

**Brunel Public Policy**

**Policy Development Fund Application**

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| **Application title** |  |
| **Amount requested (max. £5,000)** |  |
| **Applicant name** |  |
| **Department / Research Institute** |  |
| **Phone** |  |
| **Email** |  |

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| **Background and context:** provide a short description of your policy development fund proposal (this will be used on our website if funded, so please keep it brief, relevant, and understandable to a non-specialist, non-university audience). [Max. 250 words] |
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| **Objectives:** Using bullet points,please state the objectives of your proposal [Max. 250 words] |
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| **Planned activities**: what type(s) of activity / activities are you planning? Please use bullet points |
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| **Audiences:** what audiences are you trying to reach with the activity / activities? [Max. 250 words] |
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| **Outputs and Impact:** what outputs are you expecting from the activity/activities and how will you track their impact? [Max. 250 words] |
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| **Estimated timings & Budget**: please provide an indicative timeline and budget for your activity / activities [Max. 250 words] |
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**Your completed form should be emailed to** [**bpp@brunel.ac.uk**](mailto:bpp@brunel.ac.uk) **with the subject header: Policy Development Fund Application, [Your Name]**

**The Policy Development Fund**

The Policy Development Fund is to support the promotion of Brunel research to policy makers, legislators and regulators via events designed to foster engagement between research and policy.

Policy Development can include presentations and promotional activities to raise awareness of the policy relevance of Brunel research to relevant policy, legislative and regulatory audiences.

It can also be a meeting/series of meetings to allow for academics, policy professionals, and policy practitioners to come together to discuss current priorities and proposals for future work.

These activities are wider than the Brunel community, and are not just meant for knowledge transfer but to build communities to share best practice, and built on a current policy need and support by a policy partner.

If your proposal is not linked to policy development or had a broader remit which also includes public engagement, you should apply to the Public Engagement Fund

**What is the funding for?**

* Convening internal or external meetings, preparing expert comment or policy briefings on emerging policy issues.
* Expenses to enable meetings with policy professionals, expert facilitation to support dialogues, attend or organise roundtable meetings, networking etc.
* Any opportunity to engage in community building with policy professionals where the ability to do so would otherwise be limited.

**Prohibited Costs / Activities**

*The following costs / activities cannot be covered:*

* Research activity
* Teaching or administrative relief
* Equipment - unless there is a clear and specific contribution to policy development arising.
* Conference attendance (unless exceptionally the project has developed a strategic, targeted intervention to take place during the event aimed at establishing or strengthening a non-academic relationship).
* Indirect, estates and generic administrative costs.
* Costs associated with the protection of intellectual property

**Who can apply?**

Any member of staff or postgraduate research student who is eligible to apply for an external research grant in their own name.

**Application Process**

The Policy Development Fund is an open call with a rolling deadline. The Policy Development Application Form must be submitted electronically to [bpp@brunel.ac.uk](mailto:bpp@brunel.ac.uk) – Brunel Public Policy. The panel will assess the application and come back to applicants within two weeks of submission.

Grants should start with one month of being awarded.

If you would like to discuss your application prior to submission please contact [justin.fisher@brunel.ac.uk](mailto:justin.fisher@brunel.ac.uk)

**Selection Process**

A panel made up of the PVC Research, Director, Brunel Public Policy and Director Research Support and Development Office will consider all applications.

*The panel will consider:*

* Whether the project fits the strategic aim of the fund
* Whether the project can realistically be delivered within cost and time constraints
* The potential impact of the project on informing and enhancing public life

**Policy Development Fund Project Evaluation Form**

If your application is successful, the completion of a case study and project evaluation form at the end of the project is compulsory and is a requirement of accepting the grant. Project case study and evaluation are to be also added to the RSDO Impact Tracker.