St George's University of London

St George’s Research Bridging Fund Scheme for Research Institute Staff

Application form

Please read the Policy and Procedure document carefully before completing the application form.

|  |  |
| --- | --- |
| **Intended beneficiary** | |
| Name: |  |
| Research Institute: |  |
| Job Title: |  |
| Start date at St George’s, University of London: |  |
| Start date of current appointment: |  |
| End date of current appointment/period of funding: |  |
| Current funding source(s): |  |
| Name of grant holder: |  |
| **Follow-on external funding and bridging requested** | |
| Name of grant holder: |  |
| Funding organisation: |  |
| Expected start date: |  |
| Grant award reference number or SGUL subproject Account Code: |  |
| Start date of requested bridging funding: |  |
| End date of requested bridging funding: |  |
| Total hours per week or FTE of the beneficiary during proposed term of the bridging fund: |  |
| Total salary costs of beneficiary during the proposed term of the bridging fund:  *(Costings to be provided by Joint Research and Enterprise Services)* | £ |

|  |
| --- |
| **FURTHER INFORMATION (to be completed by the new, or follow on, grant holder):** |
| *1. Please give details of your new grant award and efforts made to bring forward the start date of the next period of external funding in order to minimise the demand on the funds. (300 words max)* |
| *2. Please give details of all other sources of funding you have explored, including an indication of why the requested bridging period cannot be fully or partially met by other funds. (300 words max)* |
| *3. Please give details of the project / programme of work on which the intended beneficiary will be employed during the requested bridging period (i.e., between the end of their current contract / period of funding and the receipt of further external funds. (500 words max)* |
| *4. Please provide a strong case for the retention of the beneficiary. (300 words max)* |

|  |  |
| --- | --- |
| **Authorisation and Sign-Off**  *The grant holder should ensure that the form is correctly completed before submission.* | |
| **Grant holder authorisation and sign-off** | |
| **Name of grant holder** |  |
| **Research Institute** |  |
| **Signature** |  |
| **Date** |  |
| **Intended beneficiary** **authorisation and sign-off** | |
| **Name of intended beneficiary** |  |
| **Research Institute** |  |
| **Signature** |  |
| **Date** |  |
| **Director of Research Institute authorisation and sign-off** | |
| *I confirm that the above application is a priority within the Research Institute’s Research Strategy and the intended beneficiary’s research area is a priority for St George’s.* | |
| **Name of Director of Research Institute** |  |
| **Research Institute** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| **Supporting documentation to be submitted with the application to the HR Bridging Fund Scheme.** |
| 1. Full CV of the intended beneficiary |
| 1. Grant award letter (where available) |
| 1. Evidence of any unforeseen delays on the part of the funding body, including, where available, an estimate of the expected start date of the grant (where applicable) |
| 1. Salary costings (provided by Joint Research and Enterprise Services) |

Please return this form, along with supporting documents by email to: Yvonne Castle, Research Strategy and Development Manager ([ycastle@sgul.ac.uk](mailto:ycastle@sgul.ac.uk)).

**Internal use only – JRES**

|  |  |
| --- | --- |
| **Outcome of application**  *To be completed by the Chair of the Research Steering Group or Director or Head of Research Funding, JRES* | |
| **Date application reviewed** |  |
| **Signature** |  |
| **Date of signature** |  |
| **Outcome** | Approved / Rejected |