

Sample form, not for offline completion.

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

CHARTED Fund 4

Section A: Start

This application is for Fund 4 administered under the CHARTED 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 goal of this fund is to support professional development activities, including but not limited to:

- conference or event attendance;
- fees for training courses or certificates;
- visits to other institutions for knowledge exchange.

Applications will be considered on the basis of benefits to the individuals and their local RTP communities. The successful applicants commit to being featured on the dRTP HUB.

For more information on the fund and the application requirements please see: [CHARTED Fund 4](#)

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

Application name

Section B: Applicant

This section includes information about your employment and career interests. If you are not currently employed, please complete the information for your previous employment, if applicable.

B1 What is your current employment status?

Please provide details about your status eg full-time, part-time, returning to work etc.

B2 Job title

Your current job title. If you you are not currently employed, please give your previous job title. If you are a PhD student, please enter 'PhD Candidate' and your year or status eg 'PhD Candidate - year 2' or 'PhD Candidate - waiting for viva'.

B3 Career stage

Early Career

Returning to Work after Absence

Reorienting Career

Other

Please choose the career stage that best describes your current situation.

B4 Organisation name

The name of the organisation you currently work for. If you are not currently employed, please give the name of the organisation you last worked for.

B5 Organisation type

Academic Institution

Third Sector

Other

The type of organisation you currently work for. If you are not currently employed, please give the type of organisation you last worked for.

B6 Time in role (in months)

B7 Further information on career stage (optional)

300 words

If there is any further information you'd like to provide to describe the stage in your career and the direction you hope to take, please include it here.

B8 Subject area (optional)

☐ Medicine and Dentistry

☐ Biological Sciences

☐ Veterinary Sciences

☐ Agriculture & Related Subjects

☐ Physical Sciences

☐ Mathematics Sciences

☐ Computer Science

☐ Engineering & Technology

- ☐ Architecture, Building & Planning
- ☐ Social, Economic & Political Studies
- ☐ ...

Please select the area(s) which you most closely work in.

We use the [HESA Subject Group codes](#).

B9 Please list any professional societies or interest groups that you are part of (optional)

100 words

Section C: Activity

This section includes details of the activity for which the funding is being requested.

C1 Category of activity

▼

Conference

Training course

Knowledge exchange visit

Other

C2 Activity title

30 words

C3 Activity description

250 words

Please provide a high level description of the event or activity, including its scope and organisers. Describe also the level and scope of your participation in the activity, including any networking opportunities. Make sure to indicate whether you are an attendee, presenter or organiser for any sessions (eg posters, papers, other session types).

You should describe how the activity fits with the aims of CHARTED.

Include any relevant links.

C4 Activity date (optional)

Give the date that the activity will take place, if known (or start date if it is over more than one day).

C7 Community dissemination

300 words

Through this fund we want to support not just individuals but also their communities. Please describe how you will engage with your local community after this activity and how you will disseminate the outcomes of the activity to them. Also, please describe how your plans fit in with the way your community prefers to communicate and engage.

Section D: Costs

This section asks for detailed costings of the planned activities and also an understanding of other funding sources.

Before filling in this section please make sure to familiarise yourself with the following two policies:

- [Sustainable Travel Policy](#)
- [Expenses Policy](#).

D1 Amount requested (maximum £5,000)

The amount specified here should be an estimate of the costs required to complete the activity.

D2 Details of costs

250 words

Please provide a detailed breakdown of the costs of the activity and any additional expenses (eg registration fees, travel, accommodation including number of nights).

Please ensure you include full costs including any additional taxes.

D3 Are you comfortable paying for the activity up front and receiving reimbursement later? (optional)

200 words

If not, please let us know of any relevant information.

D4 Which primary funding body would you usually apply to? (optional)

50 words

Give the name of the body/charity/organisation that you would normally turn to if seeking financial support for your research/work, if applicable.

D5 Have you explored other funding options?

150 words

Give details of any other sources of funding that you have looked into for this activity and why they were not applicable.

Section E: Supporting Information

This section allows you to provide any additional supporting information to your application. Please include information on how the planned activity fits with the aims of CHARTED.

E1 What is your motivation for wanting to attend this activity?

250 words

Please tell us your motivation for applying for this specific activity, including any relevant challenges in your current role. Explain how it will benefit you either now or in the near future, what you will be able to do that you would not be able to do otherwise and why you believe this activity is suitable for your current career stage.

Explain what you are hoping to bring back to your communities and how you will disseminate any gains and engage with other dRTPs. Please answer this for both your local and wider communities.

Section F: Terms & Conditions

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

☐ F1 Agree to adhering to the University of Edinburgh Sustainable Travel Policy

This means booking any travel in accordance with the University of Edinburgh Sustainable Travel policy: <https://sustainability.ed.ac.uk/operations/travel/sustainable-travel-policy>.

☐ 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 blog posts, organising webinars etc)

☐ F4 Are located in the UK

Section H: 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.

H1 Gender (optional)

☐ Female

☐ Male

☐ Other

☐ Do not wish to declare

H2 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.

H3 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.

H4 Where did you hear about this fund? (optional)

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

Please let us know where you heard about this fund (tick all boxes that apply).