**Application for Research and Development Project for the Centre of Expertise for Waters (CREW)**

**One signed copy of this application together with any supplementary material must be emailed to:** **ecd2@st-andrews.ac.uk** **by the closing date. A signed paper hard copy should also be provided to CREW, C/O MASTS, Scottish Oceans Institute, East Sands, St Andrews, Fife KY16 8LB.**

* Applicants must ensure that they are able to accept the **terms and conditions** of the standard CREW contract before submitting proposals. CREW will only negotiate contracts under very exceptional circumstances. A copy of the standard contract can be downloaded from the [MASTS website](http://www.masts.ac.uk/about/links/centres-of-expertise/centre-of-expertise-for-waters-crew/crew-call-for-proposals/).
* Applications must be received using **this form**.
* Applicants should complete each part of the form **as fully as possible.**
* Tables in this form will expand to accommodate the information that you wish to enter.

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| **PROJECT LEADERS DETAILS** |

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| **1.** | Project leaders full name and title |       | Tel: No. (incl. STD code) |       |

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|  | Position held |       |  |

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|  | E-mail address |       |

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| **2.** | Name and address of organisation |       | Postcode      |

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| **SUMMARY** |

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| **3.** | (a) CREW Project code |       |

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|  | (b) Project title |       |

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|  (c) Total cost to CREW  |       | (d) Date submitted to CREW |       |

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| --- | --- | --- | --- | --- | --- |
|  | (e) Duration in months  |       |  | (f) Proposed start date |       |

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| **SCIENCE** |

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| **4.** | **Methods.** Summarise your approach to the project detailing how you will undertake each of the tasks listed in the project specification.  |
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**5.** **Milestones.** Please describe the milestones (i.e. points at which progress can be assessed) with targets for monitoring progress of the research towards the scientific objectives.

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|  | Achievement of each will ensure the objectives of the project are met. If your application is accepted, they will form part of the agreement between you and CREW.  |
|  | Milestone | Target date | Title |
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| **RESOURCES AND MANAGEMENT** |

**6.** **Relevance.** Please give details of the relevance of your previous work to this application

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**7. Quality Assurance.** Please state what procedures you operate for Quality Assurance.

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**8.** **Risk.** Provide details of the key risks perceived to the study and the approach to managing these risks.

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| **STAFFING** |

**9. Project Management.** Please provide details of the Project Manager proposed to manage this contract, including their location during the project, experience of managing similar contracts and a copy of their curriculum vitae. **Details of how the project will be managed must be provided.**

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**10. CVs**. Tenderers should provide a curriculum vitae of **all** the staff proposed, their role and number of days input to this project. The information should be tailored to demonstrate experience and skills pertinent to this requirement. Each CV should be no more than 3 sides of A4 paper using the template in Annex A.

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| **COSTS** |

**11. Costs.** The project should be costed for its lifetime, including assumptions for any salary or other inflation increases. **A note of the assumptions used must be provided with the tender**. Costs should allow for regular meetings with the Principal Investigator nominated by CREW and with a project Steering Group where this has been specified in the Invitation to Tender. **Costs should be** **in financial years (1 April to 31 March)[[1]](#footnote-1)** and must show the following details:

**Staff Costs**

Details of the grading and the number of days to be spent by each participant on the project. Salary, Superannuation and National Insurance costs or Daily Fee Rates should be identified for each participant.

**Direct Costs**

A breakdown of direct costs, including details of equipment, must be provided.

**Overheads**

Percentage used to calculate the overheads should also be shown.

**VAT**

**Total Project Cost**

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| REFEREES |

**12. References.** Applicants should be aware that their application may be submitted to external referees considered appropriate by CREW for comment. Applicants may suggest below up to three external referees, although any decision as to whether any name suggested is approached will lie with CREW.

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| --- | --- | --- |
| **Name** | **Email Address** | **Telephone number** |
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**Please note:** applicants must not nominate collaborators in any current project or research paper or experts from their own organisation

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| DECLARATION  |

**Data Protection Act 1998.** The information collected on this form will be stored electronically and used to process your application for a research contract with CREW. It may be sent to any part of the CREW Organisation, or to individual researchers or organisations outside CREW for the purpose of assessing or reviewing the application. We may also disclose the information to any outside organisation acting as an agent authorised by CREW to process research applications on behalf of CREW. If the proposal is accepted for funding, the information (excluding any CVs) may be placed on the CREW website to inform end users about CREW’s research. Address details may be held on a database and used by the CREW to communicate information to our research contractors.

Information (including personal data) may also be released on request, including requests made under the Environmental Information Regulations, the Code of Practice on Access to Government Information and the Freedom of Information Act 2000.

**Declaration**

I confirm that I have read this application and CREW’s standard contractual terms and conditions and that:

(a) CREW may show this application to third parties for the purposes of obtaining expert opinion on its scientific and technical merits; and

(b) If granted the work will be accommodated and administered in our Organisation in accordance with CREW’s contractual arrangements. The staff gradings and salaries quoted are correct and in accordance with the normal practice of this Organisation

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| **13.** | (a) **Head of Department** |

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|  |  Signature |  | Date |  |

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| --- | --- | --- |
|  | Name and Initials |  |

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|  |  Organisation |  |

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|  | (b) **Administrative Authority** |

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|  |  Signature |  | Date |  |

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|  | Name and Initials |  |

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|  | Position |  |

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|  | Organisation |  |

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|  | Full postal address |       Postcode     Telephone No. (including STD code)       Ext.      |

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|  | (c) **Project leader** |
|  |  Signature |  | Date |  |

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|  | Name and Initials |       |

 **Note:** This application should be submitted by/through:

1. **the Head of your Organisation;** and
2. **the person who will be responsible for administering any funds that may be awarded.**

Each should sign the above declaration.

**ANNEX A**

**CURRICULUM VITAE OF STAFF TO BE ENGAGED**

**Please complete a separate form for each person to be engaged in the scientific aspects of the work**

1. Surname

1. Forename(s)

1. Degrees:
2. Posts held (with date(s)). Where personal support is requested please identify tenure and source of funding of present post:

1. Recent publications and reports:

**ANNEX B**

**FINANCIAL GUIDELINES FOR PROJECT COST ESTIMATES**

Signature will be to a fixed price contract. Once a price for the project has been agreed with CREW, and an agreement signed, no increase in price can be considered.

1. Applications that fail to supply the costs broken down by financial years will not be accepted [↑](#footnote-ref-1)