# Trinity PPI Ignite Festival Fund Application Form

Please read the Guidelines that accompany this form.

## Contact Details

Name of Applicant or Principal Contact:

E-mail Address:

Phone Number:

In the case of a consortium, please name any researchers involved:

## Proposal

Please use Plain English in the writing of this section.

### Proposed Activity or Event

Please tell us your proposal for the PPI Ignite Festival (limit 200 words)

### Location

Where will this event or activity take place?

### PPI Contributors

Have PPI contributors been involved in the development of this proposal? Please provide the name(s) of the contributor(s) where appropriate (limit 100 words)

### Innovation

What, if anything, is distinctive or innovative about your proposal? (limit 100 words)

### Evaluation

How will you evaluate this activity or event? (100 words)

### Equity, Diversity & Inclusion

How is the proposal taking equity, diversity and inclusion into account? What adaptations or accommodations are in place to promote equity?

### Impact

What will be the longer-term impacts of holding this event or activity? In your opinion, who will benefit from the event or activity in the longer term? (100 words)

### Ethical Issues

In your opinion, are there any ethical issues that must be considered in this proposal? (100 words)

## Budget

### Funding

Please provide a breakdown of all funding items and estimated costs requested from the Fund. Please note that expenditure must be in line with Trinity policies and procedures, including procurement rules.

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| --- | --- | --- | --- |
| Funding Item | Unit cost where appropriate | Cost | Detail  |
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Always state costs inclusive of VAT.

Please be mindful of increasing costs and the need for contingency when constructing your budget. The maximum fund awarded (including VAT) will not exceed €1,500.

### Co-funding

Please indicate here any co-funding (cash or in-kind) promised pending the success of this application.

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| Funding Item | Unit cost where appropriate | Cost | Source of Co-funding |
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## Timeline

Please provide a timeline via the Gantt chart attached that will indicate the steps in the event or activity, including planning, pre-event activities, promotion, publicity and follow-ups.

## Letters of Support

Please provide a letter (or email) of support for any cash or in-kind co-funding that will be provided in the event of this application being successful.

## Declaration

To the best of my knowledge, all of the details in this application are correct at the time completion. I can confirm that:

* Any researchers in this proposal are Trinity-affiliated and are currently a PhD candidate in Trinity or are a staff member.
* No researchers named here are involved in another proposal to the Fund.
* The main activities or events will take place during the PPI Ignite Festival 2023.
* The activities or events will not deliberately act contrary to the values of PPI or Trinity’s Research Charter.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan and attach a signature.

Please email the completed form to PPIIgnite@tcd.ie by noon on Monday, 24th April 2023.

## Gantt Chart

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding Item | June  | July  | August  | September | October | November | December |
| Activity / Event Planning |  |  |  |  |  |  |  |
| Award of Funding |  |  |  |  |  |  |  |
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| Activity / Event Promotion |  |  |  |  |  |  |  |
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| Activity / Event |  |  |  |  |  |  |  |
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| Post-Event / Post-Activity Follow-Up |  |  |  |  |  |  |  |
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| Final Report Submitted to PPI Ignite Office |  |  |  |  |  |  |  |