|  |  |  |  |
| --- | --- | --- | --- |
| **AIchemy Collaborative Travel Fund: Application Form**  **Please complete using 10pt Calibri font, convert to PDF and send to** [**funding@aichemy.ac.uk**](mailto:funding@aichemy.ac.uk) **by 17:00 on Friday 15th August 2025.**  **Proposal should be no longer than four pages in length.** | | | |
| **Project ID Number: For office use only** | | | |
|  | | | |
| **Details of applicant 1** | | | |
| **Name:** | |  | |
| **Higher Education Institution:** | |  | |
| **Department:** | |  | |
| **Job Title:** | |  | |
| **Email:** | |  | |
| **Details of applicant 2 (if required)** | | | |
| **Name:** | |  | |
| **Higher Education Institution:** | |  | |
| **Department:** | |  | |
| **Job Title:** | |  | |
| **Email:** | |  | |
| **Proposal Details** | | | |
| **Proposed Host Organisation(s)** | | | |
| **Host organisation(s)** | | **Named contact(s)** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Confirmation of Host Support**  Has the host organisation agreed to support this visit?  You will be required to upload formal proof of host support in the Supporting Documents section. | | | |
| Yes  No | | | |
| **Date(s) of visit**  Please provide the date or date range of your visit(s), using the format DD/MM/YY. | | | |
|  | | | |
| **Please outline the purpose, aim and scope of your proposed visit.**  *(max 500 words)* | | | |
| * An overall description of the proposed visit, and its objectives. * Explain how the visit aligns with your current research interests, experience, and skill set. * Including for example: specific activities you will undertake (e.g. lab work, workshops, meetings, site visits); planned collaborative research or project work at the Chemistry-AI interface; formal training, techniques, or methods you plan to learn during the visit. | | | |
| **Please provide the expected outcomes and benefits.**  *(max 500 words)* | | | |
| * Outline any expected knowledge exchange, outputs, or follow-on opportunities (e.g. publications, future grant proposals, etc). * Describe how the visit will enhance your research capabilities to work at the Chemistry- AI interface. * Identify any benefits to your broader research network, including how you will strengthen or establish further collaborations. | | | |
| **Finance Breakdown**  Fill out the itemised budget table including justifications below. | | | |
| **Item/Expense** | **Cost (GBP)** | | **Details and Justification** |
| Travel |  | |  |
| Accommodation |  | |  |
| Visa Fees (max £500) |  | |  |
| Subsistence |  | |  |
| Other (please specify) |  | |  |
|  |  | |  |
| **Total** |  | |  |

|  |
| --- |
| **Supporting Documents**  Please attach the following with your application. |
| Please tick each box to confirm they are included:  Two-page CV  Line manager support letter (PDRAs and research only)  Confirmation of host support (email/letter) |
| **Equality, Diversity and Inclusion Monitoring**  This information is used to monitor and report funding allocation, and will not be shared with reviewers. |
| Please can all applicants complete the anonymous EDI monitoring form found via this link:  [EDI Monitoring Form](https://docs.google.com/forms/d/e/1FAIpQLSepRSkllz0MvDgpo0ap_noH5HU4qX3NxPmM7TOFsHqXMqwVzA/viewform?usp=dialog) |
| **Declaration and Terms & Conditions**  AIchemy Collaborative Travel Fund awards are made on the understanding that all funding will be governed by a Brunswick Short Form Collaboration Agreement approved by the participating institutions. |
| By submitting this form:  **I confirm that the information provided is accurate and complete.**  **☐ I confirm that I have read and understood the above statement and agree to the use of the Brunswick Short Form Collaboration Agreement for this funded collaboration.** |