

Knowledge Exchange Seed Fund   
**Case for Support**

An important part of planning a Knowledge Exchange project is to consider:

* **What do you hope to achieve with your external partner(s)?**
* **Who** are the stakeholders and beneficiaries of your Knowledge Exchange activity?
* **How** do I best undertake the Knowledge Exchange activity? (Once you have identified why, what and who, then think about what will be the best approach to take to reach the identified beneficiaries and achieve your objectives)

Please also refer to the Guidelines, before completing this Case for Support. Please complete all sections.

**1. Your details (PI)**

Full name, including title:

Post held:

Department or Faculty:   
  
Email:  
  
Contact number:

Name, email, and telephone number of Department or Faculty Finance contact:

Name and email of Department or Faculty Research Facilitator:

**2.** **Title of Project**

**3. Project description**

(Up to 1500 words):

Please describe the proposed project, and ensure that you include the following:

a) Objectives/ aims and intended outcomes

b) Description of the activity

c) External partner(s)’ agreed/ expected involvement in the project

d) Brief project plan/ timeline

e) Proposed budget

f) Economic and societal benefits

g) How the activities and outcomes will be evaluated and communicated

h) Potential to yield sustained active partnerships/consortia

**4. Project Outputs and Outcomes**Describe what will be produced? What will the project achieve? What will it lead to?

**5. Collaboration Information**

Please provide the details of all potential external partners and stakeholders, including a summary of discussions/interactions to date concerning this project and how they have informed the proposal.

Is this project part of a Begbroke Living Lab proposal? Yes/No

Organisation:

Contact name  
  
Email  
  
Website:

Interactions to date:

**6. Covid-19 contingency plans**

(Up to 200 words):

Please outline contingencies you will put in place, should the project be impacted due to Covid-19 measures or a similar set of project-limiting circumstances.

**7. Public project summary**

(Up to 200 words):

If awarded, this summary will be published online – please describe your project in simple terms, focusing on the impact and activities undertaken.

**8. Funding**

Describe any match/support funding from external partners/ sponsors / funders, and/or contributions from Departments or Divisions (including any in-kind contributions).

Will this project, or a form of this project, proceed without KE Seed Funding?

No  Yes

If yes – please describe why the funds are required:

**9. On a scale of 1 (no previous experience) to 5 (very experienced), how much experience in Knowledge Exchange activity do you (the PI) have?**

N.B. Those that are new to, or experienced in Knowledge Exchange activity are both welcome to apply.

1  2  3  4  5