# 2025-2026 Exeter - UBCO Sustainability & Resilience Partnership

# Catalyst Grant Application Form:

**Please return the completed form to both** **GP-funding@exeter.ac.uk** **and** **vprawards.ubco@ubc.ca** **by 2nd July 2025 (midnight, local time).**

*Catalyst* *Grant applications must clearly detail intended funding submissions and other outputs that will result from this initiative. When completing this form, please remember to write in a way that is readily accessible to a general audience. An interdisciplinary panel comprised of members from both universities will review applications.*

**Please review the Exeter - UBCO Catalyst Grant ‘Guidelines for Applicants’ before completing your application.**

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| **1. Applicants *(please add further lines if there are more applicants)*** |
| **Lead Applicant (1)** |
| Name |  |
| Position/Title |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Faculty |  |
| Department |  |
| Institution |  |
| Email |  |
| **Co-Applicant (2)** |
| Name |  |
|  Position/Title |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Faculty |  |
| Department |  |
| Institution |  |
| Email |  |
| **Additional Applicant (if applicable) (3)** |
| Name |  |
| Position/Title  |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Faculty |  |
| Department |  |
| Institution |  |
| Email |  |
| **Additional Applicant (if applicable) (4)** |
| Name |  |
|  Position/Title |  |
| Appointment type | fixed term / continuing |
| Appointment | academic / research / adjunct / conjoint / honorary / emeritus |
| Faculty |  |
| Department |  |
| Institution |  |
| Email |  |

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| **2. Title / Name of proposed initiative *(max 70 characters, can be provisional)*** |
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| Start Date: |  |
| End Date: |  |

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| **3. Amount Requested (Max CAD 27,500 / GBP 16,000)***.* *Funding can be divided between the two institutions in the currency of their home institution. The amount provided to each PI would follow the Sub-Totals outlined in Section 8 (cost).* |
| **Total:** |  |

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| **4. Please provide a summary of your research** *(150 words max). Please describe your project using language that is readily accessible to academics of other disciplines and/or members of the public. Should your project be successful, this text may be used on the websites of UBC and the University of Exeter.*  |
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**Considerations for Equity, Diversity and Inclusion (EDI)***. For sections 5, 6, and 7, include concrete EDI actions and/or best practices to address systematic barriers in research and to create a research environment that promotes research excellence. Applicants may wish to refer to the SSHRC guide for reference:* [Best Practices in Equity, Diversity and Inclusion in Research (sshrc-crsh.gc.ca)](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx#ra)

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| **5. Describe your project in more detail.** *(500 words max). Please ensure that you:*1. *Provide background and context including EDI actions and best practices to address systemic barriers in the research design*
2. *Outline the aims and objectives*
3. *Explain how your proposal is feasible, original, and has high impact potential*
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| **6.** **The plan - methodologies and approaches.** *(500 words max) Please provide a clear description of your project plan, including how the funds will be used. Describe: the methods/approaches that you intend to use, with some justification as to why they are the most appropriate; a timeline for the proposed plan, taking into consideration that the project must be completed within 12 months; and a workplan identifying team participants’ responsibilities. Include in your workplan EDI actions and best practices that relate to the research team’s composition.* |
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| **7.** **Anticipated outcomes, benefits and non-academic impact** *(300 words max). Please articulate the anticipated outcomes of your project, including* 1. *Expected outputs (e.g., co-publications, policy papers, larger research or teaching grant submissions, teaching or mobility program etc.),*
2. *Describe how the initiative will contribute to expanding and sustaining the UBCO-Exeter relationship (e.g., education, further research, growth of collaboration, the inclusion of other world-leading Institutions from across the globe, etc.), and include actions or best practices regarding training and mentorship*
3. *Highlight any expected non-academic impacts (influencing policy, end-users, wider public (socio-economic / health / environmental) benefits and influence).*
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| **8.COSTS:** Please provide a breakdown of the costs associated with this project – this should include direct costs only. A brief justification for each element should be provided. |
|  | **Cost** | **Justification** |
| **Lead Applicant Institution (1)** |  |  |
| Eligible Personnel Costs  |  |  |
| Travel and Subsistence |  |  |
| External Speakers/Facilitators |  |  |
| Venue Costs |  |  |
| Other (detail) |  |  |
| ***Sub-total (1)*** |  |  |
|  | **Cost** | **Justification** |
| **Co-Applicant Institution (2)** |  |  |
| Eligible Personnel Costs |  |  |
| Travel and Subsistence |  |  |
| External Speakers/Facilitators |  |  |
| Venue Costs |  |  |
| Other (detail) |  |  |
| ***Sub-total (2)*** |  |  |
| **TOTAL** |  |
| Eligible Personnel Costs |  |
| Travel and Subsistence |  |
| External Speakers/Facilitators |  |
| Venue Costs |  |
| Other (detail) |  |
| **Grant Total (1) + (2)** |  |
| **Other sources of support** (Description, Source, Amount, Cash/in-kind, Secured/expected) |
|  | **Cost** | **Justification** |
| *EXAMPLE - Eligible Personnel Costs* | *$5000* | *0.2FTE Research Assistant- UBC Unrestricted Funding - $5,000 (cash, secured)* |
| Eligible Personnel Costs |  |  |
| Travel and Subsistence |  |  |
| External Speakers/Facilitators |  |  |
| Venue Costs |  |  |
| Other (detail) |  |  |

**10. Supporting documentation**

Please attach any relevant supporting documentation e.g., support letter if third partner is involved, confirming participation and any relevant financial / in-kind contributions outlined in the cost section; market research, etc.

**11. Conditions of Funding:**

Awardees have until **15th August 2026** to complete the initiatives and expend the funding. Funding is only provided for the activities as detailed in your application. Expenditure of the award must not exceed the value of the award.

Details of the award may be listed on the websites of UBCO and The University of Exeter.

All publications resulting from this project should include the following acknowledgement: *‘This project was supported by an Exeter - UBCO Catalyst Grant, a partnership of UBC and the University of Exeter’*.

A final project report and financial acquittal will need to be completed and submitted by **15th September 2026.**