

Frequently Asked Questions

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ELIGIBILITY OF APPLICANTS

1. What are the criteria for Lead Organisations in respect to governance and ability to deliver?

Lead Organisations would normally be expected to meet the following criteria:

Ability to Deliver

The organisation should:

- Be able to demonstrate in-house capacity in terms of staff and infrastructure to support and lead excellent research programmes;
- Provide evidence of a commitment to maximising the wider impact and value of its research to the benefit of local economies and society;
- Demonstrate commitment to the principle of open access publication (costs for open access publishing led by LMIC partners may be included in applications for funding);
- Have sufficient capacity to deliver research and/or other outputs that are appropriate to the wider aims of the *Creating Safer Space* network and that can be meaningfully recorded and reported as such;
- Demonstrate an ability and commitment to provide appropriate leadership and support to those staff involved with funded research activity.

Governance and Control

The organisation should:

- Demonstrate good governance and control functions including policies and approaches to control risk and mitigate fraud and corruption;
- Have satisfactory processes for preventing, detecting, reporting and responding to allegations of slavery, fraud, bribery and corruption;
- Have satisfactory processes in place that meet Research Integrity and Ethics requirements, including processes for dealing with allegations of misconduct;
- Be subject to appropriate levels of independent audit;
- Demonstrate an ability to support the effective collection, management, analysis and dissemination of data.

Financial Stability

The organisation should:

- Demonstrate that they are financially stable and have robust assurance around managing and accounting for grant funding;
- Have a bank account that is in its legal name and that can be reconciled to the appropriate finance management system;
- Have a basic finance management system that can be used to reconcile the bank account, to record all cash and payments ensuring that all transactions can be individually identified and provides suitable storage for supporting documentation;
- Have satisfactory procedures in place for making payments for per diem, travel advances or review of receipts and subsequent reimbursement of expenses for approved official travel.

Sub-contract Management

Where the project involves sub-contracting to third parties, the organisation should:

- Ensure there is a policy in place to sufficiently manage sub-contractors and address any associated financial or compliance risks.

We are required to undertake checks to ensure all organisations meet these criteria. Please contact us if you have any questions about these criteria, and please bear with us as we undertake due diligence checks.

Unless otherwise agreed with the *Creating Safer Space* team, the Lead Organisation must be a Higher Education Institution / University or a Non-Governmental Organisation (NGO). Please contact us for further advice.

2. What kind of UK organisations can apply for funding?

Principal and Co-Investigators based in the UK are normally expected to belong to a UK Higher Education Institution eligible for UKRI funding. Please contact your research office to ask if this applies to your organisation, or see the [UKRI website](#) for further details.

Other kinds of UK organisations would normally be expected to be Project Partners rather than Principal or Co-Investigators. Please contact us for further advice.

3. Who can be a Co-Investigator on a project?

Co-Investigators are normally expected to be employed by an organisation that has the capacity to support the research. These organisations will normally be expected to meet the same requirements as Lead Organisations in regard to Ability to Deliver, Governance and Control, Financial Stability, Sub-Contract Management and Legal Registration (described above in Question 1), but not necessarily to the same extent. If the project is awarded funding, due diligence checks will be undertaken on the Co-Investigators' organisation. Please contact us if you have any questions about these criteria.

If a Co-Investigator is not employed by an eligible organisations, there may be other ways to involve them in the project:

- If the Lead Organisation is willing, it could employ the person as a Researcher or Co-Investigator for the duration of the project. Their involvement should be described in the Case for Support, and a Letter of Support must be provided by the Lead Organisation to confirm the arrangements.
- If the person is a consultant or contracted researcher in their home country, it may be possible to include them in the project as a consultant or contracted researcher, rather than as a Co-Investigator. Consultants or contracted researchers provide advice and a service for a fee, but are not responsible for the development of the project or for the outcomes. Provided arrangements are made in accordance with applicable law, the use of a consultant or contracted researcher is permitted, but the Funding Panel may look closely at whether the use of a consultant or contracted researcher is good value for money, whether there are any ethical or safeguarding implications, whether there are any legal or procurement implications, and whether this is suitable for the activities and the time commitment described. The use of a consultant or contracted researcher should be clearly described in the Case for Support.

Co-Investigators can be based in almost any country in the world. There are special funding rules for Co-Investigators from high income countries (including the UK), China and India – please contact us in advance for advice.

Please do not include too many Co-Investigators on a project. A contract has to be signed by all organisations involved in the project, and having many Co-Investigators from different organisations can delay the project's start date.

4. Can an informal organisation (such as a grassroots movement) apply for funding?

Lead Organisations are normally expected to be legally registered within their home countries. Exceptions may be possible, so please contact creating-safer-space@aber.ac.uk at the earliest

opportunity if your organisation is not legally registered. Potential issues include the ability to conclude legally binding contracts and receiving payments.

5. Can an independent / freelance researcher apply for funding?

No, this is unfortunately not possible. Principal Investigators must be employed by an eligible Lead Organisation, as described in Question 1. Please see Question 3 for rules in regard to Co-Investigators.

6. Can a PhD or Master's student apply for funding?

Applications for funding to support PhD or Master's projects will **not** be accepted.

Special rules may apply if the PhD or Master's student is an employee of an eligible organisation, and would like to carry out a distinct research project as part of his or her work for that organisation. Please contact creating-safer-space@aber.ac.uk for more information.

PhD or Master's students can be employed on a project as part-time or short-term Research Assistants, if this is allowed by their organisation.

7. What do we need to consider if our organisation is based in a country subject to UK sanctions (e.g. Myanmar, South Sudan) or would like to work with such an organisation?

All project activities must comply with UK sanctions requirements. You must ensure that no project funds are transferred to any individuals or organisations on UK Sanctions Lists under any circumstances. For example, if you hold a workshop or a conference, you must check in advance that none of the invited speakers or participants are on any UK lists of [financial sanction targets](#) or [proscribed terrorist groups](#). You are also required to check that you do not use your funding to purchase any items that are subject to sanctions (e.g. dual-use civilian-military equipment, such as drones).

We would very much like to work with eligible organisations in Myanmar and South Sudan, but please bear in mind that we can only support your project if our bank allows us to transfer you funding. We believe this will be possible in certain circumstances, but we cannot guarantee that it will be possible before we try.

Please contact us before preparing an application involving organisations in the following countries: North Korea, Iran, Syria, Cuba, or Crimea (Region of Ukraine). We might not be able to transfer funding to these countries.

8. Does my nationality matter?

Individuals of any nationality are normally welcome to apply for funding. What matters is the nationality of your employer, not your own personal nationality.

For example, you cannot be the Principal Investigator on a project if you are a citizen of the Philippines, but an employee of a Canadian university. This is because a university in Canada is not eligible to be the Lead Organisation for the project.

But if you are a Canadian citizen working for a university in the Philippines, you are eligible to apply for funding.

9. Do we need to be able to speak English to apply?

There is no requirement for Principal or Co-Investigators to speak English, but we will unfortunately not be able to provide the same level of service to speakers of other languages.

The grant is administered by Aberystwyth University in the UK, and information about grant conditions, contracts, and reporting requirements will be provided in English. We are happy for you to contact us in other languages, and we will use Google Translate to translate your messages. We cannot be held responsible for any misunderstandings that arise from mistranslations, but we will do our very best to address any misunderstandings that do occur.

Applications can be submitted in English or Spanish only.

THE PROJECT

10. Can I apply for more than one grant?

You can apply for more than one grant, but you must have the capacity to deliver all projects that are awarded funding. Please consider your time commitments carefully.

The process of applying for a grant also involves a significant time commitment. Two rushed applications are much less likely to be successful than one fully developed application.

11. Can we build on a project we are already working on?

We only provide funding for discrete projects, with specific aims and outcomes. We will not provide additional funding for on-going projects.

You are welcome to build on existing research, but please demonstrate how the project is different from or enhancing any previous work. For example, is the new *Creating Safer Space* project expanding on an idea explored in a previous project?

12. How do we bring the arts and humanities into our project?

All projects must include **some** elements from the arts and humanities. This can consist, for example, in the involvement of researchers, approaches or methodologies from relevant academic disciplines (like history, social anthropology, law or media studies), the use of arts-based or other creative research methods for data generation and dissemination, or the involvement of project partners with arts and humanities expertise.

Please see the [AHRC Research Funding Guide](#) for information about what disciplines are included within the arts and humanities (pp. 86 – 96).

We particularly encourage the use of arts-based and creative research methods, and provide [training videos](#) with examples on how to conduct such research. We also advertise training events through our [newsletter](#).

13. What kind of outputs and dissemination strategies are appropriate?

All projects are required to produce one or more outputs, but we do not specify exactly what kind of outputs should be produced, or how these should be disseminated. This depends on the nature of your research.

In deciding what outputs to produce, it helps to think about two questions: **who** might benefit from your research and **how** might they benefit?

Academic Outputs

All projects should involve research, and as such, all projects should be of interest to an academic audience. At least one appropriate academic output should be produced. Examples of outputs:

- Conference or seminar papers
- Working papers
- Articles for academic journals

As a project output, you are very welcome to propose to write a Working Paper for the *Creating Safer Space* network's forthcoming working paper series on Unarmed Civilian Protection. More information will be available on our [website](#) soon.

Outputs for Communities or Policymakers

Think carefully about who might benefit from your research. Will specific communities living in the midst of violent conflict benefit from the research? What about policymakers at different levels, or humanitarian organisations working to protect people from violence? How can you best inform them about your research? Examples of outputs:

- Leaflets or booklets
- Policy briefings
- Reports
- Training materials
- Public engagement events
- Documentaries
- Digital resources
- Comics (e.g. see <https://appliedcomicsetc.com/>)
- Exhibition
- Performance

Each of these should be developed with your target audience in mind. Think carefully about what languages to use, and whether you need to budget in translation. Think carefully about how you will ensure that your target audience finds out about your research. If you produce a report, how will you ensure that people find out about it?

The Creating Safer Space network encourages the use of creative research methods. Think about whether you could use painting, theatre, poetry, storytelling, photography or filming to encourage participants to reflect on their experiences. The use of such methods can also support your dissemination strategy. For example:

- If you have used painting as a research method, could you organise an exhibition to showcase the paintings? See this [YouTube video](#) for an example.
- If you have used theatre as a research method, could your participants perform the research findings in their community?
- If you have used photography as a research method, could you produce an illustrated book to showcase your findings?

Please consult our [training videos on YouTube](#) to learn more about creative research methods.

COMPLETING THE APPLICATION FORM

14. How do we complete the 'Summary'?

Please provide a brief summary of the project, focusing on the aims of the research, the contribution to knowledge, and the potential benefits to civilians living in the midst of violent conflict. If the project is awarded funding, this summary will be made publicly available on our website, so please do not include any confidential information.

15. How do we complete the 'Case for Support'?

Please address each of the topics listed on the Application Form. You are welcome to structure your answer in any way you prefer, but it is often helpful to use the topics as subject headings, and to cover each in turn – that way, you are less likely to forget anything important.

The aims of the project.

The principal aims of the project are the overarching purposes of your research (what it is trying to achieve in terms of knowledge and what the potential impacts of this are). Aims are often provided as a short list.

The research question(s) or problems, the research context, and the project's contribution to knowledge.

What are the research questions, issues or problems that you will be exploring in the course of your research? Why is it important that these questions or issues are explored? What other research has been conducted in this area, and how will you contribute new knowledge? What contribution will your project make to enhancing creativity, insights, knowledge or understanding in your chosen area of study? To whom will the outcomes of your research be of particular interest (academically and practically)?

The [UCP database](#) is a user-friendly way of finding the latest research on UCP, including academic research, working papers and NGO documents. You can easily search the database using keywords or specific regions and countries.

The relevance of the project to the *Creating Safer Space* network, and how it contributes to our understanding of unarmed civilian protection and self-protection in the midst of violent conflict.

We will only fund projects that are directly relevant to the *Creating Safer Space* network, and specifically, to understanding unarmed civilian protection and self-protection in the midst of violent conflict. Explain the relevance of your project carefully, and explain which of the three research themes listed in the Call Specifications your project will address and how.

The research design and methods.

What research methods will you be using to address the questions or issues that you have set yourself, or solve the problems you have identified? Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified?

Please describe the research design and methods in detail. For example, if you have chosen to conduct interviews: How many people are you hoping to interview? How will you select and approach participants? How will you ensure representation of different groups in the community (e.g. different genders, ages, ethnicities, religions)? How will you conduct the interviews? How will you analyse the data?

The role of each team member and project partner.

What will be your role, and what expertise or experience do you bring to the project? What will be the roles of other researchers or project partners, and why are they the appropriate people or organisations to be involved?

How the project will be managed, the work plan and timelines.

How will the project be managed? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed?

If a research assistant is to be employed, you should state clearly the nature of the work they will be undertaking and describe the working relationships that are envisaged between all the members of the research team. You should describe fully the arrangements for supervising and managing the research assistant. If the researcher is unknown, you should state the skills and qualifications sought.

If a contracted researcher or consultant is to be hired, please describe the proposed arrangements in detail.

The *Creating Safer Space* network strongly encourages projects to provide development opportunities for research staff (especially early career researchers). For example, will they receive relevant training, the opportunity to present at conferences, or the opportunity to (co-)author publications? We encourage projects to budget development opportunities for research staff into the proposal.

The project's planned outputs, dissemination strategy and beneficiaries.

You should address two main questions: **who** might benefit from the research and **how** might they benefit?

Please consider both academic and non-academic beneficiaries of your project. Are there researchers within your own research area, or in other academic disciplines, who will benefit from your research? Will specific communities living in the midst of violent conflict benefit from the research? What about policymakers at different levels, or humanitarian organisations working to protect people from violence? What will you do to identify additional potential beneficiaries as the research progresses?

How will these people or organisations benefit from your research? What will you do to engage with them, and what will you do to ensure potential benefits are realised? For example:

- If your project has the potential to benefit researchers in the field of Peace and Conflict Studies, in what ways will they benefit – why will the research be interesting to them? What will you do to ensure they find out about the research? Will you present your research at a relevant academic conference? Will you publish the research in an academic journal, and if so, do you have a target journal in mind?
- If your project has the potential to benefit a community living in the midst of violent conflict, in what ways will they benefit – how can the research findings improve their situation? Will you engage with them at an early stage, to find out what they hope to get out of the research? What will you do to ensure they find out about the research outcomes? For example, will you present the research at a community workshop, or will you produce a video recording in the local language, to explain the research? Will you engage with community groups to help them implement any findings?

Please see Question 13 in these FAQs for detailed guidance.

How the project includes some elements of the arts and humanities.

Our project is funded by the Arts and Humanities Research Council, and it is a requirement of all projects to include some elements of the arts and humanities. Please describe how your project meets this requirement, and see question 12 for further guidance.

Any other important information in support of the project, which is not covered elsewhere on the application form.

While you are welcome to include additional relevant information, please think carefully about whether the information is relevant and important. For the most part, the questions on the application form will be the questions that interest the Funding Panel.

16. How do we complete the 'Ethics and Safeguarding' section?

Please address each of the questions on the Application Form.

What are the ethical challenges and implications arising from the proposed research, and how will they be addressed?

Every project will face unique ethical challenges, so please think carefully about ethics in the context of your own research. Further guidance on research ethics is available on our [website](#) in the document 'Research Projects – Ethics' (p. 2-8). Please speak with experienced academic colleagues for advice on how to address ethical challenges in the context of your own project.

How will you ensure that the research undergoes appropriate ethical review?

All projects must secure ethical approval from an appropriate institution before research can begin. For example, universities normally require their researchers to submit an application for ethical approval to an Ethics Officer or Research Director, who reviews the research plans to ensure they conform to internationally and locally accepted ethical guidelines. The reviewer can approve the project, or they can require the research team to adopt different ethical practices. In some circumstances where the research raises high-risk ethical issues, it can be referred to a Research Ethics Panel for approval.

You can apply for ethical approval after the project has been awarded funding, if this is in line with your own organisation's processes, but the process must be completed before the research begins.

In the application form, you must describe how you will ensure that the project undergoes appropriate ethical review. Will you submit an application at your own organisation for ethical approval, and if so, what are the processes? If the project is awarded funding, we will require evidence to confirm that the ethical review processes are appropriate.

If your own organisation does not have processes for ethical approval, you will need to ensure that the project will be able to undergo ethical review at another organisation. Does your project include Co-Investigators or Project Partners? Would it be possible for the project to undergo ethical review at their organisation?

What measures will you take to ensure the safety and wellbeing of project staff, research participants, or any other people involved in or impacted by the project?

Please think carefully about safety and wellbeing in the context of your own project, and please see the *Creating Safer Space* Safeguarding Policy (available soon on our [website](#)) for potential questions and issues to consider.

For advice on how to develop fair and equitable research projects and partnerships, please read the [Global Code of Conduct for Research in Resource-Poor Settings](#).

17. How do we complete the 'Security and Conflict' section?

Please address each of the three questions on the Application Form, and please consult widely with individuals and organisations with experience of working in the relevant region. It is often a good idea to invite organisations with direct experience of working in the region to be Project Partners.

The *Creating Safer Space* network may offer training workshops on how to undertake risk assessments for conducting research in conflict settings – please subscribe to our [newsletter](#) to find out about forthcoming events.

18. How do we complete the 'Data Management Plan'?

Please address each of the questions on the Application Form. If your organisation has a Data Management officer, please ask them for support and advice on institutional guidelines.

Research data can comprise any supporting material which underpins or otherwise enriches the (written) outputs of research, including both quantitative and qualitative data. Common forms of research data include audio recordings or transcriptions of interviews, spreadsheets with survey data, artwork produced by research participants, or photos and videos of research settings and activities.

Important principles that underpin Data Management include:

- **Transparency:** The evidence that underpins research can be made open for anyone to scrutinise, verify, and attempt to replicate findings.
- **Efficiency:** Data collection can be funded once, and used many times for a variety of purposes.
- **Risk Management:** A pro-active approach to data management reduces the risk of inappropriate disclosure of sensitive data, whether commercial or personal.
- **Preservation:** Lots of data is unique, and can only be captured once. If lost, it cannot be replaced.

Much research data – even sensitive data – can be shared ethically and legally if researchers employ strategies of informed consent, anonymisation and controlling access to data.

Security of data is especially important for research involving human participants. The *Creating Safer Space* network will offer a training workshop on digital security in June. Please make every effort to attend this workshop.

Data often have a longer lifespan than the research project that creates them. Well organised, well documented, preserved and shared data are invaluable to advance scientific inquiry and to increase opportunities for learning and innovation. Please consider carefully how to ensure long-term storage. Digital research data collected as part of *Creating Safer Space* projects can normally be stored at Aberystwyth University after the end of the project. Please contact us for further information.

19. How do we complete the 'Official Development Assistance' statement?

The funding for the *Creating Safer Space* network forms part of the UK's foreign aid budget, and each application must demonstrate eligibility for foreign aid funding. There is likely to be some overlap between this section and the Case for Support. Please use this section as an opportunity to elaborate and explain further how the project will benefit people living in an eligible DAC list country or countries. Please answer each of the questions on the Application Form in turn.

The sub-questions refer to 'development challenges'. One of the key development challenges identified by the Global Challenges Research Fund, which funds the *Creating Safer Space* network, is "Security, Protracted Conflict, Refugee Crises and Forced Displacement". It is expected that most *Creating Safer Space* projects should help to address some aspect of this development challenge.

Please contact creating-safer-space@aber.ac.uk in advance if your project is focusing on a different development challenge.

Make sure to provide evidence to show that the development challenge that you are focusing on is a significant problem in your focus country or countries. What is the nature and scale of the problem – for example, how many people would be affected by improvements in this area? Many projects will focus on a specific local community, but might your research also lead to insights that could benefit other conflict-affected communities in the same country or in other countries?

Make clear who will potentially benefit from the project, how they will benefit, and what you will do to ensure these benefits are actually realised. While it is recognized that benefits from research are always uncertain and cannot be guaranteed, it is important to show that you have developed realistic and appropriate plans. For example, if you think local communities in a particular conflict area will benefit from research into new strategies for civilian protection, what will you do to ensure these benefits actually happen? How will you ensure the research is appropriate to the needs of this community and relevant to their circumstances? Will you work with the community at an early stage, to ensure the proposal and the research methods are appropriate to the community? How will you communicate the findings of the research? Will you produce outputs, in local languages, that the community is likely to engage with? Will you work with local community groups to ensure dissemination of the outputs?

Consider using participatory research methods, whereby researchers and participants work together to understand a problematic situation and to change it for the better. The *Creating Safer Space* network offers training in participatory research methods, and this can be a way to ensure that a community directly benefits from the research within the lifetime of the project. To find out more about participatory research methods, please visit our [website](#) and subscribe to our [newsletter](#) to find out about forthcoming events.

Building research capacity in DAC list countries is an important potential contribution of the project in its own right (though not sufficient on its own). For example, will early career researchers working on the project be given the opportunity to undertake relevant training, or to present the research at a conference?

Further advice is available in the [UKRI ODA Guidance](#) and in these [observations by research funders](#). For advice on how to develop fair and equitable research projects and partnerships, please read the [Global Code of Conduct for Research in Resource-Poor Settings](#).

20. How do we complete the 'Gender Equality' statement?

Please answer each of the questions on the Application Form in turn, and see the following sites for further advice:

- [Information from UKRI \(our funder\)](#)
- [Information from UKRI about questions to consider](#)
- [Information from the University of Edinburgh on how to write Gender Equality statement](#)

21. How do we complete the 'Budget Form'?

The Budget Form contains three sheets:

1. **LMIC Organisation Costs:** Please add any costs that will be transferred to LMIC organisations here.
2. **UK Organisation Costs:** Please add any costs that will be transferred to UK organisations here.
3. **Total Costs:** Please add the costs from Sheet 1 and Sheet 2 here.

Example: Imagine a project that involves a collaboration between two organisations: a university in the Philippines and a university in the UK. The university in the Philippines adds their costs to Sheet 1, and the university in the UK adds their costs to Sheet 2. What matters is which organisation will spend the cost, not where the cost will be spent. If the Investigator in the UK travels to the Philippines for fieldwork, their accommodation costs within the Philippines will still go into Sheet 2 for 'UK Organisation Costs'.

If there are many organisations involved in the project, you may find it easier to create one sheet for each organisation.

General guidance on using Excel

Please use a separate row/line for each budget item, and feel free to add additional rows where needed. Please contact creating-safer-space@aber.ac.uk if you experience any difficulties with the Excel form.

Explanation of each category in Sheet 1 and Sheet 2

Item name and Description: This is used to describe the budget item.

Justification: This is used to describe *why* you need the budget item to carry out the project. In some cases, you may also need to show why the cost is appropriate – this is especially important if there is a chance that the Funding Panel will think that you have over-estimated the cost. The 'Justification' is the most important section of the budget. The Funding Panel will not fund the project if you have not fully justified why you need each budget item and if they are not satisfied that the costs are reasonable.

Organisation: Please specify which organisation will purchase this resource. If the project is awarded funding, this column will be used to work out how much money to transfer to each organisation, and this will then be set out in the contract for the project. Please split the costs between organisations fairly, as this influences how much overheads each organisation is entitled to.

Amount in Local Currency: Please add the amount in the currency that the resource will be purchased in.

Conversion Rate: Please specify the conversion rate between the local currency and GBP. We will use [Oanda](#) to check that your conversions are reasonable, but your organisation may use a specific conversion rate (e.g. as specified by your country's central bank).

Amount in GBP: Please use the conversion rate specified to calculate the amount in GBP.

Full Economic Cost (FEC) and Award Value: UK organisations will be funded in accordance with normal UK Research and Innovation (UKRI) and Research Council funding rules. Please ask your research office for assistance in completing the form.

Explanation of total costs in Sheet 3

In Sheet 3 (Total Cost), you are asked to specify the "Full Economic Cost (FEC)" and the "Award Value".

For organisations in countries other than the UK, these will be the same – our funding will fully cover the cost of the project. If the total cost of the project, as listed in Sheet 1, is £30,000, you write £30,000 in both B3 and C3 in Sheet 3.

For UK organisations, we provide funding in accordance with standard procedures for UK Research and Innovation (UKRI) grants, in other words 80 % of full economic cost, with the recipient organisation required to cover the balance. Please ask your Research Office for advice on how to fill in the budget form, as they will have specific ways to calculate salaries, indirect and estate costs.

Please note that a Large Grant is £30,000 - £100,000 at Full Economic Cost (FEC) and a Small Grant is £20,000 - £30,000 at Full Economic Cost (FEC).

Further information

Before you fill in the Budget Form, it will help to familiarise yourself with our [finance procedures for grant holders](#) (for LMIC organisations only).

Please note that the following are **not** eligible for funding:

- Capital or infrastructure expenditure (e.g. basic office equipment, furniture, building/site construction, maintenance or refurbishment work, improvements to digital connective infrastructure, etc).
- Equipment purchases above £10,000. Equipment below £10,000 are eligible for funding, but only where significant use of equipment is required specifically and primarily or solely for the proposed research activity and where this is more cost effective for the project than other options such as hiring equipment.

Further information about overheads:

- Organisations are welcome to apply for funding for overheads. Basic office items and facilities should be covered by the overheads (computers, library access, photocopying, telephone calls and day-to-day consumables).

22. What are the requirements for the Letter of Support from the Lead Organisation?

A Letter of Support must be provided from the Lead Organisation, and should be signed by someone with the appropriate level of authority within the organisation – this should be someone other than the Principal Investigator. The letter should be on letter-headed paper, and consist of the following statement:

“I am pleased to confirm that [name of Principal Investigator] is authorised to apply for this *Creating Safer Space* grant on behalf of our organisation. If the project is awarded funding, our organisation will provide full support to enable the Principal Investigator to carry out the project. The Principal Investigator will be permitted to carry out the project in their work time.”

There is no need to provide any further information. The letter will be checked to ensure the applicant's eligibility, but will not be shared with the Funding Panel and will not otherwise form part of the review process.

23. What are the requirements for the Letter of Support from the Co-Investigators' Organisations?

A Letter of Support must be provided from each Co-Investigator's Organisation, and should be signed by someone with the appropriate level of authority within the organisation – this should be someone other than the Co-Investigator. The letter should be on letter-headed paper, and consist of the following statement:

“I am pleased to confirm that [name of Co-Investigator] is authorised to apply for this *Creating Safer Space* grant on behalf of our organisation. If the project is awarded funding, our organisation will provide full support to enable the Co-Investigator to carry out the project. The Co-Investigator will be permitted to carry out the project in their work time.”

There is no need to provide any further information. The letter will be checked to ensure the applicant's eligibility, but will not be shared with the Funding Panel and will not otherwise form part of the review process.

24. What are the requirements for the Letter of Support from Project Partners?

A Letter of Support must be provided from each Project Partner, and should be signed by someone with the appropriate level of authority within the organisation. The letter should be written when the proposal is being prepared and should be targeted specifically to the project. Each letter of support should be max. 2 pages of A4 on headed paper.

The letter should articulate the benefits of the collaboration to the Project Partner, and the relevance of the project to the Project Partner's wider work. For example, if the Project Partner's main aim is to support people who have been displaced by conflict in a particular region, does the project have the potential to support that work and to benefit those displaced people?

The letter should also identify the role of the Project Partner in the project, the full nature of the collaboration or the support that it will provide, and how the Project Partner will provide added value to the project. Project Partner letters of support that merely indicate that an organisation is interested in the research are not permitted – Project Partners should always play an integral role in the proposed research (e.g. facilitating access to research participants etc.) or in furthering the research's dissemination and knowledge exchange (e.g. organising/hosting a dissemination event, pledging to seek to integrate research findings into the organisation's practices etc.).

25. What are the requirements for CVs?

A Curriculum Vitae (CV) of the Principal Investigator and each Co-Investigator is required, and should include basic information about education, employment history, academic responsibilities, as well as publications and other outputs. CVs should be max. 3 pages of A4 each, and they should be written in Arial font, size 11 or larger, using standard 2 cm margins.

CHANGES TO THE DOCUMENT

- 27/01/2022 Update of Question 7: What do we need to consider if our organisation is based in a country subject to UK sanctions (e.g. Myanmar, South Sudan) or would like to work with such an organisation?
- 27/01/2022 Update of Question 15: How do we complete the 'Case for Support'?
- 01/03/2022 Update of Question 3: Who can be a Co-Investigator on a Project?
- 01/03/2022 Update of Question 21: How do we complete the 'Budget Form'?
- 01/03/2022 Update of Question 15: How do we complete the 'Case for Support'?
- 05/04/2022 Update of Question 21: How do we complete the 'Budget Form'?
- 05/04/2022 Update of Question 1: What are the criteria for Lead Organisations in respect to governance and ability to deliver?