**Centre for Public Engagement**

**Participatory Research Fund 2025-26**

**Application form**

Please complete and return to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk) with ‘PRF Grant Application – Your Name’ as the subject title.

**The current application deadline is 09:00AM on Friday 6th June 2025, 09:00AM.**

Before beginning to fill in this form applicants should read the Participatory Research Fund Application Guidance, which sets out in more detail the information expected in response to each question. We also encourage applicants consider discussing their application in advance with the Centre for Public Engagement at one of the Grant Drop-In Sessions running throughout May and June.

**Section 1 – Aims**

|  |
| --- |
| Project Title: |
|  |
| 1.1 Please summarise the project briefly, including the aims of the project (what kinds of changes do you want to see as a result of the project?) and the approach you intend to adopt (e.g. - co-produced research, participatory action research, citizen science). Summaries for successful applications will be used on the CPE website and in publicity about the grant round (Max 250 words) |
|  |
| 1.2 Who do you intend to engage with in this project? (Max 150 words) |
|  |
| 1.3 Please describe how this project is designed with the principles of mutual benefit and co-creation, detailing the benefits for people you are engaging with and yourself and/or your research? (Max 250 words) |
|  |
| 1.4 Tell us how this engagement is linked to your work at Queen Mary. This could be research, teaching and/or other core business. (Max 150 words) |
|  |
| 1.5 What is the expected impact of this project? Consider ‘impact’ in line with the Research Excellence Framework’s definition as ‘an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia.’ (Max 150 words) |
|  |

**Section 2 - People**

2.1 Principal Applicant

|  |  |  |
| --- | --- | --- |
| Title |  | |
| First Name |  | |
| Last name |  | |
| School/Institute |  | |
| Faculty |  | |
| Job title |  | |
| Email |  | |
| If you are on a temporary contract, state course/contract end date\* | |  |

\* This will only be used to make sure that your delivery timescales are appropriate

2.2 Co-applicant(s) (if there is more than one, please copy and paste the boxes below)

*Please note that people should only be included as co-applicants if they are an integral part of the project. The panel will expect to see evidence of everyone's contribution throughout the rest of the application. Although the principal applicant must be a Queen Mary staff member, co-applicants can be external partners.*

|  |  |
| --- | --- |
| **Please use this table layout for Queen Mary co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| School/Institute |  |
| Faculty |  |
| Job title |  |
| Email |  |
|  |  |

|  |  |
| --- | --- |
| **Please use this table layout for external co-applicants** | |
| Title |  |
| First name |  |
| Last Name |  |
| Organisation Name |  |
| Role within organisation |  |
| Email |  |
|  |  |

**Section 3 – Methods**

|  |  |
| --- | --- |
| 3.1 Project plan  Please describe the activity that will take place and set out the timeline of the project. This should include major milestones, key dates and finer details of the project such as approach to participatory research, partnerships, venues, publicity, risk mitigation, diversity and inclusion and accessibility.  **Max 1 side of A4 in font no smaller than 11pt. Please insert this into the space below. Do not include as a separate appendix.** | |
|  | |
| Project Completion Date: |  |
| 3.2 Are there any ethical considerations we should be aware of, and how do you propose to address them? If required, have you had ethical approval for this project or will this need to be sought before project commencement? (Max 150 words) | |
|  | |
| **Section 4 –Evaluation** | |
| 4.1 How will you evaluate this project? What are the indicators of success? These should be linked to the aims set out in 1.1 and outline the methods and tools that applicants intend to use. (Max 150 words) | |
|  | |

**Section 5 – Miscellaneous**

|  |
| --- |
| 5.1 Briefly describe any participatory research and/or public engagement experience you and/or your partners have (150 words). |
|  |
| 5.2 Have any applicants applied for a CPE public engagement grant before (Small Grant, Large Grant or Participatory Research Fund Grant)? Please state which round, and whether you were successful. |
|  |
| 5.3 Have you previously applied for any other Queen Mary internal funding for this or a related project? Please give details of the scheme, year and if it was successful. |
|  |

**Section 6 – Finances**

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Project Total: (including match funding) | £ | | |
| Match funding secured: | £ | Source: |  |
| Match funding potential: | £ | Source |  |
| **Amount requested from the CPE** | **£** | | |

**Project Costings**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Details and justification**  **(outline what you will purchase and why it is needed for the project)** | **Costs (£) requested from the participatory research grant** | **Costs (£) requested/secured from elsewhere** |
| **Project Costs** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Sub Total** | £ | £ |
| **Staff Costs** (if applicable) |  |  |  |
| **Queen Mary students:** |  |  |  |
| (Hourly rate/on-costs) |  |  |  |
| **External expertise:** |  |  |  |
|  |  |  |  |
| *Queen Mary staff costs should only be included if new roles are being created as part of the proposed project, or existing contracts are due to be extended in order to deliver this project. Any staff and student costings* ***must be checked and approved******by your School/Institute Manager and/or your Faculty HR Manager and/or the JRMO*** *prior to submission. Be aware that staff costs should include salary* ***and*** *on costs (pension, employer’s NI, holiday pay and apprenticeship levy) which can amount to 30 percent of the salary.* | | | |
| **Please complete for new Queen Mary roles** (if applicable) |  |  |  |
| Scale & Point – Number of Months |  |  |  |
| Basic Salary |  |  |  |
| On-costs |  |  |  |
|  |  |  |  |
| **Please complete for extensions of existing Queen Mary contracts where those staff are not full time** (if applicable) |  |  |  |
| Name of Staff Member |  |  |  |
| Current Job Title |  |  |  |
| Department |  |  |  |
| Current Scale & Point - No of Months |  |  |  |
| Basic Salary |  |  |  |
| On-costs |  |  |  |
|  |  |  |  |
|  | **Sub Total** | £ | £ |
|  |  |  |  |
| **PROJECT TOTAL** |  | £ | £ |

**Section 7 – Signatures and approval**

The principal applicant, co-applicant(s), and their Head(s) of Department are required to sign this form to accompany an application. Please add additional rows if needed.

If you are a PhD Student, your PhD Supervisor(s) are required to sign the form to accompany the application.

If you have allocated some of your budget to Queen Mary staff and/or student costs (either for a new role, extension of a current contract, paying PhD demonstrator rates, or for using QTemps), you are required to confirm that you have checked your costings with your Faculty HR Manager and/or your School/Institute Manager.

**Mandatory Signatures**

**Principal Applicant and Co-applicants**

I enclose an application for a grant/proposal for approval, completed in accordance with the guidelines published with the application form. I am not aware of any relevant information that has been withheld or of any information given in the application which is misleading.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Principal Applicant |  |  |  |
| Co-applicant (if applicable) |  |  |  |
| Co-applicant (if applicable) |  |  |  |

**Head(s) of Department/School/Institute\***

I confirm that:

I support this proposal, and I am not aware of any relevant information that has been withheld or of any information given in the proposal that is misleading.

I agree that all costs within this application form are accurate

I agree that the project timeline is achievable.

I agree to this activity being carried out in my Department/School/Institute.

\* An email of support addressing the above statements will be sufficient, please submit this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Department, School or Institute Name** |
|  |  |  |

Please note: Applications from undergraduate students should be signed either by the relevant head of Department/School or the President of the Students’ Union depending on the location of the proposed activity.

**Other Signatures (if applicable)**

**School and Faculty support [only for applications containing Queen Mary staff and student costs]**

I confirm that I have checked that costs are accurate and appropriately costed.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Role*** | ***Name*** | ***Signature*** | ***Date*** |
| School/Institute Research Manager |  |  |  |
| Faculty HR contact |  |  |  |

**PhD Supervisors [For PhD applicants** **only]\***

I confirm that:

I support this proposal, and I am not aware of any relevant information that has been withheld or of any information given in the proposal that is misleading.

I agree that the project timeline is achievable.

I agree to this activity being carried out by a student under my supervision.

\* An email of support addressing the above statements will be sufficient, please submit this to [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Department, School or Institute Name** |
|  |  |  |