DISTINCTIVE Active Research Support Fund

PROPOSAL

**PDRA Name**

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**PI Name**

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**Institution**

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**Project Title**

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| --- | --- | --- | --- | --- | --- | --- |
| **Signatures** | |  | | | | |
|  | | **Signature** | | **Print name** | | **Date** |
| **Principle investigator** | |  | |  | |  |
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|  | | | | | | |
| **PDRA** | |  | |  | |  |
|  | | | | | | |
| **Head of department** | |  | |  | |  |
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|  | | | | | | |
| **Approved Signatory** | |  | |  | |  |
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**Project Description**

Provide a description of your research project. Focus on why access to active research facilities/an international secondment/the purchase of a small equipment piece is needed for your project, what impact it would have and how it would support the strategic aims of the consortium. (Max. 2 pages)

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**Summary of Proposal Costing**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Summary fund heading | Fund heading | Full economic Cost | DISTINCTIVE contribution | % DISTINCTIVE contribution | | Directly Incurred | Travel & Subsistence |  |  | 80 | | Other Costs |  |  | 80 | | Sub-total |  |  |  | |  | | | | | | Directly Allocated | Other Directly Allocated |  |  | 80 | | Sub-total |  |  |  | |  | | | | | | Total | |  |  |  | |  | All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. |

**Breakdown of Proposal Costing**

Travel & Subsistence

|  |  |  |
| --- | --- | --- |
| Destination and purpose | | Total £ |
| Outside UK |  |  |
|  |  |  |
|  |  |  |
| Within UK |  |  |
|  |  |  |
|  |  |  |
| Total £ | |  |

Other Directly Incurred Costs

|  |  |
| --- | --- |
| Description | Total £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total £ |  |

Research Facilities/Existing Equipment

|  |  |
| --- | --- |
| Description | Total £ |
|  |  |
|  |  |
|  |  |
| Total £ |  |

**Justification for Funding**

Justify the financial resources (listed above) that are required to undertake your research project. Explain why the items requested are appropriate for the project. All items requested must be justified in this statement. (Max. 1 page)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Advise (taken from <http://je-s.rcuk.ac.uk/handbook/pages/guidanceoncompletingastandardg/caseforsupportandattachments/JustificationofResourcesCrossC.htm>) :   |  |  |  | | --- | --- | --- | | Travel and Subsistence | - need to give a full break down of the costs - when/why | Travel costs incurred when using facilities should be included where necessary. |  |  |  |  | | --- | --- | --- | | Other Directly Incurred Costs | -      need to give a description of what has been requested and why?  -      every item requested must be justified | You must justify the need for any equipment requested.  You must provide a breakdown of any costs which are included for bulk items. |  |  |  |  | | --- | --- | --- | | Research Facilities (at Research organisations) | - only time needs to be justified | You need to explain what you are using the facility for and why you need to use this particular facility. | |

**Timescales**

Provide a detailed breakdown of dates when funding will be required, including start and finish dates. Please note that timescales may be restricted. PDRAs should be aware of the time required to organise and gain access to facilities/secondments. (Max. 1 page)

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END