# **PPI Ignite Network @ University of Galway**

# **National PPI Festival 2024 Seed Funding Application Form**

**Completing Your Application**

1. **Submission Instructions**
* Due Date: 16th August 2024 by 5:00 P.M.
* Submit one consolidated PDF of the full application requirements (see below for details)
* Email PDF application to john.gaffey@universityofgalway.ie and enter “National PPI Festival Fund” in the subject line.
1. **Application Requirements**
2. Activity or Event Proposal: Applicants must submit a proposal of the activity/event they wish to host should they be awarded the National PPI Festival Fund, including proposed reach, impact, PPI input and EDI considerations.
3. Budget: Applicants must provide a budget to conduct the proposed event or activity with justification of expenditure. The maximum budget awarded to successful applicant will be up to €1,000 each.
4. Point of Contact & collaborators: The applicant must designate themselves as primary contact for the proposed activity or event and take responsibility for the management thereof. The applicant must likewise disclose all other team members who will be collaborating in the organisation and hosting of the proposed event.
5. Terms and conditions: The applicant must agree to the terms and conditions outlined in the declaration form detailing their responsibilities should they be awarded the National PPI Festival Fund.

**National PPI Festival Seed Funding Application Form**

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| **Event or Activity Working Title** |
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| **Applicant Details** |
| Name of Primary Applicant |  |
| Email of Primary Applicant |  |
| Name of affiliated school, research institute, or other organisation |  |
| Role of Primary Applicant |  |
| Other collaborating team members |  |

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| **Proposed Activity or Event** |
| **Outline**: *Briefly describe your proposed activity or event* |
| **Justification**: *how do you propose to use the Festival fund?*  |
| **Aims**: *How does your proposal align to the National PPI Festival aims?*  |
| **PPI:** *Have PPI contributors been involved in the development of this proposal? Please provide detail.*  |
| **EDI:** *Has equality, diversity, and inclusion been taken into account in your proposal? Please provide detail.*  |
| **Reach:** *What stakeholders (researchers, patients, specific groups, general public, ect.) do you aim to include, engage or reach? Please include estimated numbers.* |
| **Significance:** *What will be the impact of holding this event or activity?*  |

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| **Budget** |
| **Item** | **Justification** | **Cost** |
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| **Total amount** | **€** |

Always state costs inclusive of VAT. Please be mindful of increasing costs and the need for contingency when constructing your budget. The maximum fund awarded (including VAT) will not exceed €1,000

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| Declaration |
| I the undersigned, as primary applicant, agree to* Use the funds for the specified purpose outlined.
* Host the proposed event or activity between 01-31st October 2024.
* Take responsibility for the management in planning, organising, and hosting of this proposed event/activity
* Abide by the [National PPI Festival Guidelines](https://ppinetwork.ie/wp-content/uploads/2024/06/National-PPI-Festival-Guidelines-Version-1-June-12-2024.docx).
* Collect feedback and information on the event using the PPI Ignite Network feedback template and share the feedback with the PPI Ignite Network.
* Write a short overview or case study on the event by end of year (2024) which will be uploaded to the University of Galway PPI Website: <https://www.universityofgalway.ie/ppi/>
* Acknowledge PPI Ignite Network @ University of Galway, the PPI Ignite Network funders, and the National PPI Festival on all materials via the use of logos
* Upload the event to the PPI Ignite Network Calendar of Events
* Keep potential outputs from the proposed event open source or open access wherever possible
* Abide by the data protection integrity expected by University of Galway. See <https://www.universityofgalway.ie/data-protection/gdpr/>
* Abide by typical University of Galway policies related to events, expenses and procurement and use the awarded festival funds responsibly.

I understand that additional costs associated with the event is not the responsibility of the PPI Ignite Network @ University of Galway and that awarding of funds is at the discretion of the PPI Ignite Network @ University of Galway. To the best of my knowledge, all the details in this application are correct at the time of completion. I can confirm that:* No researchers named here are involved in another proposal to the Fund.
* The main activities or events will take place during the PPI Ignite Festival 2024.
* The activities or events will not deliberately act contrary to the values of PPI, the PPI Ignite Network, or the University of Galway.

Name:Date: Signature: Please email the completed form to john.gaffey@universityofgalway.ie by August 16th, 2024 |

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For queries and questions relating to this call, please email: john.gaffey@universityofgalway.ie