**EPIC Futures NI Phase 2 Commissioning Call**

# **Online Application Form - Questions**

**PLEASE NOTE: This document is for information only – applications must be submitted using the online application form.**

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## **Online form Page 1 – Lead Applicant Details**

Full Name\*

Email address\*

Gender\* (Woman, Man, Non-binary, Prefer not to say)

Registered Name of the Lead Organisation\*

Registered Company/Charity Number of the Lead Organisation

Registered Address of the Lead Organisation\*

Organisation type of lead applicant\*

UKRI Recognised Research Organisations (Research led pathway)
(University Researchers/Academics, Research Institutes, NHS Bodies, Public Sector Research Establishments)

UKRI Categorised non-research organisations/other types of organisations (Partner led pathway)
(Independent Research Organisations, Community Interest Company (CIC), Social Enterprises, ‘Not for Profit’ Community and Voluntary Organisations, Registered Charities or Charitable Incorporated Organisations, Sole Traders or Private Businesses/ companies (VAT registered), Sole Traders or Private Businesses/ companies (Non-VAT Registered – below turnover threshold), Government organisations, Other (Please specify)

**Page 1 - Research Summary and Partnership Support**

Is the lead organisation/ applicant working in partnership with other researchers/ organisations as part of this proposal? \* (Yes/No)

If yes, Please list the partner organisations for the proposal with full names of all co-investigators.\*

If No, please enter "Not Applicable".\*

Type of Funding\* (Route 1 Open Call Small Award, Route 2 Open Call Large Award, Route 2 Policy Priority Call)

Title of Research \*

Objectives and/ or research questions \*

Brief outline of your methodology (Please provide details of the type of data being collected, types of participants and numbers involved if relevant) (150 word maximum)\*

Summary of Research (300 words maximum) \*

## **Online Form Page 2 – Budget**

The full justification of resources template (Appendix 3) is required for assessment. However, please outline the headlines figures in the space provided below. The response must be a valid numeric value e.g. £5,000 must be written as 5000.00.

Directly incurred \*

Directly allocated \*

Indirect Costs \*

Exceptions including Partner costs \*

Total amount applied for (VAT inclusive) \*

## **Online Form Page 3 - Eligibility Questions**

**UK Status.** Is the organisation where the lead applicant works in the UK \* (Yes/No)

Please note that grants will be awarded to one Lead UK based Applicant, who will administer the funding to team members if relevant. The commissioning call does encourage collaboration across the Island of Ireland and with other countries (particularly areas where policy is set by devolved institutions) for the specific purposes outlined in the EPIC Futures Policy Commissioning Call Guidance.

**Ability to Fund.** Does the lead organisation where the lead applicant works have the ability to fund the first three month claim period and ongoing contributions for claiming quarterly in arrears for the duration of the project? \* (Yes/No)

All claims will be paid quarterly in arrears in line with your project start/ end date upon successful completion of project milestones as verified by a member of the EPIC Futures NI Team

**Ethics.** If your proposal involves data collection from human participants, an academic partner from a university capable of securing institutional ethical approval is required.\*

Projects that are unable to gain ethical approval through their partnership arrangements are not eligible to apply.

* No, my proposal does not include data collection with human participants
* Yes, my proposal includes data collection with human participants

If Yes,

Name of University where ethics will be processed \*

Name of Academic leading on ethical approval \*

**Conflict of Interest \***

Individuals who are an investigator on EPIC Futures NI are not eligible to apply for this funding. However, other individuals within their respective organisations are eligible to apply, with a strict conflict of interest process being followed during review and assessment processes. Conflict of Interest forms will be completed at award stage. Please confirm that the named lead applicant and (if relevant) partner/s are not a named investigator on EPIC Futures NI.

* No, the lead applicant and partner/s are not named investigators on EPIC Futures NI
* Yes, a lead applicant or partner/s are named investigators on EPIC Futures NI

Please confirm you have read the full call specification and governance and that you meet all the eligibility criteria in the call guidance. \*

Additional due diligence checks will be conducted with successful applicants.

* I confirm I have read the full call specification and governance and meet all the eligibility criteria in the call guidance

## **Online form Page 4 – Scored Submissions for Assessment**

Case for Support \*

Maximum 8 pages. This should be a maximum of 8 pages. A case for support template (Appendix 1) has been provided and the predefined headings should be included which align with the scoring criteria. Please ensure you have covered all relevant areas as noted in the call guidance. This includes: relevance to policy and practice related to employability and skills equality, methodology and approach, lead/team, experience and collaboration, and considerations of diversity and inclusion and environmental sustainability (where relevant). Upload files. File limit: 1 single file size limit: 10MB. File types allowed: PDF, doc and docx

Justification of Resources \*

Maximum 2 pages. Please use the specified headings and template (Appendix 3) for recording.  Upload files. File limit: 1 single file size limit: 10MB. File types allowed: PDF, doc and docx

Budget Cost Builder \*

Please use the appropriate EPIC Futures NI Cost Builder template. Research Led Excel Template OR Partner Led Excel Template Upload files. File limit: 1 single file size limit: 10MB. File types allowed: Excel, PDF.

Applicant CVs \*

Maximum 2 pages for each team member, appended into one document. Upload files. File limit: 1 single file size limit: 10MB. File types allowed: PDF, doc and docx

Letter of Support from Partners \*

Maximum 1 page per partner, appended into one document. Upload files. File limit: 1 single file size limit: 10MB. File types allowed: PDF, doc and docx

Online signature \*

Please upload a document with your online signature. Upload files. File limit: 1 single file size limit: 10MB. File types allowed: PDF, Doc and docx, Image.

By submitting this form, you agree to share your personal information with us in accordance with our [Privacy Policy](https://www.epicfuturesni.org/privacy-notice)