

Policy Secondment Scheme

Application Form

**Deadline:**

**Please submit your application form and costs as a PDF to** [Impact-Acceleration@qmul.ac.uk](mailto:Impact-Acceleration@qmul.ac.uk)

**Applicants please note:**

* **Applicants must have discussed their proposals with their relevant Impact Officer**
* **All successful projects may be asked to take part in communications and publicity activities to share the outcome of your work to present project outcomes/status**
* **All successful projects are required to provide data on outcomes annually until 5 years from completion of the award**
* **If your work is identified for an impact case study for a future REF exercise we would expect you to participate in the process**
* **All funding must be spent by 31st July 2024, extensions are not possible.**

Section 1: Secondment Type

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| * 1. **What type of policy secondment are you applying for (delete as appropriate)** |
| QM staff wishing to go on secondment  QM staff wishing to host a secondee from an external organisation  External staff applying for secondment at QM  Two way exchange (QM staff)  Two way exchange (External Staff) |

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| **1.2 Project Time and Cost** | |
| **Part time or Fulltime (FTE)** |  |
| **Proposed start date**  **(dd/mm/yyyy)** |  |
| **Proposed duration of award**  **(Months)** |  |
| **Worktribe standalone budget reference number** |  |
| **Project cost (£s)** |  |
| **Project partner contribution (£s)** |  |

Section 2: Applicant and External Organisation Details

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| **2.1**  **Lead Applicant** | |
| **First name** |  |
| **Surname** |  |
| **Post Held** |  |
| **Affiliation (Institute/School)** | Choose an item. |
| **Email address** |  |
| **IT systems ID** |  |

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| **2.2 Line Manager details** | | | | |  |
| **First name** | **Surname** | **School/Institute** | **Email address** | **IT systems ID** | **Approval** |
|  |  | Choose an item. |  |  |  |
| Signature: |  | | | Date: |  |

I hereby confirm that my I support the applicant to participate in this secondment, including any provisions required for the role to be fulfilled.

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| **2.3 Organisation Name** | | | | |
| **Name of contact** | **Partner Organisation/Company** | **Email Address** | **Job title** | **Approval** |
|  |  |  |  |  |
| Signature: |  | | Date: |  |

I hereby confirm that my organisation has agreed in principle to participate in this secondment, including any provisions required for the role to be fulfilled.

Section 3:

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| **3.1 Please provide details of the underpinning research this secondment will build upon (indicative 300 words)** |
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| **3.2 Please provide details of your secondment and how it will facilitate policy knowledge exchange or impact (indicative 300 words)** | |
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| **3.3 What are the objectives for this secondment? If you are able to, please outline the outcomes you expect or hope to achieve. (100 - 300 words)** |
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| **3.4**  **What benefits do you expect this secondment will achieve for Queen Mary? (100 - 300 words)** |
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| **3.5**  **What benefits do you expect this secondment will achieve for the external organistion? (100 - 300 words)** |
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Section 4: Intellectual Property (IP) commercialisation (if applicable - if there is no IP to consider please leave this section blank)

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| **7.1**  **Does the proposal have freedom to operate or** **does it require access to background IP? If access is required, what IP does the proposal need access and can this be secured on reasonable terms? (**max 150 words) |
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| **7.2**  **Detail any QM IP which underpins the project** (max 150 words) |
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| **7.3**  **What new IP is the project expected to produce?** (max 150 words) |
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| **7.4**  **How will project generated IP be managed and exploited to support the project in meeting the targeted need?** (max 150 words) |
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| **7.5**  **Please identify the extent of disclosures about the proposed project in non-confidential papers, posters or oral communications Are you planning to release information before the completion of the project?** (max 150 words) |
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Section 5: Summary: Milestones, Project Duration and Cost. Please link these to your objectives outlined in 6.2 and provide a short justification.

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| **Step** | **Duration**  **(months)** | **Costs** |
| **Objective 1:** | | |
| **Milestone 1.1** |  |  |
| **Milestone 1.2** |  |  |
| **Objective 2:** | | |
| **Milestone 2.1 (if applicable)** |  |  |
| **Milestone 2.2 (if applicable)** |  |  |
|  |  |  |
| **Project Total (£s)** |  |  |
| **Co-Funder Contribution**  **(if applicable)** |  |  |

**Please ensure you submit your project cost breakdown with the application**

**\*Applications with no costings attached will be rejected**

We will use the information you enter on this form to process your application and also to ask Queen Mary HR to produce some anonymous statistics, which we are required to report to Research England. Whether or not your application is successful, this will include information about applicants’ [ethnicity, gender, age, career stage] for the purposes of monitoring equality and diversity.