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|  | For PHC Use Only | |
| Proposal Code |  |
| Date received |  |

**Application Form – Applying for a Collaborative Project for the Plant Health Centre (PHC)**

This application together with any supplementary material must be returned to PHC by the closing date. An electronic version of the completed form should be emailed to: [info@planthealthcentre.scot](mailto:info@planthealthcentre.scot)

* Applicants should ensure that they are able to accept the terms and conditions of the standard PHC contract before submitting proposals
* Applicants should complete each part of the form as fully as possible using no less than size 11 font.

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| --- | --- | --- | --- | --- |
| **1**. | Full name and title |  | Tel: No. (incl.  STD code) |  |

**LEAD APPLICANT’S DETAILS**

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| --- | --- | --- | --- |
| Position |  | Email |  |

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| **2**. | Name and address of organisation |  | Postcode |

**SECTION ONE – SUMMARY**

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| **3**. | **Project code and title** |
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| **4**. | **Approach**  With reference to the defined project objectives, please outline (in 3 pages or less) your areas of expertise and methodological approach. |
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**SECTION TWO – SCIENCE**

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| **5.** | **Project Outcomes**  Please summarise the expected outcomes of the project. Provide clear details of how the outputs will be measured, reported or communicated and provide a Gantt chart showing the project milestones with expected delivery dates. |
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| **6.** | **Fit to Plant Health Centre goals and objectives**  With reference to the aim and objectives of the PHC (see annex to this form), please outline in no more than half a page how you see your proposed approach contributing to one or more of the 6 key objectives of the Centre. |
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**SECTION THREE – RESOURCES & MANAGEMENT**

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| **7.** | **Project Participants**  Please identify the names of any institutions and associated named staff members who would be directly involved in the delivery of the project. |
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| **8.** | **Project Risks**  Please identify any risks to the delivery of the project and how these will be managed. |
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| **9.** | **Relevant publications and projects.**  Supporting your response to (4), please summarise evidence (e.g. recent relevant publications or projects that you and your project partners have undertaken) which would help to demonstrate your capacity to deliver the proposed project |
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| **SECTION FOUR - COSTS** |

**10. Costs.** The project should be costed for its lifetime, including assumptions for any salary or other inflation increases. **A note of the assumptions used must be provided with the tender**. Costs should allow for regular meetings with a nominated Directorate member and with other Stakeholders/Scottish Government if specified in the Invitation to Tender. **Costs should be** **in financial years (1 April to 31 March)** and must show the following details:

**Staff Costs**

Details of the staff name, grade and the number of days to be spent by each participant on the project. Salary, or Daily Fee Rates should be identified for each participant.

**Direct Costs**

A breakdown of direct costs, including details of equipment, must be provided.

**Overheads**

Percentage used to calculate the overheads should also be shown.

**In-kind Costs**

Details of any in-kind contributions to the project.

**VAT**

VAT, where applicable, should be included in the final costing.

**Total Project Cost**

To activate the MS Excel table below, double click within it.

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| **SECTION FIVE – ASSESMENT CRITERIA** |

Proposals will be assessed against the following criteria. All criteria are scored out of 10 and the weightings for each criteria are shown in brackets. Proposals should demonstrate that they:

1. Fully address the project objectives and, where possible, demonstrate an opportunity for added value and enhanced impact above any original plans. (2)
2. Fit to Plant Health Centre goals and objectives. (2)
3. Are cross-institutional/inter-disciplinary. (1)
4. Demonstrate well considered knowledge exchange mechanisms and target stakeholders. (1.5)
5. Show clear outcomes and impacts and describe how these will be measured, communicated and reported. (2)
6. Demonstrate value for money from fully detailed costs. (1.5)

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| **ANNEX** |

**Aims and objectives of PHC – as reference for applicants in completing number 6 of Section 2.**

The Centre’s aim is to: **Improve resilience to plant health threats in Scotland by connecting science to application to inform policy, planning, responses and solutions**

The key objectives for the PHC at present are:

1. Strengthening resilience and emergency response plans and contributing to improved surveillance and detection.
2. Providing scientific evidence to support policy decisions and outbreak management by the Chief Plant Health Officer Scotland
3. Improving Rural Industry resilience in Scotland by helping to mitigate plant health risks through horizon scanning, trade risk assessments, business resilience and knowledge exchange
4. Enhancing Scotland’s capacity and capability to respond to threats and assemble scientific evidence by leveraging non-Scottish Govt funded expertise, facilities and data.
5. Contributing to an expansion of interdisciplinary networks to improve capacity to respond to threats across all plant health sectors.
6. Engaging effectively with stakeholders of the PHC, providing evidence to meet their needs and encourage uptake of findings.

Applicant’s requested costs

**Costs for:** enter organisation name

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** |  | | **End Date** | | |  | |
| **Direct staff time and costs** | | **2022/23** | | | **2023/24** | | |
| **Staff Name** | **Grade** | **Daily Rate** | **No. of Days** | **Total** | **Daily Rate** | **No. of Days** | **Total** |
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| **Total** | |  | | |  | | |
| **Direct non-staff costs** | | | | | | | |
| Consumables | |  | | |  | | |
| Travel & Subsistence | |  | | |  | | |
| Equipment | |  | | |  | | |
| Field and Glasshouse | |  | | |  | | |
| Knowledge exchange | |  | | |  | | |
| Other costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Please provide a short description of other costs:** | | | | | | | |
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| **Overheads** | | | | | | | |
| Indirect Costs | |  | | |  | | |
| Estates Costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Any in-kind costs** | | | | | | | |
| Staff costs | |  | | |  | | |
| Other costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Please provide a short description of any in-kind costs:** | | | | | | | |
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| **VAT** | | | | | | | |
| **Total VAT** | |  | | |  | | |
| **Summary** | | | | | | | |
| Direct staff costs | |  | | |  | | |
| Direct non staff costs | |  | | |  | | |
| Overheads | |  | | |  | | |
| VAT | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Total including any in-kind costs** | |  | | |  | | |

Collaborator requested costs

**Costs for:** enter organisation name

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| **Start Date** |  | | **End Date** | | |  | |
| **Direct staff time and costs** | | **2022/23** | | | **2023/24** | | |
| **Staff Name** | **Grade** | **Daily Rate** | **No. of Days** | **Total** | **Daily Rate** | **No. of Days** | **Total** |
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| **Total** | |  | | |  | | |
| **Direct non-staff costs** | | | | | | | |
| Consumables | |  | | |  | | |
| Travel & Subsistence | |  | | |  | | |
| Equipment | |  | | |  | | |
| Field and Glasshouse | |  | | |  | | |
| Knowledge exchange | |  | | |  | | |
| Other costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Please provide a short description of other costs:** | | | | | | | |
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|
| **Overheads** | | | | | | | |
| Indirect Costs | |  | | |  | | |
| Estates Costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Any in-kind costs** | | | | | | | |
| Staff costs | |  | | |  | | |
| Other costs | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Please provide a short description of any in-kind costs:** | | | | | | | |
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|
| **VAT** | | | | | | | |
| **Total VAT** | |  | | |  | | |
| **Summary** | | | | | | | |
| Direct staff costs | |  | | |  | | |
| Direct non staff costs | |  | | |  | | |
| Overheads | |  | | |  | | |
| VAT | |  | | |  | | |
| **Total** | |  | | |  | | |
| **Total including any in-kind costs** | |  | | |  | | |

**TOTAL REQUESTED COSTS**

|  |  |  |
| --- | --- | --- |
| **Summary of all costs** | **2022/23** | **2023/24** |
| Direct staff costs |  |  |
| Consumables |  |  |
| Travel & Subsistence |  |  |
| Equipment |  |  |
| Field and Glasshouse |  |  |
| Knowledge exchange |  |  |
| Other costs |  |  |
| Overheads |  |  |
| VAT |  |  |
| In-kind costs |  |  |
| **Total requested from PHC** |  |  |
| **Total including any in-kind costs** |  |  |

The completed form using the PHC Project Code in the subject line should be emailed to: [info@planthealthcentre.scot](mailto:info@planthealthcentre.scot) by the stated deadline.