EDI Hub+ Flexible Fund Round One: Scale-up Projects application form

Scale-up projects should take existing EDI interventions or initiatives that have proven effective in one or more settings (such as a discipline, an institution, a doctoral training award, a research or innovation project), and work in partnership to scale them up across multiple settings.

Please submit a completed application form via email before the deadline of **4pm on Thursday 11 September 2025** to edihubplus@leeds.ac.uk with the subject line ‘Flexible Fund Application Submission’.

Text font should be no smaller than 11 point.

Please note that some sections include a maximum word limit.

Full guidance and information about the EDI Hub+ Flexible Fund is available on the [EDI Hub+ website](https://edihubplus.ac.uk/flexible-fund-2025-call/).

Please note that there is a [separate monitoring form](https://forms.office.com/e/Gwy53bxJN8) to complete. You will be asked to confirm that you have completed the form at the end of this application.

# **SECTION 1**

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| **Project details** |
| **Project title** | Click or tap here to enter text. |
| **Proposed start date** | Click or tap to enter a date. |
| **Duration**(max. 12 months) | Click or tap here to enter text. |
| **Total funding requested**(max. £80K at 80% FEC) | Click or tap here to enter text. |

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| **Thematic area**Please tick one of the following: |
| **Career pathways** [ ] **Research funding and processes** [ ] **Organisational culture** [ ]  |

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| **Main contact**This should be the contact for all correspondence relating to your application. |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. | **Telephone** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  | **Postcode** | Click or tap here to enter text. |

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| **Project summary**Please provide a summary of your research project, written in a style accessible to members of the public, rather than researchers or professionals. (This information will be shared publicly on the EDI Hub+ website if your project is funded.) (Max 300 words) |
| Click or tap here to enter text. |

# **SECTION 2**

Note: We are following UKRI’s role descriptions; <https://www.ukri.org/publications/roles-in-funding-applications/roles-in-funding-applications-eligibility-responsibilities-and-costings-guidance/#section-role-descriptions-and-responsibilities>

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| **Project Lead(s)**We have adopted a flexible leadership model that allows for up to two project leads. |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. | **Telephone** | Click or tap here to enter text. |
|  |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. | **Telephone** | Click or tap here to enter text. |

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| **Project team** (excluding Project Leads (above))**:**Please provide information about your team.  |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
| **Role** (Please tick one of the following)Project co-lead (co-investigator) [ ] Researcher co-lead (researcher co-investigator) [ ] Research and innovation associate (researcher or postdoctoral research assistant) [ ] Specialist [ ] Technician [ ] Professional enabling staff [ ]  |
|  |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
| **Role** (Please tick one of the following)Project co-lead (co-investigator) [ ] Researcher co-lead (researcher co-investigator) [ ] Research and innovation associate (researcher or postdoctoral research assistant) [ ] Specialist [ ] Technician [ ] Professional enabling staff [ ]  |
|  |
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| **Organisation** | Click or tap here to enter text. |
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| **Organisation** | Click or tap here to enter text. |
| **Role** (Please tick one of the following)Project co-lead (co-investigator) [ ] Researcher co-lead (researcher co-investigator) [ ] Research and innovation associate (researcher or postdoctoral research assistant) [ ] Specialist [ ] Technician [ ] Professional enabling staff [ ]  |

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| **Project partners:**Please provide information about any project partners.  |
| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
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| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |
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| **Name** | Click or tap here to enter text. |
| **Organisation** | Click or tap here to enter text. |

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| **Please tell us about your team and why they are best equipped to deliver the project (Max 500 words.)** |
| Click or tap here to enter text. |

# **SECTION 3**

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| **Case for support*** Please clearly describe the EDI intervention, initiative, or pilot project you will be scaling up, including its aims and objectives.
* Please provide evaluation evidence to demonstrate that the EDI intervention or initiative you plan to scale-up has proven effective in one or more settings. Please include information about the organisation(s), discipline(s), or project(s) where it has been piloted.
* Please provide a comprehensive plan to explain how you intend to scale up your intervention or initiative, including the organisation(s), discipline(s), or project(s) where it will be implemented.
* Please explain your approach to co-design and how key stakeholders or research end users will be engaged in the project.
* Please describe how you plan to engage those with lived experience of marginalisation in EPMS research and innovation space in your project. Engagement could include the co-design process, a lived experience advisory board, engagement in evaluation and dissemination.

(Max 1500 words.) |
| Click or tap here to enter text. |

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| **Workplan**Please provide a project workplan, clearly highlighting key objectives, milestones, and timelines. (Max one page. Append as an attachment if preferred.) |
| Click or tap here to enter text. |

# **SECTION 4**

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| **EDI plan**Please provide an EDI plan, clearly explaining how EDI considerations will be embedded in the project itself, e.g., in project design and operation, team composition, recruitment, career development activities, team culture, stakeholder engagement. (Max 500 words.) |
| Click or tap here to enter text. |

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| **Evaluation plan**Please provide an evaluation plan, clearly explaining your approach to evaluation, including the data you plan to collect and/or analyse and the evaluation tools and methodologies you plan to use to evaluate success, including what has and has not worked. (Max 500 words.) |
| Click or tap here to enter text. |

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| **Logic model**Please append a logic model, setting out your scale-up project’s activities and its intended effects. (Max one page.) |

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| **Research ethical considerations**Please share details about the ethical considerations for your project. (Note that all projects must have full ethical approval before beginning any data collection. Successful applicants will be expected to provide a copy of their ethics approval to the EDI Hub+ team before data collection begins.) (Max 500 words.) |
| Click or tap here to enter text. |

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| **Data management plan**Please append a data management plan. Your data management plan should demonstrate how you will meet your responsibilities for research data quality. It should refer to any institutional and study data policies, systems and procedures, and be regularly reviewed throughout the research cycle. (Max 500 words.) |
| Click or tap here to enter text. |

# **SECTION 5**

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| **Cost summary:**Please provide a summary of costs using the table provided. Please note that **estates and indirect costs are not eligible** and must not be charged to the grant. Please also note that costs for or associated with Doctoral Researchers must not be charged to the grant. |

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|  | Funding heading | Full Economic Cost (100% fEC) | EDI Hub+ contribution (80% fEC) |
| Directly  | Staff | Click or tap here to enter text. | Click or tap here to enter text. |
| Incurred | Travel and Subsistence | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Equipment | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Other Costs | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Subtotal | Click or tap here to enter text. | Click or tap here to enter text. |
| Directly  | Investigators | Click or tap here to enter text. | Click or tap here to enter text. |
| Allocated | Other Directly Allocated  | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Estates Costs | Click or tap here to enter text. | Not eligible cost |
|  | Subtotal | Click or tap here to enter text. | Click or tap here to enter text. |
| Indirect costs  | Indirect Costs  | Click or tap here to enter text. | Not eligible cost |
| **Total for proposal** | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Justification of resources:**Please indicate how you intend to use these funds, and why the resources requested are necessary to enable you to deliver your aims and objectives. Useful information would include split by academic partner, number of staff, equipment, planned travel, subcontractors. (Max 500 words.) |
| Click or tap here to enter text. |

# **SECTION 6**

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| **Letters of support**Please append letters of support as a separate attachment. Letters of support should: 1) confirm organisational approval to apply as either the lead organisation, or as a partner, and 2) detail access or other forms of financial or in-kind support that will be made available to the applicants if successful – please note that this is for information only and will not be considered as part of the assessment process. All supporting letters must be signed, dated, and on headed paper. (Max one page per letter.) |

# **SECTION 7**

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| **Monitoring form**Please ensure you complete the [monitoring form](https://forms.office.com/e/Gwy53bxJN8) prior to submission. |
| I confirm that I have completed the monitoring form[ ]  |