

Sample form, not for offline completion.

Visit <https://digitalresearchinfrastructure.grantplatform.com> to apply.

CHARTED Fund 1

Section A: Start F1

This application is for Fund 1, administered under the CHARTED dRTP NetworkPlus project. It is open to anyone who is part of the dRTP landscape, including within PRISM (Professional Research Investment and Strategy Manager) and other professional services roles.

The purpose of this fund is to support trainers and training providers in improving the FAIRness (Findability, Accessibility, Interoperability and Reusability) of their training resources. More information and examples can be found on our website: <https://drtp-skills.ac.uk/funds-fair/>

NOTE: For 'Application Name' below, this should be a name for your application, rather than your own name.

Application name

Section B: Applicant Information F1

This section includes information about your employment and relevant experience and details of any collaborators.

B1 Job Title 150 words

Your current job title (and brief description if it helps to clarify the nature of the work).

B2 Institution 150 words

The name and nature of the institution you work for (eg academic, third sector etc).

B3 Collaborators/Partners (optional) 350 words

List names and details of any individuals, institutions and/or organisations who will be involved in the project.

B4 Collaborator/Partner Roles and Expertise (optional) 748 words

Describe the involvement and relevant expertise of all collaborators.

Section C: Project Details F1

This section includes details of the project you are planning to implement.

C1 Project Title50 words

Please provide a title for your project. This may be based on the Application Name or a variation eg based on the name of existing training that you wish to develop.

C2 Description500 words

Describe what the project involves, including information on:

- Motivation
- Scope
- Objectives

- Expected Outcomes.

For example, for changes to a course include details of what it covers, intended audience, delivery mode and reach as well as details of proposed improvements. For creation of guidance include details on scope and expected use.

C3 Start Date50 words

Give an estimate of when you would expect to start the project.

(Note you will have the opportunity to provide more detail on timings in your project plan later in the application form).

C4 Context500 words

Explain how the project aligns with CHARTED's goals and how it fits into the wider dRTP ecosystem.

Section D: Costs & Plans F1

This section asks for detailed costings and plans for the proposed project, as well as an understanding of other funding sources.

This fund will cover 80% of the Full Economic Costs (FEC) of the proposed project - in line with the UKRI funding policy.

D1 Total Amount Requested

Specify the total costs budgeted to complete the project.

Note the maximum amount for this fund is £40,000.

D2 Project Outline



Please attach a detailed project outline plan to include:

- Milestones
- Budget
- Resourcing
- Risk Analysis

Files should be in one of the following formats: csv, xls, doc, pdf.

D3 Costing Breakdown



Please attach a detailed breakdown and justification of costs. You should ensure you include full costs including any additional taxes. Note Equipment is not covered by the fund.

Files should be in one of the following formats: csv, xls, xlsx, pdf.

Section E: Supporting Information F1

This section is for further information to support your application, including expected benefits and any other information.

E1 Project Benefits 500 words

Explain what you believe the benefits and impact of your project would be, including how it would support the dRTP community.

E2 Additional Information (optional) 500 words

Here you may include any further information that has not been covered so far and that you would like to add.

Section F: Terms & Conditions

To be eligible for this funding you should agree to the following. Please confirm that you:

- ☐ F1 Are employed by a UK University or a UK-based non-profit or are an individual operating principally as a freelance trainer, educator or community manager
- ☐ F2 Commit to engaging with your local community to disseminate the outcomes of the activity
- ☐ F3 Commit to disseminating the outcomes on the dRTP skills HUB (eg writing a log post, contributing to a webinar/ other community events) and sharing output

F4 Where did you hear about this fund? (optional)

- ☐ CHARTED mailing list
- ☐ CHARTED website
- ☐ SSI newsletter
- ☐ Archer 2 newsletter
- ☐ Word of Mouth
- ☐ Other

Section G: Demographic Details

These questions are for the purpose of measuring how effective we have been in communicating with and attracting a diverse range of applicants. The questions are optional, but if completed will help us to better understand how to advertise the funds and make any adaptations to improve the application process. Any information given will be kept confidential and not used as part of the application review process. It will only be used for statistical purposes and shared in anonymised and aggregated form, without revealing any individual information due to a low number of applicants from a particular category.

G1 Gender (optional)

- ☐ Female
- ☐ Male
- ☐ Other
- ☐ Do not wish to declare

G2 Ethnicity (optional)

- ☐ White: English / Welsh / Scottish / Northern Irish / British
- ☐ White: Irish
- ☐ White: Gypsy or Irish Traveller
- ☐ White: Any other White background
- ☐ Mixed/Multiple Ethnic groups: White and Black Caribbean
- ☐ Mixed/Multiple Ethnic groups: White and Black African
- ☐ Mixed/Multiple Ethnic groups: White and Asian
- ☐ Mixed/Multiple Ethnic groups: Any other Mixed/ Multiple Ethnic background
- ☐ Asian/Asian British: Indian
- ☐ Asian/Asian British: Pakistani
- ☐ ...

We use the extended set used in the UK census 2011 (question 16 of https://census.ukdataservice.ac.uk/media/50966/2011_england_household.pdf). Note alternative Answer-Choices might be relevant depending on the location or context of the event.

G3 Are you disabled, or do you have an impairment, condition or access need? (optional)

- ☐ Yes
- ☐ No
- ☐ Do not wish to declare

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

We also recognise that people are disabled by a wide range of societal barriers and that these impact each individual differently, therefore we do not limit this question to any specific list of conditions or impairments.