# CALL DOWN Project Application

# for Centre of Expertise for Waters (CREW)

**Please send a completed, signed copy of this application together with any supplementary material to** [**procurement@crew.ac.uk**](mailto:procurement@crew.ac.uk) **by the closing date.**

* **Call Down** project applications must be received using **this form** andapplicants should complete each part of the form **as fully as possible.**
* CREW encourage **early-career** through to **experienced researchers** to apply and promote the mentorship of early career researchers by experienced researchers.
* Where successful, CREW funding would be subject to agreement to the CREW Grant Offer Letter and T&Cs (“Grant Terms”).  To the extent the successful applicant wished to use sub-contractors this must be done in accordance with the Grant Terms which would include putting in place an appropriate agreement with the relevant sub-contractor.
* Please note the **maximum budget available, as advertised in the funding call, is exclusive of any VAT added by the applicant**, and applicants should show their costs net of any recoverable VAT.
* Please see our [FAQ page](https://www.crew.ac.uk/about/faq) for additional information.
* **Please ensure Annex A and Annex B are fully completed.**

## SECTION 1: Overview

### 1.1 Project Leaders Details

|  |  |
| --- | --- |
| **Project Leaders full name and title** |  |
| **Tel. No. (incl. STD code)** |  |
| **Position held** |  |
| **E-mail Address** |  |
| **Name and address of organisation** |  |
| **Address postcode** |  |

### 1.2 Contract Manager, Finance Contact, Data Protection Contact, Business/Charity Details

|  |  |
| --- | --- |
| **Contract Manager name** |  |
| **Contract Manager e-mail** |  |
| **Finance Contact name** |  |
| **Finance Contact e-mail** |  |
| **Data Protection Contact name** |  |
| **Data Protection Contact email** |  |
| **Registered Business number or charity number** |  |

### 1.3 Sub-contractor(s) *(if applicable)* (Please copy the table below if more than one sub-contractor is required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-contractor full name** |  | **Contract Manager name** |  |
| **Tel. No. (incl. STD code)** |  | **Contract Manager e-mail** |  |
| **Position held** |  | **Finance Contact name** |  |
| **E-mail Address** |  | **Finance Contact e-mail** |  |
| **Name and address of organisation** |  | | |

### 1.4 Project Summary

|  |  |  |
| --- | --- | --- |
|  | (a) Project title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) Total cost to CREW [[1]](#footnote-1) |  | (c) Date submitted to CREW |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (d) Duration in months |  |  | (e) Proposed start date – Please see specification |  |

**If duration or start month differ from the project specification, please explain below:**

|  |
| --- |
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### 1.5 Summary of costs

*Full costing details are required in section 4.2*

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | **2024/25** | **2025/26** | **2026/27** |
| Direct staff costs |  |  |  |
| Direct non staff costs |  |  |  |
| Overheads |  |  |  |
| Sub-contract(s) *(if applicable)* |  |  |  |
| **Total** |  |  |  |
| **Project Grand Total**1 | **£** | | |

## SECTION 2: Call Down project Proposal

### 2.1 Background

**Below please briefly outline your understanding of the project requirements. This should include an understanding of the policy background and the supporting role of this project; the need for this research; the project aim; and how the proposal will address this aim. Suggested page limit: 0.5 pages.**

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### 2.2 Proposed Methodology

**Below summarise your proposed approach to the project including how the evidence will be identified, reviewed, and assessed to address the key questions and produce the deliverables in the timescales required. Explain the suitability, robustness, and limitations of the proposed methodology. Suggested page limit: 1 page (not including diagrams).**

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### 2.3 Milestones

**In the table below, please describe the milestones, including target dates of completion, for monitoring progress of the project towards addressing key questions and each deliverable required.**

Achievement of each milestone will ensure the requirements of the project are met. If your application is accepted, the milestones will form part of the agreement between you and CREW.

Please include milestones in accordance with the anticipated timescale section in the specification including:

* Key project tasks or activities (i.e., points at which progress can be assessed)
* Submission of draft deliverables for review by the Project Steering Group (allow 2 weeks for review in Gantt Chart)
* Each Project Steering Group (PSG) meeting

*(Please add more rows to the table below if required)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Duration in weeks** | **Milestone completion target date (dd/mm/yyyy)** | **Brief description of milestone including deliverable and or key questions** | **Anticipated percentage of total budget (%)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

## SECTION 3: Resources and management

### 3.1 Project Management

**Below please briefly outline your planned project management approach and the internal governance for this project. Suggested page limit: 0.5 page.**

**You should:**

* **identify the individual(s) who will have overall management responsibility for the project and outline their project management experience.**
* **identify the person who will have day-to-day contact with the CREW Project Manager.**
* **briefly outline how you plan to keep CREW informed of progress made.** **Please note, CREW requests a brief written update c. two weeks prior to project steering group meetings.**

*Please note that you will be expected to alert the CREW Project Manager at the earliest opportunity to any difficulties encountered.*

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### 3.2 Specific topic and deliverable expertise and experience

**Please provide details of individual staff members who will work on this project and demonstrate how they will meet the project requirements.** **Please also describe who will take lead responsibility and supporting responsibility for each deliverable(s).**

*(Please add more rows to the table below if required)*

|  |  |  |
| --- | --- | --- |
| **Staff member name** | **Specific experience and expertise on the project topic and production of deliverables** | **Project deliverable(s) leading (L) and supporting (S)** |
|  |  |  |
|  |  |  |
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### 3.3 Quality Assurance

**Below please provide details of quality assurance procedures to demonstrate how the project would be continuously delivered to a high standard. Suggested page limit: 0.5 pages.**

*Please include quality control at different stages of the project and for all deliverables.*

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### 3.4 Risk

**Please fill in the risk assessment matrix below detailing the key risks identified in relation to the delivery of this project, and proposed mitigation measures to minimise their probability and impact, focused particularly on risk to completion on time e.g., schedule/timescales, costs, resource, quality.**

*Please fill in the table provided below or alternatively attach your own risk assessment matrix.*

*(Please add more rows to the table below if required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Number** | **Description of risk** | **Milestone number(s) associated** | **Proposed risk-mitigation measure** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

## SECTION 4: Staffing and Costs

### 4.1 CVs

**Tenderers should provide a curriculum vitae of all the staff proposed. The information should be tailored to demonstrate experience and skills for this project. Each CV should be no more than 1.5 sides of A4 paper using the template in Annex A.**

### 4.2 Costs

**Please provide a full break down of costs in the table below.** *Please copy this table for each sub-contractor if applicable.*

The project should be costed for its lifetime *and allow for regular meetings with the CREW Project Manager and with a project Steering Group where this has been included in the project specification.* ***Costs should be******in financial years (1 April to 31 March)****.*

*Signature will be to a fixed price contract. Once a price for the project has been agreed with CREW, and an agreement signed, no increase in price will be considered.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** |  | | **End Date** | | | | | |  | | |
| **Direct staff time and costs** | |  | **2024/25** | |  | **2025/26** | | | **2026/27** | | |
| **Staff Name** | **Research Staff (social scientist)**  **Research staff (all other)**  **Technical & Support staff[[2]](#footnote-2)** | **Daily Rate** | **No. of Days** | **Total** | **Daily Rate** | | **No. of Days** | **Total** | **Daily Rate** | **No. of Days** | **Total** |
|  |  |  |  |  |  | |  |  |  |  |  |
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|  |  |  |  |  |  | |  |  |  |  |  |
| **Total** | |  |  |  |  | |  |  |  |  |  |
| **Direct non-staff costs** | | | | | | | | |  |  |  |
| Events (workshops and dissemination events) | |  | | |  | | | |  | | |
| Travel & Subsistence | |  | | |  | | | |  | | |
| Consumables | |  | | |  | | | |  | | |
| Other costs | |  | | |  | | | |  | | |
| **Total** | |  | | |  | | | |  | | |
| **Please provide a short description of other costs:** | | | | | | | | |  | | |
| **Overheads** | | | | | | | | |  | | |
| Indirect Costs | |  | | |  | | | |  | | |
| Estates Costs | |  | | |  | | | |  | | |
| **Total** | |  | | |  | | | |  | | |
|  | |  | | |  | | | |  | | |
| **Project Lead Annual Totals** | |  | | |  | | | |  | | |
| **Project Lead Grand Total[[3]](#footnote-3) £** | | | | | | | | | | | |

## SECTION 5: References, data protection and declaration

### 5.1 References

Applicants should be aware that their application may be submitted to external referees considered appropriate by CREW for comment. Applicants may suggest below up to three external referees, although any decision as to whether any name suggested is approached will lie with CREW.

***Please note:*** *applicants must not nominate collaborators in any current project or research paper or experts from their own organisation*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and title** | **Relationship to applicant** | **Email Address** | **Telephone number** |
|  |  |  |  |
|  |  |  |  |
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### 5.2 Data Protection

The personal data collected on this form will be processed by CREW and stored electronically to allow us to process, assess and review your application.

Scotland’s Centre of Expertise for Waters (“CREW”, “we”, “us” or “our”), is a Scottish Government funded consortium between the James Hutton Institute (“Hutton”), Scottish Higher Education Institutes and Research Institutes (together “CREW’’). Hutton primarily manages CREW’s daily operations and is the Data Controller over any personal data processed about you for the purposes relating to the submission, processing, and evaluation of project applications.

Your application may be shared with the CREW team members and named representatives of the CREW Partner Organisations (who will be taking part in the project Steering Group), or individual researchers or organisations outside CREW for the purpose of assessing or reviewing the application.

In the case of a successful application, we will also use the data to create and manage a research contract and manage an awarded project.

Information pertaining to the awarded project including the researchers’ names, the project title and summary, agreed objectives and deliverables as stated in final contract, and outputs/publications resulting from an individual project may be placed on the CREW website/sub-domains/social media managed by CREW to inform end users about CREW’s research. We will only publish the names of individuals where we have their consent to do so.

For successful applications, we will hold the personal data you provided us for as long as it is required for the purposes which we obtained it for. Unsuccessful applications will be kept for a maximum of 2 years from the year of submission.

[CREW’s full privacy notice](https://www.crew.ac.uk/privacy-notice) describes in more detail how CREW processes personal data in various situations including when you submit project applications, and your rights in relation to your personal data. We strongly recommend that you read the full privacy notice in above link before you submit your application.

If you have any concerns about CREW’s processing of your personal data or you have a general enquiry in relation to data protection, please contact our Data Protection Officer at [DPO@hutton.ac.uk](mailto:DPO@hutton.ac.uk).

**5.3 Declaration**

I confirm that I have read this application and CREW’s standard contractual terms and conditions and that:

1. I understand and accept how the personal data I provide on this application will be used by CREW.
2. If granted, the work will be accommodated and administered in our Organisation in accordance with CREW’s contractual arrangements. The staff gradings and salaries quoted are correct and in accordance with the normal practice of this Organisation

*Note: This application should be approved by*

1. *The head of your Organisation; and*
2. *The person who will be responsible for administrating any funds that may be awarded.*

*Each must sign the declaration below.*

**(a)** **Head of Department**

**Signature:**

**Date:**

**Full name:**

**Initials:**

**Organisation:**

**(b) Administrative Authority**

**Signature:**

**Date:**

**Full name:**

**Initials:**

**Organisation:**

**Position:**

**Postal address:**

**Telephone no.**

**(c) Project leader**

**Signature:**

**Date:**

**Full name:**

**Initials:**

**Organisation:**

**ANNEX A**

**CURRICULUM VITAE**

**Please complete a separate form for each project team member.**

1. Full name

|  |
| --- |
|  |

1. Proposed role in this project

|  |
| --- |
|  |

1. Relevant Qualifications:

|  |
| --- |
|  |

1. Current role and relevant previous experience (with date(s)).

|  |
| --- |
|  |

1. Relevant publications and reports with links (maximum 6 examples)

|  |
| --- |
|  |

**ANNEX B**

**SMEs and Supported Businesses**

CREW are required to report to Scottish Government on the number of SMEs and Supported Businesses in receipt of funding via CREW.

Please confirm whether each organisation named in the proposal is classed as an SME or Supported Business, according to the following definitions provided by Scottish Government:

* *Definition of Small Medium Enterprise (SME): enterprise which employs fewer than 250 persons*
* *Definition of Supported Business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons*

Project Leader

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Is the organisation an SME? (Yes/No?):** |  |
| **Is the organisation a Supported Business? (Yes/No?):** |  |

Subcontractor(s) *(if applicable. Please copy and paste a new table for each additional subcontractor, as required).*

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Is the organisation an SME? (Yes/No?):** |  |
| **Is the organisation a Supported Business? (Yes/No?):** |  |

1. Please note that the maximum budget available, as advertised in the funding call, is exclusive of any VAT added by the applicant, and applicants should show their costs net of any recoverable VAT. Applicants should seek advice internally regarding VAT treatment within their organisation. Please contact [procurement@crew.ac.uk](mailto:procurement@crew.ac.uk) for any queries relating to financial matters. [↑](#footnote-ref-1)
2. This is RESAS terminology. CREW is required to provide this information in annual metrics reporting to SG RESAS. [↑](#footnote-ref-2)
3. Please note, as above, that the maximum budget available, as advertised in the funding call, is exclusive of any VAT added by the applicant, and applicants should show their costs net of any recoverable VAT. Applicants should seek advice internally regarding VAT treatment within their organisation. Please contact [procurement@crew.ac.uk](mailto:procurement@crew.ac.uk) for any queries relating to financial matters. [↑](#footnote-ref-3)