**The Housing Agency**

**Research Support Programme**

**Application Form – 2021**

**Guidelines for Completion**

* All fields are mandatory
* Complete using Arial 11-point font and not less than single spacing.
* Keep within maximum word count indicated for each section.
* Please attach a CV for each researcher/team member involved in the project (max 2 pages per CV)
* Please attach at least one example of an output from a previous project (or provide the link to an open source online)
* Please sign the form electronically and submit in word or convert to PDF if preferred.
* Email the completed form to researchsupport@housingagency.ie by **12 noon, Monday 15th November, 2021.**
* The subject line of your email must read “Name, Organisation (if applicable) - Application for RSP 2021”.

**Marking Scheme**

The table below sets out the marks attributable to each area (100 max)

|  |  |
| --- | --- |
| **Proposed project’s alignment with The Housing Agency’s research strands**  | 20 marks |
| **Proposed project details** | 45 marks Minimum of 30 marks to pass  |
| **Impact statement and dissemination plan**  | 25 marks  |
| **Budget**  | Pass/Fail  |
| **Previous experience relevant to the proposed project**  | 10 marks  |

**Queries**

If you have any queries about completion of any part of the form, please contact: researchsupport@housingagency.ie.

**Section 1 - Applicant Details**

|  |
| --- |
| **Lead Researcher/Lead Contact (please attach a CV)** |
| **First Name**  |  |
| **Surname**  |  |
| **Postal Address**  |  |
| **Email address** |  |
| **Contact Address** (if different) |  |
| **Telephone**  |  |
| **Additional Researchers/Team Members (please attach CV of each)**  |
| **Researcher/Contact 2 Name** |  |
| **Researcher/Contact 3 Name** |  |
| **Researcher/Contact 4 Name** |  |
| **Researcher/Contact 5 Name** |  |

**Section 2**

**Proposed Project (20 marks)**

|  |
| --- |
| **Research Centre/Institute/Organisation(s) (if applicable)**  |
|  |
| **Project Title** |
|  |
| **Research Question (Max 50 words)**  |
| *Identify the research problem/question.*  |
| **Project Abstract (Max 200 Words)**  |
| *The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how they will be achieved. This summary will be used as the short description of the proposal in the evaluation process and in communications to peer reviewers and other interested parties. It must therefore be short and precise and should not contain confidential information.*  |
| **Proposed Project Plan (45 marks, 30 to pass)** |
| **Detailed Project Description (Max 1,000 words in total)**  |
| *Please provide a detailed description of your project proposal under the headings below. Use tables, bullets or charts (etc) as needed. In the last section, please identify 3 key milestones in the project e.g Completion of Literature Review.* |
| **Objectives**  |
|  |
| **Methodology**  |
|  |
| **Key Work Stages and Indicative Timelines**  |
|  |
| **Key Milestones (3 no.)**  |
|  |

**Section 3 - Impact Statement and Dissemination Plan (25 Marks)**

|  |
| --- |
| **Impact Statement (Max 200 Words)** |
| *Please outline how the research will impact housing policy and practice.* |
| **Dissemination Plan**  |  |
| *Use the boxes below to show the research outputs and how they will be shared with The Housing Agency, appropriate stakeholders and academically, if appropriate. This may include briefing papers, seminars, articles, etc.**Use timeframes/projected dates where possible.**Insert extra lines as required. An example is provided.*  |
| **No.** | **Output** | **Disseminated to**  | **Dissemination Via**  | **Timelines**  |
| *E.g.* | *Mid-term Briefing Paper on Policy Review*  | *The Housing Agency, DHLGH*  | *Briefing Paper, presentation on Zoom* | *Month 5* |
|  |  |  |  |  |
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**Section 4 - Budget (Pass/Fail)**

* *To qualify for funding, full details of the research budget must be provided – this is a pass/fail criterion.*
* *A breakdown of VAT costs must be included for all items. Please consult the application form guidance notes on VAT/ensure that you are indicating a total cost including any VAT liabilities in your jurisdiction.*

|  |
| --- |
| 1. **Overall Project - only complete if the overall project already involves other funders. Otherwise go straight to Section 2.**
 |
| Total Project budget (€) *This may be higher than the funding request under this programme* |  |
| Details of other funders (if applicable) *Please attach any related documentation if it will be helpful to understand the project funding structure*  |  |
| 1. **Funding Request under the Research Support Programme**
 |
| Funding Requested under the Research Support Programme (RSP) (€) *Please break down the RSP funding request as per the categories below*  | *Overall total inclusive of VAT*  |
|  | *No. Days*  | *Cost/Day (€)*  | 1.Ex VAT Cost | 2. VAT Amount  | 3.TOTAL (1+2)  |
| Researcher 1 |  |  |  |  |  |
| Researcher 2  |  |  |  |  |  |
| Researcher 3  |  |  |  |  |  |
| Researcher 4  |  |  |  |  |  |
| Researcher 5  |  |  |  |  |  |
| Staff cost totals  |  |  |  |  |  |
|  | Details (if applicable)  | 1.Ex VAT Cost | 2. VAT Amount  | 3.TOTAL (1+2)  |
| Fieldwork |  |  |  |  |
| Equipment  |  |  |  |  |
| Travel and Incidentals |  |  |  |  |
| Events |  |  |  |  |
| Design/Print  |  |  |  |  |
| Overheads (if app.) |  |  |  |  |
| Other 1(specify) |  |  |  |  |
| Other 2 (specify) |  |  |  |  |

**Section 5 - Previous Research Experience (10 Marks)**

* *Use the boxes below to detail previous research by any member of the project team which is relevant to this proposal*
* *Add extra tables as required, up to a maximum of the four most relevant projects.*
* ***Please attach a copy of or link to at least one output from one of these projects, for example, a final report, a policy submission.***

|  |  |
| --- | --- |
| **Research Team Member** |  |
| **Research Title**  |  |
| **Objectives**  |  |
| **Methods**  |  |
| **Output** |  |
| **Title of attached output (if applicable)** |  |
| **Impact**  |  |
| **Date Started and Completed** |  |
| **Funding Source** |  |

|  |  |
| --- | --- |
| **Research Team Member** |  |
| **Research Title**  |  |
| **Objectives**  |  |
| **Methods**  |  |
| **Output** |  |
| **Title of attached output (if applicable)** |  |
| **Impact**  |  |
| **Date Started and Completed** |  |
| **Funding Source** |  |

**Section 6 - Applicant Declaration**

**I declare that the information provided by me in this application is true to the best of my knowledge and judgement.**

**If successful in this application I agree to:**

* Conduct the project in accordance with the Service Level Agreement (SLA) as agreed between parties
* I understand that a template SLA is available on request.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature**

**Applications will be assessed by a panel.**

**Shortlisting will apply and applicants may be called to a short interview.**

**The final funding decision in relation to this programme**

**will rest with The Housing Agency.**

**Closing date is strictly 12 noon, Monday November 15th, 2021**