**2023-24 LSE Global Research Fund Application Form**

*Please return the completed form to* *Global@lse.ac.uk* *before the advertised deadline. Any late applications will not be considered.*

|  |  |
| --- | --- |
| Proposed collaborative activity: |  |
| Lead LSE Applicant: |  |
| Academic Unit: |  |
| Lead contact at partner institution: |  |
| Total grant requested (£): |  |
| Are you an existing GRF awardee? (Yes/No; if yes please provide further project details and year of application) |  |

**1. Case for Support** (maximum one side of A4 with font size 11)

Case should contain:

* Aims
* A brief description of the proposed collaboration
* A plan of proposed activity
* Outputs and intended outcome (e.g. joint research output, publication plan, proposal for research grants)

**2. Additional information about the proposed activity:**

* Are there any additional activities planned outside the initial funding, if relevant?
* Will this activity/project also be partly funded by the partner institution?
* A note on the sustainability of the project after the initial funding.

**3. CVs for the Lead Applicant:** (one page maximum, please provide details about your employment at LSE)

**Budget** *(one (1) page)*

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | End Date (if applicable) |  |
| **Costs (operational, communication and other)** | **Cost Description**  | **Amount (£)** | **Comment/****Justification** |
| Items (e.g. travel costs, venue hires, catering, accommodation). Please group items.  | Description of goods/services, unit rate  | If in foreign currency, please indicate the conversion rate used |  |
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| **Total Direct Costs:** |  |  |  |
| *Requested amount from GRF:* |  |  |  |
| *Other contribution (Please indicate whether the host department/centre, or partner institution will provide any funding support to the proposed activity):*  |  |

\* We request receipts so please keep documents of any monies spent.

\*\* For accommodation and subsistence rates please consult [LSE Travel, Subsistence and Personal Expenses policy](https://info.lse.ac.uk/staff/divisions/Finance-Division/assets/Financial-procedures/internal/Travel-Subsistence-and-Personal-Expenses-Policy-and-Procedures.pdf) and [HMRC expense rates](https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk).; for accommodation for visits longer than three nights, please first check with the partner institution if they could provide support. We are only able to accept [Club Quarter](https://info.lse.ac.uk/current-students/graduating-from-lse/ceremony-accommodation) (LSE preferred rate) as the upper limit for hotel rates in London.

\*\*\* For catering (including dinner), please visit [LSE catering page](https://info.lse.ac.uk/staff/services/catering/order-catering) for most up-to-date costing information.

\*\*\*\* For travel booking, please prioritise using the university-appointed travel agent.

*By submitting this application, the lead LSE applicant confirms:*

* *They have met all eligibility criteria (e.g. contract length) and have discussed this application with their Head of Department/Centre Director and received their support.*
* *They will ensure local tax compliance of all payments made to suppliers and service providers.*
* *In addition to post-award report summarising the proposed activity, they may also be contacted by the Global Academic Engagement team to co-create a case study, which will be used to inform scheme management, support future fundraising activity, and communicate international collaboration with key external and internal audiences.*

Name of Applicant Date of Application

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The LSE Alumni Engagement Team administer a separate fund that supports travelling academics in expanding existing travel arrangements to engage with alumni to further the Shaping the World Campaign and LSE 2030 aims.

**□ Tick this box** if you would like your details to be shared with the team and to receive more information on this fund.