**APPLICATION FORM FOR CONSERVATOIRE STAFF**

|  |  |
| --- | --- |
| **Name** |  |
| **Department**  |  |
| **Contract Type**  | [ ]  Full time (FT)\* [ ]  Part time (PT) [ ]  Part time hourly paid (PTHP) |
| **Hours in a normal term-time week (if not FT)** |  |

*\*Full time staff cannot apply for time-related costs. (This does not apply to Sabbatical Awards)*

**Having read the guidance, which of the following awards are you applying for? (Please only tick one box)**

[ ]  Athenaeum Research Award

[ ]  Athenaeum Engagement Award

[ ]  Athenaeum Creative Health Award

***\*Please ensure that your answers below respond to the guidelines and criteria for the award type that you have selected.***

**Are you applying for a Sabbatical Award? (Please note that sabbaticals should be applied for at least six months in advance)**

[ ]  Yes

[ ]  No

|  |
| --- |
| **Project Outline *(600-word limit)*****Please tell us what you’re planning to do:** |
|  |
| **Please provide a timeframe and details of your main activities/outputs *(300-word limit)*:** |
|  |
| **Please explain why this project should be supported, how it fits with the relevant aims (Research, Engagement, Creative Health) and describe the impact it will have both internally to the Conservatoire and externally *(300-word limit):*** |
|  |
| **If your project will involve external partners or agencies, please state them here and the reasons for working them *(400-word limit):******\*If you are applying for an Athenaeum Engagement Award, you should consider the potential impact of the collaboration beyond the higher education environment.***  |
|  |
| **We encourage you to consider if there are any intellectual property implications of your project (i.e. copyright)? For example, do you need permission for the source material in your project? Is it in the public domain? Are you working with a partner? Will you co-own the material created? Are there any other IP considerations that you need to address as part of this work? *(250-word limit):*** |
|  |

**Supporting Material Checklist:**

[ ]  Please upload a statement of support from your Head of Department or Line Manager

[ ]  Please upload a statement of support from any external partners you intend to work with

[ ]  Please upload your Budget Form

***Before submitting this application, please be aware that the Research and Knowledge Exchange department and The Royal Conservatoire of Scotland expect you to act as leader on your project and that all responsibilities and accountabilities for its administration are devolved to you.***

*Please tick here to acknowledge and agree to this* [ ]

***[The completed application form along with all other required documents should be uploaded online.](https://www.surveymonkey.com/r/ZCKSSZL)***