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| **Royal Institute of**  **British Architects**  66 Portland Place,  London, W1B 1AD, UK  Tel: +44 (0)20 7580 5533  Fax: +44 (0)20 7255 1541  info@riba.org  www.architecture.com  Incorporated by Royal Charter No: RC000484  Registered Charity Number 210 566  VAT Registration Number 232 351 891 |

**RIBA Research Fund 2018**

Application Form

**Background**

The RIBA Research Fund is an annual scheme that supports independent architectural research. Applications are welcome from individuals or teams from architectural practices and academia at any stage of their research careers.

In 2018, the maximum grant amount per application is £10,000.

**Eligibility and selection**

We welcome applications to support all research topics as long as the subject matter and final outputs are relevant to the advancement of architecture and associated disciplines and professions.

Grants are made to individuals and not to education institutions, architectural practices, or commercial companies. Funds are to be used towards costs associated with research and not in lieu of salaries or to pay fees or costs associated with academic research programmes such as Masters or MPhil/PhDs (see ’Payment’ section below).

The following criteria will be used to select grant recipient(s):

* Clear demonstration of the originality and importance of the research topic
* Evidence that the proposal is generally feasible and well planned, with consideration of how to mitigate risks and address eventual challenges
* defined, measurable, and suitable outputs for the research proposal, e.g. a journal article, an exhibition, etc.
* well-thought through and detailed financial expenditure forecast

In the case of two equally good applications, preference will be given to applicants who are RIBA members.

An appropriate supervisor should be identified, selected for their broad understanding and expertise in the research area. The supervisor must provide a brief progress report along with the researcher’s interim project report (see Payment section below). The role of the supervisor is to guide the applicant in carrying out the work to time, cost and quality, thus providing reassurance that the RIBA charitable funds are put to good use. The supervisor must be domiciled in the United Kingdom.

**Payment**

Payment of the grant will be made in instalments decided by the applicant, as outlined in Section 3 of the application form. Applicants should state in which proportions they would like the grant distributed.

40% of the funding will always be held until receipt of a satisfactory final project report, as deemed by the RIBA, following assessment by a specialist in the field.

The RIBA will require an interim project report to accompany the funding points in order to keep track of the recipient’s work.

The grant may not be used to cover a researcher’s salary. It may be used to cover an hourly rate to undertake the project, however this will not apply to those already in employment (i.e. it may be used to cover a self-employed person’s hours, but not a salaried professional.)

Applicants should read the terms and conditions of payment carefully (these can be found at the end of Section 3 in the application form.)

**Submitting your application**

Applications must be submitted electronically using the application form below, and emailed with ‘Research Fund 2018’ in the subject line to [Gillian.Harrison@riba.org](mailto:Gillian.Harrison@riba.org).

Applications by post will not be accepted. Please note that any unsolicited supporting information, such as CVs, will not be considered.

The deadline for receipt of applications is **12 noon** on **Friday 6 July 2018***.* Applications received after this date will NOT be considered.

All information provided will be treated in the strictest confidence.

Due to the large number of applications, we regret that we are unable to give feedback to all applicants.

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| **For office use only** | |
| RF18 - | Date received: |

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| **Section 1: Research proposal** |
| 1. What is the title of your research? |
| 2. In no more than 300 words, provide a summary of your research proposal, making sure you take into consideration key questions that you intend to answer: |

| **Section 2: Research details** | | |
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| 1. What are the **AIMS** and **OBJECTIVES** of this research? | | |
| 2. What is the **ORIGINALITY** and **SIGNIFICANCE** of this research topic? | | |
| 3. What kind of research **METHODOLOGY** do you intend to use? In other words, how do you plan to undertake the research? | | |
| 4. In as much detail as possible, please list the main **OUTPUTS** intended for this research. (Please see the guidance notes for examples of outputs) | | |
| 5. What **AUDIENCES** do you see your research benefitting and how do you intend to **SHARE** your findings with them? | | |
| 6. Please provide a detailed **TIMELINE** for your research, including key activities, deadlines, milestones, etc. | | |
| 7. Please describe the nature of the relationship you have with the **SUPERVISOR** you selected for this research and the reasons why s/he is the most suitable person for this role. | | |
| 8. Have you applied for other sources of funding to support this research?  Yes  No  If you answered ‘yes’, please provide more information below. | | |
| Funding source(s) | Amount sought | Amount awarded (or date when a decision is due) |

| Section 3: Financial information (amounts to be provided in GBP (£) | | | |
| --- | --- | --- | --- |
| Item | Amount | Amount contributed by others | Amount sought from the RIBA | |
| Applicant’s time in  number of hours: | £ / hour: | £ | £ | |
| £ total: | £ | £ | |
| Assistant’s time in  number of hours: | £ / hour: | £ | £ | |
| £ total: | £ | £ | |
| Equipment | £ | £ | £ | |
| Facilities | £ | £ | £ | |
| Printing | £ | £ | £ | |
| Materials | £ | £ | £ | |
| Travel | £ | £ | £ | |
| Other expenses | £ | £ | £ | |
| **Total** | **£** | **£** | **£** | |

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| Please describe the equipment required |  |
| Please describe the facilities required |  |
| Please describe the type and purpose of the travel |  |
| Please name other financial contributors (if applicable) |  |
| Please provide information on what is included in ‘Other expenses’ |  |

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| Please identify in which proportion you would like to have the funding distributed. | | | |
| Instalment Number | % | Amount  (to be provided in GBP) | Date required (approximate month and year) |
| 1 |  | £ |  |
| 2 |  | £ |  |
| 3 |  | £ |  |
| 4 |  | £ |  |
| Final instalment | 40% | £ |  |

| **Terms and Conditions of payment** |
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| 1. The research project should be completed within two years of 31 August 2018. 2. Please note that the final instalment (40% of the total grant) will only be released after a rigorous and critically reflective written output has been produced and judged satisfactory by the Grant Committee. This should incorporate evidence of all outputs listed in the original application form. 3. The final report must be substantially in the form of the outputs detailed in the proposal. If it is not, the committee reserves the right to reassess the level of financial grant associated with the report. 4. Grant holders should submit a brief report after a period of six months indicating progress to date and the approximate date of completion (this will be requested by the RIBA.) 5. If for any reason it becomes clear that the research will take more than two years to complete, the grant holder should inform the RIBA immediately indicating a revised completion date. 6. The final report must be submitted within three years of the original application to retain access to the grant. After three years, any unclaimed monies will be reinvested into the trust fund and made available to new applicants. Should the research project not be completed and only a part-payment claimed, the institution affiliated to the project will be barred from submitting applications to this grants scheme for a period of two years. 7. The final report should be presented to the RIBA in readable and publishable form for publication on the RIBA website. Where final output is in alternative media format, the committee will expect to see supportive literature. Two hard copies should also be submitted to the RIBA. 8. The final report, and any subsequent publications based on the research work should acknowledge the receipt of an RIBA Research Fund Grant. |

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| RF18 - | Date received: |

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| **Section 4: Personal details of main applicant (FOR CONTACT PURPOSES ONLY)** | | | |
| First Name: | Surname: | | |
| Title (e.g.: Dr, Ms, etc): | Date of birth: | | |
| Role in the research project:  (e.g. sole researcher, lead researcher, etc.) | | | |
| Address: | | | |
| Email: | Telephone: | | |
| Gender: | Nationality: | | |
| RIBA membership number (if applicable): | | | |
| Academic and employment history  (starting with the most recent first) | | Start date | End date |

To acknowledge the involvement of more than one individual, complete Section 3 below (copy and paste the section to provide information for each individual involved).

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| **Section 5: Personal details of co-applicant (if applicable)** | | | |
| First Name: | Surname: | | |
| Title (e.g.: Dr, Ms, etc): | Date of birth: | | |
| Role in the research project:  (e.g. joint researcher, assistant, etc.) | | | |
| Address: | | | |
| Email: | Telephone: | | |
| Gender: | Nationality: | | |
| RIBA membership number (if applicable): | | | |
| Academic and employment history  (starting with the most recent first) | | Start date | End date |

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| **Section 4: Supervisor declaration** | |
| First Name: | Surname: |
| Title (e.g.: Dr, Ms, etc): | Institution/Employer: |
| Email address: | Telephone number: |
| Address: | |
| I agree to act as supervisor to the research proposed in this application form.  I believe the candidate(s) has the capability to conduct such research.  I agree that my typed name below replaces, in this context, my written signature. | |
| Signature: | Date: |

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| **Section 5: Applicant’s Declaration** | |
| I declare that the information provided in this application form is, to the best of my knowledge, correct in every respect.  (Where applicable) I have permission from other co-applicants to sign this application as lead researcher.  I agree that my typed name below replaces, in this context, my written signature. | |
| Signature: | Date: |