SFC R&I Shared Services Collaboration Fund

## Application form template

1. This is the template to be used for applications to the SFC R&I Shared Services Collaboration Fund.
2. Institutions should email the completed form as a word document to [res@sfc.ac.uk](mailto:res@sfc.ac.uk) by **noon on Friday 29 August**.
3. The completed document should not exceed 8 pages in length (excluding the cover sheet). Please complete all sections of the document. While each section heading must be retained, please delete our explanatory text so as not to impact on the overall length of the document. The panel will expect text to be easily readable – do not use text size that is too small and use reasonable line spacing.
4. Letters of support can be included where they are complimentary to the activities described (and are not included in the 8 page limit). We understand that some documentation will be commercially sensitive, and this should be clearly marked.
5. SFC considers equality and diversity in all its activities. Alongside this template, R&I Shared Services Collaboration Fund applications must also include an Equality and Human Rights Impact Assessment (EHRIA). Applicants can use their institution’s EHRIA form or SFC’s EHRIA form which is available upon request. EHRIAs will be used in the assessment process.
6. Following our decisions, successful bidders may be asked to provide additional information to inform award letters, meet due diligence and public sector duty requirements and to provide information for dissemination, monitoring and evaluation. For example, we may require a Data Protection Impact Assessment and an Island Communities Impact Assessment.

## SFC R&I Shared Services Collaboration Fund

Application form cover sheet

|  |  |
| --- | --- |
| Project information | |
| Project title |  |
| Lead university |  |
| Project start date |  |
| Project end date |  |
| **Key contact information** | |
| Title and full name |  |
| Position (Vice Principal for Research or equivalent) |  |
| Address for correspondence |  |
| Email |  |
| **Project partners** | |
| Universities involved in the partnership |  |
| Other key partners (if applicable) |  |
| **Funding and investment** | |
| Total funding request | £ |
| Total funding from other sources (if applicable) | £ |
| Total project cost (if applicable) | £ |

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| Project summary  Provide a summary of the project that the funding will support. This should cover overall aim, key deliverables, major milestones and partners: essentially the who, what, why, where, and when. The summary should be concise, get to the point quickly on what SFC is being asked to fund, and be easy to understand and jargon free.  [For successful proposals we will ask for a summary of the project to go on our website] |
| **Rationale for funding**  Explain why this project (the approach and the team/partnership) is the best way to address the problem.  Explain:   * Evidence outlining why the innovation and expertise behind the proposed model is best placed for testing the activities therein * How it aims to develop and draw on the capabilities and expertise of the providers and partners involved * How it delivers additionality beyond planned activity which could not be undertaken in absence of this funding and for which no other appropriate source of funding is available. |

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| Sustainability  Please explain the expected pathway towards achieving financial sustainability for the proposed model. |
| **Fit and organisational buy-in**  Describe how this project fits with the lead university’s strategy and collaborating partners’ key priorities and strategies.  Give evidence of senior management buy-in and fit with organisation and academic capabilities. |

## Inputs, outputs and outcomes

*Using the table below detail the key inputs, activities, outputs and outcomes for the project that are coherent with the activities outlined in the narrative above. Please present these by each workstream/work package and note the total funding from SFC’s R&I Shared Services Collaboration Fund to be deployed for each.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Input | Activity | Output | How financed or resourced | Outcomes | Impacts |
| Resource (staff  time, infrastructure) | How the resource will be used | What will result from these activities | By SFC, universities | Change in condition |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [add additional lines  as necessary] |  |  |  |  |  |

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| **Benefits realisation**  How will we know that you are achieving/making progress toward the desired outcomes? |

## Summary of project costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Amount of resource | Cost (£) AY 25/26 | Cost (£)  AY 26/27 | Total Cost (£) |
| e.g. legal advice, consultancy, marketing evidence pack development | e.g. time, contract length, managers/consultants |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Project risks

Identify the top five risks to this project, how they will be mitigated and their probability versus their impact.

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| --- | --- | --- |
| Risk | Mitigation | Probability and impact |
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| Accountability and governance  *Describe the governance and management structures and arrangements for the project, identifying who is ultimately responsible for project delivery and success.* |