

**KEI FUND APPLICATION FORM**

**SECTION A: APPLICANT & PROJECT INFORMATION**

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| Applicant Name: |  | Department/ Centre/Institute: |  |
| Project Title: |  |
| Amount Applied For: | £ | Project Start Date: | DD/MM/YY | Project End Date: | DD/MM/YY |

**SECTION B: PROJECT OVERVIEW & OBJECTIVES**

**Project overview**

*Please provide a short summary overview of the project, reflecting the short and longer term objectives.* ***Max 300 words.***

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**Objectives**

*Outline between 1 and 5 SMART (Specific, Measurable, Attainable, Relevant, and Timed-based) objectives. You will be asked to report on progress against these at the project’s mid- and end-points. To ensure that they are measurable, describe qualitative or quantitative indicators of success. For examples of indicators, go to* [*www.lse.ac.uk/KEI*](http://www.lse.ac.uk/KEI)*.*

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|  | **Objectives** *What do you hope to achieve?* | **Qualitative / quantitative indicators of success***How will you monitor progress and know when you’ve achieved this?* |
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| 2. |  |  |
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**SECTION C: NON-ACADEMIC PARTICIPANTS, PARTNERS & BENEFICIARIES**

*List any non-academic groups, organisations or individuals benefitting from or involved in any capacity in this project, whether directly (e.g. as participants) or indirectly (e.g. media outlets covering it). For each, please tell us about their location and sector and any support they are providing. For examples, go to www.lse.ac.uk/KEI.*

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| **Participants/partners/ beneficiaries** | **Existing or New?****(E/N)** | **Geographic location**  | **Sector**  | **Matched or in-kind support***Describe any matched funding or in-kind support being provided (if possible in GBP)* |
|  |  | Choose an item. | Choose an item. |  |
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**Partner/beneficiary input:** *Have the project stakeholders had any input into the project's development? If so, how?*

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 **Academic partners/beneficiaries:** *Please list any relevant partnerships.*

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**SECTION D: ACTIVITIES, OUTPUTS, OUTCOMES & SUPPORT**

*Outline activities, outputs, outcomes and support required for engagement with each participant, partner or beneficiary identified in Section C. For examples, go to* [*www.lse.ac.uk/KEI*](http://www.lse.ac.uk/KEI)*. State which objective these activities relate to. Professional Service areas that will support your project could include: Advancement, Commercialisation, Communications, Consulting, Library, Research and Widening Participation. You can group these by activities/outputs, if relevant to multiple beneficiaries list all of those.*

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| **Participants/ partners/beneficiaries***List from Section C* | **Engagement methods/activities***How do you plan to engage them?* | **Outputs***Tangible products e.g. films/ reports/teaching material* | **Anticipated outcomes***How will partners / beneficiaries be affected in the* ***short to medium term****?* | **Relevant objective(s)***Use no. 1-5 as on p.1* | **KEI Integrated Service Support***Which services will support the activity or output?* |
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**SECTION E: ASSOCIATED RESEARCH**

*Briefly describe the LSE research associated with this project. If applicable, distinguish between research conducted at LSE and work done elsewhere, either by you or by others involved in the project.* ***Max 400 words.***

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**SECTION F: SIGNIFICANCE, TIMELINESS & NEED OF PROJECT**

**Significance to the School:** *How is the project relevant to LSE2030, for example in terms of teaching, KEI activity or reputation?* ***Max. 300 words***

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**Competitive activities:** *Provide a brief overview of the main competitors (if any) to your proposed activities.* ***Max. 200 words***

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**Timeliness and need:** *How is the timing and/or the target beneficiary of the project significant? What challenge or demand does it meet and why is it important to meet this now?* ***Max. 300 words***

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**Please indicate whether your project involves any of the following:**

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| [ ]  Student placements or internships | [ ]  Contribution to national skills needs | [ ]  Contribution to regional skills needs |
| [ ]  Staff placements or secondments outside LSE | [ ]  Creating new IP (e.g. databases, software, educational material, artistic work | [ ]  Continued professional development (CPD) activities |
| [ ]  External placements or secondments into LSE | [ ]  Consultancy/providing expert advice | [ ]  Local (London) community  |
| [ ]  Commercialisation of research | [ ]  Engagement with SMEs | [ ]  Schools  |
| [ ]  Public Engagement | [ ]  Cross-disciplinary collaboration with Arts and Humanities | [ ]  Cross-disciplinary collaboration with STEMM |

**SECTION G: POTENTIAL IMPACT**

*What longer-term effects, changes or benefits might project participants experience as a result of their engagement with research through this project?* ***Max. 300 words***

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**Do you anticipate that the project might contribute to a REF Impact Case study?**

*Note that this question is for monitoring and recording processes only and does not affect the outcome of your application.*

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| [ ]  Yes | [ ]  No | [ ]  Not sure |

**SECTION H: PROJECT TIMETABLE**

*Please provide a timetable for key elements of the engagement project, including major milestones.*

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| **Stage/Milestone** | **Date** |
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**SECTION I: ETHICS APPROVAL**

[ ]  I have read the ethics policy and procedures and completed the necessary checks.

**SECTION J: STAFF & STUDENTS INVOLVED IN PROJECT**

*Please list who will be involved in the project, in what capacity and their LSE department/centre/institute or external affiliation.*

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| **Name** | **Nature of Contribution** | **Affiliation** |
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**SECTION K: STATEMENT OF SUPPORT & LINKS TO DEPARTMENTAL STRATEGIES***.*

*Provide confirmation of support from your Head of Department/Centre/Institute. This should indicate whether/in what ways the project aligns with the unit’s strategic approach to knowledge exchange and impact, including REF impact.* ***Max. 300 words***

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**SECTION L: PROJECT BUDGET**

(*Use Excel budget template and submit with application*.)

*Comments on the budget (including why the project can’t be funded elsewhere, any funding contributions you haven’t yet detailed, rationale for particular costs)*

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* Budgets must be provided using the template. Please do not change the Cost Type headings (LSE Staff, Events, Travel/Accommodation, publications/Web/Digital, Other).
* Budgets must be broken down by academic year for financial forecasting purposes.
* If your budget includes staff costs, please provide justification and details for the role(s) in Section J of the application form. Please note that teaching buy-out is not an eligible cost.
* For staff costs, please provide details for staff (name/role, salary band/step, FTE, contract duration) and these will be calculated by the KEI Awards Manager
* Guideline event catering costs (per person): Breakfast - £8, Lunch - £12, Dinner - £50, Refreshments - £5, Drinks Reception - £15
* The standard travel class is economy, any business class travel must be justified in the comments box above.
* For accommodation and subsistence rates use: <https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>
* For guidance on costs for design/film making/website requirements etc. please contact Communications Division.
* Please indicate if (and which) activities will be funded through other sources/matched funding.