**AHRC IAA 2023: Application Form**

**Please refer to the AHRC IAA guidance and the Summary of IAA** [**Terms and Conditions**](https://www.research-strategy.admin.cam.ac.uk/impact-acceleration-accounts) **prior to completing this form. If you have any queries, please contact Dr Lucy Sheerman,** AHimpact@admin.cam.ac.uk**.**

Application is via the online [IAA Application System](https://forms.office.com/r/KfFxwYzuvf). Please provide:

* Outline details of the project in the [IAA Application System](https://forms.office.com/r/KfFxwYzuvf)
* A completed **AHRC IAA** **application form**, including HoD signature
* A copy of the **draft project costing from X5**
* A **letter of support** from external partner (if applicable)
* Any additional documents, such as a Gantt chart showing the intended project timeline, as appropriate

**Please note the submission system only accepts PDF documents**

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| **Project Title**  |  |
| **Lead Applicant (University of Cambridge)** |
| Name |  | Department |  |
| Position held |  |
| Email Address |  |
| Departmental Accounts contact:  |  |
| **Co-Investigator (If applicable)** |
| Name |  | Department |  |
| Position held |  |
| Email address |  |
| Name(s) of any additional person(s) to be included as staff costs |  |
| **Collaborator(s)** (Please add additional boxes for further collaborators if needed) |
| Name |  | Company/Organisation |  |
| Email address |  | Phone number |  |
| Address  |  |
| **Project** |
| Start date |  | End date  |  |
| Is this a continuous project that has previously received an AHIF award, (including Flexi Fund awards)? Yes / No |
| **Project Overview (500 words)** Please provide a brief summary of the impact project, detailing why you will engage specified, external and non-academic collaborators/ stakeholders/ beneficiaries. Consider: * The scale of the problem/unmet need
* Limitations of any existing solutions
* Current status
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| **Impact Objectives (500 words)** Please describe your impact objectives. Consider:  * Short term and long-term SMART objectives: Specific, Measurable, Achievable, Relevant and Time-bound
* The activities you will undertake in this project to meet these objectives
* Who the intended beneficiaries are
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| **Impact Plan (300 words)** Please specify the outcomes for beneficiaries, as identified and detailed in in the previous section, that you anticipate for your project and how you propose to assess progress towards impact. Please consider how you may gather and incorporate both qualitative and quantitative evidence of success.Consider: * How impact will be measured and evidenced
* Key milestones and outcomes
* Timeline
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| **Project partners (200 words)** Please provide details of any partners (third sector, commercial etc.) involved and include a letter of support from any partners in your supporting documents and/or if applicable, please describe how the project involves interdisciplinary collaboration.Consider:  * Justification for choice of partner
* Level of partner engagement
* Any support from the partner (funding, in kind contribution etc.)
* A letter of support from any partners
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| **Project costs (300 words)** Please provide a breakdown of projected costs.Consider:  * Justification of each cost (staff/equipment/consumables/travel/other costs)
* How the costs are linked to achieving the impact objectives
* Consider costs for evaluation
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| **Future plans (200 words)** Please describe how the project will be sustained beyond this IAA funding.Consider: * Any sources of leverage
* Any future funding plans
* How the planned impact activities will enable these
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| **Other information (300 words, excluding references)** Please provide any other information that may be relevant. Consider: * Any links between your research (including publications) and your impact project.
* Any links between this project and a previous AHIF/AHRC project.
* If applicable, please explain how you will ensure appropriate ethical oversight of the project is put in place
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**AHRC IAA 2023: Budget & Head of Department Approval**

* This grant application must be fully costed in a draft X5 under the Funding Scheme 'UKRI (Research and Innovation); IAA - internal call. Please liaise with your departmental finance team to obtain a draft X5.
* **IAA proposals should not be submitted in X5 and should remain in draft form only.**
* Please submit a PDF copy of the draft X5 costing with your application.
* **This application does not require approval by the Research Operations Office.**
* Please note, this funding is for **directly incurred costs only.**

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| **Project title:** |  |
| **Proposed start date:** |  |
| **Duration:** |  |
| **Financial Administrator name/CHRIS ID:** |  |
| **X5 number:** |  |
| **Post award information and cost centre:**Please provide a cost centre which should be used if your application is successful |  |
| **Directly Incurred Costs** |
| **Type** | **Description/detail** | **Amount (£)** |
| Staff costs |  |  |
| Equipment |  |  |
| Consumables |  |  |
| Travel |  |  |
| Subsistence (if applicable) |  |  |
| Other (please specify) |  |  |
| **Total Direct Costs**  |  |

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| **SIGNATURES** |
| **PRINCIPAL INVESTIGATOR:** I declare that the information given on this form is complete and correct. |
| Name (print) | Signature | Date |
| **HEAD OF DEPARTMENT:** I confirm that I have read and support the application. I agree to the research being carried out in my department, and will provide the necessary accommodation and facilities. |
| Name (print) | Signature | Date |
| **DEPARTMENTAL ADMINISTRATIVE AUTHORITY:** I confirm that the application has been submitted with the agreement of the host institution and, if awarded, would administer the grant. |
| Name (print) | Signature | Date |