science and Humanities** | ***Please confirm whether or not your application has Social Science or Humanities aspects to it. Definitions can be found here:*** [***Social Science***](https://esrc.ukri.org/about-us/what-is-social-science/social-science-disciplines/) ***and*** [***Humanities***](https://ahrc.ukri.org/funding/research/subjectcoverage/ahrc-disciplines/)  **YES**  **NO** |
| **BU2025 - Strategic Investment areas** | ***Please tick below to indicate if this research aligns with one or more of the four*** [***BU2025 strategic investment areas***](https://staffintranet.bournemouth.ac.uk/bu2025/bu2025strategicplan/) ***as follows:***  *Medical Science*  *Animation, Simulation & Visualisation*  *Sustainability & Low Carbon Technology*  *Assistive Technology*  *Not relevant*  ***Please provide a brief justification below to explain how your research meets the chosen SIAs:*** |

**Costing Information Request  
(IMPORTANT – You must complete this section)**

|  |  |
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| **BU Staff Time**  *For more guidance on estimating staff time, please see paragraph below* | *Eg.* ***Jane Bloggs (FHSS)*** *for 2 hours per week over project period;*  ***Joe Doe (FST)*** *for 0.5 hours per week over project period.*  *Only the time commitment of all BU staff is required, and not the actual cost*  **PI time: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Co-I time [Faculty / Prof Services]: \_\_\_\_\_\_\_\_\_\_\_**  **Others: \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Post-Doctoral Research Assistant (PDRA) or Research Assistant (RA) Costs (if applicable)** | ***Note full or part-time over project period and Faculty where based.***  ***For RA, note pre-doc (Grad or Masters level) or post-doc (PhD level).***  **PDRA [Faculty]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **RA [Faculty]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Technician / Admin [Faculty / Prof Services]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Projected Non Staff Costs**  **Travel**  **Consumables**  **Equipment**  **Subcontract**  **Publications**  **Other** | ***Eg. Return travel to London for Jane Bloggs, 1 conference, 2 nights stay in London = (estimated costs);***  ***Return travel to Berlin for Joe Doe, 1 international conference, 3 nights stay in Berlin = (estimated costs); etc***  ***If this is a cross-Faculty bid, if more is known about the estimated funding split between Faculties, please indicate the estimated split here.*** |
| **In-kind / partner contributions (if known)** | ***Please list all known partner contributions to the project.***  ***Please also list BU in-kind contributions to the project (if required).*** |
| **Funding available to BU** |  |
| **Total amount of funding requested (including all partners)**  ***If exact figure unknown, please cite maximum funding available*** |  |

***Estimating staff time***

The project PI/ Co-I are required to estimate how much time they think they will need to spend on a particular project. Below is a suggested approach as to how this could be done by taking into account three considerations:

1) time available to do new research and KE,

2) project tasks and requirements, and

3) what to include and what to exclude

Considering these three things should help to produce an estimate of the average number of hours per week over the life of the project that could be spent on the project in question.

Academic staff will generally not have to keep detailed formal records to verify this, but will have to be able to:

* Justify this as a reasonable estimate of the effort required to deliver a particular project
* Produce some evidence of time spent on the project at the end of the project, e.g. lab notes, minutes of project meetings etc.

**Time available to undertake new research –** It is worth considering the amount of time already committed to teaching activities, management/administrative duties and other research and KE projects.

**Project tasks –** The second consideration is the factors that are likely to affect how much time a particular project may require. Projects differ in terms of scale and complexity and have varying requirements for the amount of academic time needed. The following factors might be worth considering, but this is not an exhaustive list as each project will differ:

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| --- | --- |
| **Research project tasks** | **Factors likely to affect this** |
| Establish methodology, approach, technique | What is PI’s experience? How well understood is the area? |
| Assemble project team / plan / coordination of team meetings | How many PIs/Co-Is? How many collaborating partners?  Frequency of meetings |
| Fieldwork, laboratory, studio | How accessible is the location?  Recruitment of sample/research subjects/ data collection methods |
| Report writing (initial, progress, final) | What are the funder requirements? How many words is each report? |
| Conference attendance / dissemination activities | How large scale is the planned activity? Where are the conferences held? |

*If you need further advice on what to include in your application, such as staff, direct costs, facilities, etc., please contact your Funding Development Officer.*