**APPLICATION FORM: Explorer Awards**

**September 2024**

*Please complete all sections; boxes are expandable.*

1. **Project title**

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|  |

1. **Applicant(s) details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Applicant (or sponsor for ECR)**  *(under ‘role on project’ please indicate if this person is project leader or sponsor for an ECR)* | | | | | | | | | | | | | | | |
| Name | | | | | |  | | | | | | | | | |
| Position held | | | | | |  | | | | | | | | | |
| University/Institution | | | | | |  | | | | | | | | | |
| Email | | | | | |  | | | | | | | | | |
| Role on project | | | | | |  | | | | | | | | | |
| **PI’s Finance/Research Office contact**  (*this is the person who would be responsible for the financial administration of your award)* | | | | | | | | | | | | | | | |
| Name | | | | | |  | | | | | | | | | |
| Position held | | | | | |  | | | | | | | | | |
| Email | | | | | |  | | | | | | | | | |
| **Co-applicant**  *(under ‘role on project’ please indicate if this person is an ECR applying for funds with the PI as sponsor)* | | | | | | | | | | | | | | | |
| Name | | | | | |  | | | | | | | | | |
| Position held | | | | | |  | | | | | | | | | |
| Email | | | | | |  | | | | | | | | | |
| Role on project | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Industrial partner** | | | | | | | | | | | | | | | |
| Name | | | | | |  | | | | | | | | | |
| Position held | | | | | |  | | | | | | | | | |
| Email | | | | | |  | | | | | | | | | |
| Company | | | | | |  | | | | | | | | | |
| Geographical base | | | | | |  | | | | | | | | | |
| Company Registration Number (CRN) | | | | | |  | | | | | | | | | |
| Company website | | | | | |  | | | | | | | | | |
| Employee headcount - *highlight correct box below*: | | | | | | | | | | | | | | | |
| <5 | 5 - 10 | | 11 - 25 | 26 -50 | | | 51 - 100 | | 101 - 250 | 251 - 500 | | 501 - 1000 | 1001 - 4999 | | >5000 |
| Company annual turnover for last FY - *highlight correct box below (figures in £):* | | | | | | | | | | | | | | | |
| <10,000 | | 10,000 - 99,999 | | | 100,000 - 249,999 | | | 500,000 - 749,000 | | | 250,000 - 499,999 | | | 750,000 - 999,999 | |
| 1M - 1.9M | | 2M - 5M | | | 5M - 9.9M | | | 10M - 24.9M | | | 25M - 50M | | | >50M | |

*if needed, further applicants/partners may be added by copying the relevant section*

1. **Public summary of the project, including how this project fits within an industrial biotechnology scope**

*Include specific reference to the personal care sector if your project falls in this area.*

*This information will be used by the HVB network and BBSRC for public dissemination if the award is funded. This section is not scored but must be written in a manner which is accessible to a lay audience.*

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| *(maximum 250 words)* |

1. **Project dates**

*All projects MUST be complete and final documentation returned to the HVB by 30 April 2025*

|  |  |
| --- | --- |
| Start date: | End date: |

*We expect projects will be approximately 3 months. All projects must be completed and finalised paperwork returned to HVB by 30th April 2025 (see section 6 – reporting and payment).*

***\*\*\* Do not apply for an award if you are unable to meet this timescale \*\*\****

**5. Project Finances**

*Please provide requested costings for each item as applicable. If your application is successful, you will be required to report against the costs requested and virement between cost headings will not be permitted.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **£ Request at 100% FEC** | **£ Request at 80% FEC** | |
| Total Value of Award |  |  | |
| Directly Incurred Staff |  |  | |
| Directly Incurred Travel and Subsistence |  |  | |
| Directly Incurred Other Costs |  |  | |
| Directly Allocated Investigators |  |  | |
| Directly Allocated Estate Costs |  |  | |
| Directly Allocated Other Costs |  |  | |
| Indirect Costs |  |  | |
| **Please provide a brief narrative to justify requested costs (250 words).**  Please note that equipment purchase is an ineligible cost, however equipment access charges are allowable. Staff costs must be for members of staff with an employment contract but see guidance notes about ineligible staff costs. | | |
|  | | |
| **Projects with an industrial partner:**  Value of industry match funding = £ *(must be 40% of the total requested at 80%)*  How is this calculated? | | |
| Do any of the applicants have any conflict of interest regarding the project? YES/NO  Please declare any interests you have – see Guidelines for conflict-of-interest guidance. | | |

**6. Technology Readiness Level (TRL)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicate your current TRL (the BBSRC TRL description is on our website: <https://www.highvaluebiorenewables.net/funding/>) | | | | |
| **1** | **2** | **3** | **4** | **5** |
| What do you anticipate the TRL to be once you have completed your programme of work? | | | | |
| **1** | **2** | **3** | **4** | **5** |

**7. Project details** (3 pages only)

*Please refer to guidance notes – the following heading might be useful to structure your case*

**Project plan – describe what you aim to explore - research ideas or application of technology**

**Relevance to HVB scope:**

**Ethical, economic, environmental and social impact considerations:**

**Impact:**

**Project management:**

**Dissemination plan**:

**Final checklist:**

|  |  |
| --- | --- |
| ✓ | **Please read and tick to indicate you have done the following:** |
|  | I have read the Explorer Awards guidelines for the HVB Flexible Fund. |
|  | I am a member of the HVB Network. |
|  | Co-investigators and any industry partners are members of the HVB Network. |
|  | A letter of support from the lead applicant’s University confirming acceptance of the 80% FEC rate and the lead applicant’s eligibility to receive BBSRC funding has been attached  (The document can be submitted as a pdf). |
|  | I have attached a CV for either the lead applicant or the ECR leading the work. |

**To submit the application:**

Please submit this application by email to [hvb-network@york.ac.uk](mailto:hvb-network@york.ac.uk) as a Word document, along with your letter of support and CV.

**Any questions?**

Please email Dr Caroline Calvert - hvb-network@york.ac.uk.