***Guidelines for completing form:***

* ***The Cover Sheet application form must be completed and submitted to your research office for sign-off by an authorised institutional representative.***
* ***Applications must be submitted on behalf of the applicant by an authorised representative of an*** [***SFI Eligible Research Body***](http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/) ***(typically a member of the institution’s research office).***
* ***The sections on Applicant and Workshop Details may not exceed two pages. The budget table and justification may not exceed one page.***
* ***Workshops must take place in advance of the application deadline of 23 September.***
* ***If a workshop is supported, promotional materials should carry the SFI logo and a member(s) of SFI staff may choose to attend the workshop.***
* ***Completed application forms must be submitted to SFI by e-mail to*** ***challenges@sfi.ie*** ***by the submission deadline of 13:00, 26 July 2019.***
* ***Note that no overhead will be payable on these awards.***
* ***All guidance text included in italics in this document may be removed.***

***Guidance from*** [***Call Document***](http://www.sfi.ie/funding/funding-calls/future-innovator-climate/) ***on purpose for this support***

*The Future Innovator Prize is intended to support highly motivated, interdisciplinary challenge teams, who together with beneficiaries, end-users and other stakeholders will identify and validate relevant, meaningful and important challenges, and co-create solutions that will maximise societal impact. To facilitate this engagement, to instigate team formation and to seed idea generation, SFI will provide limited support to organise events such as hackathons, workshops, or networking events. Organisers are encouraged to include participants from outside of academia and to engage with a broad network of innovators that may help to strengthen the societal impact of applications to the programme.*

*Departments, institutions and Research Centres are encouraged to apply, but individual researchers may also apply to organise such an event. Requests may be made up to €5k and events should be of an appropriate scale to warrant support from SFI. Awards may not be used to support activities of individual applicants in the preparation of their application. Applications for this support must be made by e-mail through the research office at your host research body and using the application form available through the SFI website. Submissions must be made by 13:00, 26 July 2019 and events must take place before the application deadline. Decisions on applications for workshop support grants rest with SFI and applicants will be notified by 7 August 2019. Provision of this kind of support is being piloted and evaluated under this call only and thus will not be available for other challenge calls.*

|  |
| --- |
| TITLE OF EVENT |
| NAME OF APPLICANT  | HOST INSTITUTION |
| SFI BUDGET REQUESTED  | PROPOSED DATE OF EVENT |

|  |
| --- |
| **Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is already being funded from another source and all details provided are correct.** |
| INSTITUTIONAL SIGNATORY AUTHORITY (**TO BE COMPLETED BY RESEARCH OFFICE**)Name:Position:Email:Signed:Date: |

***\*\*\*\*\*The following sections on applicant and workshop details may not exceed 2 pages\*\*\*\****

|  |
| --- |
| **APPLICANT DETAILS** |
| **Applicant name:** |  |
| **Applicant title:** |  |
| **Host research body:** |  |
| **Date of application:** |  |

|  |
| --- |
| **WORKSHOP DETAILS** |
| **Workshop title:** |
|  |
| **Proposed date of workshop:** |
| *This must be in advance of the Future Innovator Prize application deadline of 23 September.* |
| **Proposed location of workshop:** |
|  |
| **Aim of workshop:**  |
| *In the context of team formation/stakeholder engagement/idea generation for applications to the Future Innovator Prize: Zero Emissions Challenge, please state the aim of this workshop.* |
| **Workshop overview:** |
| *Please describe the format of the workshop (e.g., hackathon, design sprint, networking, etc.) and how it will achieve the stated aim. Will the event be aligned with one or more of the specific areas outlined within the Zero Emissions Challenge (see Section 2 of the Call Document)?* |
| **Proposed number and profiles of workshop attendees:** |
| *Approximately how many attendees are expected and what are their profiles (e.g., if they are under/postgraduate students, with which faculty(ies) are they associated; if they are from industry, provide examples of possible representations; public or not-for-profit organisations; etc)* |
| **Other institutions/organisations involved (if applicable):** |
| *Are any other institutions or organisations involved in the organisation, delivery or financing of this workshop? If yes, please provide details.*  |

***\*\*\*\*\*The following sections the requested budget may not exceed 1 page\*\*\*\****

**Budget table**

*Please provide an estimate of the costs required for this event. Please itemise estimated costs, e.g., venue hire, catering, workshop materials, travel costs for students or speakers, facilitator costs, etc. Costs for the preparation of an individual’s application such as research costs or travel may not be requested. The total budget request may not exceed €5,000. Only direct costs should be included in the budget. No overhead will be payable on these awards.*

|  |  |
| --- | --- |
| Description | Total cost (€) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total request from SFI |  |

**Budget justification**

*Please provide brief justification for each item requested in the budget table.*