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| Full application *Text in italics is for guidance only and may be deleted.* |

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| **Main focus of your project:**  *(Please select one only, unless your project genuinely cuts across more than one category.)* | | | | Justice  Education  Welfare  *(See section 2.2 of the* [*Guide for applicants*](http://www.nuffieldfoundation.org/how-apply)*.)* | | | | | | | |
| **Name of Principal Investigator (PI):** | | | | | *Please nominate one PI only. (See section 3 of the* [*Guide for applicants*](http://www.nuffieldfoundation.org/how-apply)*.)* | | | | | | |
| **PI’s position / job title:** | | | | |  | | | | | **FTE** |  |
| **PI’s email address:** | | | | | *This should be the PI’s direct email address.* | | | | | | |
| **PI’s telephone number:** | | | | |  | | | | | | |
| **Organisation name and address:** | | | | | *Including university department name, if applicable.* | | | | | | |
| **Is organisation a UK registered charity?** | | | | | Yes  No | | | **Registered charity number:** | |  | |
| **Co-investigators:** *(Please add details below if applicable. You may add or delete rows as necessary.)* | | | | | | | | | | | |
| **Name** | **Email address** | | **Organisation** | | | | **Department** | | **Position/ job title** | | **FTE** |
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| **Project title:** | *This should be short and descriptive* | | | | | | | | | | |
| **Proposed start date of grant:** | | *(DD/MM/YY)* | | | | **Proposed end date of grant:** | | | | *(DD/MM/YY)* | |
| **Total amount requested from the Nuffield Foundation:** (to the nearest £; no pence) | | | | | | | | | | **£** | |
| **Project summary:** *This should be written in non-technical language, and should give a clear account of what you intend to do, why it matters, and what difference it will make. It should not exceed 250 words and should be suitable for wider, non-technical reviewers. Please ensure you have updated your summary in the light of any feedback we gave you in response to your outline.* | | | | | | | | | | | |
| **Have you applied, or are you applying, elsewhere for funds for this project, or for a similar or related project?** Yes  No | | | | | | | | | | | |
| *If you have ticked yes, please give full details here, including the application outcome, and contact details for the relevant person at the funding organisation.* | | | | | | | | | | | |
| *If you wish to propose a partnership funding model, please identify here the proposed co-funder(s) and set out the reasons why a partnership funding model would be beneficial to the project.* | | | | | | | | | | | |

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| **A. Case for the importance of the project:** *What is the issue or problem that the project will tackle? Why is it important and is there a particular need for it now? What is new or distinctive about the project? What other recent or current developments are there in the field? How does it relate to policy or practice developments? To what extent does it build on previous work by you and by others?*  (Suggested maximum of one page) |

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| **B. Aims and objectives:** *What are the aims and objectives, and, if applicable, research questions? What are the intended outcomes, including the implications for policy and practice? We encourage you to use bullet points or numbered objectives/research questions if this helps you to clearly demonstrate how the approaches detailed in the next section address these.*  (Suggested maximum of one page) |

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| **C. Methods, approach and activities**  *Please set out in detail the work that will be undertaken to achieve the aims, objectives and, where relevant, to address the research questions. This must demonstrate that the approach is fit for purpose, the methodology is robust and that activities are sequenced appropriately. You should explicitly set out how each work stream/approach will deliver against the aims, objectives or research questions. You need to persuade us that the project is feasible, of high quality and well designed. Further guidance on the types of information we would expect to see is in section 5.1 of the* [*Guide for applicants*](http://www.nuffieldfoundation.org/how-apply)*.*  (Suggested maximum of three pages) |

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| **D. Staffing:** *Please set out clearly the proposed roles and responsibilities of each contributor to the project, including the proportion of their FTE time spent on the project for each relevant phase. Please include this information for all staff/contributors who are key to the delivery of the project, even those you are not seeking funding for. You must state whether new staff need to be recruited, and if so at what level, and also set out if you intend to use any subcontracted staff/organisations and/or consultants and if so how these will be identified.*  *Please set out here the arrangements for project management and supervision of more junior staff, and the PI’s experience in leading a team in delivering a project of this scale.*  *You must attach brief CVs for each named contributor, which clearly set out the skills and experience that are relevant to the delivery of this project.*  (Maximum length of half a page to outline roles and responsibilities, plus one page for each CV) |

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| **E. Expert advice and stakeholder engagement:** *How will you bring in expert or specialist advice and engage important stakeholders at key stages in the project? This may be to advise on your approach, cover a specific technical issue, review your outputs, or to support you in communicating effectively and achieving impact. At a minimum you will need to establish an Advisory group and you should state here the types of individual/organisation you would want represented on the group and why, and how you intend to engage with the group. We expect the Advisory group to be involved in key stages of the project, and to comment on the Communications plan and on research outputs.*  *Most projects will also require other forms of expert or stakeholder engagement (e.g. meetings, workshops or seminars) to support the delivery of a quality project and to help you achieve the outcomes and impact you intend. Please set out here the activities you propose for these purposes. We recommend that you read the* [*Guide for grant-holders*](http://www.nuffieldfoundation.org/information-grant-holders) *before completing this section, as this sets out our expectations.*  (Suggested maximum of one page) |

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| **F. Outcomes, outputs and dissemination:***Set out here your main intended outcomes and provide an outline Communications plan which details the key stakeholders/audiences and the planned outputs & dissemination and engagement activities that will support in the delivery of the outcomes. Think about how you will maximise the potential of your findings to influence policy and practice, and to improve social well-being. Also set out here how you intend to measure the success of the project in achieving its objectives and intended outcomes.*  *All projects should produce at least one report which is freely and publicly available. We recommend that you read the* [*Guide for grant-holders*](http://www.nuffieldfoundation.org/information-grant-holders) *before completing this section, as this sets out our expectations.*  (Suggested maximum of one page) |

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| **G. Quality assurance:** *Please state what approaches and mechanisms you will adopt to make sure that the design, analysis and interpretation of the findings, and resulting outputs, meet appropriate standards. This should set out the quality control mechanisms that will be adopted within the team, and where final sign off rests, and any external quality control e.g. Advisory group, peer reviewed journals, peer review of other outputs etc.*  (Suggested maximum of half a page) |
| **H. Legal and ethical aspects: *(a)*** *All research we fund must be conducted in a legal and ethical manner and comply with the relevant legislation. Please include discussion of the legal and ethical issues raised by your project, including how these will be addressed. Also state what ethical clearance procedure you will be going through.* |
| **H. Legal and ethical aspects: *(b)*** *The Foundation is not a data processor for personal data used by grant-holders in the course of their research. We require, however, that all data processed by our grant-holders is collected, used and held on a lawful and ethical basis.*  *Will you be processing personal data as part of the project?* ***YES/NO***  *If you have stated YES, please provide a copy of your privacy impact assessment. If your project raises particular issues around the ethical processing of personal data, please provide more details below.* |
| **I. Archiving:** *For a project that includes primary quantitative or qualitative data collection, please set out whether you plan to deposit the data at an appropriate archive to ensure data is available for future research. Please explain how this will be communicated to participants, how the data will be anonymised, what archive will be used and the timescale. Any costs related to preparing data for archiving should be included in your budget.* |
| **J. Timetable:** *The timing and duration of key phases, major activities and important interim dates (e.g. interim reports). All funded projects must result in a freely and publicly available report (see* [*Guide for grant-holders*](http://www.nuffieldfoundation.org/information-grant-holders)*). This must be published before the end of project date and any other substantive outputs must be produced before the project end date. We require the timetable to set out activities and milestones, including the Foundation’s minimum requirements (see* [*Guide for grant-holders*](http://www.nuffieldfoundation.org/information-grant-holders)*).*  Please use a table or a Gantt chart to set out the information clearly and logically. |
| **K. Budget:** *Please provide a detailed budget breakdown, including justification for all resources requested. When preparing your budget please refer to the Budget Guidelines in our* [*Guide for applicants*](http://www.nuffieldfoundation.org/grants-research-development-and-analysis) *(Appendix A)* |
| **L. CV Section:** *Short selected CVs for the named people who would work on the project, demonstrating the skills and experience of the individuals relevant to this project.*  (Maximum of one page per person) |
| **M. Bibliographic references:**  *Restricted to those cited in the application, and ideally presented in author-date format (e.g. Harvard style).*  (No more than one page) |
| **Your personal data**  We will only use your data for the purposes and in the ways set out below. For more details of our principles when dealing with personal data, see our [Privacy Policy](http://www.nuffieldfoundation.org/privacy-policy).  **What we do with your data**  We will use the data submitted on this form to process and make a decision on your application. As part of this review process, we may share your personal data with individuals outside the Foundation. This will always be on a confidential basis and we will ensure that your data is kept secure.  If we decide to award a grant, we will use the personal data submitted as part of your application for our grant management processes. We will include the name of the principal investigator in lists of our grant-holders and in summaries of funded projects published online and in hard copy. In addition to data processing for grant management, we will also use your data in ongoing monitoring and evaluation of our grant activities and impact assessment work.  **Retention of your data**  The data on the grants we award form part of the historical records of the Foundation. As an organisation with a strong interest in impact and trends over the long term, we need to retain our application and grant records on a similarly long-term basis. However, if we decide not to award you a grant, the details of your application will be anonymised after six years. |
| **Declaration/Signature**  I declare that this application form has been completed by **[NAME]**, and with the knowledge and agreement of all co-investigators and other staff named on this application. I have read the *Guide for applicants* and believe that this application meets the eligibility criteria for funding.  **Name:**  **Date Completed:** |
| **Statement from PI:**  I confirm that I have read and accept the *Terms and conditions*; that if this project is funded it will be conducted in a legal and ethical manner and that all named contributors to this project have seen this application.  **Name:**  **Date:** |
| **Supporting Statement from PI’s Institution:**  The institution confirms that we will administer any grant awarded according to the *Terms and conditions*, ensure that the project is conducted legally and ethically, and that the stated budget has been approved.  **Name:**  **Date:** |