# Instructions for submission

Please read the BALEAP Call for proposals document in detail before completing this form.

Complete this document as one single Word (.docx) document.

Email completed form and supporting documents (see supporting documents section below) to [teap@baleap.org](mailto:teap@baleap.org) by 23.59 on Monday 16 September 2024.

### How did you hear about the BALEAP TEAP scholarship project award?

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| From BALEAP via the BALEAP email list  From BALEAP via the BAAL email list  From a colleague  From another source (please specify): |

### Title of your project

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### **Principal Investigator (affiliated to BALEAP)**

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| BALEAP affiliation | Institution Individual (delete as appropriate) |
| Institutional affiliation (if relevant) |  |
| Address |  |
| Telephone |  |
| Email |  |

**Names of other investigators** (please copy/paste the table below for each person involved in the project)

|  |  |
| --- | --- |
| Name |  |
| Email |  |

### **Name of institution with which any formal award agreement would be made.**

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**Project summary** (250 words maximum)

Summaries of successful proposals will be made public. Please prepare your summary with this in mind.

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### **Detailed proposal**

Maximum 8 pages (single-spaced 11-point Arial), using the following 7 section headings:

#### **Statement of question, issue or problem you aim to address**

Include your proposed project questions with a detailed rationale for each. Please make clear how these relate to the TEAP accreditation scheme.

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#### **Theoretical background**

Include the literature you are drawing on to situate your study. Show that you are familiar with current relevant scholarship in the area.

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#### **Methodology**

Details and rationale for where and how the study will be conducted, who the participants will be, and how the data will be analysed.

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#### **Ethics**

Explanation of how ethics will be upheld, including any training planned for other participants in your project. If ethical approval is required for the type of project you plan to undertake, you will need to gain ethical approval from the institution that is supporting the award. If you already have ethical approval, please include the reference code here. If you have not yet gained any required ethical approval, please attach the application for approval with this proposal.

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#### **Potential impact**

Statement of likely impact on and implications for theory, policy or practice

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#### **Roles/ support**

Explanation of role and expertise of investigators. For each person, please address:

What roles will they play?

How will they contribute to the project?

Will they need any training or support for their role and, if so, how will this be provided?

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#### **Timetable**

(Detailed timetable, in months, with start and end date of project. Please include reporting requirements and relevant dates in your project timetable.)

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#### **Intellectual property rights (IPR)**

Award recipients will own the IPR for the data and outputs. Each recipient will grant to BALEAP an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use any information, data, reports, documents, or other materials obtained, created or developed in the course of the project, including the final paper, for non-commercial purposes to publicise and report on the activities of BALEAP in connection with the award of the grant and the delivery of the project.

#### **Explanation of any IPR issues:**

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#### **Appendix to** **detailed proposal: bibliography (additional 1 page maximum)**

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#### **CV for each investigator**

Please attach full academic CVs separately. Ensure CVs contain no personal information (such as home address, phone number, marital status or personal email addresses) as they will be retained until the end of the project.

#### **Supporting documents**

Please confirm each has been submitted (or, for Schedule 3, reviewed) as required.

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| Ethical approval application/ reference code (Appendix 1) | Y/N |  |  |
| Signed letter of support from the Head of Department (or equivalent) of the institution to which the PI is attached, including expression of the commitment and willingness to receive and manage funding and to sign an agreement with BALEAP (Appendix 2) | Y/N |  |  |
| Budget spreadsheet (Appendix 3) | Y/N |  |  |
| CV for each investigator | Y/N |  |  |

Please complete this application form and send with other required documentation, to [teap@baleap.org](mailto:teap@baleap.org) by 23.59 UK time on Monday 16 September 2024.