**Internal Funding to Research Catalyst Scheme**

**APPLICATION FORM (2024/25)**

**Deadline: 4pm WEDNESDAY 29TH JANUARY 2025**

**Worktribe**

Applications to this call are being routed through Worktribe. If you do not have access to Worktribe, please contact Ramsproject@abdn.ac.uk. Research Finance will review the costings of successful applications only and Worktribe records will be tagged as No Research Finance Input at Application Stage.

Funder should be set to University of Aberdeen

Please note call name: Research Catalyst Scheme

Complete the required sections of Worktribe including budget

Upload this application form to the Documents tab and submit for approval.

**Please note feedback on applications will not be provided.**

*Comments in italics are provided for guidance and should be deleted prior to submission of the application. Word limits are provided for guidance; however the application should be no more than six pages.*

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| **Section 1: APPLICANT(S)** |
| **Name of lead applicant(s):** |
| **Other applicants:** |
| **School(s)/Institute(s):** |
| **Email address of lead applicant(s):** |
| **Please indicate whether applicants have previously received internal funding:**  Yes  No  If yes, please explain briefly the nature and scope of the role on previously funded projects.  Grant number(s): |

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| **Section 2: PROJECT SUMMARY** |
| **Title:** |
| **Proposed Start and End Dates:**  *The earliest proposed start date for a project should be no earlier than 1 March 2025, in exceptional cases please discuss with your Research Development Executive prior to submission. Please note you must ensure project spend and activity is complete by 31st July 2025 and reports completed by 30th September 2025; grants will not be renewable.* |
| **Summary (200 words):**  *Please provide a brief summary of the proposed work - in accessible language suitable for an informed, general readership.* |
| **Total amount requested from internal research catalyst funds: £** |

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| **Section 3: CASE FOR SUPPORT** |
| **Project Description (400 words)**  *Please include details of scope, novelty, and how you are addressing a complex challenge.* |
| **External Project Partners (200 words)**  *If you intend to collaborate with* ***external HEI partners*** *during the project provide details of the partners and how they will contribute to the deliverables.*  *If you intend to collaborate with* ***non-academic partners*** *during the project please describe the partner’s needs, how these have been identified, and how research catalyst funding would address these needs.*  *The University will carry out due diligence prior to entering into contract with external partners, including financial, ethical, legal and national security considerations, but it’s important for you to understand who your proposed partner is and what their true interests are. In order to understand and manage the potential risks associated with a new research and/or funding collaboration you should ask questions of the potential partner: what their interest in the work is; how do they intend to use it; what does the partner do in the field; and even if there is any risk of subversion or reputational damage to yourself or the University by working with them. With support from your School, you are advised to read the* [*Trusted Research*](https://www.cpni.gov.uk/trusted-research-academia) *and* [*NSIA guidance*](https://www.abdn.ac.uk/staffnet/research/research-governance-10644.php#panel14817) *. Please contact your RDE for support with undertaking a Trusted Research assessment.* |
| **Project Timeline (150 words)**  *Please provide a brief timeline of proposed activities, including milestones.* |
| **Impact (150 words)**  *Outline how you plan to demonstrate and evaluate impact. Describe impact of the proposed research on non-academic stakeholders (e.g., policy makers, business) where appropriate.* |
| **Justification of Resources (150 words):**  *Full justification of all costs requested. Include a description of any additional funds or resources that will be used to contribute to the project. Please note you must ensure the funds awarded are spent by 31st July 2025.* |
| **Plan for sustainability (200 words):**  *Please detail the plan for sustainability, including details of calls or funding opportunities you intend to pursue in order to leverage external funding as a result of the University’s research catalyst funding. If suitable calls have not yet been announced please point to the relevant area(s) of a funder’s strategic plan/ framework. Please provide a clear description of the proposed central research questions which would form the basis of a larger externally funded project or network.* |
| **Expected Outcomes**  Outcomes from successful applications may include the following, please select all that apply:  External funding applications  Pilots of proof of concepts  Multi-stakeholder capacity building for transformative future research  New interdisciplinary or single disciplinary approaches, methodologies, technologies or archives  Working papers, scoping studies, research reviews or reports  Other (please give details)  **Description**  Up to 250 words  *When selecting key outputs, your application will be reviewed more favourably if you tick just one or two boxes and then provide a clear tangible narrative around how those outcomes will be achieved, rather than ticking all five and only being able to provide a superficial description of how each outcome would be achieved.* |

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| **Section 4: Early Career Researchers** | |
| While open to all disciplines and career stages, we would particularly encourage applications from post-doctoral early career researchers.  There is no one single definition of an Early Career Researcher, however for the purposes of the Research Catalyst internal funding scheme, we have used the Royal Society of Edinburgh’s definition:  “Applicants within seven years of the award of their PhD (from the point of successful PhD viva to the point of applying) and within seven years of their first academic appointment (paid contract of employment which lists research or teaching as the primary role).”  Is the lead applicant an Early Career Researcher? | |
|  | Yes |
|  | No |

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| **Section 5: ENDORSEMENT BY HEAD OF SCHOOL - OR HEAD OF INSTITUTE** |
| Head of School endorsement will be indicated through their approval in Worktribe. In doing so they agree to take responsibility for provision of the necessary facilities and undertake to ensure timely reporting by the applicant.  For cross-School/ Institute applications, endorsement from all Heads is required. |