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**PROJECT PROPOSAL**

**Catalysts for Change**

**Closing Date: Monday 5th June 2017 (noon)**

Please make sure you have read the criteria within the Guidance for application before completing this form. Please ensure that you have completed all parts of the application form including the two appendices. Incomplete forms will not be considered.

**Please send *completed* application proposal to: Fiona Fitheridge, Programme Administrator by:**

* Post - 31 Castle Terrace, Edinburgh EH1 2EL

***or***

* Email – [fiona.fitheridge@qnis.org.uk](mailto:fiona.fitheridge@qnis.org.uk)

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| --- |
| **Specifications:**  Font – Calibri  Font size – 11  Headings – 14  Spacing – single  Boxes will expand as you type |

|  |  |
| --- | --- |
| **Project Title** |  |

**Applicant Team**

***Lead Applicant***

|  |  |
| --- | --- |
| The Lead applicant is the QNIS contact. He/she is responsible for submitting the proposal. Once funding is awarded, the Lead applicant is responsible for ensuring the project is carried out as agreed in the contract, including keeping the budget on track and ensuring that reports are submitted as required. | |
| **Name of Lead Applicant** |  |
| **Job Title** |  |
| **Address for Correspondence** |  |
| **Email** |  |
| **Phone Number** |  |
| **Name of Institution** |  |

**Team members** *(please list all team members)*

***Each team member must complete the CV form (appendix 2)***

|  |  |  |
| --- | --- | --- |
| **Name** | **Job Title** | **Email Address** |
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**THE PROJECT**

**Project Title**

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**Project Summary**

|  |
| --- |
| *100 words* |

**Project Aims**

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| --- |
|  |

**Background**

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| --- |
| *Why do you want to do this work now? 100 words* |

**Partnership**

*How have the voices of people with lived experience been involved in this application?*

**Method**

|  |
| --- |
| *How will the project be carried out to meet the aims? How will you know that you have achieved this? 250 words* |

**Ethics/R&D Approval**

*Have you sought advice as to whether your proposed project requires ethical clearance? Have you considered key ethical issues within your proposal? Please detail.*

**Impact**

|  |
| --- |
| *What potential impact will this have on inequalities and the people that you are working with and how will you measure this? 100 words* |

**Next steps**

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| --- |
| *What do you hope that this work will enable you to do in the longer term? 100 words* |

**Project Timetable**

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| --- |
| *The project must run from July 2017 – July 2018. What are your milestones and dates they will be achieved?* |

**Funding**

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| --- |
| *What will you use the QNIS money for? Any other sources of funding obtained should be clearly identified.* |

**Appendix 1**

**Supporting Statements**

Project sponsor’s supporting statement

I support this application and, if successful, commit to enable the Project Lead to implement the project as planned and provide the necessary support and guidance for the implementation of the work and development of interim and final reports. Should my role change within the time frame of the project I will hand this over this responsibility to an appropriate colleague and notify QNIS.

Signature:

Name:

Job Title:

Date:

Partnership Organisation statement of support *(A lead person in each partner organisation should sign – please copy as required)*

I support this application and, if successful, commit to enable the Project Lead to implement the project as planned and provide the necessary support and guidance for the implementation of the work and development of interim and final reports. Should my role change within the time frame of the project I will hand this over this responsibility to an appropriate colleague and notify QNIS.

Signature:

Name:

Job Title:

Organisation:

Date:

**Appendix 2**



*Promoting Excellence in Community Nursing across Scotland*

**Curriculum Vitae**

***The lead applicant and all team members need to complete this page of the application form. Please copy as required.***

|  |  |
| --- | --- |
| **Name of Project:** |  |

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |

**Contact Details**

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| --- |
|  |

**Summary CV highlighting relevant experience for this project:**

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