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| College Innovation Fund 2019-20 – call for proposals Annex A | |
| Issue date:  Reference:  Summary:  FAO: | 15 July 2019  SFC/CI/05/2019  Colleges are invited to submit proposals to the SFC’s College Innovation Fund in the period to 31 March 2020.  Principals and Business Development Managers of Scotland’s Colleges |
| Further information: | **Contact:** Andrew Youngson  **Job title:** Senior Policy Officer  **Department:** Research & Innovation Directorate  **Tel:** 0131 313 6519  **Email:** [ayoungson@sfc.ac.uk](mailto:ayoungson@sfc.ac.uk) |
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| SFC logoSFC logo | Scottish Funding Council  Apex 2  97 Haymarket Terrace  Edinburgh  EH12 5HD  T 0131 313 6500  F 0131 313 6501  www.sfc.ac.uk |

# Annex A: Proposal Document

Please complete the following proposal template. Supporting material may be provided in a separate annex. Please ensure that all of the proposal criteria set out in the call document are addressed.

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| Details of project lead and collaborative partners. |

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| Please give a summary of the proposed project. |

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| Why is/are your collaboration/s the right one/s to deliver this project? |

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| What impact will your project have on your institution and other partners? |

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| Does your project plan have an impact on the wider local/regional economy? |

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| Please detail the activities and proposed timeframe for the project. |

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| **Financial Summary**  Please provide a clear breakdown of the funding requested against the proposed activity, and detail other contributions from industry and/or other partners.  The following table may be used to summarise projected income and costs. If there are costs not covered by the headings in the table please outline under ‘other’ and give a brief description.     |  |  | | --- | --- | | **PROJECT FINANCING** |  | | Amount of funding requested from SFC |  | | Institution contribution(s) |  | | Other co-funding |  | | **TOTAL Project Value** |  | |  |  | | **EXPENDITURE** |  | | Consumables |  | | Facilities |  | | Travel & Subsistence |  | | Other |  | |  |  | | **TOTAL Expenditure** |  | |

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| **Project Management**  Please insert details of how the project will be managed, including a project plan or milestones as appropriate. Please outline any governance and management requirements for the project involving multiple stakeholders/consortia. |

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| **Sustainability**  Will your project have further reach beyond the project timelines stipulated?  Please give details on how your project will ensure that the outputs of your project will continue beyond the proposed project timeline and have a further legacy? |

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| **Equality Human Rights Impact Assessment**  Full proposals must include an EHRIA  Institutions can complete their own EHRIA form or use SFC’s form which is available upon request. [Further information and guidance](http://www.sfc.ac.uk/about-sfc/how-we-operate/equality-diversity/equality-diversity.aspx) is available from SFC’s website. |

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| **Communication/Dissemination Strategy**  Projects that are approved will require to have a communications plan to allow SFC and your institution/s to promote the project and demonstrate how the funding has been used effectively. Please give details of how you will manage communications  ie. launch/other events, media releases etc. |

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| **Project Risks**  Please identify any project risks and how these will be managed/mitigated. |

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| **Submission approval**  As Principal of the lead college, this proposal has been approved by me:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of College) |