

QMUL BRIDGING THE GAPS FUND

GUIDANCE NOTES AND APPLICATION FORM

Complete this page and relevant subsequent pages/sections:

TRAVEL GRANTS	*		Please use Section A
PUMP-PRIMING FUNDS			Please use Section B
LECTURE BUY-OUTS			Please use Sections C and D

(*Tick as appropriate)

Name(s) of applicant(s):			
Department(s):			
LEAD APPLICANT DETAILS:			
Email address:	Telephone number:	Location:	
Current status:			
Amount requested from the fund (a detailed breakdown of total proposed expenditure MUST be attached):			
Have you already received an award during this financial year?: YES/NO			
Are there any reports/statements of expenditure outstanding on any previous awards: YES/NO If YES, please explain why:			

SECTION A (for TRAVEL GRANTS only)

Will the travel grant be used in relation to (tick as appropriate*):

* EC project proposal.
Please name programme:

* Other type of collaborative project.
Please describe the nature of the collaboration
including the extent of QMUL role:

Title & nature of project:

What is the exact purpose of your proposed trip and how will it contribute to the success of the proposal?

How will this visit help build capacity for interdisciplinary research at QMUL?

Date of travel:

Country and organisation to be visited:

Please provide justification of resources (i.e. breakdown of fares and costs):

SECTION B (for PUMP-PRIMING FUNDS only). Alternatively you can use up to 2 pages of A4 to set out your case for support, providing details as set out in this Section.

Title of project:

Proposed start date and duration of project:

The funds will be used for:

Equipment

*

Consumables

*

Staff

*

(*tick
as
appropriate)

Please summarise the scientific background to the project showing in what way it is innovative and multidisciplinary. Please state aims and objectives. In particular, describe how the project will build capacity for multidisciplinary research:

What is the expected outcome of the work to be supported by these funds (explain in particular how and why your chances of obtaining external funding will be increased):

What is your intended source of external support:

What evidence do you have that such support may be forthcoming:

Please provide detailed justification of resources (i.e. breakdown of costs):

Please provide your project plan, with milestones, outcomes, and timescales:

SECTION C (for LECTURE BUY-OUTS only)

Grade and scale point of the applicant to be supported/replaced by the lecture buy-out:

Name of the course:

What skills, expertise and level of experience is needed for the replacement:

Period and number of hours per week to be covered:

Has the appropriate replacement been found? (YES/NO)

Has the Head of Department approved the proposal for the lecture buy-out, and for the person to take over the lectures? (YES/NO)

SECTION D (to be completed for LECTURE BUY-OUTS)

Statement by Head of Department:

I support this application, agree that any necessary facilities and resources required will be made available by the Department/School.

Signed

Head of

Date

Statement by Applicant:

I confirm that any facilities or services required from the following Departments have been agreed with them:

.....

.....

I certify that, to the best of my knowledge, the information provided in support of my application is correct and I confirm that I shall be able to supervise and report on any work for which funds are awarded.

Signed

Date

The application should be returned to Dr John Schormans (john.schormans@elec.qmul.ac.uk) or Dr Tijana Timotijevic (tijana.timotijevic@elec.qmul.ac.uk) in Electronic Engineering Department, 2nd floor, service room or rooms E301/E302.