**MVLS Translational Research Initiative (TRI)**

**MRC & BBSRC Impact Acceleration Account (IAA) Awards**

**Events, Engagement & Training Application Form**

This application form is for engagement opportunities, seminars, events, workshops, sandpits and other similar activities as well as training, and applies to all UKRI Impact Acceleration Account (IAA) remits.

*\*Application should not exceed 10 pages.*

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| **Applicant Details**  Principal Investigator (PI) Full Name, Job title, email: |  |
| College, school/service/unit: |  |
| **PI UofG Staff Number\*:** |  |
| Funding Award applied for:\*\* | Engagement Opportunities  Seminar/Event/Workshop/Sandpit  Training |
| Project Start Date and Duration: |  |
| Funding Requested: | £ |
| **Project/Event Title** (short, up to 10 words) |  |
| **Internal Collaborator(s)/co-I(s)**  Name of person(s), job title, email, college & school/service/unit, staff number: |  |

***\* Note:*** *We use anonymised demographic data of applicants for the monitoring of equality, diversity, and inclusion performance.*

***\*\* Note****: The TRI panel review application suitability across all of our available funds. However, you may indicate here which one you believe would be most suitable.*

# Collaboration Partners

* *This section can be left blank for projects not involving an external partner.*
* *For projects with multiple external partners please copy and repeat this table as required.*
* *Commercialisation projects should engage with a member of the University IP and Commercialisation Team before submitting an application.*
* *All projects involving collaboration with an external partner require a collaboration agreement before they can commence. Please contact the University Contracts Team for advice on this.*

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| **Organisation Name:** |  |
| **Nature of Organisation:**  (Company, government, charity, public sector, etc.) |  |
| **Company / Organisation size:**  (Micro: <10 employees / SME: 10-250 employees / Large: 250+) |  |
| **Primary Contact Name, Position in Organisation & Contact Details (phone, email):** |  |
| **Organisation Address:** |  |
| **Company Registration Number:**  **(or equivalent, e.g., charity number)** |  |
| **Organisation Website URL:** |  |
| **Main Areas of Interest / Activities:** |  |
| **Role in Project:**  (R&D partner, delivery partner, subcontractor, consultant, etc.) |  |

*\*The following word counts indicated are for guidance only – applicants can go over or under the values stated.*

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| **Activity Summary:** Please include a brief description of your proposed activity, the area(s) of knowledge/technology/innovation as well as the reasons and importance of its development. For example, if an informational workshop is being organised, what knowledge/resources would it facilitate access to? What would the benefit to the audience/attendees be? Diagrams and images are welcome (<500 words). |
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| **Non-confidential/public summary:** Please provide a general, summary of your activities(s) and goals. This may be included in UofG webpages (<300 words). |
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| **Opportunities:** Please provide details on the opportunity that will be addressed by this activity, backed up by any relevant evidence of demand from the target audience and / or stakeholders and any other impact drivers. Where appropriate, this evidence should be quantified, and evidenced by letters of support, requests etc, if available. Please provide information on any existing alternatives offered elsewhere, if applicable.How would the University of Glasgow benefit from funding this project (e.g., training for staff/researchers, commercialisation opportunities, further funding, partnerships developed, stakeholder engagement, etc)? (<300 words). |
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| **Project Remit:** Please explain how your project fits within one or more of the funding council remits below. Please follow the following links for details on [MRC](https://www.ukri.org/councils/mrc/remit-programmes-and-priorities/) and [BBSRC](https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/) remits. Please also note that we support cross-college applications. Therefore, if your activity also includes other UKRI funding council remits, please also mention this below (e.g., [EPSRC](https://www.ukri.org/councils/epsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/), [ESRC](https://www.ukri.org/councils/esrc/), [AHRC](https://www.ukri.org/councils/ahrc/), [STFC](https://www.ukri.org/councils/stfc/)) (<300 words). |
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| **Project Plan and Activities:** Summarise the project plan and activities, including key milestones, their timelines and the success criteria (including desired outputs and impact). Include a summary risk management plan outlining go/no-go decision points and contingency strategies if project plans need to change. Please state if recruitment is required and if a candidate has been identified (<500 words) |
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| **Existing partners/industry involvement:** Have you identified an industry or other external partner? What will they provide? (Please be mindful of confidentiality when addressing this question) (<300 words). |
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| **Funding:** Provide a breakdown (e.g., event hire, catering, staff, equipment/consumables, travel, other) and justification for the funding requested.  In addition, you must specify any in-kind/financial contributions you (and your collaborators) will bring to the project. Please note that project spend will be checked on a quarterly basis and should be spent within the time frame stated on the application form. |
| |  |  |  | | --- | --- | --- | | **Direct Project Costs** | **Full Description / Details** | **Costs (£)** | | Staff Resources |  |  | | Equipment / Consumables  (Note: equipment must be <£10,000) |  |  | | Travel |  |  | | Other Costs  (please specify) |  |  | |  | **Total Direct Costs (A)** |  | | External in-cash contributions | **(B)** |  | |  | **IAA Contribution Requested (=A-B)** |  |  |  |  |  | | --- | --- | --- | | Please note any in-kind contributions from partners, providing a description of the contribution and the value. This should be backed up by a letter of support from the partner. |  | £ | | Have you received or applied for any other sources to support this project (e.g. innovation voucher, other HEI funding such as Glasgow KE Fund, government funding, etc.)? Please provide value, status and brief details. |  | £ | |
| **Outputs, Outcomes and Impact** Please outline the likely outcomes from the activity, along with potential benefits and impact from these outcomes (<300 words). |
| ***Outputs & Outcomes–*** *Describe the deliverables of your research, outputs (i.e. products, papers, knowledge generated etc) and what they can be used for, outcomes (e.g. inform policy, train people, develop a process/therapeutic etc)* (<300 words). |
| ***Impacts –*** *Describe the desired longer-term potential impacts from this work that arise either directly or indirectly from the outcomes (i.e. from your work being used by others). Consider how you might show that an effect, benefit, or change has happened, e.g. evidence of the benefits of new products, processes, or services being adopted; cost savings; jobs and wealth creation; healthcare benefits; lifestyle or cultural changes; policy implementation, etc., and any resources you might need to understand those benefits (<300 words). [Useful info:* [*Table of impacts by type, likely indicators, and evidence*](https://www.gla.ac.uk/media/Media_815917_smxx.pdf)*]* |
| **Next steps** What are the next steps if the activity is successful?Please identify the outcomes towards impact/commercialisation beyond the award e.g., collaboration with industry, staff training, knowledge exchange, stakeholder engagement, capacity building, etc (where appropriate) (<300 words). |
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| **Intellectual Property (IP) and Commercialisation:** If applicable, please outline existing intellectual property and prior art in the area and potential for generation of new IP. Has there been any discussion of IP with the University’s IP and Commercialisation Team? Please note, in the case of knowledge exchange activities, or training workshops, where details on protectable innovations may be discussed, formal agreements must be in place (see agreements section below). For more information see the [RIS pages](https://www.gla.ac.uk/myglasgow/ris/ipcommercialisation/inventors/intellectualpropertymanagement/wheredoistartandwhatsnext/) (<300 words). |
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| **Agreements:** If applicable, please indicate what agreements have already been put in place for this project and what agreements are still required. Please note it is the organising Researcher’s responsibility to ensure this is implemented. Examples of agreements include licencing agreements, non-disclosure agreements (NDA), collaboration agreements and material transfer agreements (MTA). Please note that agreements can take time to put in place and that evidence of appropriate agreements must be sent to the TRI prior to funds being awarded. For more guidance, please see our [information videos here.](https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/training/translationalresearchinitiativelegalsupport/) The PI of the project must be responsible for ensuring grant conditions are met. Further advice can be sought via the [Contracts Team](https://www.gla.ac.uk/myglasgow/researchsupportoffice/contracts-team/). |
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*All UKRI IAA-funded projects must ensure that they take into account Responsible Innovation. Please see the EPSRC Responsible Innovation*[*Anticipate, reflect, engage and act (AREA) framework*](https://epsrc.ukri.org/research/framework/area/)*and our new*[*Responsible Innovation IAA Framework*](https://www.gla.ac.uk/myglasgow/ris/knowledgeexchange/knowledgeexchangefunding/impactaccelerationaccounts/epsrciaa2022-2025/responsibleinnovation/)*for guidance. In line with funder expectations and institutional policy, we expect all IAA projects to consider how they can be more sustainable in their approach. Please consult the relevant*[*University policies*](https://www.gla.ac.uk/myglasgow/sustainability/)*.*

*Similarly, we expect all IAA projects to apply best practice in Equality, Diversity and Inclusion. Please refer to University policy on*[*Equality and Diversity*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/)*and*[*HR policies on Equality and Diversity.*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/)*In addition, all staff wishing to receive an IAA award****must****have completed the University's compulsory online training courses "****Equality & Diversity Essentials****". All courses are housed on the*[*Equality and Diversity Unit’s Moodle portal*](https://moodle.gla.ac.uk/course/index.php?categoryid=57)*which all staff have access to, using their GUID and password.*

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| **Responsible Innovation:** Please state how you will ensure that Responsible Innovation principles will be accounted for in your project.  *All UKRI IAA-funded projects must ensure that they take into account Responsible Innovation. Please see the* [*Responsible Innovation Resources*](https://www.gla.ac.uk/myglasgow/ris/knowledgeexchange/knowledgeexchangefunding/impactaccelerationaccounts/epsrciaa2017-2022/responsibleinnovation/) *and the EPSRC Responsible Innovation* [*Anticipate, reflect, engage and act (AREA) framework*](https://epsrc.ukri.org/research/framework/area/) *for more information. n.b. This guidance will be updated shortly.*  (<300 words) |
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| **Sustainability:** Please explain what you have done and / or will do to ensure that your proposed project is delivered in as sustainable a manner as possible.  *In line with funder expectations and institutional policy, we expect all IAA projects to consider how they can be more sustainable in their approach. Please consult the relevant*[*University policies*](https://www.gla.ac.uk/myglasgow/sustainability/) *and think about them in line with your project.*  (<300 words) |
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| **Equality, Diversity and Inclusion:** Please explain what you have done and / or will do to ensure equality, diversity and inclusion is embedded in your project.  *We expect all IAA projects to apply best practice in Equality, Diversity and Inclusion. Please refer to University draft guidance on* [*IAA EDI*](https://gla.sharepoint.com/sites/CollegeSocialSciences/SiteAssets/SitePages/ESRC-Impact-Acceleration-Account/IAA-EDI-Guidance.docx?web=1) *and the University policy on*[*Equality and Diversity*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/)*and*[*HR policies on Equality and Diversity.*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/) *In addition, all staff wishing to receive an IAA award* ***must*** *have completed the University's compulsory online training courses "****Equality & Diversity Essentials****". All courses are housed on the* [*Equality and Diversity Unit’s Moodle portal*](https://moodle.gla.ac.uk/course/index.php?categoryid=57) *which all staff have access to, using their GUID and password.*  (<300 words) |
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**Conflict of Interest Disclosure**

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| **All PI(s) and co-I(s) must declare any conflict of interest below:** UKRI defines a conflict of interest as a situation in which an individual’s ability to exercise judgement or act in one role is, could be, or is seen to be impaired or otherwise influenced by their involvement in another role or relationship. For more information, see [UofG’s conflict of interest policy,](https://www.gla.ac.uk/research/strategy/ourpolicies/conflictsofinterest/) and [UKRI’s policy](https://www.ukri.org/about-us/how-we-are-governed/conflicts-of-interests/#:~:text=UKRI%20defines%20a%20conflict%20of,in%20another%20role%20or%20relationship.) for examples of this. If no conflict of interest exists, please type ‘n/a’ in the box below. |
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| **Confirmation of the above conflict of interest disclosure must be signed by ALL PIs and co-Is:** your application will only be submitted to the panel if all signatures are present. Please add subsequent rows, as appropriate. |
| **Name(s) and Date(s) Signature(s)** |
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Please note that successful applicants are required to provide regular project updates for outcome monitoring purposes to the TRI MT to allow our team to report back to the appropriate funding councils; terms are indicated in more detail in our T&Cs in the [TRI funding opportunities webpage](https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/translationalfundingopportunities/).

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| **Signed by Head of Institute/School** |  |
| **Name and Date** | **Signature** |
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Proposals should be submitted to The Translational Research Initiative Management Team, via email to [mvls-innovation@glasgow.ac.uk](mailto:mvls-innovation@glasgow.ac.uk).

*Applicants are encouraged to discuss their proposal prior to submission.*