Shape, arrow

Description automatically generated

**MADAR Grants Application Form**

Please use this application form to apply for research grants from the MADAR Network Plus. The application form should be submitted by the Principal Investigator on behalf of, and with the consent of, the project team.

Before you begin to write the application, please read the Grant Guidelines, which provide information about the process and criteria.

Applications that do not meet the criteria will not be funded, so please read the documents carefully. Please complete all sections.

Submit this application form and the supplementary documents (listed in Section 8, Page 9) to [madar.networkplus@keele.ac.uk](mailto:madar.networkplus@keele.ac.uk) by 17: 00 **(UK Time) on 14 September 2022**.

|  |  |
| --- | --- |
| **SECTION 1: THE APPLICANTS** | |
| **Principal Investigator** | |
| Name |  |
| Email address |  |
| Job title |  |
| Department or division |  |
| Name of Organisation  *Note that the PI’s organisation is the Lead Organisation on the project.* |  |
| Country of Organisation |  |
| Address of Organisation |  |
| Name of administrative contact person |  |
| Email address of administrative contact person |  |

|  |  |
| --- | --- |
| **Co-Investigator (if applicable)** | |
| Name |  |
| Job title |  |
| Department or division |  |
| Email address |  |
| Organisation |  |
| Country of organisation |  |

*Please fill in one table for each Co-Investigator on the project (copy and paste the table).*

|  |  |
| --- | --- |
| **Project Partner (if applicable)** | |
| Name of organisation |  |
| Country of organisation |  |
| Name of contact person |  |
| Job title of contact person |  |
| Email address of contact person |  |

*Please fill in one table for each Project Partner on the project (copy and paste the table).*

|  |  |
| --- | --- |
| **SECTION 2: THE RESEARCH PROJECT** | |
| **Basic Project Details** | |
| Project title |  |
| Start date |  |
| End dates |  |
| Grant type | ☐ Large Grant  ☐ Small Grant |
| Total funding requested in GBP | £ |
| Which *MADAR* research theme(s) will the project investigate? | ☐ Addressing the after-effects of harm  ☐ Reducing risk exposure  ☐ Promoting change |

|  |
| --- |
| **Project Summary** |
| **Describe the proposed research in simple terms in a way that could be publicised to a general audience. This will be published on the MADAR website if the project is awarded funding.** *(Max. 200 words)* |
|  |

|  |
| --- |
| **Research Proposal** |
| Please structure your research proposal using the following headings:   1. Project Aims 2. Research Questions(s) 3. Research Context and Contribution to Knowledge 4. Relevance to MADAR 5. Research Methods 6. Project Team 7. Project Management 8. Outputs, Dissemination Strategy and Beneficiaries 9. Any other important information in support of the project   *(Max. 5,000 words)* |
| **a. Project Aims** (*Max. 500 words*) |
|  |
| **b. Research Question(s)** *(Max. 300 words)* |
|  |
| **c. Research Context and Contribution to Knowledge** *(Max. 1,000 words)* Why it is important that these questions are explored, and how will this project fill a gap in knowledge? |
|  |
| **d. Relevance to MADAR Network Plus** *(Max. 500 words)*What is the relevance of the project to the MADAR Network Plus? How will it contribute to our understanding of MADAR’s research priorities and themes? |
|  |
| **e. Research Methods** *(Max. 1,000 words)*Please describe which research methods you will use and why you have chosen them. If you are using arts-based methods, explain how you will document this. Detail the activities that will take place, with clear milestones. |
|  |
| **f. Project Team** (*Max. 500 words*) Outline the role of each team member and project partner in reference to the following questions:   * What experience do the Principal Investigator and project partners have of managing grant funds and budgets? * How will the project be managed, and what will be the roles of staff, organisations, and the host institution? * Please describe any development opportunities for staff which the project will make available. |
|  |
| **g.** **Project Management** *(Max. 500 words)* Please describe how the project will be managed, including work plan and timeline. |
|  |
| **h. Outputs, dissemination strategy and beneficiaries** *(Max. 500 words)* Please outline what your outputs will be:   * Outputs focused on research (e.g. scientific publications), * Creation (e.g. creative outputs and/or dissemination strategies) and * Action (e.g. policy recommendations) * How will they be disseminated to a wider audience? (e.g. webinars, journals, conferences). |
|  |
| **i. Any other important information in support of the project,** **which is not covered elsewhere on the application form** *(Max. 200 words)* |
|  |

|  |
| --- |
| **SECTION 3: ETHICS AND SAFEGUARDING** |
| Outline here ethical considerations and how you will address/mitigate them. See [MADAR’s Safeguarding Policy](https://madar-network.org/documents/7/MADAR_Safeguarding_and_Misconduct_Policy.pdf)**.** Please note that if successful, you will have to abide by this policy and attend a training session on safeguarding.   * What are the ethical challenges and implications arising from the proposed research, and how will they be addressed? * How will you ensure that the research undergoes appropriate ethical review? * What measures will you take to ensure the safety and wellbeing of project staff, research participants, or any other people involved in or impacted by the project? * Any other relevant information.   *(Max. 1,000 words)* |
|  |

|  |
| --- |
| **SECTION 4: RISKS** |
| Describe the risks associated with the project.   * Where will you carry out research, and what is the context? * What are the potential security risks associated with the project, and how will you ensure the physical safety of staff, research participants and their wider communities? * How will you monitor changes to risk and safety, and what measures will you take to reassess your research plans in light of new security risks?   *(Max. 1,000 words)* |
|  |

|  |
| --- |
| **SECTION 5: DATA MANAGEMENT PLAN** |
| Describe the project’s approach to managing research data.   * What types of data will the research collect or generate, and why have you decided to use these data types? * What methodologies will be used to create the data? What experience or knowledge does the project team have about this aspect of the work, and will the Lead Organisation’s data support team provide additional support to the project? * How will the data be stored in the short term? What backup will you have during the project to ensure no data is lost? How will data be protected? * How will the data be stored in the long term, and why is this appropriate? How long will it be stored for, and why? * Will the data be shared, and if so, how? What value does the data have to others, and how could it be used in the future? When will you release the data? If the data will have value to different audiences, how will these groups be informed? Will the data need to be updated, and if so, what are your future plans for doing this? Will the data be open, or will it be made available upon request? * Are there any legal and ethical considerations of collecting the data, or around releasing, sharing and storing the data (e.g. anonymity of participants)?   *(Max. 600 words)* |
|  |

|  |
| --- |
| **SECTION 6: ODA COMPLIANCE STATEMENT** |
| Complete this section addressing each of the following questions:   * Which country/countries on the DAC list will directly benefit from this proposal? * How is your proposal directly and primarily relevant to the development challenges of these countries? * How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list? * What approach(es) will you use to deliver development impact within the lifetime of the project and in the longer-term? Please consider the potential outcomes, the key beneficiary and stakeholder groups in the DAC list country/ countries and how they will be engaged to ensure opportunities for them to benefit and enable development impact to be achieved.   *(Max. 700 words)* |
|  |

|  |
| --- |
| **SECTION 7: GENDER EQUALITY** |
| Complete this section by addressing the following questions:   * Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation. * The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond. * The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc. * How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? * Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?   *Further guidance for applicants on Gender Equality Statements is available* [*here*](https://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/)*.*  *(Max. 500 words)* |
|  |

|  |
| --- |
| **SECTION 8: SUPPLEMENTARY DOCUMENTS & CHECKLIST** |

Please submit the following documents with the application (as pdfs):

☐ Letter of Support from the Lead Organisation (max. 1 page A4)

☐ Letter of Support from each Co-Investigator’s Organisation (max. 1 page A4)

☐ Letters of Support from all Project Partners (max. 1 page A4 each)

☐ Curriculum Vitae (CV) of Principal Investigator (max. 2 pages A4)

☐ Curriculum Vitae (CV) of all Co-Investigators (max. 2 pages A4 each)

☐ Budget Template

☐ Due Diligence questionnaire (financial risk)

☐ A timeline of activities for the duration of the project (optional, max 1 page A4)

|  |
| --- |
| **SECTION 9: PRIVACY NOTICE** |

The University of Keele will be what’s known as the ‘Data Controller’ of the personal data we hold about you in relation to your application to the MADAR Grant Funding Scheme. We need to know your basic personal data in order to process and evaluate your application for funding.  
  
We will collect your data only with your consent and will not collect any personal data from you we do not need in order to provide and oversee the application process. The MADAR team may also share general information on the Main Applicant and Co-Applicants (name, contact e-mail and general area of research interest) with the Peer Review panel. Names and e-mail addresses of successful Main Applicants may be shared with the UKRI/AHRC as part of our reporting requirements. We will keep this data for a period of 4 years or until the conclusion of the project whichever comes first.

You have the right to request access to, correct, and delete your personal data and to ask for a data portability. If you have any questions relating to this notice or the way we are planning to use your information, please contact us by email: [madar.networkplus@keele.ac.uk](mailto:madar.networkplus@keele.ac.uk)If you have any concerns about the away in which Keele University is handling your data:  
  
Our Data Protection Officer can be contacted at: [dpo@keele.ac.uk](mailto:dpo@keele.ac.uk) or by post to Data Protection Officer, Governance Dept, Keele University, Keele, Staffordshire ST5 5BG.

A full list of your rights can be found on our website ([www.keele.ac.uk/informationgovernance](http://www.keele.ac.uk/informationgovernance)) or at the ICO’s website ([www.ico.org.uk](http://www.ico.org.uk/)).

|  |
| --- |
| **SECTION 10: DECLARATION** |

Please confirm that the application adheres to the following requirements.

☐ I confirm that I have read the Grant Guidelines and that the application meets the specified requirements.

☐ I confirm that I have filled in all sections of the application form and submitted all supplementary documents.

☐ I confirm that I have the authority to submit this grant application to the MADAR Network Plus, on behalf of my organisation and the project team.

☐ I confirm that the information submitted is, to the best of my ability, a true and accurate representation.

☐ If successful, I confirm that my organisation will submit additional documentation as proof that it meets the eligibility requirements.

☐ If successful, I confirm that the lead institution will submit periodic financial reports as required by the University of Keele; will submit research data to MADAR’s Open Data repository, and will publish findings in accordance with UKRI Open Access Policy 2022.

☐ I confirm that I have read the Privacy Notice.

By submitting this application form by email you are confirming that the information in it is accurate and correct to the best of your knowledge. Submitted by:

|  |  |
| --- | --- |
| Principal Investigator  (print name) |  |
| Position |  |
| Date |  |
| Signature |  |

|  |  |
| --- | --- |
| Lead institution  (print name) |  |
| Position |  |
| Date |  |
| Signature |  |

Logo, company name

Description automatically generated Shape, arrow

Description automatically generated A picture containing text, sign

Description automatically generated