

HDRF SMALL RESEARCH GRANT SCHEME

APPLICATION GUIDELINES

The Hannah Dairy Research Foundation welcomes applications for funds to support dairy research in Scotland.

The following guidelines must be applied in the preparation and submission of an application for research funding under the Small Research Award scheme operated by the Hannah Dairy Research Foundation (HDRF).

Completion Guide: the proposal should be completed using the headings provided and should be no longer than **a total of 4 pages of text for sections 1 to 10** completed in Times New Roman font at font size 12 with no changes to the line spacing or the margins of the form.

Confidentiality & Data Protection: please note that your application will be kept confidential by the Hannah Dairy Research Foundation (HDRF) and will not be shared with third parties other than for the purposes of assessing the application, awarding the grant and providing summary details on the HDRF website about the award if funded and when completed.

- 1. Title:** *please provide short informative title of not more than 25 words*
- 2. Principal applicant, Institution and email address:** *name of Principal Applicant (Principal Investigator) and Institution and contact email address for PI.*
- 3. Co-applicants(s) and Institution(s):** *names of Co-applicants and Institutions*
- 4. Duration of project and total funding requested from HDRF:** *Please provide details of the anticipated duration of the project (projects are expected to be no longer than a total of 24 months duration) and the total funding requested from HDRF (up to a maximum of £25,000).*
- 5. Executive Summary:** *Provide a short summary (no more than 150 words) of the research proposed written in language accessible to a non-expert audience.*

6. What is the purpose of your research and what problem is it addressing?

Please provide an outline in no more than 500 words. Please note that references provided are not included within the 500 word limit and should be annexed at the end of the proposal.

7. Who will use the research findings and how will they be disseminated?

Explain who will use the research findings and how they will know about them.

8. Research plan

Provide a plan of the research proposed.

Please note that while all outline proposals will be reviewed by a panel of expert scientists, panel members may not be expert in the particular area of research described in the proposal and outline proposals are not sent for peer-review by experts in the particular field. Applicants are encouraged to take this into consideration when setting out the case for their proposal.

9. Funding requested from HDRF

Please provide in no more than half a page indicative figures for project costs and include a breakdown and justification of the resources requested. The funding threshold is £25,000. This limit will be rigorously applied by HDRF to all applications progressing to the full proposal stage, thus the indicative costs presented must be realistic. Co-funded applications are welcome and in these cases the HDRF funding threshold would remain £25,000. Please annex letters of support from organisations proposing to provide co-funding. In the event of industry co-funding, please annex evidence of the Intellectual Property position agreed with the industrial partner.

10. Declaration

Project Title:

Principal Applicant: To my knowledge the Project Outline described here represents the ideas, concepts and writings of myself and co-investigators and is not a modification of projects submitted by others elsewhere.

Signature of Principal Applicant	Name	Date

Sponsor(s): I agree to be sponsor/co-sponsor/joint sponsor (*delete as appropriate*) for this project.

Signature for and on behalf of the Sponsor Organisation(s)	Name/Organisation	Date

- I agree to the Terms and Conditions of as set out in: **HDRF Small Research Grant Scheme 2020 Terms & Conditions** which may be viewed and downloaded from the HDRF website.....
- Applications must be submitted electronically to: k.mckellar@hannahresearch.org.uk by no later than **24 April 2020**

Hannah Dairy Research Foundation
Is a Scottish Charitable Incorporated Organisation (SCIO number: SC007085)