| **Application summary** |
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| **Application Title** |
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| **Principal Investigator / Lead Applicant** |
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| **Title and name** | **Position** | **E-mail** | **Correspondence address** |
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| **Proposed duration of funding (months)** |  |
| --- | --- |
| **Proposed start date** |  |

| **Summary of Resources required for the project** | | |
| --- | --- | --- |
| **Fund Heading** | **Category** | **Cost** |
| **Direct costs** | Investigators | **0.00** |
|  | Staff | **0.00** |
|  | Materials and Consumables | **0.00** |
|  | Equipment | **0.00** |
|  | Travel and subsistence | **0.00** |
|  | Contract research organisations | **0.00** |
| **Indirect costs** | Indirect costs/overheads  *(10% of direct project cost, please see overhead policy)* | **0.00** |
| **Total cost of project** | | **0.00** |



| **Total investigator cost (£000s)** |  |
| --- | --- |
| *Please list individual investigator effort associated with the project and associated cost.* | |
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| **Justification for investigators** |
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| *Justify the time committed for each investigator listed and define their role within the project (max. 300 words)* |
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| **Total staff cost (£000s)** |  |
| --- | --- |
| *Please list individual employment costs for all staff to be funded/part funded by the grant. Use appropriate categories eg. ‘Postdoctoral Research Assistant’, ‘Technician’, ‘Fieldworker’. Please also provide information about the national or local salary grade/scale on which the individual will be employed. Quote part-time workers on a pro-rata basis. The total cost of the post for the period of the grant should be listed, inclusive of any additional allowances, employers’ contributions and increments.* | |
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| **Justification for staff** |
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| *Justify each role listed, type and seniority and specify the role and responsibilities of each post (max. 300 words)* |
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| **Total Materials and Consumables (£000s)** |  |
| --- | --- |
| *Provide a high-level breakdown of materials and consumables costs, these will include (non-exclusive): chemicals and materials (eg. Reagents, enzymes, proteins, gases, culture materials, plasticware and glassware); shipping costs; printing costs etc.* | |
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| **Justification for materials and consumables** *(max 300 words)* |
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| **Total equipment cost (£000s)** |  |
| --- | --- |
| *Please list any equipment that will be purchased to undertake the proposed research project.*  *Please note, CTRF does not anticipate funding any equipment purchase over £10,000 through this call. Applications for larger pieces of equipment should be discussed with CTRF in advance of your application being submitted. Please contact* [*research@ctrfoundation.com*](mailto:research@ctrfoundation.com) *with any queries.*  *We require organisations to use best procurement practices when purchasing equipment with our funds, the estimated price must cover all aspects of delivery, installation and maintenance. We expect discounts to be negotiated where possible and this should be quoted in the price. We will consider maintenance costs for the duration of the grant. Please provide a quote for the equipment to be purchased as a pdf attachment to your application. VAT/Sales tax costs must be included and shown.* | |
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| **Justification for equipment** *(max 300 words)* |
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| **Total Travel and subsistence (£000s)** |  |
| --- | --- |
| *Include collaborative visits and other travel related to this grant.* | |
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| **Justification for travel and subsistence** *(max. 300 words)* |
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| **Total other directly incurred (£000s)** |  |
| --- | --- |
| *Please provide a detailed breakdown of the other costs requested. Enter costs that do not fall under any other category in this section. Some examples Include fieldwork expenses, access charges, public engagement activities (non-exhaustive).* | |
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| **Justification for other directly incurred** *(max. 300 words)* |
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| **Contract research organisations (£000s)** |  |
| --- | --- |
| *Please provide a detailed explanation of any work being undertaken at contract research organisations, justifying their involvement in the project. Please provide a single quote from any CRO that will be involved in the project, costs should be inclusive of VAT/Sales tax.* | |
|  | |

| **Overheads (£000s)** |  |
| --- | --- |
| *Please see CTRF’s policy on the payment of overheads. Where organisations are allowed and you are including these in your application, provide a letter from each organisation requesting these costs. The letter must provide a breakdown of the costs requested and confirm that the request is a true representation of the cost incurred.* | |
|  | |

| Please also attach one of the following to your application submission:   * A full breakdown of costs requested as calculated by your institutional costing and pricing software. * A completed Budget Template [.xlsx link](http://www.ctrfoundation.com/documents/ctrf-detailed-budget-template)   Please also confirm in the institutional letter of support a statement confirming this is a true representation of costs which will be incurred in the delivery of the proposed project.  **These should be submitted alongside your application by 16:00 GMT on 25th April 2023 to** [**research@ctrfoundation.com**](mailto:research@ctrfoundation.com)**.** |
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