**Application for Funding 2023-2024**

**Research Practice**

**How to Apply:**

* Deadline: **Friday 17th November** **2023**
* Applications will be discussed and ranked against the criteria as set below
* Send proposals by email **using this form as an attachment** (with **SUBJECT**: **CePRA Funding Application**) to Ewan Stefani: **e.j.stefani@leeds.ac.uk**

**Description of funding purpose**

Applications are encouraged from staff or PGRs in the faculty of AHC who are seeking funding for a practice-led or practice-based project or event. The funding will normally cover expenses associated with the event or project, claimed back via the e-expenses system.

**Funding Limits and criteria**

* Proposals will be subject to a **£200** maximum funding limit.
* Successful proposals will fund activities relating to **practice-led** or **practice-based** research in the Arts.
* Proposals should identify clear potential benefits to the development of practice (or knowledge of practice) for one or more research communities at Leeds.
* Applications must be led by staff and/or PGRs based within the faculty of AHC.
* CePRA funding will aim to represent practice research activities from a broad range of disciplines within the faculty of AHC; multiple applications that contribute to the same project or event will be rejected.
* CePRA funding should not be used for activities that would normally be funded at School / departmental level, such as conference attendance or REF preparation activities.

**Conditions of funding**

1. A public-facing report (written by the main applicant) from the event must be submitted within 28 days of the event by email, with images or web links relating to the event as appropriate that have been cleared for publication on the CePRA website.

2. Total claims for expenses from CePRA must not exceed the amount requested in the application.

3. The phrase “with support from CePRA, University of Leeds” is featured prominently in any advertising or literature for the event for the event and on related web sites.

4. The project/event is open (where appropriate) to any staff and PGRs from within the faculty and is advertised on the Artynet list (artynet@lists.leeds.ac.uk) or other appropriate mailing lists.

5. The character and content of the event must not contradict the description given to CePRA within the application for funding.

6. All expenses must be claimed and processed in good time before the end of the current financial year (funds will not be carried over into the next financial year).

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**Please complete the following information**

Applicant **name** (must be a member of staff or PGR in AHS):

**School**(s) within AHC faculty linked to the application:

Principle contact **email** address (for notification of outcomes and contact):

Project / event **title**:

Proposed start **date**:

Date when funds will be claimed from CePRA:

Web link to related work (if available):

**Total amount requested from CePRA (£):**

Please provide an itemised breakdown of how the funds requested from CePRA will be spent:

Please provide a brief summary of the project/event (**max 150 words**):

Please indicate how the project/event will benefit the broader community of staff and/or PGRs within the AHC faculty (**max 100 words**):

Send proposals by email using this form as an attachment (with SUBJECT: **CePRA Funding Application**) to Ewan Stefani: **e.j.stefani@leeds.ac.uk**

**Please note: all information for the funding application should be contained entirely in the application form. Additional information within the email body text will be ignored.**