**Application to the Research Support Fund – 2024-2025**

**Updated 14th November 2024**

**Deadlines:**

**Friday 11th October 2024 (week 0)**

**Friday 17th January 2025 (week 0)**

**Friday 25th April 2025 (week 0)**

**Friday 27th June 2025 (week 9)**

Please return to the Faculty Research Administrator, by email: [research@law.ox.ac.uk](mailto:research@law.ox.ac.uk)

**SECTION A: Applicant Details**

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| 1. Name |  |
| 1. Email address |  |
| 1. Title of post (if applicable) |  |
| 1. Permanent contract | Yes / No (if yes go to question 9) |
| 1. Fixed term contract | Yes / No |
| 1. End date of current contract (proposed project must fit within current contract) |  |
| 1. If you are employed on somebody else’s grant, confirm that the grant does not provide funding for the activity you are seeking funds for. |  |
| 1. If you are employed on somebody else’s grant, provide the name of the PI and confirm that they support your application for RSF funding. |  |
| 1. Type of contract | APTF (college or univ.) APNTF College only Statutory Professor Departmental Lecturer Fixed Term Researcher Other \_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Grade (for research staff only – grades 07S and above are eligible) |  |
| 1. Are you a member of the Centre for Criminology, Bonavero Institute or Centre for Sociolegal Studies? Please specify |  |

**SECTION B: Proposal Details**

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| 1. Title of project or activity |
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| 1. Please describe the activity for which funding is sought stressing its academic relevance and how it would enhance your research programme and/or career development and/or overall professional trajectory.   If this is an out of round application (late application), provide details as to why you could not have approached the Fund earlier nor cannot wait for the next round of funding. If it is an early application (in advance of a deadline), explain why you cannot wait for the next deadline.  **Please do not use more than 400 words.** |
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| 1. Start date and end date of proposed activity (if your contract will end within six months of the submission of this application, please explain how you will make sure that the project will be completed before your contract’s end date). |
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| 1. Funding requested   (Budgets for events such as workshops or conferences that are to be organised by the applicant, should be discussed in advance with the Faculty Research Facilitator or Research Administrator and then submitted separately) | | |
| Category | Details (such as destination, reason for travel, number of nights accommodation, number of hours of assistance) | Value (£ GBP) |
| Travel |  | 0 |
| Accommodation |  | 0 |
| Research Assistance @ £25.90/hour (including employer costs) \*\* |  | 0 |
| Conference fees (attending a conference) |  | 0 |
| Other |  | 0 |
| **Total value of funding requested** | Please note this table will automatically calculate the **total value of funding requested** so do not fill in the total value cell. Instead, enter the value for each budget line and then right click in the ‘total value cell’ and select ‘update field’ | **£ 0.00** |

\*\* This is the budget cost to the Faculty of employing a Research Assistant. This rate includes an estimate for employers NI and pension contributions.

The hourly rate paid to an RA is £18.43 plus holiday pay. This is equivalent to a grade 6.1 on the pay scale. For short term projects (less than 12 weeks) the holiday pay is £2.22/hour. For long term projects the holiday pay is £3.16/hour.

The gross hourly rate paid the RA before NI and pension deductions is therefore £20.65/hour or £21.59/hour.

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| 1. Justification of costs. Please explain the need for each item of expenditure. |
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| 1. Have you considered other funding sources? Please note other funders, including your college, that you have approached or considered. Please explain what funding has been secured or why it has not been possible to secure funding from elsewhere. Please also note any other Faculty funds such as a Faculty Officer allowance or an Academic Allowance, and research allowances on current externally funded grants (mandatory). |
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| 1. Is this application linked to any other application being made in the current round or in a previous round by the applicant or another member of the Faculty? If so please give details on what progress has been made in the light of previous grants, and why it has become necessary to apply for additional funds. Please also advise whether the amount of this application is expected to be sufficient to complete the project. A reminder that individual applicants will not normally be awarded more than £4,000 per academic year. |
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| 1. Is this application linked to any other application being made in the current round or in a previous round by the applicant or another member of the Faculty? If so please give details on what progress has been made in the light of previous grants, and why it has become necessary to apply for additional funds. Please also advise whether the amount of this application is expected to be sufficient to complete the project. |
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| 1. Additional information (maximum 200 words) |
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