**SECTION A – Project Details**

**Question 1**

Please indicate which scholarship you are applying for.

**Question 2**

Please enter names and contact details

**Question 3**

Please indicate the main (only one) priority sector your proposed project links with.

**Question 4**

If there is a student identified for this project, please insert their name, and ensure that the student application is submitted in conjunction with this application. If no student has been identified, please indicate if you anticipate any problems.

**Question 5**

This section is to be completed by the company and Academic Staff together.

* 5.1 Project title, no more than 50 characters
* 5.2
* 5.3
* 5.4

Seek the input of your ADR if unsure.

* 5.5

Consider impact on company sustainability, jobs, turnover, market share, local supply chain etc. 200 words approx.

* 5.6

Consider social rather than economic benefits such as service improvement, environmental impact, awareness of training and education schemes. 200 words approx.

* 5.7

**Question 6**

Any conflict of interest must be declared at the application stage.

**Question 7**

This must be signed by the academic, department and college agreeing to achieve the funding output and results requirement of the KESS II project, as set by the funder.

**SECTION B – Company details (Eligibility)**

All these questions are important, as they form part of the Eligibility Criteria. If you have any queries, please contact Brian Murcutt.

**Equal Opportunities Information**

To be completed by the main company/Organisational supervisor as named in Section A – question 2.

**SECTION C – Budget**

1. Only the Yellow areas can be completed.
2. Select the correct **tab** PhD/Up-Grade/MRes to access the budget template relating to your project submission.
3. Select project period from the dropdown menu.
4. The standard KESS 2 budget will automatically populate, depending on the project and period selected.
5. Enter the annual budget breakdown requirements for your project, in the Yellow column/s.
6. If the total amounts entered are Greater or Less than the standard budget, an ERROR message will appear “Total Budget Requested Does Not Agree to Standard Budget, Please Provide Justification in Space Below\*”. You will need to enter the justification into the space (indicated by \*) for the budget heading that the error has occurred.

**IMPORTANT – The annual budget must be utilised before the end of each year. Funds will need to be fully justified should you wish to carry these over to the following year. Therefore please forecast as accurately as you can at this stage.**

**CONTACT DETAILS**

**KESS Office Contact Details for Cardiff Metropolitan University:**

Professor Steve Gill

Director of Research & Graduate Studies

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Leila Gouran

European Projects Director

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KESS II office

Nicola Phillips  
Tel: 02920 417446

Email: [kess@cardiffmet.ac.uk](mailto:kess@cardiffmet.ac.uk)

**FOR REFERENCE WHEN COMPLETING ANNUAL BUDGET.**

For guidance when completing the Budget section, examples of eligible items under each budget heading. **All internal transactions and services are INELIGIBLE COSTS**

Procurement – must adhere to the University’s / European Structural Funds procurement policy. Use the following link to the Procurement process for Research and Structural Funds Projects. Please contact [kess@cardiffmet.ac.uk](mailto:kess@cardiffmet.ac.uk) if you need further information.

**Student Travel and Conferences**

* University Car Hire service
* Standard/Economy Class Rail tickets
* Standard/Economy Class Bus tickets
* Standard/Economy Class Flight tickets (boarding passes required)
* University Mileage rates
* Accommodation (hotels, B&B’s, hostels)
* Conference Fees
* Subsistence
* Petrol/Diesel

Most economic means of transport and the most direct route .All subject to the University Travel & Subsistence Rates. Please contact [kess@cardiffmet.ac.uk](mailto:kess@cardiffmet.ac.uk) for more information.

**Equipment**

ESF requirement with no ONE single item to exceed £1,300 (including VAT)

* PC Desktop (tower, monitor, keyboard, mouse)
* Laptop
* IPad
* Tablet
* Audio & Visual equipment (camera, video recorder etc…)
* Small Laboratory equipment and Instruments
* Other small items of equipment needed for the project.

**Support Costs**

* Training courses (Externally provided only)
* Personal Development (Externally provided only)
* Childcare (costs paid direct to a registered provider after assessment of needs)
* Disability requirements

Covering Training/Development/Contribution towards Childcare costs/Disability requirements

All training and Development must be approved by the KESS II team before any costs can be incurred.

**Consumables**

* Chemicals
* Solvents
* Gases
* Enzymes
* Other Laboratory consumables
* Glassware
* Plastics
* Printing
* Thesis binding
* Printer consumables
* Photocopying
* Stationary
* Postage
* Software
* Electronic components
* Batteries
* Safety clothing
* Analysis – samples
* DBS checks
* Participant/subject payments
* Vouchers for participants/subjects
* Books
* Journals
* Other project related consumables