**UBC Okanagan-Exeter Excellence, Catalyst Grant Scheme 2023/24 Application Form**

Please return completed form to both GP-funding@exeter.ac.uk and lacia.vogel@ubc.ca by **15 February, 2023**.

***Catalyst Grant applications must clearly detail intended funding submissions and other outputs that will result from this initiative. When completing this form, please remember to write in a way that is readily accessible to a general audience. An interdisciplinary panel will review applications.***

**Please review the UBC Okanagan-Exeter Excellence Catalyst Grant Scheme 2023/24 ‘Guidelines for Applicants’ before completing your application.**

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| **1. Applicants *(please add further lines if there are more applicants)*** |
| **Lead Applicant (1)** |
| Name |  |
| Post |  |
| Appointment type | fixed term / continuing |
| Department |  |
| Institution |  |
| Email |  |
| **Co-Applicant (2)** |
| Name |  |
| Post |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Department |  |
| Institution |  |
| Email |  |
| **Additional Applicant (if applicable) (3)** |
| Name |  |
| Post |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Department |  |
| Institution |  |
| Email |  |
| **Additional Applicant (if applicable) (4)** |
| Name |  |
| Post |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Department |  |
| Institution |  |
| Email |  |

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| **2. Title / Name of proposed initiative *(max 70 characters, can be provisional)*** |
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| Start Date: |  |
| End Date: |  |

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| **3. AMOUNT REQUESTED (Max CAD 34,000 / GBP 20,000)** *Funding will be provided in full to the nominated lead applicant in the currency of their home institution. The lead applicant will be responsible for the budget and spending and transfer arrangements.* |
| **Total:** |  |

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| **4. Please provide a summary of your research** *(150 words max). Please describe your project using language that is readily accessible to academics of other disciplines and/or members of the public. Should your project be successful, this text may be used on the websites of UBC and the University of Exeter.*  |
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| **5. Describe your project in more detail.** *(500 words max). Please ensure that you:*1. *Provide background and context*
2. *Outline the aims and objectives*
3. *Explain how your proposal is feasible, original, and has high impact potential*
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| **6.** **The plan - methodologies and approaches.** *(500 words max) Please provide a clear description of your project plan, including how the funds will be used. Describe: the methods/approaches that you intend to use, with some justification as to why they are the most appropriate; a timeline for the proposed plan, taking into consideration that the project must be completed within 12 months; and a workplan identifying team participants’ responsibilities.*  |
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| **7.** **Anticipated outcomes, benefits and non-academic impact** *(300 words max). Please articulate the anticipated outcomes of your project, including* 1. *Expected outputs (e.g. co-publications, policy papers, larger research or teaching grant submissions, teaching or mobility programme etc.),*
2. *Describe how the initiative will contribute to expanding and sustaining the UBC Okanagan-Exeter relationship (e.g. education, further research, growth of collaboration, the inclusion of other world-leading Institutions from across the globe, etc.),*
3. *Highlight any expected non-academic impacts (influencing policy, end-users, wider public (socio-economic / health / environmental) benefits and influence).*
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| **8.** **COSTS:** Please provide a breakdown of the costs associated with this project – this should include direct costs only. Where the budget is split between GBP and CAD, the final amounts awarded will be based on the exchange rate (as per [OANDA](https://www.oanda.com/currency-converter/en/?from=GBP&to=CAD&amount=1)) on the date of award letter.  |
|  | **Cost** |
| **Lead Institution (1)** |  |
| Travel and Subsistence |  |
| External Speakers/Facilitators |  |
| Venue Costs |  |
|  Other (detail) |  |
|  |
|  | **Cost** |
| **Co-Applicant Institution (2)** |  |
| Travel and Subsistence |  |
| External Speakers/Facilitators |  |
| Venue Costs |  |
|  Other (detail) |  |
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| **TOTAL** |  |

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| 9. **Budget Justification:** Using the grant assessment criteria specified in the guidelines, provide a justification for the budget (500 words max). |
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| **10.** **In submitting this application, you are confirming that: you have read and will comply with the guidance notes for the UBC Okanagan-Exeter Excellence Catalyst Grant Scheme; the information given is accurate; the costs have been approved by your departments’ internal processes; the work can be carried out within 12 months, and a final report will be provided 2 months later.** |
| SIGNATURE OF LEAD APPLICANT SIGNATURE OF LEAD APPLICANT’S DIRECTOR OF GLOBAL ENGAGEMENTSIGNATURE OF FACULTY ASSOCIATE PVC FOR GLOBAL ENGAGEMENTSIGNATURE OF CO-APPLICANT SIGNATURE OF CO-APPLICANT’S HEAD OF COLLEGE/FACULTY | DATEDATEDATEDATEDATE |

**10. Supporting documentation**

Please attach any relevant supporting documentation e.g. support letter if third partner is involved, confirming participation and any relevant financial / in-kind contributions outlined in section 10; market research, etc.

**11. Conditions of Funding:**

The Award is for one year from the date of funding and awardees have until **31st May 2024** to complete initiatives and expend the funding. Funding is only provided for the activities as detailed in your application. Expenditure of the award must not exceed the value of the award.

Details of the award may be listed on the websites of The University of British Columbia and University of Exeter.

All publications resulting from this project should include the following acknowledgement: *‘This project was supported by the UBC Okanagan-Exeter Excellence Catalyst Grant scheme – a partnership of The University of British Columbia and the University of Exeter’*.

A final project report and financial acquittal will need to be completed and submitted by **30th June 2024.**