| A close up of a sign  Description automatically generated | **Engaging in Energy Poverty in Early Career (EPEC)** Grant application form |
| --- | --- |
| November 2021 |
|  |  |

Please answer every question in this form fully.

# Project details

| **Project name** |  |
| --- | --- |
| **Lead applicant** |  |
| **Organisation/affiliation**  **(optional)** |  |

| **Project Contacts** | | |
| --- | --- | --- |
|  | **Primary contact** | **Secondary contact (optional)** |
| Name |  |  |
| Job title |  |  |
| Organisation/  Affiliation (optional) |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

# Project summary

Please provide a description of your project in no more than 1,000 words (not including references). This should include details of:

* **Introduction to the project** – provide a summary of the project and set out the rationale for undertaking this piece of work.
* **Main aims of the project** – provide an explanation of what you want the project to achieve.
* **Main objectives of the project** – outline identified actions to achieve the project aims.
* **Methodological approach and your justification for why you have chosen this approach**
* **Main outputs of the project** –what services and activities will be provided by the project? Academic outputs as well as non-academic outputs are encouraged.
* **Main outcomes of the project.** Outcomes may be research, policy or practice focused, and may include elements such as making policy recommendations, a contribution to a gap in the literature, and informing existing or proposing new approaches in practice.
* **Links with other academics, practitioners and other parties** that will support the project.
* **Impact on your career -** how and in what ways will this project enable you to make a step change in your career as a researcher or practitioner?

Please write the project summary in a separate document and append it to your application form. You should reference other research in your project summary and include a list of references at the end. The reference list is not included in the word count limit.

# Early career status

# We define an early career researcher (ECR) and early career practitioner (ECP) as anyone within the first 10 years of their career as an academic or practitioner (for example, within 10 years since the completion of their PhD). We define a PGR as anyone studying for a master’s degree or PhD which relates, at least in part, to fuel or energy poverty. In no more than 150 words, please tell us about your career and your early career status.

# Project team and management approach

In no more than 200 words, please tell us about the individual(s) who will be delivering the proposed project, their skills and expertise relevant to the proposal and how the person(s) responsible will ensure the project is delivered on time and to budget.

# Measuring the success and impact the project

In no more than 200 words, please describe how you will measure the success and impact of your project, both short and long term. Please note that FPRN Trustees will ask for impact feedback six months after project completion.

# Risks and risk mitigation

Please tell us about any potential risks you have identified in association with this project and how you propose to mitigate these risks.

# Key project stages

Please provide a project timetable which details the key stages to the project.

# Dissemination and promotion strategies

In no more than 150 words, please tell us about your plans to promote and disseminate your work and the project. This may include outputs noted earlier, such as blog posts or reports, and could also involve events and conference presentations.

# Sales tax and your project

9.1 Is your organisation registered for payment of sales tax, for example Value Added Tax (VAT)? If not, then your organisation cannot recover any sales tax and you must be very clear of the sales tax status of the activities to be funded by the grant that you are requesting.

9.2 If yes, please give your sales tax registration number.

9.3 Have you contacted either your local sales tax office or a sales tax expert to establish how much sales tax you can recover on the cost of your project, and then adjusted your budget costs accordingly?

**Note:** If you have responded ‘No’ to the above question, then we will not be in a position to pay any additional costs that might be incurred as a result of irrecoverable sales tax that is not included in your project budget. FPRN cannot provide advice on sales tax issues and we advise that you seek professional advice – e.g. from your auditor, accountant or government tax department, particularly if you are unsure about the answers to the above questions. FPRN disclaims liability for the accuracy of such advice.

# 10 Your project’s budget & in-kind costs

10.1. Please provide a budget for the cash costs of the project which has been broken down into key categories e.g., time, travel, equipment costs. The budget should show the total cash costs for the project inclusive of irrecoverable sales tax. **It should be presented in British pounds sterling (GBP).**

10.2 Please provide explanatory notes in relation to the budget to demonstrate how each of the costs has been calculated.

If you have included indirect costs/overheads in your budget, please explain what the overhead costs include, how you analysed the full costs, and how you calculated the allocation.

If you have included capital costs (i.e., for equipment) in your budget, please demonstrate that you have explored other options (e.g. departmental libraries or hire schemes) and specify what will happen to the items once the project is complete (e.g. will other researchers benefit from them and, if so, how will this be arranged?)

10.3 For how many years is the funding requested? Note that we expect projects to be no more than one year in length except in exceptional circumstances and a strong case can be made for them to be longer.

10.4 Are you asking FPRN to fund the whole project? If not, please provide full details of sources of co-funding and detail the status of all co-funding applications: is the funding secured; is a funding decision pending; and when will you hear if co-funding has been secured? If co-funding applications are unsuccessful, do you have a plan for delivering the project?

10.5 Will there be any in-kind contributions made towards your project (for example, in-kind time from other researchers/practitioners)? If yes, please provide details.

# Statement of responsibility and truth

I confirm that I take responsibility to comply with the necessary health and safety and ethics approval requirements in relation to this proposed research.

I represent and warrant that, as far as I am aware, the information that I have provided in this application is true and accurate.

Applicant’s signature: Date:

# Data protection statement

To confirm that you give consent to FPRN to process the data provided for the purposes set out in the data protection statement on FPRN’s website, please sign below:

Applicant’s signature: Date:

# Submitting your application

Please email your signed application and project summary to [naomi@fuelpovertyresearch.net](mailto:naomi@fuelpovertyresearch.net) **by 1700 GMT on Friday 14 January 2022.**

# Checklist

Before submitting your application, please check the following:

* Have you attached a project summary?
* Does your project summary include academic references to other research?
* Does your project summary include details of the methodology proposed and why this approach is considered most suitable?
* Have you included a summary of project risks and risk mitigation plans?
* If applying for capital costs, have you demonstrated that you have explored other options, such as departmental libraries or hire schemes, and have you specified what will happen to the items once the project is complete e.g. will other researchers benefit from them and, if so, how will this be arranged?
* Have you provided full explanatory notes in relation to your budget?
* Have you signed and dated the form in both places?
* Have you completed and attached the equalities monitoring form? This is not essential but is encouraged, as it helps us to understand who we are reaching through EPEC and who we need to work harder to reach and support, helping ensure our grant allocation process is fair.

Finally, please tell us where you heard about the EPEC grant programme.