**Crick and University Partnership Networking Fund**

**Application Form**

**Please send queries and completed application forms to** [**uni-partnership@crick.ac.uk**](mailto:uni-partnership@crick.ac.uk)

**Please note that two levels of funding, £4k and £10k, are now available depending on the type of proposed event and the scope of potential benefits for the Crick-University partnership.**

**Please complete the sections relevant to the type of funding you are requesting.**

**Please consult the application guidelines for more details**

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| **EVENT TITLE:** |
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| **SECTION A: APPLICANT AND CO-APPLICANT(S) DETAILS (i.e., ORGANISERS)**  **All applications must involve the Crick and at least one university partner.** | |
| **Name of Lead applicant:** | **Name of Supervisor (if relevant):** |
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| **Lead applicant position:** | **Supervisor position (if relevant):** |
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| **Lead Institution:** | **Department and Administrator contact details (if applicable):** |
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| **Name of Co-Applicant 1:** | **Partner Institution:** |
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| **Current position:** | **Department and Administrator contact details (if applicable):** |
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| **Name of Co-Applicant 2 (if relevant):** | **Partner Institution:** |
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| **Current position:** | **Department and Administrator contact details (if applicable):** |
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*Note: Please add more sections if required*

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| **SECTION B: EVENT DETAILS** |
| **Event start and end dates:** |
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| **Expected number of attendees:** |
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| **Event topic(s) e.g. cancer, immunology, neurosciences, infection, other (please specify):** |
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| **Please select the event type(s) as appropriate** |
| Scientific meeting  Symposium  Seminar series  Workshop/Training session  Networking session  Public engagement event  Other (please describe below)  **Free text:** |
| **Is your event:** |
| In-person only  Hybrid |
| **Planned event venue(s) (tick all that apply):** |
| Crick  UCL  King’s  Imperial  Other (please specify below)  **Free text:** |
| **Target audience (tick all that apply):** |
| Research staff  Students  Operation Staff/Professional Services  Members of the Public  Other (please specify below)  **Free text:** |
| **What type of networking activity will be included in your event? Please select all that apply** |
| Poster session(s)  Flash talks/talks  Panel discussion  Meet the speaker session(s)  Workshop(s)  Joint meal(s)  Post-event social  Other (please specify below)  **Free text:** |
| **If your event is hybrid, please describe how you will involve the virtual participants in the event, especially the networking session(s).** |
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| **Has the Crick Partnership Networking Fund supported this event or similar before?** |
| Yes  No  If yes please give more details e.g. year, award level, measures of event success |
| **Is this application an unfunded resubmission from a previous call? (as advised by the NF Committee)** |
| Yes  No  If yes give details |
| **Is your event similar to an already existing event in the UK or internationally?** |
| Yes  No  **If yes, please provide details of the existing event and explain why yours should be funded** |

**Please complete only the section (C or D) that applies to the type of funding you are requesting: C for the £4k award and D for the £10k award.**

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| **SECTION C: CASE FOR SUPPORT FOR THE £4k AWARD ONLY**  **To be completed by the Lead applicant/organiser** |
| **Please explain the key aims of the event. This should show why a networking event is needed in this area and how this proposal will enhance activities in the area. (Max. 100 words)** |
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| **For repeating events, please justify why continued funding is required/adds value – this could include new developments in the field or changes to the event that would support renewal. (Max. 100 words)** |
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| **Please explain how such event(s) will benefit the partnership and enhance interactions between the Crick and its partner universities. (Max. 150 words)** |
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| **Please describe how you will measure such benefits (e.g. post-event survey) and evaluate any potential legacy from your events (e.g. collaborations, joint grant or attachment applications, joint studentships or fellowships, subsequent events). (Max. 150 words).** |
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| **Please provide below a tentative planned event programme with a list of proposed and/or confirmed speakers. This can be submitted as an Annex if easier.** |
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| **If you are a student leading on this application, please include a brief statement from your manager in support of your application. (Max. 100 words)** |
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| **SECTION D: CASE FOR SUPPORT FOR THE £10k AWARD ONLY**  To be completed by the Lead applicant/organiser |
| **The Crick-University partnership has defined five current areas of strategic importance for the partnership and proposals aiming at sustaining or developing interactions in these areas are particularly welcomed for the £10k funding award. Please select below the area(s) for your proposal:** |
| Engineering  Clinical  Human Biology and Physiology  Advanced AI and data science in basic biosciences  Developmental neurobiology  Other (please specify below why your event is not in one of the listed strategic areas)  **Free text:** |
| **Please explain the key aims of the event (Max. 50 words)** |
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| **Please explain why a networking event is needed in this particular scientific/research area and how this proposal will enhance activities in this area. (Max. 200 words)** |
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| **Please explain how your event and proposed networking activities could further the Crick-University partnership and the partnership strategic aims. Please include any potential legacy from the event (e.g. collaborations, joint grant or attachment applications, joint studentships or fellowships, subsequent events). (Max. 200 words)** |
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| **Please explain how you will engage participation across the Crick-University partnership. (Max 100 words)** |
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| **Please provide below a draft/confirmed programme and a list of proposed/confirmed speakers.** **This can be provided in an Annex if preferred.** |
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| **If you are a student leading on this application, please include a brief statement from your manager in support of your application (Max. 100 words)** |
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| **SECTION E: FUNDING (Please consult the application guidance for more details)** | |
| **Planned total meeting/event costs** | |
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| **Total amount requested from the Networking Fund (£4k or £10k maximum)** | |
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| **Please provide details of how the funding would be used in the table below. Please include quotes in annex to support your planned costs e.g. venue hire, catering, external speaker, prizes.** | |
| **Meeting/event costs** | **Funding (£):** |
| Travel |  |
| Accommodation |  |
| Venue hire\* |  |
| Reasonable Catering costs\*\* **- Please include VAT** |  |
| External speaker/ facilitator fees |  |
| Online technology (e.g. virtual platform/software, IT support etc) |  |
| Prizes (Poster, talk) **(max £500** total) |  |
| Childcare support for attendees\*\*\* (max £150/attendee) |  |
| Other (please describe below) |  |
| **Please provide details below to justify all of the costs listed above. (Max. 200 words)** | |
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| **Please give details of any additional funding sources that you are applying to, to support your event in full if you are part funded or if your application is not successful. (Max 150 words)** | |
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\*Crick venue prices can be found in the application guidelines

\*\*Catering quotes can be obtained by emailing [events@crick.ac.uk](mailto:events@crick.ac.uk).

\*\*\*Emergency babysitter/nanny costs where no alternative childcare arrangements are available (only for registered carer – quote/receipts to be provided) – more details can be found in the application guidelines.

**Last updated 19/11/24**