SMALL RESEARCH GRANT

(Please read through the guideline below before filling in the application form.)

In order to improve the research potential of UNNC colleagues and enhance their ability to successfully obtain external funding, the University has introduced a Small Research Grant (SRG) to provide pump-priming funds / conference support / seed funding and all other research related activities to support and encourage high quality research.

Eligibility

Full-time and fractional[1] staff members in the Schools of the Faculty of Humanities and Social Sciences (FHSS) at UNNC are eligible to apply for a SRG. Priority will be given to those applicants who have well-developed research projects or have demonstrated a good research track record.

Value and number of Awards

The maximum grant is RMB20,000 per applicant per year. SRG fund is normally issued for one year only. Applicants can submit proposals many times, but each will only be awarded once per academic year. Second and subsequent SRG applications should demonstrate efforts to obtain contributions to research activities from elsewhere. Such applications should be justified in the case of support, where funding cannot be obtained from external sources.

Criteria for Assessment

Applications will be assessed based on (a) the quality of the proposed research, (b) the accuracy of the costing, (c) plans for the outcomes and deliverables from the research project, (d) contributions towards the achievement of the School/UNNC's research strategies, and (e) the Head of School/Institute's case for support.

Application process

Eligible members of staff should complete the application form and get the supporting statement from their Head of School. Where a Head of School is one of the applicants then the Dean of the Faculty should be asked to provide this statement. The applications should be submitted to the Head of School. Each applicant must provide (a) a brief CV, which includes details of research experience and a list of relevant, recent research publications, (b) an outline of the research project, which includes rationale, methodology, time frame and expected outcomes, (c) realistic costing, and (d) research ethics if there are such issues involved.

Post-award evaluation

At the end of a project, the School may require recipients to justify the expenditure.

[1] Part time staff will be able to access school funds up to their level of appointment.

UNNC SMALL RESEARCH GRANT APPLICATION FORM

Details	**Applicant**	**Co-Applicant 1**	**Co-Applicant 2**	**Co-Applicant 3**
Name				
Title				
Post held				
Date of appointment				
Contract length				
Contract type (Full time/Fractional)				
School/Department				
E-mail				

Start Date:	**Finish date:**	**Project Duration (months):**

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SUMMARY OF RESOURCES REQUIRED FOR THE PROPOSAL

Resource Heading	Requested from Research Committee (RMB)	Provided by Home School (if applicable) (RMB)	Provided by External Sponsors (RMB)	Total Cost (RMB)
Subjects Costs				
Travel & Subsistence				¥
Equipment				¥
Consumables				¥
Replacement Teaching				¥
Registration Fees				¥
			TOTAL	

AMOUNT REQUESTED FROM THE SCHOOL (MAXIMUM RMB20,000):

OTHER SUPPORT REQUESTED

Source 1		**Source 2**	
Amount awarded		**Amount awarded**	
Start date		**Start date**	
End date		**End date**	

If it has not been possible to obtain funding from other sources, please give reasons in the section Case For Support.

DECLARATION OF APPLICANT(S)

I/we have read the conditions of the UNNC Small Research Grant and the accompanying notes and agree to abide by them and any additional conditions attaching to any research grant offered and accepted as a result of this application. I/we have not entered into obligations that conflict with these conditions. I/we am/are not in receipt of any UNNC funded research grant for which a final project is outstanding.

Name:	**Signature:**	**Date:**
Name:	**Signature:**	**Date:**
Name:	**Signature:**	**Date:**
Name:	**Signature:**	**Date:**

NOTE:

Please send to your Head of School and attach a brief CV, an outline of the research project and/or all supporting documents as well as a statement of research ethics if ethics issues are involved.

CASE FOR SUPPORT

If it has not been possible to obtain funding from other sources, please give reasons in this section.

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DETAILED FINANCIAL BREAKDOWN

Using the headings from the Summary of the Resources Required section, applicants are required to provide a detailed breakdown of proposed expenditure and contributions from other sources on no more than one side of A4. This information can be provided as a table.

HEAD OF SCHOOL'S STATEMENT:

If the applicant is a Head of School, this statement should be completed by the Dean of the Faculty.
Head of School should explain whether the case justifies the funds in the context of the applicant's research and the School/UNNC's research strategy and provide an objective evaluation of the significance of the activities and the contribution of the applicant(s).

Name: **School:**

Signature: **Date:**