**BASE - RESEARCH GRANT APPLICATION FORM**

*Funding Breakdown*

*For ease of completion, if you would like to receive this form as an email attachment, please email*

[*admin@base-uk.org*](mailto:admin@base-uk.org) *to request a copy.*

Please upload your completed form at [www.base-uk.org/research-grant-application](http://www.base-uk.org/research-grant-application)

1. **Total support requested:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** |
| **Total project costs:** |  |  |  |
| **Amount sought from BASE:** |  |  |  |

1. **Please give details of the nature of support requested (e.g. equipment, staff costs, etc):**
2. **Please itemise the project’s anticipated costs:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Grade/further  details | Year 1 | Year 2 | Year 3 | Total |
| Personal support of applicant |  |  |  |  |  |
| Research staff  Number of posts (full/part-time) |  |  |  |  |  |
| Technical/other  Number of posts (full/part-time) |  |  |  |  |  |
| Addition for superannuation  and national insurance |  |  |  |  |  |
| Materials and consumables |  |  |  |  |  |
| Travel (please specify) |  |  |  |  |  |
| Apparatus and equipment |  |  |  |  |  |
| Other (please describe) |  |  |  |  |  |
| Total (VAT is not payable on  any element of the grant) |  |  |  |  |  |

1. **If your related research is being supported by an agency other than your employer, please state which organisation(s), the value/nature of their support and its duration.**

|  |  |  |
| --- | --- | --- |
| Organisation | Support provided | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Are you applying elsewhere for support for work that is part of the proposal? If so, to which organisation(s) and when is a decision expected?**

|  |  |
| --- | --- |
| Organisation | Decision expected |
|  |  |
|  |  |
|  |  |

1. **How will financial expenditure be managed and monitored?**
2. **Declaration**

I confirm that I have read this application and that, if granted, the work will be accommodated and administered in the Department in accordance with BASE's Terms and Conditions. All necessary licences and approvals have been or are being sought.

Signature of Head of Organisation: Date:

Full name (printed):

Job title:

I confirm that the Organisation will administer the grant, if awarded, and that the financial information quoted above is correct and in accordance with normal practice of the Institution.

Signature of officer responsible for administering grant:

Full name (printed): Date:

Job title: