**William Leech Research Fund**

**Application Form**

**(for applications to be submitted by noon on 22nd May 2024)**

Please ensure that you have read the guidelines for applicants prior to submitting this form. In line with these guidelines, the Management Committee also strongly encourages applicants to speak with the Director of the Fund prior to submitting your application form – please get in touch by emailing director@leechresearchfund.org in the first instance. This provides an opportunity to address any questions you may have about the application process.

It is important to provide complete answers on this form that allow the management committee to evaluate the applications effectively. Word count limits are given for some questions as maximums rather than as an indication of expected lengths of each answer. If your application is shortlisted for interview, there will be an opportunity to discuss your answers in more detail and for the committee to ask questions about your answers as part of the interview process.

1. What is the overall title of your proposed research project?
2. Name of the primary contact person for this application:

Address:

E-mail:

Telephone number:

1. Which of the following types of application do you wish to make?

[ ]  (i) Postdoctoral research fellowship

[ ]  (ii) Supported leave for established scholars, clergy on sabbatical leave, or lay people to undertake a research project

[ ]  (iii) Other research costs that satisfy the Leech objects (e.g. for churches/Christian social action projects to engage a researcher in partnership with the William Leech Research Fund, or enable particular churches or organisations to undertake participatory research approaches with appropriate supporting expertise).

1. When would you like to start and finish this research?
2. What are the central research question/s to be explored through this project? (max. 100 words)
3. Please give a brief overall summary of your research project and what it is hoped this will achieve (max. 200 words):
4. Why is this research project important? Within your answer, please also include how the application relates to the aims, objective and priorities of the William Leech Research Fund. (max. 200 words)
5. How will the research be carried out? (This should include details of your proposed methods and approach, and why these are appropriate to address your chosen question/s.) (max. 500 words)
6. Who would carry out the research, and how much of their time would be involved?[[1]](#footnote-1) (Maximum 100 words)
7. Does this research involve working with particular church/es or organisation/s involved in Christian social action? If so, please give details of which church/es and/or organisation/s, and how they will be involved and engaged in the research. (max. 100 words)
8. What practical research facilities and support do you need to make the project a success? (max. 100 words)
9. (i) Do you have an academic organisation in mind that could provide a supporting academic role in the research? If so, which academic organisation is this?

(ii) Have they confirmed their willingness to be involved in this proposal if your application is successful? If so, what support/facilities are they able to provide?

1. What ethical issues might be involved in your research, and how would you respond to these? Please also confirm in your response to this question whether you think you will need to get ethical approval for your research. (max. 200 words)
2. How would you disseminate your results? What are the proposed outputs, academic and non-academic, from your research? (max. 100 words)
3. What impact do you hope your project would have in the North East of England, and how would that be achieved? This answer should include details of how your project will benefit church life and nurture Christian hope in the region and beyond. (max. 200 words)
4. Grant request: Please give details of your proposed costings, including for:
	* + - Researcher time/salary (including any associated costs)
			- Travel for research, engagement and impact
			- Research support facilities
			- Expenses required to conduct the research (e.g. participant costs, subsistence expenses, etc.)
			- Dissemination and impact-related expenses
			- Other research-related expenses

Please note: It is important to be realistic in your proposed costings at this stage, as additional expenses will not normally be able to be considered subsequently. Please particularly check any researcher costs with the organisation that you have listed in your answer to question 18, and provide a breakdown of how these have been calculated.

1. Which organisation would you envisage holding and managing the funds requested?
2. If this project involves paying a researcher or other staff for their time, who would be responsible for this payment including ensuring any tax/national insurance/pension obligations or wider employment expenses and requirements are met?
3. Have you received or are you seeking any other funding in connection with work on this project? If so, please give details.
4. Please give details of two people who can provide relevant references for the named researcher specified in question 9.[[2]](#footnote-2)

**Other documents required:**

*Documents which are* ***essential*** *to include at the point of initially submitting your application form:*

* At least **one letter of support** which provides evidence of support for the project from church/es and/or organisations involved in Christian social action in the region, including any evidence of why this research is needed from their perspective.
* Brief **CV** of the proposed researcher, for any application that involves a named researcher.

This should provide evidence of this researcher’s ability to complete the proposed project successfully. For example, it may include details of relevant academic qualifications, previous employment and/or voluntary experience, any previous research experience and publications, etc. It may also include any relevant experience from being part of or engaging with churches and/or organisations involved in Christian social action.

*Document/s which are* ***optional*** *to include at the point of initial submission of your application form:*

* A letter confirming that any organisation named in your responses to question 17 and 18 is willing to receive and manage the funds, and take on these responsibilities, if an award is made.
* A letter confirming that the academic host organisation named in question 12 is willing to play the supporting role that is specified in your answer to this question.

Where a single organisation is acting as both academic host organisation and managing any funds and/or employment responsibilities, then a single letter from that organisation confirming their willingness to take on these roles will suffice. We encourage you to provide these document/s wherever possible at the point of submitting your initial application form, as providing them may strengthen your application when it is considered by the Management Committee. Where these document/s are not provided at the application stage, then if your application is recommended for funding, any award will be conditional on these letter/s subsequently being provided.

1. For applications involving a named researcher/postdoctoral fellow, please state the person’s name here and give a few sentences about why they are the best person to conduct this research – this may be the same person as the primary contact person in question 1. You should also provide a CV for the named researcher when submitting this application form. Alternatively, if you do not know at this stage who will carry out the research and wish to recruit the researcher/s if your application is successful, please give a brief summary of how you intend to go about doing this, and the main criteria that would be important to you in selecting them. It is generally preferable to include a named researcher wherever possible, as this helps the application as a whole to be assessed taking into account the researcher’s relevant experience and expertise. [↑](#footnote-ref-1)
2. If necessary, one of your references can be from the same person who has written the letter of support for the application as a whole. If any award is offered, this may be conditional upon receipt of satisfactory references. The committee may request alternative/further references if required at a later stage. [↑](#footnote-ref-2)