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| **DHI Project - Application Form** |

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| **Project Title** |
| <please insert a project title> |
| **Project Acronym** |
| <please insert a project acronym to facilitate further communication> |

Please note that only one team member named below as Lead Applicant needs to apply to the call at [applications@dhi-scotland.com](mailto:applications@dhi-scotland.com) on behalf of the Project Team. All applicants listed in section 1 need to be Members of the DHI. For DHI Membership, please complete the form found at: <http://dhi-scotland.com/community/membership/>

**Section 1 – Team & Applicants Details**

Please provide the name of no more than one person per partner organisation. Other participants can be listed in section 2 below.

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| **Project Team** | |
| Lead Applicant (First Point of Contact for the purpose of the application ) | Name:  Organisation:  Address:  Email:  Role: <pick one: Academic, Business, Civic>  Membership Status: <pick one: member / pending> |
| Partner 2 | Name:  Organisation:  Address:  Email:  Role: <pick one: Academic, Business, Civic>  Membership Status: <pick one: member / pending> |
| Partner 3 | Name:  Organisation:  Address:  Email:  Role: <pick one: Academic, Business, Civic>  Membership Status: <pick one: member / pending> |
| Partner 4 | Name:  Organisation:  Address:  Email:  Role: <pick one: Academic, Business, Civic>  Membership Status: <pick one: member / pending> |

**Section 2 - Proposal Summary**

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| **Background (Maximum 2 pages -Further details can be included in an appendix of up to 4 pages.)** |
| < Describe what has happened in this area in the past, what the context is and why this is relevant now. Add any other information that the reader needs to understand the space that the problem to be solved is in >  <Please give a description of other organisations, projects or products that are active in this area, and what differentiates your proposal > |
| **Abstract (Summary)** |
| <Please give a one-two sentence summary indicating what challenge is being addressed, what idea, service or product is being developed and what the intended outcome will be> |
| **DHI Input** |
| <please explain what input you would expect from the DHI> |
| **Desired Output & Outcome** |
| < What is the opportunity you want to explore and what would success look like >  < How will we build upon the results emerging from the work> |
| **Benefits** |
| < What would be the advantage if this opportunity was pursued. Responses should look to cover:   * The Academic, Business and Civic value * The economic value to Scotland * A description of why the proposed opportunity is innovative |
| **Scope** |
| < What is included in the proposed activity and what is not included > |
| **List of project participants** |
| <Please list all of the project participants, other than the ones listed on page one of this application form, including their job titles, organisations and a brief description of their role>  <If you need the DHI to help identify additional partners as part of the DHI Team building service, please specify this here> |

**Section 3 - Provisional Budget**

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| **Existing Funding** | |
| Has the academic partner received funding, or is there pending funding from other sources, for this project? | <answer yes or no> |
| <If yes, please give details for this existing or pending funding> | |

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| **Funding Requirement** | |
| <Note – not all proposals submitted to the DHI will require a grant award. The DHI offers a range of support services that do not require early identification of costs>.  Does the academic partner require funding? (if so please complete the grant request table below). | <answer yes or no> |

Please note that if yourproject is successful at stage 1 of the selection process and you request a grant award, you will be required to provide **indicative** costing approved by your University before your project can be submitted to the Approval Panel of the DHI (stage 2 of the selection process). This indicative costing will be reviewed during negotiation for the collaboration agreement, if the project is successful at stage 2.

The below table is indicative only. Please use the usual template used by your university.

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| **Grant Request (Academic Costs Only)** | | |
| **Category** | **Category** | **Amount** |
| Direct costs | <insert a description of the costs requested> |  |
| Personnel |  |  |
| Travel |  |  |
| Equipment |  |  |
| Consumables |  |  |
| Indirect costs (overheads) |  |  |
| **Total amount of the funding requested from the DHI (80% FEC)** | |  |

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| **In Kind Contributions** | | |
| **Category** | **Summary** | **Estimated Value (£)** |
| Academic Partner | <insert a description of the offered in kind resources> |  |
| Business Partner |  |  |
| Civic Partner |  |  |
| **Total in kind Contributions** | |  |

**Section 4 – Activity Definition**

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| **Activity Definition (one page maximum)** |
| < Please provide a description of the proposed activity plan, including key activities, milestones, tasks and timescales as well as the defined contribution of the applicant(s) >  Note that the DHI will work with successful applicants to revise and develop this work plan once the project has been approved. |

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| Please tick this box to confirm that all applicants listed above have organisational approval to commit in kind contributions to the project |  |
| Please tick this box if you agree that we share a summary of your proposal for DHI communication purposes, including a short description on the DHI website. This summary will be used in the conditions provided in the collaboration agreement that you will be invited to sign if your project is selected. |  |