**BBSRC IAA 2022: Pump-Priming Project Application Form**

**Please refer to the** [**BBSRC IAA guidance**](https://www.research-strategy.admin.cam.ac.uk/bbsrc-impact-acceleration-account) **and the** [**Summary of IAA Terms and Conditions**](https://www.research-strategy.admin.cam.ac.uk/sites/www.research-strategy.admin.cam.ac.uk/files/impact_acceleration_account_terms_and_conditions_160922.docx) **prior to completing this form. If you have any queries, please contact Dr Marwah Hassan,** [**iaa@admin.cam.ac.uk**](mailto:iaa@admin.cam.ac.uk)**.**

Please submit your application and supporting documents **as PDFS** via the [IAA Application System](https://forms.office.com/pages/responsepage.aspx?id=RQSlSfq9eUut41R7TzmG6RO90bOjjQpMj0lLqsyC-d9UMFFJWFVDN1NGMEFFRDFSMVA4UlNJVkw3TiQlQCN0PWcu).

Application checklist:

* Outline details of the project in the [IAA Application System](https://forms.office.com/pages/responsepage.aspx?id=RQSlSfq9eUut41R7TzmG6RO90bOjjQpMj0lLqsyC-d9UMFFJWFVDN1NGMEFFRDFSMVA4UlNJVkw3TiQlQCN0PWcu)
* A completed **BBSRC IAA** **application form**, including HoD signature (this form)
* 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

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| **Project Title** |  | | |
| **Lead Applicant (University of Cambridge)** | | | |
| Name |  | Department |  |
| Name(s) of any person(s) to be included as staff costs | |  | |
| Departmental Accounts contact | |  | |
| **Collaborator #1** | | | |
| Name |  | Company/Organisation |  |
| Email address |  | Phone number |  |
| Address |  | | |
| Name(s) of any person(s) to be included as staff costs | |  | |
| **Collaborator #2** (Please add additional boxes for further collaborators if needed) | | | |
| Name |  | Company/Organisation |  |
| Email address |  | Phone number |  |
| Address |  | | |
| Name(s) of any person(s) to be included as staff costs | |  | |
| **Project** | | | |
| Start date |  | End date |  |
| **Project Overview (300 words)** Please summarise your project, describe the unmet need you aim to address and any key research findings which underpin your planned impact.  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 and the activities you will undertake in the project to help meet these objectives  Consider:   * Short term and long-term objectives * ‘SMART’ objectives: Specific, Measurable, Achievable, Relevant and Time-bound * Who the intended beneficiaries are * How impact will be measured and evidenced | | | |
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| **Impact Plan (500 words)** Please provide a plan of milestones leading to these objectives  Consider:   * 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.  Consider:   * Justification for choice of partner * Level of partner engagement * Any support from the partner (financial, in-kind contribution etc.) | | | |
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| **Project Costs (300 words)** Please provide a breakdown of projected costs  Consider:   * Brief justification of cost by category (staff/equipment/consumables/travel/other costs) * How costs are linked to achieving the impact objectives | | | |
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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 (200 words, excluding references)** Please provide any other information that may be relevant. A maximum of 3 references can be included. | | | |
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**BBSRC IAA 2022: 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** |  | | | |
| **Project duration**  **(max. 6 months)** |  | | | |
| **X5 number** |  | | | |
| Directly Incurred Costs | | | | |
| **Type** | **Description** | | **Expenditure** | |
| Staff Costs |  | | £ | |
| Equipment (< £10,000) |  | | £ | |
| Consumables |  | | £ | |
| Travel |  | | £ | |
| Subsistence (if applicable) |  | | £ | |
| Other (please specify) |  | | £ | |
| **Total Directly Incurred Costs** | | | £ | |
| **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 |