# Text Description automatically generated with medium confidence

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# Application Form - Removals in Residence

Applications should be submitted to [secondment.applications@imperial.ac.uk](mailto:secondment.applications@imperial.ac.uk) as a pdf.

**1. Applicant(s) details**

**Secondee**

|  |  |
| --- | --- |
| Proposed secondee’s name: |  |
| Position held: |  |
| Home Organisation: |  |
| E-mail: |  |
| Telephone: |  |

**Grantee organisation’s responsible person** *(This is the person who would be responsible for the administration of an award).*

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Email: |  |
| Telephone number: |  |
| Name of Organisation: |  |
| Address: |  |
| Company or other Registration Number: |  |
| Organisation’s website: |  |

**Partner organisation’s responsible person**

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Email: |  |
| Telephone number: |  |
| Organisation: |  |
| Address: |  |
| Company or other Registration Number: |  |
| Organisation’s website: |  |

**Host organisation’s responsible person** *(the person who will manage the Secondee -it may be the Grantee)*

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Email: |  |
| Telephone number: |  |
| Organisation: |  |

**2. Project title** *(40 words max)*

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**3. Summary secondment plan & objectives** *This section must be written in plain language, accessible to a lay audience. This text may be used by the CO2RE Hub and UKRI for public dissemination if the proposal is funded. 400 words max.*

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**4. Proposed project dates** *Project duration may be up to 12 months.*

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| --- | --- |
| Start: | End: |

**5. Finances**

***Please provide your requested costings for each item as applicable****. If your application is successful, you will be required to report against the costs requested.*

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| --- | --- | --- | --- | --- |
| **Summary fund heading** | **Fund heading** | **Full Economic Cost** | **Removals in Residence contribution** | **% Removals in Residence contributions** |
| **Directly Incurred** | Travel & Subsistence |  |  |  |
|  | Other Costs |  |  |  |
|  | **Sub-total** |  |  |  |
| **Directly Allocated** | Estates Costs |  |  |  |
|  | Other Directly Allocated |  |  |  |
|  | **Sub-total** |  |  |  |
| **Indirect Costs** | Indirect Costs |  |  |  |
| **Exceptions** | Staff |  |  |  |
|  | Other Costs |  |  |  |
|  | **Sub-total** |  |  |  |
| **Totals** |  |  |  |  |

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| --- | --- |
| **Justification of resources requested:**  *Please detail and justify all the costs that are being requested.* | |
| **Value of any Contributions (cash and in-kind) (£)** |  |
| Breakdown and explanation of any cash or in-kind contributions: | |

**6. Conflict of interests?** *Please declare any potential or actual conflicts of interests.*

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**7. Other funding or proposals** *Do you currently hold any other awards or any applications pending which, do, or if successful would, support this project in part or whole? If so, please explain the circumstances and how you will ensure against any double funding.*

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**8. Where did you learn about this call?** *Please indicate where you first heard about this call. This will help the Hub’s understandings of which promotion activities are most effective.*

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**9. Case for Support** *up to* ***five*** *pages. Please read the guidelines.*

**Equality, diversity and inclusiveness (EDI)**

Applicants are requested to complete the [Removals in Residence EDI monitoring form.](https://forms.office.com/Pages/ResponsePage.aspx?id=G96VzPWXk0-0uv5ouFLPkRUjZyG3M6hMuekXb6VXWLZUQzFUVUYzVzFOV0dOUDE1SEdJRFROMklDUy4u) The form can be completed via PC or mobile phone and all responses are confidential and anonymous.

Please review the check list below before submission.

**Checklist**

Please ensure all items are completed otherwise your application may be rejected.

|  |  |
| --- | --- |
|  | **Please read and tick to indicate you have done the following:** |
|  | I have read the Guidelines for Applicants for the Removals in Residence scheme |
|  | I have attached my 5-page case for support (plus additional funds annexes if appropriate) |
|  | I have attached a one-page workplan |
|  | I have included CVs as required |
|  | If the application is a resubmission, a covering letter addressing how the proposal has changed. |
|  | I have considered submitting the [EDI monitoring form](https://forms.office.com/pages/designpagev2.aspx?lang=en-US&origin=OfficeDotCom&route=Start&subpage=design&id=B3WJK4zudUWDC0-CZ8PTB19lhSj8IsNHkCd5oBI-ooxURURVUktWQkZWVjZDVDBEVTZIUUJDSUZRNy4u&analysis=false). |
| Reviewers  Conflict | Is there any reason why any individual should not review this proposal?  *Delete as appropriate:*  YES – please describe in detail:  NO conflicts |