

INSPIRE Round 6

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Sample of online application form

**Page 1: School Applying for the Grant**

Please state the school you are applying on behalf of for funding for INSPIRE Round 6. If making a joint application with two or more schools, please state all the schools named in the application, ensuring the correct school is named as the lead organisation:

<b>School full name and address</b>	
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Please state how much your school is applying for. Each school (medical, dental and veterinary) can each apply for up to £10,000 over two years. If collaborating, the amount awarded is dependent on the number of collaborating schools but will be based on a calculation of a maximum of £10,000 per school over two years. E.g. (up to £40,000 for 4 schools collaborating).

<b>Amount (£)</b>	
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**Page 2: INSPIRE Lead Contact Details**

Please fill out all the details of the INSPIRE lead for your school  
If two or more schools are making a joint application for funding, one INSPIRE lead must be designated who will then complete the application on behalf of all the schools named in the application.

<b>Title</b>	
<b>Full Name</b>	
<b>Position</b>	
<b>Address (Work)</b>	
<b>Contact Number</b>	

<b>Email</b>	
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### Page 3: INSPIRE Student Lead Details

Please fill out the details for all INSPIRE student leads at your school. At least one student must be named in each application.

INSPIRE Student Lead 1:

<b>Title</b>	
<b>Full Name</b>	
<b>Position</b>	
<b>Address (Work)</b>	
<b>Contact Number</b>	
<b>Email</b>	

Please add more tables where necessary.

### Page 4: Other Significant Individuals

Please fill out the contact details for any other individuals that have had or will have a significant involvement in delivering or advising the INSPIRE programme e.g. administrators, other local academics, industry partners, sciences communication professionals.

Other Individual 1:

<b>Title</b>	
<b>Full Name</b>	
<b>Position</b>	
<b>Address (Work)</b>	
<b>Role within the INSPIRE programme</b>	

<b>Contact Number</b>	
<b>Email</b>	

Please add more tables where necessary.

## **Page 5: Proposal of Activities**

Outline the activities you propose to develop as part of your INSPIRE programme, including the following:

- Rationale behind each activity.
- Whether it is new or builds on existing activity.
- How the activity meets local needs.
- The number of students you expect to participate.
- An estimate timeline for all activities (in tabular/diagrammatic form).

(max. 300 words per activity)

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## **Page 6: Background Information to Support Proposal**

Use this space to provide background information to support your proposal. Programmes aimed at further developing existing activities or introducing new activities should use this space to provide evidence of their impact. (max. 500 words)

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## **Page 7: Student Involvement**

INSPIRE is coordinated by the Academy of Medical Sciences and supported by the Wellcome Trust. INSPIRE activities are designed and delivered locally by individual schools.

Describe how students will be involved in the development of the local INSPIRE programme. Highlight any existing and proposed association with local/national student groups. If various schools are applying together, we expect evidence of students from all schools being involved in designing the programme. (max. 300 words)

### **Page 8: Collaborative Activity**

Describe any planned collaborative activity. This includes partnerships with other universities, involvement with non-clinical departments, interactions with industry and public organisations beyond the NHS. (max. 300 words)

### **Page 9: Monitoring and Evaluation**

Describe how you plan to monitor and evaluate your activities. Please refer to the [Monitoring and Evaluation Guidelines](#) when doing so. (max 300 words)

### Page 10: Activity Sustainability

Describe how you propose to sustain, and support INSPIRE activities in the long term through the securing and use of matched funding. (max 300 words)

### Page 11: Indication and Justification of Costs

Indicate and justify costs of all activities described in Q5. **Please use the table(s) below to provide a breakdown of expenditure for each activity, including additional funding/resources already secured or being sought to support the project.**

#### Activity 1:

Activity Elements	Amount (£)	Brief Details

**Total (£)**

Additional Funding	Amount (£)	Brief Details

	<b>Total (£)</b>	
		<b>Estimated Worth (£)</b>
		<b>Estimated Total (£)</b>

Please add more tables where necessary

### Page 12: Overview of Costs

Use this table to provide an overview of costs:

	<b>Amount (£)</b>
<b>INSPIRE Funding</b>	
<b>Other Funding</b>	
	<b>Grand Total (£)</b>

### Page 13: Additional Information

Please use this area to upload any letters of support (e.g. from external organisations providing funding and/or resources or collaborative partners) and/or any additional information that will help towards a successful application.

## Page 14: EDI Monitoring

We are introducing bi-annual reporting for INSPIRE Round 6. This will cover the events of the previous six months, the diversity data of your events, the diversity data of your student body and any challenges you have faced during that period.

Your bi-annual report should include the latest diversity data of your student body from your **individual schools** (medical, dental, veterinary). For us to have insight into the current demographic of your school, we are requesting data which will be used as a benchmark for your bi-annual report. Please include the data of your **individual schools** in the following questions.

This will not be used in the application review process and will not be provided to panel members. (By providing this information, you are agreeing to us holding this information, under current data protection legislation, and will be helping us to monitor our practice). For more information on the EDI data collection, [please find the guidelines here.](#)

What percentage of your student body is up to 24 years?

What percentage of your student body is 25-34?

What percentage of your student body is 35-44?

What percentage of your student body is 45+?

What percentage of your student body identifies as neurodiverse?

What percentage of your student body considers themselves to have a disability, long-term condition or impairment?

What percentage of your student body identifies themselves with the pronouns He/him?

What percentage of your student body identifies themselves with the pronouns She/her?

What percentage of your student body identifies themselves with the pronouns They/them?

What percentage of your student body identifies themselves with the pronouns Xe/xem

What percentage of your student body identifies as bigender?

What percentage of your student body identifies as Female?

What percentage of your student body identifies as Male?

What percentage of your student body identifies as non-binary e.g. genderfluid, agender, genderqueer

What percentage of your student body identifies as transgender?

What percentage of your student body identifies as a member of the LGBTQ+ community

What percentage of your student body has caring responsibilities?

What percentage of your student body identifies as Black, Asian, or Minority Ethnic?

What percentage of student body ascribes to a religious belief (including spirituality)?

Please include the social mobility of your student body and how this was collected

## **Page 15: INSPIRE Lead Declaration**



**Please read the Application Guidelines and Grant Terms and Conditions for the INSPIRE scheme and the Data Protection statement and Undertakings before signing below.**

The personal information that is supplied to the Academy of Medical Sciences (the "Academy") in connection with the application will be stored by or on behalf of the

Academy, in accordance with the General Data Protection Regulation and the Data Protection Act 2018. The Academy will be the data controller in respect of your personal information because the Academy dictates the manner in which and the purposes for which your personal information is used. The Academy has the final say as to whether your application is successful. The personal information we hold includes the information you complete in the application form and details of correspondence between us.

The Academy will use your personal information in order to process your application for the Scheme, managing and administering the Scheme should your application be successful and to communicate with you in connection with the Scheme.

For further information about the personal information the Academy holds about you, how the Academy uses it, who it is shared with and what your rights are in relation to your personal information, please see the Privacy Policy which can be found here: <https://acmedsci.ac.uk/privacy-policy>

The Scheme is administered by the Academy. The Grant is funded by the Funder (The Wellcome Trust). Your personal information and details of your application (including your Host Institution, project title, lay and scientific summary) may be disclosed by the Academy to the Funder. The Academy and Funder may also publish basic details of Grants awarded (e.g. on their website or in their Annual Reports) and/or anonymise your personal information for research and statistical purposes.

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### **Undertakings**

1. I confirm that I have read the Data Protection statements above which set out how the Academy uses my personal information.
2. To the best of my knowledge the information provided in this application is accurate and complete.
3. I have read the [Grant Conditions available on the website](#), under which grants are awarded and, if a grant offer is made, I agree to abide by them.



4. I confirm that the necessary facilities will be made available to deliver this work and will continue to be available throughout the project.

**If you agree to the above statement and undertakings, please tick the box. By checking this box, you are signing this form electronically. In doing so you confirm that your electronic signature is the legal equivalent of your manual signature on this form.**

<b>INSPIRE Lead Full Name</b>	
<b>Date</b>	

## Page 16: INSPIRE Student Lead Declaration

**Please read the Application Guidelines and Grant Terms and Conditions for the INSPIRE scheme and the Data Protection Statement and Undertakings before signing below.**

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**If you agree to the above statement and undertakings, please tick the box. By checking this box you are signing this form electronically. In doing so you confirm that your electronic signature is the legal equivalent of your manual signature on this form.**

<b>Full Name</b>	
<b>Date</b>	

**Instructions to INSPIRE Student Lead:** Once the declaration is signed and dated, please press the 'Save & Submit' button. **Once you have completed this step, the declaration is complete.**

## Page 17: Head/Dean of School Declaration

**Please read the Application Guidelines and Grant Terms and Conditions for the INSPIRE scheme and the Data Protection Statement and Undertakings before signing below.**

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3. I have read the [Grant Conditions available on the website](#), under which grants are awarded and, if a grant offer is made, I agree to abide by them.
4. I confirm that the necessary facilities will be made available to deliver this work, and will continue to be available throughout the project.
6. The INSPIRE lead will be afforded sufficient time and resources to deliver their INSPIRE activities as proposed in this application.

**If you agree to the above statement and undertakings, please tick the box. By checking this box you are signing this form electronically. In doing so you confirm that your electronic signature is the legal equivalent of your manual signature on this form.**

<b>Full Name</b>	
<b>Date</b>	

**Instructions to Head/Dean of School:** Once the declaration is signed and dated, please press the 'Save & Submit' button. **Once you have completed this step, the declaration is complete.**

## Page 18: Co-applicant School 1 Declarations

**Important information:** This page must only be completed if this is a joint application from two or more schools.

Please fill out the details of the co-applicant school.

<b>Full Name of Co-applicant School</b>	
<b>Address</b>	

**Please read the Application Guidelines and Grant Terms and Conditions for the INSPIRE scheme and the Data Protection Statement and Undertakings before signing below.**

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### **Undertakings**

#### **For the attention of the INSPIRE lead and INSPIRE student lead of the co-applicant school:**

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3. I have read the [Grant Conditions available on the website](#), under which grants are awarded and, if a grant offer is made, I agree to abide by them.
4. I confirm that the necessary facilities will be made available to deliver this work, and will continue to be available throughout the project.

#### **For the attention of the Head/Dean of the co-applicant school:**

In addition to undertakings 1-4 above:

5. I confirm that the necessary facilities will be made available to deliver this proposal, and will continue to be available throughout the project.
6. The INSPIRE lead will be afforded sufficient time and resources to deliver their INSPIRE activities as proposed in this application.

<b>INSPIRE Lead Title and Full Name</b>	
<b>INSPIRE Student Lead Title and Full Name</b>	
<b>School Head/Dean Title and Full Name</b>	
<b>Date</b>	

**Please use this area to upload a document detailing the acknowledgement and agreement of the Data Protection statement and Undertakings above of the INSPIRE lead, INSPIRE student lead and the Head/Dean of the co-applicant school. Please do so by providing the full name and signature of each person followed by the date.**

**Instructions to co-applicant INSPIRE lead:** Once the necessary signatures have been provided and dated, please press the 'Save & Submit' button. **Once you have completed this step, the declaration is complete.**



## Page 19: Co-applicant School 2 Declarations

**Important information:** This page must only be completed if this is a joint application from two or more schools.

Please fill out the details of the co-applicant school:

<b>Full Name of Co-applicant School</b>	
<b>Address</b>	

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#### **For the attention of the INSPIRE lead and INSPIRE student lead of the co-applicant school:**

1. I confirm that I have read the Data Protection statements above which set out how the Academy uses my personal information.
2. To the best of my knowledge the information provided in this application is accurate and complete.
3. I have read the [Grant Conditions available on the website](#), under which grants are awarded and, if a grant offer is made, I agree to abide by them.
4. I confirm that the necessary facilities will be made available to deliver this work, and will continue to be available throughout the project.

#### **For the attention of the Head/Dean of the co-applicant school:**

In addition to undertakings 1-4 above:

5. I confirm that the necessary facilities will be made available to deliver this proposal, and will continue to be available throughout the project.
6. The INSPIRE lead will be afforded sufficient time and resources to deliver their INSPIRE activities as proposed in this application.

Please use this area to upload a document detailing the acknowledgement and

<b>INSPIRE Lead Title and Full Name</b>	
<b>INSPIRE Student Lead Title and Full Name</b>	
<b>School Head/Dean Title and Full Name</b>	
<b>Date</b>	

agreement of the Data Protection statement and Undertakings above of the INSPIRE lead, INSPIRE student lead and the Head/Dean of the co-applicant school. Please do so by providing the full name and signature of each person followed by the date.

**Instructions to co-applicant INSPIRE lead:** Once the necessary signatures have been provided and dated, please press the 'Save & Submit' button. **Once you have completed this step, the declaration is complete.**

## Page 20: Co-applicant School 3

**Important information:** This page must only be completed if this is a joint application from two or more schools.

Please fill out the details of the co-applicant school:

<b>Full Name of Co-applicant School</b>	
<b>Address</b>	

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<b>INSPIRE Lead Title and Full Name</b>	
<b>INSPIRE Student Lead Title and Full Name</b>	
<b>School Head/Dean Title and Full Name</b>	
<b>Date</b>	

**Please use this area to upload a document detailing the acknowledgement and agreement of the Data Protection statement and Undertakings above of the INSPIRE lead, INSPIRE student lead and the Head/Dean of the co-applicant**



school. Please do so by providing the full name and signature of each person followed by the date.

**Instructions to co-applicant INSPIRE lead:** Once the necessary signatures have been provided and dated, please press the 'Save & Submit' button. **Once you have completed this step, the declaration is complete.**