# Missing Elements Grant Scheme – application form (2023)

**1. Before you start**

This is the application form for the Missing Elements Grants Scheme.  
  
Before completing the online form, you must read the "Request for Proposals" document available on [our website](https://www.rsc.org/prizes-funding/funding/find-funding/missing-elements-grants-scheme).  
  
All applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements need to be strictly adhered to, and applications without all the necessary information, or evidence to show the selection criteria are met, will be rejected.   
  
Please get in touch with us at [diversity@rsc.org](mailto:diversity@rsc.org?subject=Missing%20Elements%20Grants%20Scheme%20application%20form), if you have any questions about completing the form. The application form may take several hours to complete. You can save a partially completed application form and return to it later.  
  
Please email [diversity@rsc.org](mailto:diversity@rsc.org?subject=Missing%20Elements%20Grants%20Scheme%20application%20form) if this SmartSurvey form poses any accessibility issues.

**2. Information about the application**

Applications can only be submitted using this online form on SmartSurvey.  
  
Please note that SmartSurvey does not allow for multiple users to work on the same application form. If you wish to work collaboratively on the answers, we recommend using the Word version of the form available on [our website](https://www.rsc.org/prizes-funding/funding/find-funding/missing-elements-grants-scheme), and copy and paste the answers on the SmartSurvey online application form. We encourage applicants to work offline and submit only when the full application is ready.  
  
The deadline for submissions is **31 May 2023 (17.00 BST)**. Once you have submitted your application, you will not have any further opportunities to amend it.  
  
When completing your application, it is recommended that you take particular note of the following points:

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| * Personal details: In the application form we are collecting the following details - title, first name, surname, job role, organisation, department, location, email, phone number. |
| * Word limits: When answering questions, do not exceed the word limits specified within the question description. |
| * Submission of application: You will not be able to submit your application until you have completed each section in full. |
| * Editing your application: You can edit your application any time before submission. |
| * This scheme accepts only departmental applications. The Project Lead must be a representative of the department for the purpose of this grant, and must ensure there is support for the application from the Head of Department. |
| * Diversity data: Once the application is submitted, the Project Lead will receive a link to answer a set of diversity data questions. This will be entirely anonymous and not linked to any part of your application or identity. |
| * Further clarification: If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the RSC Inclusion and Diversity team (diversity@rsc.org). |

The application consists of the following sections:

1. Project Lead Details
2. Co-Applicant(s) Details (through this form, you may add up to four (4) Co-Applicants)
3. Project Proposal
4. Financial Details

### **1. Due to the nature of this grant scheme, we expect that you will have fully read the Request for Proposals available on the Missing Elements Grants Scheme webpage in advance of submitting your application. \***

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|  | Yes, I have read the Missing Elements Grants Scheme Request for Proposals |

**3. Eligibility criteria**

### **2. Departmental application The Missing Elements Grants Scheme accepts only departmental applications. Please indicate here that you are acting as a representative of the department for the purpose of this grant, and that you have ensured support for the application (and your role as Project Lead) from the Head of Department. Note that at the end of the application form, you will be asked to upload a letter signed by your Head of Department demonstrating this support. \***

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|  | This project will be hosted by a chemical sciences department (which includes departments of chemistry, and adjacent disciplines working at the interface of the subject) |
|  | The hosting department is based in the UK or the Republic of Ireland |
|  | As the Project Lead, I am acting as a representative of the department for the purpose of this grant |
|  | This application is supported by the Head of Department |

**4. Project Lead details**

Each project will be led by a named Project Lead. The Project Lead must be a staff member of the chemical sciences department hosting the project. This can include academic staff, professional services staff, and researchers. In case of researchers, the Project Lead must be of postdoctoral or above status in the department hosting the project.  
  
In case of co-applications, a department leading the project must be identified. The Project Lead is expected to oversee the implementation and the management of the project and has responsibility for the overall project reporting requirements.  
  
This scheme accepts only departmental applications. The Project Lead must be a representative of the department for the purpose of this grant, and must ensure there is support for the application from the Head of Department.  
  
Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.

### **3. Title \***

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### **4. First name \***

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### **5. Surname \***

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### **6. Location \***

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### **7. Name of the department \***

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### **8. Name of the university \***

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### **9. Email \***

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### **10. Phone number \***

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### **11. Position /Job title Please give details of your current appointment. The applicants must either be in a permanent position at the institution or have a fixed term position for the duration of the award. \***

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### **12. Permanent Position/Start Date/End Date Applicants must be in established posts that will continue at least beyond the end of the funded period of the grant. If the applicant's post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of present position, and if on a fixed term contract, please enter the expected end date of your current position. \***

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### **13. Personal Statement This field is optional, but may be used to provide information regarding meeting the terms of eligibility for the grant. The limit on this field is 150 words.**

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### **14. Where did you hear of this scheme? \***

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### **15. Co-Applicants Please indicate here if you wish to include Co-Applicant(s) (other chemical sciences departments). If you select yes, you will be able to provide details of up to four Co-Applicant(s). You must click ‘no’ if you do not wish to select any Co-Applicants. \***

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|  | Yes |
|  | No |

**5. Co-Applicants details**

If you plan to co-apply with one or more chemical sciences departments, please first contact the Race and Ethnicity Unit at diversity@rsc.org to discuss.  
  
Please note that it is not mandatory to include Co-Applicants (other chemical sciences departments). You can add up to four Co-Applicants.  
  
Please note that all correspondence is sent only to the Project Lead in whose name the application is submitted. The Project Lead is responsible for notifying any other parties. Other participants in a project, whose involvement does not equate to being a ‘Co-Applicant’, should be named in the relevant section (‘Other Participants’) in the Project Proposal section.   
  
Please take care to review and complete your Co-Applicant personal details accurately. Errors in this section can cause difficulties in the processing of your application.

### **16. Title \***

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### **17. First name \***

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### **18. Surname \***

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### **19. Location \***

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### **20. Name of the department \***

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### **21. Name of the university \***

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### **22. Email \***

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### **23. Phone number \***

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### **24. Position /Job title Please give details of your current appointment. The applicants must either be in a permanent position at the institution or have a fixed term position for the duration of the award. \***

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### **25. Permanent Position/Start Date/End Date Applicants must be in established posts that will continue at least beyond the end of the funded period of the grant. If the applicant's post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of present position, and if on a fixed term contract, please enter the expected end date of your current position. \***

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### **26. Personal Statement This field is optional, but may be used to provide information regarding meeting the terms of eligibility for the grant. The limit on this field is 150 words.**

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### **27. Please indicate here if you wish to include any other Co-Applicants. If you select yes, you will be able to provide details of up to three more Co-Applicant(s). You must click ‘no’ if you do not wish to select any further Co-Applicants. \***

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|  | Yes |
|  | No |

**6. Co-Applicants details**

If you plan to co-apply with one or more chemical sciences departments, please first contact the Race and Ethnicity Unit at diversity@rsc.org to discuss.

Please note that it is not mandatory to include Co-Applicants (other chemical sciences departments). You can add up to four Co-Applicants.

Please note that all correspondence is sent only to the Project Lead in whose name the application is submitted. The Project Lead is responsible for notifying any other parties. Other participants in a project, whose involvement does not equate to being a ‘Co-Applicant’, should be named in the relevant section (‘Other Participants’) in the Project Proposal section.

Please take care to review and complete your Co-Applicant personal details accurately. Errors in this section can cause difficulties in the processing of your application.

### **28. Title \***

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### **29. First name \***

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### **30. Surname \***

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### **31. Location \***

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### **32. Name of the department \***

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### **35. Phone number \***

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### **36. Position /Job title Please give details of your current appointment. The applicants must either be in a permanent position at the institution or have a fixed term position for the duration of the award. \***

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### **37. Permanent Position/Start Date/End Date Applicants must be in established posts that will continue at least beyond the end of the funded period of the grant. If the applicant's post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of present position, and if on a fixed term contract, please enter the expected end date of your current position. \***

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### **38. Personal Statement This field is optional, but may be used to provide information regarding meeting the terms of eligibility for the grant. The limit on this field is 150 words.**

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### **39. Please indicate here if you wish to include any other Co-Applicants. If you select yes, you will be able to provide details of up to two more Co-Applicant(s). You must click ‘no’ if you do not wish to select any further Co-Applicants. \***

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|  | Yes |
|  | No |

**7. Co-Applicants details**

If you plan to co-apply with one or more chemical sciences departments, please first contact the Race and Ethnicity Unit at diversity@rsc.org to discuss.

Please note that it is not mandatory to include Co-Applicants (other chemical sciences departments). You can add up to four Co-Applicants.

Please note that all correspondence is sent only to the Project Lead in whose name the application is submitted. The Project Lead is responsible for notifying any other parties. Other participants in a project, whose involvement does not equate to being a ‘Co-Applicant’, should be named in the relevant section (‘Other Participants’) in the Project Proposal section.

Please take care to review and complete your Co-Applicant personal details accurately. Errors in this section can cause difficulties in the processing of your application.

### **40. Title \***

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### **41. First name \***

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### **42. Surname \***

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### **43. Location \***

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### **44. Name of the department \***

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### **47. Phone number \***

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### **48. Position /Job title Please give details of your current appointment. The applicants must either be in a permanent position at the institution or have a fixed term position for the duration of the award. \***

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### **49. Permanent Position/Start Date/End Date Applicants must be in established posts that will continue at least beyond the end of the funded period of the grant. If the applicant's post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of present position, and if on a fixed term contract, please enter the expected end date of your current position. \***

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### **50. Personal Statement This field is optional, but may be used to provide information regarding meeting the terms of eligibility for the grant. The limit on this field is 150 words.**

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### **51. Please indicate here if you wish to include any other Co-Applicants. If you select yes, you will be able to provide details of up to one more Co-Applicant. You must click ‘no’ if you do not wish to select any further Co-Applicants. \***

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|  | Yes |
|  | No |

**8. Co-Applicants details**

If you plan to co-apply with one or more chemical sciences departments, please first contact the Race and Ethnicity Unit at diversity@rsc.org to discuss.

Please note that it is not mandatory to include Co-Applicants (other chemical sciences departments). You can add up to four Co-Applicants.

Please note that all correspondence is sent only to the Project Lead in whose name the application is submitted. The Project Lead is responsible for notifying any other parties. Other participants in a project, whose involvement does not equate to being a ‘Co-Applicant’, should be named in the relevant section (‘Other Participants’) in the Project Proposal section.

Please take care to review and complete your Co-Applicant personal details accurately. Errors in this section can cause difficulties in the processing of your application.

### **52. Title \***

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### **53. First name \***

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### **54. Surname \***

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### **55. Location \***

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### **56. Name of the department \***

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### **57. Name of the university \***

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### **59. Phone number \***

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### **60. Position /Job title Please give details of your current appointment. The applicants must either be in a permanent position at the institution or have a fixed term position for the duration of the award. \***

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### **61. Permanent Position/Start Date/End Date Applicants must be in established posts that will continue at least beyond the end of the funded period of the grant. If the applicant's post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of present position, and if on a fixed term contract, please enter the expected end date of your current position. \***

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### **62. Personal Statement This field is optional, but may be used to provide information regarding meeting the terms of eligibility for the grant. The limit on this field is 150 words.**

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**9. Project Proposal**

### **63. Title of Project Proposal Please state the title of your project. \***

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### **64. Abstract Please provide a short abstract summarising your proposed project in terms suitable for an informed general audience. This is a mandatory field and the limit is 150 words. \***

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### **65. Start and End Date Confirmation Please confirm that you will start your project between 1st August and 31st of September 2023, and that your project will end before 31st of August 2026. \***

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### **66. Principal Aims of Project Please outline here how your proposed project fits the aims and scope of the call. The word limit here is 1000 words. \***

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### **67. Proposed Programme This field should be used to describe the proposed programme of the project, including objectives, methodology and implementation plans, and how the project is relevant to addressing systemic racism, and racial and ethnic inequalities in the chemical sciences community. Please state whether the project is a new initiative or links to/builds on a project of longer standing. If appropriate, explain any achievements to date. Please also explain the project's intended short- and long-term impact in addressing the issues to be tackled. Please set out explicitly in this field the ways in which the proposed project links to the core aims and objectives of the Missing Elements Grants Scheme. The limit on this field is 2000 words. \***

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### **68. Plan of Action Please set out the proposed plan of action covering activity to be undertaken during the course of the award. This should be as detailed as is practicable, but suitable allowance may be made for variation in the event of an award being offered. The limit on this field is 1000 words. \***

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### **69. Planned Project Outputs Under ‘planned project outputs’, please only state the type of output expected. The word limit here is 300 words. \***

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### **70. Plans for Dissemination Please state in more detail here what plans you have for dissemination of your project, including potential internal or external knowledge sharing opportunities, conferences, etc. that are appropriate for your project. The limit here is 500 words. \***

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### **71. Other Participants Under ‘Other Participants’ please give the names, appointments, and institutional affiliation of any other participants in the proposed project. Please also describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise. ‘Other Participants’ might include representatives from across the sectors. If detail of 'Other Participants' are not yet known, please use the blank text box below to provide indicative numbers and/or types of people who may be involved in the project.**

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### **72. Project aims Please explain:**

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| * **how will you address the project aims** |
| * **which specific issues/areas of work will the project focus on (some issues are outlined in the 'Request for Proposals' document available on** [**our website**](https://www.rsc.org/prizes-funding/funding/find-funding/missing-elements-grants-scheme)**)** |
| * **describe any additional areas of work that this project will address.** |

### **The limit on this field is 1000 words. \***

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### **73. Benefits – chemical sciences How is the proposed project going to address systemic racism and racial and ethnic inequalities in the chemical sciences? The limit on this field is 500 words. \***

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### **74. Community engagement How will you engage, consult with and ensure contributions from the Black and minority ethnic student and staff community in the project? The limit on this field is 300 words. \***

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### **75. Safeguarding Please use this section to outline any safeguarding and/or vulnerable adults and child protection issues which may occur in relation to or as a result of your project. The limit on this field is 300 words. \***

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### **76. Risk management Projects funded under this programme may involve surveys and focus groups in the course of the project. We expect an assessment of any risks entailed within the project to be outlined within the proposal. For example, risks associated with the delivery of the project, collecting and storing sensitive data, wellbeing of staff and/or students, safeguarding or financial management. Projects will be expected to update against risk management in their reports to the RSC. The limit on this field is 1000 words. \***

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### **77. Other Relevant Information Please use this space to provide details of any other relevant information. The limit on this field is 300 words.**

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**10. Financial Details**

**The budget that the RSC has dedicated to the grants scheme is £750,000 over three years up to a maximum of 250,000 per year. The amount granted to each successful departmental application will vary depending on the proposal and the overall number of applications. The amount and duration of each grant is currently flexible. For single-department applications the grant amount can be from £10,000 to £60,000. To apply for larger grants or in case of co-applications between multiple departments, please first contact diversity@rsc.org.**

**Funding may be used to support:**

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| * **Expenses related to hiring the support and/or expertise required to ensure the successful delivery of the project. This could include, for example: hiring external consultant(s) to provide necessary expertise and/or support project delivery; hiring dedicated project staff which could include student interns to support project delivery.** |
| * **Expenses related to delivering the initiatives within the project, which could for example include travel and room hire in relation to holding events and workshops.** |
| * **Travel between Co-Applicant institutions (if applicable). This will be capped to three visits per grant at a maximum of two (2) working days per visit and limited to three representatives per visit.** |
| * **University costs in hosting and supporting the project.** |

**The following items are not currently eligible for funding:**

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| * **The time of the Project Lead and Co-Applicants.** |
| * **The cost of hardware or equipment unless it is shown to be integral to the project.** |
| * **Books and other permanent resources.** |
| * **The preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task.** |
| * **Subventions for direct production costs (printing, binding, distribution, marketing etc.).** |
| * **Costs of publication in electronic media.** |
| * **Travel and maintenance expenses for purposes such as lecture tours or to write up the results of project.** |

**All grants will be paid to the hosting department, and not to the individual Project Lead involved**.

### **78. Please use the table to indicate the figures for such costs (in GBP) between the various headings.**

### **Expenses related to hiring the support and/or expertise required to ensure the successful delivery of the project: please include all costs, including costs related to hiring project staff, intern(s) and/or consultant(s). Travel Costs: please include all costs related to travel and room hire in relation to holding events and workshops as well as all costs related to travel to visits your Co-Applicants (if applicable). Other Directly Allocated Costs: please include any other related costs; for example university estates costs. Indirect Costs: Please include here any indirect costs such as central administrative costs or other university services. Other Costs: please include in this section any other eligible costs, including consumables. Consumables include the purchase of specialist software datasets, photocopies, etc., and any other minor items that will be used up during the course of the project. Applicants should prepare accurate costings for the proposed project expenses and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the project proposal. Please note that awards are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset. All amounts must be provided in British pound sterling (GBP). \***

|  | Cost | Brief Description |
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| Expenses related to hiring the support and/or expertise | |  | | --- | |  | | |  | | --- | |  | |
| Travel Costs | |  | | --- | |  | | |  | | --- | |  | |
| Other Directly Allocated Costs | |  | | --- | |  | | |  | | --- | |  | |
| Indirect Costs | |  | | --- | |  | | |  | | --- | |  | |
| Other Costs | |  | | --- | |  | | |  | | --- | |  | |

Please provide any additional description of costs if necessary (limited to 300 words)

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### **79. Financial Details/Justification Please provide justification for financial details. The limit on this field is 1000 words. \***

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### **80. Value sought Please state the total amount of funding requested. Please ensure that this matches the total set out in the budget table. \***

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**11. Head of Department letter of support**

### **81. Please upload the letter signed by your Head of Department, demonstrating support for this project and for you as the Project Lead. (max 10 MB; file types accepted: PDF, doc/docx, png, gif, jpg/jpeg) \***

Uploading...



### **82. By submitting your application, you are confirming you have read, understood and accept our terms of use. We need to collect and manage your personal data in order to provide this service. Our** [**privacy statement**](https://www.rsc.org/help-legal/legal/privacy/) **explains how we do this. The application procedure requires that we collect and process personal data about you (including co-applicants, if relevant), such as your email address. We will be processing your data under the basis of legitimate interest. If you object to us processing your data for this purpose, or would like your application to be withdrawn for any other reason, please contact us as soon as possible. Data will be treated sensitively, with strict confidentiality by RSC staff and the evaluation panel, and in accordance with the terms of data protection legislation. For more information, or if you have any difficulties opening the links above, please email** [**diversity@rsc.org**](mailto:diversity@rsc.org?subject=Data%20protection%20-%20Missing%20Elements%20Grants%20Scheme)**. \***

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|  | I have read, understood and accept the terms of use. |
|  | I understand that the RSC needs to collect and manage my personal data in order to provide this service. |

### **83. Ready to submit your application? Please ensure you have answered all questions. Applications with missing information will not be considered. Once an application has been submitted no further changes can be made. You must also click the 'Finish Application' button below to submit your application. We cannot process applications that are not submitted. \***

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|  | I have answered all questions and I understand that I cannot make further changes once I submit my application. I am ready to submit my application. |