**CDH RESEARCH SUPPORT FUND FOR INDIVIDUAL RESEARCH COSTS:
APPLICATION FORM**

(Please read Guidance Notes below before completing this form)

**NAME AND TITLE:**

**SCHOOL:**

**EMAIL:**

**ELIGIBILITY TO APPLY** –Staff (minimum 0.2FTE)

**CASE FOR SUPPORT:**

*Please give a brief description (250 words total, maximum) of a) the proposed activity (with dates) and explain the anticipated benefit to (b) the development of your own research goals, and (c) CDH’s research profile. Does it fit within one of the Centre’s research themes or develop a new area?*

1. **Proposed Activity**
2. **Benefit to your own research goals**
3. **Fit with Research Themes/CDH Research Profile**

**AMOUNT REQUESTED:**

Please provide a basic breakdown of anticipated costs

**OTHER FUNDING:** Please detail other applications for match funding, made or intended**.**

**DATE OF APPLICATION:**

Please email your completed form to CentreforDesignHistory@brighton.ac.uk by:

**5pm, GMT, Thursday 29 February 2024**

**CDH RESEARCH SUPPORT FUND: GUIDANCE NOTES**

The Centre for Design History’s Research Support Fund is open to applications from members seeking to cover small-scale research costs that contribute to the development of their own research activity and add value to CDH’s research and enterprise profile. Awards may be made up to £500 maximum but applications for smaller amounts are also encouraged, and partial awards may be offered depending on demand. All awarded funds must be committed by CDH before 30 June 2024, although the actual activities may be undertaken after this date (e.g. travel on a ticket booked in advance) but before the start of the 2024-23 term.

**Eligibility**

Staff members of CDH are eligible to apply, including staff on fixed-term contracts, part-time members of staff (minimum 0.2FTE), and postdoctoral researchers who are members of the University. Early Career Researchers are encouraged to apply. PhD research student members are normally expected to apply for funding available to them from the Doctoral College or through scholarship awards, but may be eligible in exceptional circumstances.

**Eligible costs**

Awards may be used to cover a range of research costs including, for example, archive access fees; travel and subsistence incurred in visiting archives, digitisation fees or research proxy fees, conducting fieldwork, attending workshops or meetings to develop external research and enterprise partnerships; hospitality incurred in hosting meetings with external partners; costs towards publications (e.g. indexing, picture copyright); advertising. Funding for conference attendance is not an eligible cost under this scheme. Applicants should consult the [University’s Staff Expenses Policy](https://staff.brighton.ac.uk/finance/PublishedDocuments/Staff%20Expense%20Policy.pdf) when preparing the budget.

**Application process**

Applications should be made on the form provided and sent by email to CentreforDesignHistory@brighton.ac.uk by the **deadline 5pm GMT Thursday 29 February 2024.** Initial decisions will be notified as soon as possible after this. Further awards may become possible subsequently, contingent on the CDH’s other expenditure in 2022-23. Applications will be considered and decisions on awards made by a sub-group of CDH’s Management Board.

**Criteria for making awards:**

**Awards are normally expected to lead to an output, such as a publication, conference presentation, grant application, etc.**

The proposed expenditure will be assessed on how it:

* Contributes to the development of the applicant’s own research goals;
* Adds value to CDH’s research and enterprise profile;
* Is clearly justified as reasonable and necessary in relation to stated outcomes;
* Is affordable within the limitations of the Fund, taking into account the principles of breadth and fairness in allocation.

We encourage application that support CDH’s commitment to [decentre whiteness and decolonise design history.](https://blogs.brighton.ac.uk/centrefordesignhistory/black-lives-matter/)

**Conditions of award**

* Upon acceptance of award, successful applicants will work in collaboration with CDH’s Administrator to finalise the costs.
* All expense costs will follow the procedures set out in the University’s Staff Expenses Policy.
* The applicant will be required to submit a short report at the end of funding and the completion of the research for the consideration of the CDH Management Board and, where appropriate, for publication on the CDH blog.