# Seminar Series Awards

# Application Form Template

This template may be used to prepare applications for submission via the online form at the USF website. Please note that the online form does not permit any text formatting.

Applications must be submitted by **1st December 2022.**

## 1. Applicant information

Please complete all of the following section.

|  |
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| **1.1 Lead applicant**Please provide full contact details for the lead applicant. This person will be the main point of contact for the application. |
| Name: |  |
| Primary institution or organisation: |  |
| Current role: |  |
| Contact address: |  |
| Email: |  | Tel: |  |
| Profile web page: |  |

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| **1.2 Additional co-applicants**Up to two additional co-applicants may be listed here, with the same details as in Section 1.1, above. CVs for each applicant should be attached in the supporting documents section (maximum two pages each, attached as a single pdf maximum 5mb in size). |
|  |

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| **1.3 Other team members**Please list any team members or third-party individuals upon whom the delivery of the proposal may depend, e.g. research assistants, support staff, trainers/instructors, etc. This field is optional. URL links to web profiles are welcome. |
|  |

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| 1. **Applicant CVs – single file upload**
2. (maximum 2 pages per CV, .pdf format, maximum filesize 5mb)
 |
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| 1. **1.4 Host institution(s) and/or venue(s) contact information**
2. Please detail each host institution or venue for the events proposed, including a third-party contact at each institution (this should be the individual who has provided a letter of support for the application).
 |
| 1. Name of host institution/venue:
 |  |
| 1. Is this the primary host organisation for the grant? (Yes/No)
 |  |
| 1. Address:
 |  |
| 1. Country:
 |  |
| 1. Contact name:
 |  |
| 1. Contact role:
 |  |
| 1. Contact email:
 |  |

Please copy the table above to list additional host institutions/venues.

|  |
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| 1. **Supporting letters from host organisations and venues – single file upload**
2. (maximum 2 pages per letter, .pdf format, maximum filesize 5mb)
 |
| 1. [File upload]
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| 1. **1.5 Referee contact information**
2. Please provide details of two academic/professional referees who can be contacted in support of this proposal and the named applicants. Both referees should be prepared to submit letters of recommendation upon request. Referees should not be based at the host institutions.
 |
| 1. Referee #1 name:
 |  | 1. Referee #2 name:
 |  |
| 1. Referee #1 role:
 |  | 1. Referee #2 role:
 |  |
| 1. Referee #1 relationship to applicant(s):
 |  | 1. Referee #2 relationship to applicant(s):
 |  |
| 1. Referee #1 contact address:
 |  | 1. Referee #2 contact address:
 |  |
| 1. Referee #1 email:
 |  | 1. Referee #2 email:
 |  |

## 2. Proposal information

Please complete all of the following sections, paying particular attention to the maximum word counts and the Further Particulars document available at: <http://urbanstudiesfoundation.org/funding/seminar-series>

|  |
| --- |
| 1. **2.1 Proposal information**
 |
| 1. Title of proposal:
 |  |

|  |
| --- |
| 1. **2.1 (expanded) Proposed events**
 |
| 1. Date:
 |  |
| 1. Host institution or venue:
 | 1.
 |
| 1. Event location (country or NA if not relevant):
 |  |
| 1. Event type:
 |  |
| 1. Event duration (approximate):
 |  |
| 1. Other notes:
 |  |

* + - * 1. Please copy the table above to list each additional proposed event.

##### 2.2 Proposal statements

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| 1. **2.2.1 Proposal summary**
2. (maximum 1,000 words)
 |
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| 1. **2.2.2 Outputs and impact**
2. (maximum 500 words)
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| 1. **2.2.3 Event programme and format**
2. (maximum 750 words)
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| 1. **Event programme – optional single file upload**
2. (maximum 2 pages, .pdf format, maximum filesize 2mb)
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| 1. **2.2.4 Equality, diversity and inclusion statement**
2. (maximum 750 words)
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| 1. **2.2.5 Bibliography**
2. Please list references from sections 2.2.1-5 here, in standard alphabetical bibliography format (maximum 750 words).
 |
|  |

## **2.3 Budget information**

Applicants should ensure that they have read the Further Particulars in full to understand budget terms and requirements.

|  |
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| 1. **2.3.1 Budget breakdown**
2. Please include exchange rate information and ensure evidence is attached for items costed at over GBP £1,000.
 |
| 1. Item
 | 1. Details
 | 1. Evidence attached?
 | 1. Amount Requested (GBP)
 |
|  |  | 1. Y/N
 |  |
|  |  | 1. Y/N
 |  |
|  |  | 1. Y/N
 |  |
|  |  | 1. Y/N
 |  |
| 1. Other
2. *(please specify or insert additional rows here as necessary)*
 |  |  |  |
| 1. **Total Requested:**
 |  | 1. **\*INSERT AMOUNT GBP\***
 |

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| --- |
| 1. **2.3.2 Budget statement**
2. (maximum 400 words)
 |
|  |

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| 1. **Budget evidence – single file upload**
2. (evidence for exchange rates and all cost items over GBP 1000, .pdf format, maximum filesize 5mb)
 |
| 1. [File upload]
 |

## 3. Supporting documents

In accordance with the Further Particulars document (available at: <http://urbanstudiesfoundation.org/funding/seminar-series> ), please confirm that you have included the following documentation with this application (as individual pdf documents, maximum 10mb each):

|  |
| --- |
| 1. **3.1 Further documentation included**
 |
| 1. 1. Letter of support from named contacts at host institution(s) and/or venue(s)
 | 1. Included?
 | 1. YES/**NO** (delete as appropriate)
 |
| 1. 2. CVs of all applicants (maximum two pages each)
 | 1. Included?
 | 1. YES/**NO** (delete as appropriate)
 |
| 1. 3. Budget evidence documentation (as relevant to budget items)
 | 1. Included?
 | 1. YES/**NO** (delete as appropriate)
 |
| 1. 4. Event programme details (optional file upload)
 | 1. Included?
 | 1. YES/**NO** (delete as appropriate)
 |

## 4. Submission Declaration

In order to apply for funding from the Urban Studies Foundation, you must agree to the following:

□ I/We (the project leads in Section 1) confirm that: (1) all information contained in this application form is true, correct and complete; (2) I/We consent to the storage, processing and use of the information contained in this application form as described in the Urban Studies Foundation Privacy Notice (available at <http://urbanstudiesfoundation.org/privacy-notice>); and (3) I/We agree to be bound by the decision of the Urban Studies Foundation awarding panel in relation to this application, and understand that their decision is final.

NAME(s):

DATE:

SIGNATURE(s):