

# Task Application Form

**Eligibility Notice:** Please refer to Flexible Fund scheme guidance: <https://shareing-dri.github.io/about/flexible-funds>

1. Your Name

2. Email

3. Which task are you applying to? *Please enter the TASK NAME and NUMBER as listed on the [website](#).*

4. Institution / Organisation

5. If applicable, name of any collaborating institution/s

6. If you can identify a conflict of interest with the panel membership for this call, please identify it here

7. Task Title: *Title of your Proposed Solution for the Open Task*

8. Proposed start date

9. Proposed end date

10. Total Funding Requested (£)

11. Summary (max 200 words): brief non-technical summary suitable for a general audience

**12. Approach and Methodology:** Description of methods and techniques; high-level overview of activities planned; EDI considerations (where applicable); feasibility of delivery in timescale and budget

**13. Risk Management:** identify key risks and mitigation strategies

**14. Outputs:** Identify intended outputs and how these will be made public. Please note that most SHAREing tasks should make a contribution towards the SHAREing webpages and, hence, the wider UK community.

**15. Explain the use of funds and value for money.** For staff costs please identify the individual/s, their role/job title and FTE/duration requested. Where non staff costs are requested, please give explicit justification of these. Unless a bid comprises the organisation of or the participation in an event, travel is usually not supported, as SHAREing has dedicated travel funds. Please disclose whether you have applied for other funding to undertake this work Detail co-funding (if any), in-kind support, or leveraging opportunities.

For each of the categories, please answer following the format.

**Cost (£) 100% / Cost (£) 80% / Justification**

One example of this would be:

*Staff: 2,789£ / 2,231£ / Buyout time for salary*

*Consumables: 0£ / 0£ / none*

*Travel & Subsistence: 0£ / 0£ / none*

*Directly Allocated Staff: 0£ / 0£ / none*

*Estates: 0£ / 0£ / none*

*Indirect Costs: 0£ / 0£ / none*

*Other (please specify): 0£ / 0£ / none*

*Total: 2,789£ / 2,231£ / Buyout time for salary*

**16. Directly Incurred Staff (**Cost (£) 100% / Cost (£) 80% / Justification - inc individual/s, role/s and FTE requested**):**

**17. Consumables (**Cost (£) 100% / Cost (£) 80% / Justification**):**

18. Travel & Subsistence (**Cost (£) 100% / Cost (£) 80% / Justification**):

19. Directly Allocated Staff: (**Cost (£) 100% / Cost (£) 80% / Justification inc individual, role, FTE**)

20. Estates: (**Cost (£) 100% / Cost (£) 80%**):

21. Indirect Costs: (**Cost (£) 100% / Cost (£) 80%**):

22. Other (please specify) (**Cost (£) 100% / Cost (£) 80% / Justification**):

23. Total (**Cost (£) 100% / Cost (£) 80% / Justification**):

24. I confirm that the information provided is accurate to the best of my knowledge.

Yes, I confirm

25. I confirm I meet the scheme eligibility criteria and agree to comply with the guidance <https://sharing-dri.github.io/about/flexible-funds>

Yes, I confirm

26. I confirm that I have approval from my institution to apply for and manage this funding if awarded

Yes, I confirm

27. I agree to comply with UKRI Terms and Conditions and relevant funder guidance.

Yes, I agree