

### **Cambridge Reproduction: Conceptions Fund application form (2023–24)**

Before applying, please refer to the separate guidance notes, which can be downloaded from the Cambridge Reproduction website (<https://www.repro.cam.ac.uk/conceptions-fund>). If you have any questions about the application, please contact Tamsin Smyth (admin@repro.cam.ac.uk).

First applicant details

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Are you a Cambridge Reproduction member?\* |  |

Second applicant details

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Are you an Cambridge Reproduction member?\* |  |

Third applicant details (if applicable)

|  |  |
| --- | --- |
| Full name |  |
| Role/position |  |
| Department |  |
| Email |  |
| Are you a Cambridge Reproduction member?\* |  |

*\* If you would like to join Cambridge Reproduction, please fill in and return the* [*application form on our website*](https://www.repro.cam.ac.uk/join)*. Membership is free, and is open to all current staff and students at the University of Cambridge and affiliated institutions who have a research interest in reproduction.*

Details of proposed project

|  |  |
| --- | --- |
| Title of project |  |
| Type of project*e.g. short film, website, research activity, public outreach activity* |  |
| Expected project start and finish dates*If unknown, provide a month or academic term for planning purposes* |  |
| Names of partner institutions or individuals involved |  |
| Links to any relevant information*e.g. conference or partner website* |  |
| Total funding applied for*maximum £5,000* |  |

What is the background to your proposed project? How does it fit into your own research, that of the University and Cambridge Reproduction, and the wider research or social context? Please comment on the interdisciplinarity and originality of your project. (*max. 400 words*)

Please give an outline of your proposed project, including activities, people involved, timescales and outputs. (*max. 500 words*)

What impact and benefits do you expect the project to bring? How will your project benefit the work of Cambridge Reproduction? (*max. 200 words*)

What are the expected outcomes and outputs of the project? (*max. 200 words*)

Total cost of the project (please include a breakdown of costs)

*Please be as specific as possible. Only actual costs will be paid, so please only request what you need.*

|  |  |
| --- | --- |
| **Expense** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total project cost** |  |

Do you have other sources of funding available? If so, please give details below

Have you received a grant from Cambridge Reproduction previously?

Yes / No *please delete as applicable*

If you answered yes, please give details

Supporting information

Applications must be accompanied by a CV for each applicant and a brief letter of support from a University Teaching Officer, Principal Investigator or someone of equivalent seniority.

Have you enclosed a CV for each applicant?

Yes / No *please delete as applicable*

Have you enclosed a letter of support (details below)?

Yes / No *please delete as applicable*

|  |  |
| --- | --- |
| Full name of sponsor |  |
| Role/position |  |
| Department |  |

Please make sure that your application form has been signed and dated:

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

*In signing this application I confirm that the information that I have given is accurate and that I accept the terms and conditions, listed below, which would apply to any grant that may be awarded to me.*

Please return completed forms to Tamsin Smyth (admin@repro.cam.ac.uk) by the deadline shown on our website: [www.repro.cam.ac.uk/conceptions-fund](http://www.repro.cam.ac.uk/conceptions-fund). If you have any questions about the application process or about the **Conceptions Fund**, please contact Tamsin Smyth as above.

Conceptions Fund terms and conditions

1. If you are awarded a grant you will be required to:

i) acknowledge our support in any project materials and/or outputs.

ii) write a short report on the funded project, using the post-award report form on. Your report should be accompanied by at least one image of your project, which we will use on the Cambridge Reproduction website ([www.repro.cam.ac.uk](http://www.repro.cam.ac.uk)) together with a summary based on the text from your report.

iii) provide receipts giving proof of expenditure. We can only reimburse expenses relating to your award if they are accompanied by receipts or other proof of expenditure.

iv) share a copy of any outputs (e.g. publications) with Cambridge Reproduction for our internal records.

2. We will only pay your grant to you once we have received your report and receipts. Some costs (e.g. venue hire) may be paid directly by Cambridge Reproduction on your behalf.

3. We would be very glad to receive any additional images of your project. Please also provide a caption and credit line for each image. By supplying images you are agreeing that Cambridge Reproduction may use these on its website, social media or in its published annual report.

4. We would also be very glad to use and/or share publicly any outputs from your project (e.g. videos or images), in the interests of transparency.