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# Mark Hepworth ILG Research Bursary Pro forma (version 2.1)

# From September 1st 2017

1. **Project Title (maximum 10 words)**
2. **Principal Investigator (please append your CV outlining your research and other relevant experience)**
3. **Co-Investigator(s)**
4. **Partner(s) (if applicable)**
5. **Summary of the project – If the project is funded ILG will use this in any publicity material or announcements. (Maximum 300 words)**
6. **Risk assessment – Please state any risks you envisage on a scale of 1 to 5 with 1 being low and 5 being a high risk**
7. **Stakeholders**
8. **Aims and Objectives**
9. **Milestones**
10. **Description (Maximum 1,000 words)**
11. **Dissemination strategy and proposed outputs (maximum 500 words)**
12. **Evaluation strategy**
13. **Financial breakdown**
14. **Ethical considerations**

# ILG research bursary proforma - instructions

General comments

When writing your text, please be as concise and clear as possible. Write your bid for intelligent non-expert, avoid jargon, acronyms and abbreviations. Make sure that your bid addresses as many criteria as possible as specified in the call document. All word limits are to be strictly observed – exceeding the limit specified will automatically disqualify the application.

Where sections do not apply e.g., Co-Investigator please insert ‘N/A’.

1. Project Title (maximum 10 words)

Short and imaginative titles are preferred that capture the imagination and convey the essence of the project.

1. Principal Investigator

Please insert your full name, job title, affiliation, postal address, telephone number and email address. You will also need to append your CV to this form (no more than 2 sides of A4, Ariel 11pt). **The Principal investigator must be a member of the ILG**.

1. Co-Investigator(s)

These will be colleague(s) who will share the doing of the research and will be costed in to the project. Please insert full name, job title, affiliation, postal address, telephone number and email address of all co-investigators. It is not essential that you have Co-Investigators.

1. Partners

These will be individuals or organisations involved in the research but not actually carrying it out and therefore do not incur a cost. These could be ‘research buddies’ (academics or researchers you have enlisted to help with the methodology etc). Please insert full name, job title, affiliation, postal address, telephone number and email address of all co-investigators. It is not essential to have partners.

1. Summary of the project

If the project is funded ILG will use this in any publicity material or announcements. (Maximum 300 words).

This is to be written in an informal style to communicate the project to the wider community and media.

1. Risk assessment

Please state any risks you envisage on a scale of 1 to 5 with 1 being low and 5 being a high risk

1. Stakeholders

This is anyone who might have a direct interest or who may benefit from the project – for example school children, teachers or business owners etc.

1. Aims and Objectives

These should be SMART (specific, measurable, achievable, relevant and timely) objectives that meet funders' criteria

1. Milestones

This is the detail of the project plan and can be in the form of a simple Gantt chart.

1. Description (Maximum 1,000 words)

This is the candidates opportunity to explain the project in more detail and could address issues such as why this project and why now? Describe how the project will be carried out. Your **methodology** should be included here. Also include why your project is **relevant**, how it might **transfer** to other contexts. Include **outcomes** and anticipated **impact** on your target community or stakeholders.

1. Dissemination strategy and proposed outputs (maximum 500 words)

How will you make sure that your work and its findings reaches the widest possible audience? This might include all or some of the following: webpages, seminars, blogs, webinars, conference papers, press releases, display, exhibition, YouTube etc. Outputs are the more scholarly artefacts such as a learning and teaching resource, peer reviewed journal articles, books, book chapters and so on.

1. Evaluation strategy (maximum 500 words)

The evaluation strategy should seek to answer the following questions:

How will progress of the project be monitored?

To what extent were the project objectives met?

What was the impact of the project?

What is the added value of the project?

1. Financial breakdown

This will include:

Amount requested and why for example, salary costs, travel and subsistence and conference fees.

This should be in the form of an **itemised** list of each separate cost. Maximum allowed £10,000, in practice we anticipate bids for smaller amounts than this.

1. Ethical considerations

Have you gained ethical clearance from your institution? Depending on the nature of your study this may simply be straightforward (if no people are involved) or may require full ethical approval (if you intend to involve vulnerable participants such as children). Please show on the form where the ethical policy and procedures for your institution can be found (a web link will suffice).

**If you have further queries about this form please contact:**

Dr Geoff Walton: [geoff.walton@mmu.ac.uk](mailto:geoff.walton@mmu.ac.uk)

Mr Stephane Goldstein [sg@informall.org.uk](mailto:sg@informall.org.uk)

**Please return this form to:** [info.ilg@cilip.org.uk](mailto:info.ilg@cilip.org.uk)

**Deadline for bids: 5pm BST, Friday 1st June 2018.**