**Bristol International Research Collaboration Activities (BIRCA)**

**Application form 2023-24**

Please complete all sections of the below form electronically and submit as a PDF file to [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk), along with a separate PDF file containing CVs of the UoB and Collaborator Lead Applicants (maximum two sides A4 per CV).

The application form must be completed using **Arial font size 11, and the margins must not be altered**. All sections must be completed, except where marked as optional. Please delete the italicised grey guidance notes before submission. Completed application forms **must not exceed four sides of A4 in total**, and word limits for individual sections must be adhered to. Applications which do not comply with these rules will be considered ineligible.

**Please ensure you familiarise yourself with the full requirements and guidance** outlined in the call specification document on the [Bristol International Research Collaboration Activities webpage](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/birca.html) before commencing your application.

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| **Section A: Details of proposed collaboration** | |
| **Proposed activity** | |
| Type of activity |  |
| Title of activity |  |
| Date(s) | *Date(s) can be approximate* |
| Number of attendees | *Number can be approximate* |
| Type of attendees  *(tick all that apply)* | Academia  Third Sector  Policy/Governance  Other (please specify) |
| Worktribe reference # |  |
| Orcid ID |  |
| **Proposed Collaborator Institution Lead Applicant** | |
| Name | *Please include title* |
| Job title |  |
| Institution |  |
| Country |  |
| Email address |  |
| Research keywords | *Maximum ten keywords* |
| **Proposed UoB Lead Applicant** | |
| Name | *Please include title* |
| Job title |  |
| School/Department |  |
| Faculty |  |
| Pathway | *i.e. Pathway 1, 2 or 3* |
| Research keywords | *Maximum ten keywords* |
| UoB email address |  |

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| **Section B: Project proposal** | | | | |
| **B1. Case for support** | | | | |
| *Please ensure you refer to the call specification on the* [*Bristol International Research Collaboration Activities webpage*](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/birca.html) *for information and guidance on what to include in this section, as this will form the bulk of your application.*  *Please do not exceed the maximum word limit of 800 words.* | | | | |
| **B2: Additional Collaborators** | | | | |
| **Name (including title)** | **Sector** | **Institution/ Organisation** | **Job Title** | **Contribution (max. 50 words per collaborator)** |
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| **Section C: Funding** | | | |
| **C1. Costs applied for** | | | |
| **Item** | | **Breakdown** | **Value (GBP)** |
| A | Staffing costs | *Please itemise* | £ |
| B | Activity costs | *Please itemise* | £ |
| C | Visitors’ Travel, Accommodation and Subsistence costs | *Please itemise* | £ |
| **Total cost of activity (A+B+C)** | | | £ |
| D | UoB Faculty/School/ Department contribution | *Please provide details* | £ |
| E | Collaborator Institution contribution | *Please provide details* | £ |
| **Total applied for via BIRCA scheme (A+B+C-D-E)** | | | **£** |
| **C2. Additional sources of funding** | | | |
| *Please provide details of any additional sources of funding (sought and/or secured) for this workshop.* | | | |

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| **Section D: Statement and sign-off** | |
| **Head of School declaration and approval** | |
| Name |  |
| School |  |
| **Declaration**: I support the application and certify that the funds requested above are not available from any other grant or other internal department fund. I confirm that I am aware that an End of Award Report must be submitted to [ird-office@bristol.ac.uk](mailto:ird-office@bristol.ac.uk) within four weeks of the end of the award, and that it is my responsibility to ensure that the applicants submit this on time. I recognise that Schools which do not submit satisfactory reports may be disadvantaged in future funding rounds. | |
| Signature |  |
| Date |  |
| Additional comments (optional) | *Maximum 200 words* |