**HIC-VAC Public Engagement Application Form**

Please complete each section in 11pt Arial font (where stated, word limits must be followed). Please ensure you refer to the Public Engagement guidance for details of eligibility and grant requirements. Applications will be scored on projected reach and impact, creativity, methods to maximise diversity and inclusiveness in activities, and clarity of proposal and objectives.

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| **1. Project Title** |
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| **1a. Short Project Title (6 words or fewer) or Acronym for easy reference** |
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| **2. Brief Lay Summary (non-confidential, as successful projects’ titles and lay summaries will be listed on the HIC-Vac website; 300 words max)** |
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| **3. Project Duration with start date and end date**  **Projects must finish by May 30th 2021** |
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| **4. Applicant Details** | |
| Name |  |
| Post Held |  |
| Department & Institute |  |
| Country |  |
| Email |  |
| Telephone |  |
| HIC-Vac Network membership level  *Please note at least one applicant must have HIC-Vac Investigator level membership* | Investigator / Associate / Affiliate  (choose one option) |
| LMIC involvement? | Y or N |

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| **5. Description of the Proposed Project** – include the issues you are trying to address, objectives, planned activity(ies) and evidence base behind the approach, partner(s), target audience and projected reach. **(750 words max, plus no more than a single A4 page as an appendix of supporting figures if needed)** |
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| **6. Measuring Impact –** please describe how you will evaluate the impact of your project. See the National Co-ordinating Centre for Public Engagement’s website for guidance: https://www.publicengagement.ac.uk/do-engagement/evaluating-public-engagement (max. 500 words). |
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| **7. Project Budget**  **Funding will be provided for direct project costs of up to £15,000.**  Please describe the estimated different cost items of your project (£), see guidance for eligible costs. *Please note that total project costs (awarded at 80% unless applicant is LMIC-based: see guidance) will be paid against invoice in arrears.* |

|  |  |
| --- | --- |
| Item | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

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| **8. Equality and Diversity** – HIC-Vac recognises that equality of opportunity is essential to achieving excellence. Please describe how your project supports equality and diversity aims.  (150 words). |
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| **9. Reviewers** – please declare if you are aware of any reason why any individual on the HIC-Vac Network Management Board should not review this proposal. The current Board is listed on the HIC-Vac website <https://www.hic-vac.org/members/network-management-board> |
| Individuals with potential conflicts of interest within HIC-Vac NMB: |

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| **10. Required additional documents – please include:** |
| CV (2 page) for the lead applicant Y / N  Letter of Support from HIC-Vac Investigator (if applicant is not one) Y / N  Letter of Support from Department Y / N |

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| **15. Signature** | | |
| **Name** | **Signature** | **Date** |
|  |  |  |

Please submit your application form and associated documents by 5pm BST on the closing date to the HIC-Vac Network Manager, Emma Smith, at [e.smith@imperial.ac.uk](mailto:e.smith@imperial.ac.uk). Please send any queries about the grant call to Emma at this address as well.

**Useful Resources**

List of LMIC countries (all countries listed count as LMIC): <http://www.oecd.org/dac/stats/daclist.htm>

UKRI terms and conditions: <https://www.ukri.org/funding/information-for-award-holders/grant-terms-and-conditions/>