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**INFORMATION: DATA SCIENCE SEED FUNDING APPLICATION FORM**

**Before submitting an application**

Applicants should consult their respective institutional rules and regulations before submitting.

Completed application forms should be submitted [here.](https://docs.google.com/forms/d/e/1FAIpQLSdDK5CiBjjd9qnaJZmkGeDYKE13w0y2K2YYTOr1k7dexFCXVg/viewform)

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**GENERAL INFORMATION**

1. The Management Committee will consider grant applications to fund data science research and data science research-related activities (including dissemination of findings and public outreach) from members of the academic staff of the London School of Economics and Imperial College London.
2. At least one applicant must be a DSI Affiliate, and at least one co-applicant must be from Imperial College London and one must be from the London School of Economics. The lead applicant must be a Research Fellow or above.
3. Applications for funding are normally considered up to a maximum of £5,000. However, a small number (2 or 3) of applications exceeding this amount may be funded at each meeting. In no circumstances will applications in excess of £10,000 be considered.
4. Decisions on grant applications are not normally made prior to consideration by the DSI Management Committee which meet*s* each term. Applicants should make due allowance in specifying starting dates. Funds will not be provided for work already completed. The opinion of an external referee may be sought in exceptional circumstances.
5. Unsuccessful applications are not reconsidered, unless resubmission has been explicitly invited.
6. Support is offered in two main categories:

* Small Grants: including pump-priming projects; topping-up of ongoing projects; and bridging between external grants.
* Conferences or workshops. Applications in support of conferences to be held at the LSE or Imperial College London would receive priority over applications to attend conferences outside LSE. Applicants should provide information on participants, giving the names of keynote speakers. A budget should be provided indicating the number of participants attending, in particular how many from abroad.

Please note that the DSI cannot consider applications for seminar or workshop funding.

**TERMS AND CONDITIONS**

1. Grants must be used solely for the purposes set out in the award letter except that an investigator may transfer a maximum of £500 between budget headings without reference to DSI. Requests for virement in excess of this amount should be addressed to the DSI Institute Coordinator ([DSI.Admin@lse.ac.uk](mailto:DSI.Admin@lse.ac.uk)).
2. DSI will normally supplement the grant, if necessary, to meet additional costs arising from pay awards implemented by the School.
3. A Final Report, on the form supplied during the Summer Term following the end of the grant period, should be submitted by 31st July.
4. Final Reports, edited if necessary, will be included in the DSI’s Annual Report.
5. If you are applying for research or other staff costs please check the generic role profiles when considering on which Band/Step you should appoint.  These can be found under the hourly paid research and support staff pages of the LSE’s Human Resources website.
6. Please note that goods and services imported from abroad are usually subject to VAT of 20%, and this should be included in the budget.
7. DSI requires successful applicants to comply with the LSE's Research Ethics Policy. Submitting a copy of the self-certification or ethical approval to DSI is required previous to the disbursement of any funds. Information on the LSE's Research Ethics Policy is available [online](http://www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx).
8. Investigators are expected to publish the results of research in the normal way and acknowledgement of DSI's assistance should be made in all publications, a copy of which should be sent to the DSI Events and Communications Officer ([DSI.Comms@lse.ac.uk](mailto:DSI.Comms@lse.ac.uk)).

**CRITERIA APPLIED IN GRANT AWARDS**

Applications are considered on both the intrinsic merit of the proposed research and the value for money that the proposal represents. Applicants are requested to explain clearly what the objectives are, what methods will be used and why the research is novel. Applications that do not contain this information are unlikely to be approved. Applications that do not make clear why large budget items (such as overseas trips) are essential to the research may be rejected or be awarded only reduced funding.

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**DSI GRANT APPLICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Applicants(s)** | **Applicant 1** | **Applicant 2** | **Applicant 3** |
| **Title** |  |  |  |
| **Forename(s)** |  |  |  |
| **Surname** |  |  |  |
| **Department** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information on first named applicant** | | | | | |
| **Full-time teaching staff** |  | **Part-time teaching staff** |  | **Research staff** |  |
| **Please confirm that you are on salary band 7 or above:** | | | | | |
| **Please indicate if you are pre-major or post-major review:** | | | | | |
| **Research Staff:** Give brief details of employment history at the LSE/Imperial and the nature of your present contract | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Title of Project:** | | | | |
| **3. Proposed Starting Date:** | | | | |
| **4. Proposed Duration:** | | | | |
| **5. Summary of Total Support Requested (FY = financial year Aug-July)**  (see 10 of the information sheet) | | | | |
|  | **FY year 1** | **FY year 2** | **FY year 3** | **Total Over Period** |
| **Research Staff\*** |  |  |  |  |
| **Other Staff\*** |  |  |  |  |
| **Equipment\*** (see 11 of the Information sheet) |  |  |  |  |
| **Travel and Subsistence\*** (for conference applications see 5 of the information sheet) |  |  |  |  |
| **Other Recurrent Costs\*** |  |  |  |  |
| **Total** |  |  |  |  |

\* Please include a detailed justification of the budget in the research proposal. Applications for staff costs should include details of salary scale and hours to be worked.

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| --- | --- | --- |
| **6. Details of any previous DSI grants awarded** | | |
| **Title of award** | **Period** | **Amount** |
|  |  |  |

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| --- |
| **7. If you were a previous recipient of a DSI award please list any publications that have been produced with the assistance of that grant(s)** |
|  |

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| --- |
| **8. Has an application for support for this research been made to any other bodies?**  **YES/NO\*** If yes, give details (ie, institution, amount, decision). |
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**9. Proposed Investigation.**

**Attach a statement of the proposed investigation following the headings listed below, in a maximum of 1,500 words.**

**(i)** **Summary (maximum of 300 words) of the research proposal**

**(ii)** **include a detailed justification of the budget,**

**(iii)** **the objectives of the research,**

**(iv)** **the proposed methods to be followed,**

**(v)** **the relation with other research in the area,**

**(vi)** **the expected contribution of the project.**

**10. Attach a summary curriculum vitae (no more than 2 pages) for each named applicant.**

**11. Signature of first applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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