Centre for Equality Research in Brain Sciences

Equality, Diversity and Inclusion

## Faculty of Brain Sciences

Small Grant Funding Call

# Application Form

**2024/25 Academic Year**

# Introduction

Email this completed application form to the Faculty of Brain Sciences (FBS) EDI Team at [fbs.edi@ucl.ac.uk](mailto:fbs.edi@ucl.ac.uk) by **4 October 2024**.

The first applicant’s Head of Department, or Departmental Manager, is required to approve this application in writing. Please attach an email or other written approval, or ask your Head of Department to sign the bottom of this form. If you require support in gaining approval, please contact the FBS EDI Team (fbs.edi@ucl.ac.uk) at least 2 weeks before the deadline.

Please study the accompanying ‘Application Guidelines and Reflective Questions’ document before completing this form. Please address the eligibility and selection criteria specified in the ‘Guidelines and Reflective Questions’ document as much as possible in your application.

We provide the ‘Reflective Questions’ to help you. These questions should be used as opportunities for reflection. Not all the questions will be relevant to your project, and there is no expectation that all suggestions are met.

Please note that this relatively flexible Word form was chosen over alterative electronic formats in discussions with our codesign partners as it has accessibility advantages.

Please contact the FBS EDI team, at [fbs.edi@ucl.ac.uk](mailto:fbs.edi@ucl.ac.uk), if you have any questions about the fund or the application form.

# Project Team

**First applicant/Principal Investigator (and main contact for application)**

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| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **UCL Division or Institute** |  |
| **Research Department (if not same as Division/Institute)** |  |
| **Job title/role** |  |
| **Email address(es)** |  |

**Principal investigator’s Capacity Section.**

Please use this section to explain why you want to lead the project, and how you will deliver it. Please tell us any relevant past or current experiences, sources of support, motivation for and commitment to the topic of the proposal (up to 500 words).

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| This section is a self-description, in place of a formal CV, as these are known to introduce certain biases in grant selection processes. You can include academic, professional, personal or social experiences. You do not have to disclose any personal information unless you want to. You also do not need to be a senior academic or have any particular experience. You can be an early career researcher receiving guidance from senior members of the team in leading this project. Please see ‘Guidelines and Reflection Questions’ Document for more ideas. |

**Other applicants details (if relevant)**

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| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **UCL Division or Institute** |  |
| **Research Department (if not same as Division/Institute)** |  |
| **Job role** |  |
| **Email address** |  |
| **Please outline your role and/or responsibilities in this proposed project (up to 150 words).** |  |

Copy and paste the above table if there are more applicants. Do not add a ‘Capacity’ section for anyone other than the first applicant. If there is more than one other applicant, please complete the following section: Team Capacity.

**Team Capacity and Ways of Working.**

Please tell us about the team, including any relevant past or current experiences, sources of support, motivation for and commitment to the topic of the proposal. Please also tell us how the team will work together (up to 500 words)

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| For example: please let us know how more senior members of the team will support early career researchers, or how the team will support individuals with various protected characteristics or work together with codesign and codelivery partners. Please also let us know how will the team work across departments or Institutes, or across disciplines or research methods. Please see the ‘Guidelines and Reflection Questions’ Document for more ideas. |

# Proposal

Please see the ‘Guidelines and Reflection Questions’ for Scope and Guidance Please also see [previously funded projects.](https://www.ucl.ac.uk/brain-sciences/about-faculty/equality-diversity-and-inclusion/centre-equality-research-brain-sciences-erb-centre-6)

**Title.** Please state the title of the proposed project (up to 20 words)

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**Lay Summary.** Please provide a brief description of the research to be carried out, including its potential impact and beneficiaries, using a language that would be understood by a non-academic audience (up to 700 words).

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| This section will be read by individuals with lived or living experience of mental and/or neurological symptoms, or other EDI challenges and they will evaluate your proposal based on their ‘expertise by experience’. Please ensure you reflect on the inclusiveness, diversity, engagement and sustainability of your work, as appropriate (see ‘Guidelines and Reflection Questions’ Document). |

**Description of Work (up to 1000 words).**

Please provide details of your proposed project, including:

* EDI Scope and Specific Aims;
* Details of Methods, including consideration for inclusive and participatory research methods and practices;
* Expected academic and non-academic deliverables;
* Potential for sustainable impact;
* Interdisciplinary aspects and across Faculty representation;
* Feasibility of delivering project.

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| Expand the box as needed. Please address the eligibility and selection criteria in the ‘Guidelines and Reflection Questions’ Document, as much as possible. |

**Timeline**

Please provide a timetable of activities, including key milestones and expected outputs. Please provide this in whatever format you prefer.

**Ethics**

**Please describe the ethical issues arising from the proposed project.** Applicants are also asked to state whether or not they already have the relevant research ethical approvals or require amendment to existing approvals. Please also see ‘Guidelines and Reflection Questions’ Document.

If needed, please refer to UCL Research Ethics [FAQs](https://www.ucl.ac.uk/research-ethics/guidance-training-and-resources/frequently-asked-questions), or contact [ethics@ucl.ac.uk](mailto:ethic@ucl.ac.uk) directly. Some Institutes and Divisions also have a Research Ethics Coordinator.

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# Budget

**Please provide a budget for the proposed project.**

The overall amount of money available is: £18,000 total.

Applicants can request up to £5,000, but the average funded project is expected to be at about £2,000.

Examples of items to include are consumables, use of facilities, room hire or travel costs. Research Assistant costs can be included, however please be mindful that arranging a staff contract is likely to be complex, and the grant is brief and small. Please seek departmental support before requesting any such costs.

Please note that any funds not spent by 31 July 2025 must be reimbursed to the Faculty EDI budget. Extensions cannot be granted.

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# Applicant declaration

**Submission of this form indicates that all applicants agree to the following:**

1. We declare that the indicative budget provided is appropriate to the project.
2. We will ensure that the funding is used only on the agreed project, with all spending completed no later than 31 July 2025.
3. We agree that any funds remaining beyond this date will be returned to the Faculty of Brain Sciences.
4. We undertake to conduct the project in an ethical manner.
5. We will present our research proposal and findings at the Centre’s Annual Seminar.
6. We consent that our email addresses will be added to the Centre mailing list to be kept up to date with research opportunities and events.
7. We consent that if successful we will provide research proposal summaries that will be published on the Centre webpages.
8. We agree to provide:
9. **a mid-period progress report (by 1st of April 2025**: up to. 2 pages, flexible format)
10. **an end-of-project report** (**by 1st of October**: up to. 2 pages, flexible format)

both including (1) brief descriptions of research progress against the proposed timetable, (2) any delays or deviations with justification, (3) funds spent and (4) any outputs and related images, or communications.

1. We agree to anonymously disclose our diversity data information upon application to aid the Centre in monitoring equity in funding.
2. We confirm that we will consult with the FBS EDI Team **BEFORE** publicising any reports, findings or other materials resulting from the project.

Explanation of (10): Given the sensitive nature of some EDI projects and data, the centre will be asking all successful applicants to work with us to strike the right balance and tone in communications and publications about EDI research, particularly when the latter involves UCL staff or students. If a project is (wholly or partly) funded by us and it involves data from UCL staff or students, we will require all applicants to submit any drafts intended for publication, or to be shared publicly, to the FBS EDI Team at least one month before.

The Director of the Centre will consider the material first, and raise any concerns to the ERB Board. The Board will not interfere with the research directly, but it will consider whether your draft poses any reputational or other risks to UCL students, staff, the faculty or the institution. The Board may make recommendations to you, as well as communicate such risks to the relevant UCL parties so they have advance notice and the necessary time to prepare their response. We understand that this may mean an added delay to your publication plans and we will do our best to speed up the process. However, due to the sensitivity of EDI data, especially data which relates to the staff or students of the funding body, risks need to be carefully considered and mitigated. Please email [fbs.edi@ucl.ac.uk.](mailto:fbs.edi@ucl.ac.uk)

**Signatures**.

**Head of Department approval**

**I confirm that the applicant has the approval of their department to apply to this call.**

Name:

Signature:

Date:

**First applicant declaration, on behalf of all applicants**

Name:

Signature:

Date: