**REASEARCH/PROJECT FUNDING APPLICATION FORM**

Please use Arial size 11 font and comply with the word limits as stated in the different sections of the form.

Please read and refer to the guidance provided in each section and in the Funding Application Guidelines document carefully before completing this form.

Please also read and refer to the frequently asked questions document where needed.

If you have any queries about the application process which are not covered in the Funding Application Guidelines or FAQ these should be sent by email to **info@scas.org.uk**

**Failure to supply the information requested (either in the form itself or in the requested annexes) will mean that your application could be automatically discounted and will not be assessed.**

Please note that information submitted in this form may be shared with other parties as part of the assessment process and made available to the public in line with the Freedom of Information Act (2000).

If successful your lay summary (1.1) will be published on the SCAS website to promote the study.

We are currently prioritising applications for research which focus on:

**One health, one welfare**

* Ethical considerations in animal assistance
* Training and certification of therapy and service animals
* Health and well-being of animals and their human counterparts
* Policy development and regulatory frameworks
* Innovations in animal-assisted interventions
* Accessibility and inclusivity in animal assistance program

Your study should address the key objectives of SCAS:

* Advance the understanding of relationships between people and companion animals
* Promote the quality of lives of people and companion animals by encouraging responsible attitudes
* Disseminate information about human/companion animal relationships

**PLEASE SEND COMPLETED APPLICATION FORMS TO:** [info@scas.org.uk](mailto:info@scas.org.uk) using the subject line “SCAS 2024 Funding Application” and include the Chief Investigator’s surname.

**SECTION 1: PROJECT SUMMARY**

* 1. **Proposed project:**

|  |  |  |
| --- | --- | --- |
| Project title |  | |
| Lay summary of project (350 words) |  | |
| Project duration (in months) |  | |
| Proposed start date |  | |
| Total amount requested |  | |
| Lead organisation |  | |
| Have you applied to SCAS before for this study | Yes/No | Outcome:  Reference number: |
| Have you applied to any other funders for this study | Yes/No | Outcome: |
| Are any outputs anticipated that will generate intellectual property? | Yes/No | Attach proposed plans for IP (500 words max) |

* 1. **Details of lead applicant/corresponding applicant**

|  |  |
| --- | --- |
| Name |  |
| Qualifications |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email |  |
| Specify role in research (200 words) |  |

**1.3 Details of any partner organisations**

|  |  |
| --- | --- |
| **Organisation** | **Role in study** |
|  |  |
|  |  |
|  |  |

**1.4 Details of any co-applicants**

|  |  |
| --- | --- |
| **Co-applicant and institution** | **Role in study** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**1.5 Type of funding**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of grant funding being requested in this bid | | | |
| Amount of grant funding requested from SCAS | Pump priming  (max 10k) | Undergraduate project (max 1.5k) | Open access award (max 1.5K) |

**SECTION 2: PROJECT DETAILS**

**2.1 Detailed research plan**

|  |
| --- |
| Using all of the headings in the order presented below, please use this section to clearly describe your proposed study. Tables, illustrations and graphs can be used to further demonstrate the research plan but should not detract from the main text. For further information on what is required under each heading please refer to the guidance for applicants [insert web address].Please ensure the information provided is accurate, concise, clearly laid out and gives sufficient detail for the funding panel to consider the methodological detail of the study. The word limit for the research plan is 2500 words.Background and rationaleLinks to SCAS objectivesAims and objectivesResearch plan/methodologyDissemination and impactManagementEthical considerations and approvals requiredPatient and public involvementTeam expertiseSuccess criteria and barriers to proposed work |
|  |

**2.2 Future plans**

|  |
| --- |
| **Please provide detail on the plans for future development of your proposed research following SCAS funding (word limit 500 words)** |
|  |

**SECTION 3: DETAILED BUDGET**

**3.1 Detailed budget breakdown**

|  |  |
| --- | --- |
| Budget | |
| Please detail how the SCAS funding will be spent (add headings as appropriate): | £ |
| Staff costs |  |
| Travel subsistence and conference fees |  |
| Dissemination |  |
| Equipment |  |
| Consumables |  |
| Patient and public involvement |  |
| Any other direct costs |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL COSTS |  |

**3.2 Justification of resources**

|  |
| --- |
| **Please provide a breakdown of the costs implicating in undertaking your proposed study and provide justification for the resources requested including:**   1. **Staff costs** 2. **Travel subsistence and conference fees** 3. **Dissemination costs** 4. **Equipment** 5. **Consumables** 6. **Patient and public involvement** 7. **Any other direct costs**   **Please use this section to justify how your project represents value for money.**  **(Word limit 500 words)** |
|  |

**SECTION 4: APPROVALS AND DECLARATIONS**

**4.1 Conflict of interest declaration.**

|  |
| --- |
| **Please declare any actual or potential conflicts of interest that the research team may have if the funding application was successful. This includes any personal, commercial or other non-personal interest that would represent a conflict of interest.** |
|  |

**4.2 Lead applicant**

**By signing this document you are confirming that the information given in this application is accurate and that you agree to take responsibility for the proposed study and its overall management if successful. You also agree to keep the host institution and funders informed with study progress.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**4.3 Head of Department or Senior Management approval**

**By signing this document you are confirming that you have read the application and have the appropriate authority in the host organisation to approve the application. You are also agreeing that the study will be undertaken within your organisation subject to the conditions under which the award is made.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**4.4 Head of Finance approval**

**By signing this document you are confirming that you have read the application and have the appropriate authority in the host organisation to approve the budget request. You are also agreeing to ensure that any funds provided by SCAS are used for the purposes awarded.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**SECTION 5: Applicant checklist:**

|  |  |
| --- | --- |
| **Clear and concise research plan** |  |
| **Consideration of how the proposed study meets the SCAS objectives** |  |
| **GANTT chart** |  |
| **Lay summary** |  |
| **Detailed budget and justification of resource** |  |
| **References (maximum one page)** |  |
| **2 page CV for each applicant detailing qualifications, recent publications and grant funding** |  |
| **Letter of support from host organisation** |  |
| **IP statement and plans for management (optional)** |  |
| **Additional letters of support (optional)** |  |