**Proposal for ICMS KE event fund**

|  |
| --- |
| **Title of proposed activity**Add text here |

|  |
| --- |
| **Organising and scientific committee***Please provide the name and affiliation of each committee member, indicating early career researchers (ECR) and/or those who identify as female (F). At least one organiser should be eligible to hold an EPSRC grant, and you should have at least one female organiser. Please provide details on the experience of each committee member, and how they will contribute to the proposed activity.*Add text here |

|  |
| --- |
| **Objectives, justification and outputs***Please provide details on the aims, objectives, novelty and relevance of the proposed activity. You should also provide scientific justification and outline any anticipated outputs or follow-on plans. Reviewers will be asked to comment on the scientific and/or community value, the potential for impact and the potential to promote and/or support other knowledge exchange activity.*Add text here |

|  |
| --- |
| **Proposed programme***Please provide details on the structure of the proposed activity.*Add text here |

|  |
| --- |
| **Participants***Please provide the expected number of participants, and the names and affiliations of anyone you will invite. You should carefully consider a broad range of diversity including gender, career stage, ethnicity and geographical spread. At least 30% of participants should identify as female.*Add text here |

|  |
| --- |
| **Format and preferred dates** *Please indicate if you would like the ICMS to host your activity, or if you are applying for funding for an ICMS@ event (to be hosted at another UK venue). If the activity is to be hosted at the ICMS, please contact the Knowledge Exchange Manager to discuss potential dates before submitting your application. You should provide 3 preferred dates, noting that the ICMS does not host events during August. Please indicate if the proposed activity will be in person only, or hybrid.*Add text here |

|  |
| --- |
| **Budget***Please state your requested budget and provide a breakdown, including any other sources of income you have or intend to apply for. The maximum you can apply for is £12,000. This can be used to cover accommodation and catering costs, as well as venue hire for ICMS@ events. Contributions towards travel expenses may be offered, but those who can cover their own costs are expected to do so. It is not permitted to spend ICMS funding on alcohol. A registration fee of £150 is usually charged for events hosted at the ICMS. The Knowledge Exchange Manager can provide advice before you submit your application.*Add text here |