

Collaboration and Innovation Grant Application Form

Please note: this document has been provided to enable applicants to prepare their answers for the online form. Applications can only be submitted online via Survey Monkey Apply and we cannot accept applications sent via email.

To submit your application online, register for a Survey Monkey Apply account: <https://universityoflondon.smapply.io/prog/> and then visit the grant page, [CPEP Community Innovation Grant - School of Advanced Study](#), and click 'APPLY'.

All fields are required unless stated as 'optional'.

This application form is to apply for the Collaboration and Innovation Grant.

Make sure you have carefully read the 'Collaboration and Innovation Grant Application Guidance' listed under 'Key Documents' on [the grant webpage](#) before submitting an application form.

Section 1

Lead applicant details*

The lead applicant's institution holds the award, and the lead applicant will be expected to project manage the grant. They must be a professional researcher employed by a Higher Education Institution (HEI) or a UKRI-recognised Independent Research Organisation (IRO).

Title

Name

Job title

Work email address

Work phone number (Optional)

Lead organisation details*

This should be a HEI or a UKRI-recognised IRO.

Organisation name

Organisation region

Lead communications contact*

This should be someone from your communications department or similar, who will be involved in promoting your activity and who can direct or respond to media enquiries etc.

Title

Name

Job title

Work email address

Work phone number (optional)

Safeguarding lead*

Please provide details of the safeguarding lead at the lead applicant's organisation.

Title

Name

Job title

Work email address

Work phone number (optional)

Finance contact*

This should be someone from your finance department, who will be involved in processing payments and grant financial administration.

Title

Name

Job title

Work email address

Work phone number (optional)

Team member details*

Team members should be involved in both the planning and delivery of the proposed activities, along with the lead researcher. Team members should be a combination of researchers, HEI/UKRI-recognised IRO professional staff and non-HEI partners organisations or individuals.

N.B. (1) A brief letter of support is required from each of these partners. You can upload these at the end of the application form.

N.B. (2) In addition to the lead applicant, projects must include a minimum of 6 team members and a maximum of 11 team members, forming an overall team of between 7 and 12 participants. Please provide details for each separate team member who is known at this stage (as outlined in the guidance, you do not need to have formed a complete team to apply, but you should describe the intended profile of the full team in the main questions below).

Title

Name

Job title

Email address

Organisation (if applicable)

Research discipline (if applicable)

Region

Section 2

Collaboration

- 1) Please outline the key ideas or themes that your proposed project group will address and what you aim to achieve through the planned collaboration? (400 words)
- 2) Please describe the proposed team membership, outlining the expertise, skills, and unique contributions of each member (both known and anticipated), emphasising new collaborations and plans for meaningful knowledge exchange. (200 words per team member)
- 3) How have you considered equality, diversity, inclusion and accessibility in your proposed project? (300 words)
Please refer to the [CPEP Glossary](#) for definitions of terms.

Innovation

- 4) How does the proposed collaboration make connections between knowledge grounded in arts, humanities or social sciences and new audiences in innovative ways? (400 words)
- 5) Please describe the intended audience(s) your proposed group would like to reach, including its scale, size, and demographics and explain why engaging this audience is important. (200 words)

Delivery

- 6) What activities might your project group develop and deliver as part of this grant?
This may include various formats, methodologies, approaches and outputs. We would like to hear about the ways in which you intend to take action; however, the nature of this grant means that any planned activity will be collaboratively designed by the team during the grant period. (200 words)
- 7) Please provide a draft timeline including main stages and key milestones of the project. We recognise that timelines can change due to unexpected circumstances and can be responsive to this.
e.g. partnership meetings, planning, promotion, site visits, workshops, event delivery

Sensitive subject matter

- 8) If your proposed project includes subject matter that is highly sensitive or emotionally triggering, please provide details of how this will be considered and appropriately handled. (200 words)

Practical details

- 9) Please describe all arts, humanities and social sciences disciplines represented in your project. (free text)
- 10) Are any additional disciplines from outside arts, humanities and social sciences represented in your project? (free text)
- 11) Number of researchers involved:
- 12) Number of HEI or UKRI-recognised IRO professional staff involved:
- 13) Number of non-HEI individuals involved (across organisations):
- 14) Where will your proposed activity be located? (multiple choice, please tick all that apply)
- England | East Anglia
England | East Midlands
England | London
England | North East
England | North West
England | South East
England | South West
England | West Midlands
England | Yorkshire & the Humber
Northern Ireland
Scotland
Wales
Online / No specific geography
- 15) Does the proposed activity follow on from or connect with a UKRI research-council funded project? If yes, please provide details.

Section 3

Letters of support

Upload brief letters of support from any partners named on your application. Please note these are required for all partners, including researchers, artists, freelancers, organisations etc. [PDF files only]

[Upload button]

Basic budget

Upload your budget using the budget template, available [here](#). We recognise that budgets may change as the project progresses and will be responsive to this.

[Upload button]

Total budget requested:

Total match funding provided: