# Project Application for the Plant Health Centre (PHC)

**Please email a completed, signed copy of this application together with any supplementary material to the PHC Centre Manager at** [**info@planthealthcentre.scot**](mailto:info@planthealthcentre.scot) **by the closing date.**

* Applications must be received using **this form** andapplicants should complete each part of the form **as fully as possible.**
* Successful applicants will be required to accept the PHC funding **terms and conditions** and will be required to enter into a Collaboration Agreement with sub-contractors if applicable.

## SECTION 1: Overview

### 1.1 Project Leaders Details

|  |  |
| --- | --- |
| **Project leaders full name and title** |  |
| **Tel. No. (incl. STD code)** |  |
| **Position held** |  |
| **E-mail Address** |  |
| **Name and address of organisation** |  |
| **Address postcode** |  |

### 1.2 Contract Manager & Finance Contact Details

|  |  |
| --- | --- |
| **Contract Manager name** |  |
| **Contract Manager**  **e-mail** |  |
| **Finance Contact name** |  |
| **Finance Contact**  **e-mail** |  |

### 1.3 Sub-contractor(s) *(if applicable)*

*(Please copy the table below if more than one sub-contractor is required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-contractor full name** |  | **Contract Manager name** |  |
| **Tel. No. (incl. STD code)** |  | **Contract Manager**  **e-mail** |  |
| **Position held** |  | **Finance Contact name** |  |
| **E-mail Address** |  | **Finance Contact**  **e-mail** |  |
| **Name and address of organisation** |  | | |

### 1.4 Project Summary

|  |  |  |
| --- | --- | --- |
|  | (a) Project title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (b) Total cost to PHC [[1]](#footnote-1) |  | (c) Date submitted to PHC |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | (d) Duration in months |  |  | (e) Proposed start date |  |

**If duration or start month differ from the project specification, please explain below:**

### 1.5 Summary of costs

*Full costing details are required in section 4.1*

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | **2022/23** | **2023/24** | **2024/25** |
| Direct staff costs |  |  |  |
| Direct non staff costs |  |  |  |
| Overheads |  |  |  |
| Sub-contract(s) *(if applicable)* |  |  |  |
| **Total** |  |  |  |
| **Project Grand Total** | **£** | | |

## SECTION 2: Project Proposal

### 2.1 Background (500 words max)

**Please briefly outline your understanding of the project background. This should include the need for this research, the project aims, and how the proposal will address these aims.**

Click or tap here to enter text.

### 2.2 Proposed Methodology and Outcomes (1500 words max)

**With reference to the defined project objectives, please outline your methodological approach and summarise the expected outcomes of the project. Provide clear details of how the outputs will be measured, reported or communicated. This should include details of knowledge exchange activities and mechanisms to target stakeholders.**

Click or tap here to enter text.

### 2.3 Milestones

**In the table below, please describe the milestones (i.e. points at which progress can be assessed) with targets for monitoring progress of the project towards the key questions and each deliverable.**

**Achievement of each milestone will ensure the requirements of the project are met. If your application is accepted, the milestones will form part of the agreement between you and the PHC.**

*Please note that you will be expected to alert the Centre Manager at the earliest opportunity when delays in project delivery are encountered.*

*(Please add more rows to the table below if required)*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Target date (dd/mm/yyyy)** | **Brief description of milestone including deliverable** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

### 2.4 Gantt Chart

**Please submit a Gantt Chart Project Plan with this application for the full lifecycle of the project.**

## SECTION 3: Resources and management

### 3.1 Project participant expertise and experience

**Please provide details of individual staff members who will work on this project, their role (including an identified project lead) and demonstrate how their experience and expertise will help deliver the proposed project.**

Click or tap here to enter text.

### 3.2 Risk

**Please fill in the risk assessment matrix below detailing the key risks identified in relation to the delivery of this project and proposed mitigation measures to minimise their probability and impact, focused particularly on risk to completion on time, e.g., schedule/timescales, costs, resource and quality.**

*Please fill in the table provided below.*

*(Please add more rows to the table below if required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Number** | **Description of risk** | **Milestone number(s) associated** | **Proposed risk-mitigation measure** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

## SECTION 4: Staffing and Costs

### 4.1 Costs

**Please provide a full break down of costs in the table below.** *Please copy this table for each sub-contractor if applicable.*

The project should be costed for its lifetime *and allow for regular meetings with the Project Management Team (Centre Manager, PHC Sector Lead and with a project Steering Group where this has been included in the project specification).* **Costs should be** **in financial years (1 April to 31 March)**.

*Signature will be to a fixed price contract. Once a price for the project has been agreed with PHC, and an agreement signed, no increase in price will be considered.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** |  | | **End Date** | | | | | |  | | |
| **Direct staff time and costs** | |  | **2023/24** | |  | **2024/25** | | | **2025/26** | | |
| **Staff Name** | **Research Staff (social scientist)**  **Research staff (all other)**  **Technical & Support staff[[2]](#footnote-2)** | **Daily Rate** | **No. of Days** | **Total** | **Daily Rate** | | **No. of Days** | **Total** | **Daily Rate** | **No. of Days** | **Total** |
|  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |
| **Total** | |  |  |  |  | |  |  |  |  |  |
| **Direct non-staff costs** | | | | | | | | |  |  |  |
| Events (workshops and dissemination events) | |  | | |  | | | |  | | |
| Travel & Subsistence | |  | | |  | | | |  | | |
| Consumables | |  | | |  | | | |  | | |
| Other costs | |  | | |  | | | |  | | |
| In-kind costs | |  | | |  | | | |  | | |
| **Total** | |  | | |  | | | |  | | |
| **Please provide a short description of other or in-kind costs:** | | | | | | | | |  | | |
| **Overheads** | | | | | | | | |  | | |
| Indirect Costs | |  | | |  | | | |  | | |
| Estates Costs | |  | | |  | | | |  | | |
| **Total** | |  | | |  | | | |  | | |
|  | |  | | |  | | | |  | | |
| **Project Lead Annual Totals** | |  | | |  | | | |  | | |
| **Project Lead Grand Total £** | | | | | | | | | | | |

## SECTION 5: Application review, data protection and declaration

### 5.1 Application Review

Applicants should be aware that their application may be submitted to external referees considered appropriate by PHC for comment. Applications are reviewed as described in the project call.

### 5.2 Data Protection

The Plant Health Centre (“PHC”, “us”, “our” or “we”) is a virtual centre of expertise funded by Scottish Government through RESAS (Rural and Environment Science and Analytical Sciences Division) and made up of collaborators from the James Hutton Institute (“Hutton”), Royal Botanic Garden, Edinburgh (“RGBE”), Scotland’s Rural College (“SRUC”) and Forest Research (“FR”). Hutton primarily manages PHC’s daily operations and is the Data Controller over any personal data processed about you for the purposes relating to the submission, processing and evaluation of project applications.

The personal data collected on this form will be processed by PHC and stored electronically to allow us to process, assess and review your application.

Your application may be shared with the above PHC collaborators or with individual researchers or organisations outside PHC for the purpose of assessing or reviewing the application.

In the case of a successful application, we will also use the data to create and manage a research contract and manage an awarded project.

Information pertaining to the awarded project, including the researchers’ names, the project title and summary, agreed objectives and deliverables as stated in final contract, and outputs/publications resulting from an individual project, may be placed on the PHC website/sub-domains/social media managed by PHC to inform end users of the PHC’s research. We will only publish the names of individuals where we have their consent to do so.

For successful applications, we will hold the personal data you provide for as long as it is required for the purposes for which it was obtained. Unsuccessful applications will be kept for a maximum of 2 years from the year of submission.

The [PHC’s full privacy notice](https://www.planthealthcentre.scot/privacy-notice) describes in more detail how the PHC processes personal data in various situations including when you submit project applications, and your rights in relation to your personal data. We strongly recommend that you read the full privacy notice in above link before you submit your application.

If you have any concerns about the PHC’s processing of your personal data or you have a general enquiry in relation to data protection, please contact our Data Protection Officer at [DPO@hutton.ac.uk](mailto:DPO@hutton.ac.uk).

### 5.3 Declaration

I confirm that I have read this application and the PHC’s standard contractual terms and conditions and that:

1. I understand and accept how the personal data I provide on this application will be used by the PHC.
2. If granted, the work will be accommodated and administered in our organisation in accordance with the PHC’s contractual arrangements. The staff gradings and salaries quoted are correct and in accordance with the normal practice of this organisation.

*Note: This application should be approved by*

1. *The head of your organisation; and*
2. *The person who will be responsible for administrating any funds that may be awarded.*

*Each must sign the declaration.*

|  |  |
| --- | --- |
|  | **(a)** **Head of Department** |

**Signature:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Full name:** Click or tap here to enter text.

**Initials:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**(b) Administrative Authority**

**Signature:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Full name:** Click or tap here to enter text.

**Initials:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Postal address:** Click or tap here to enter text.

**Telephone no.** Click or tap here to enter text.

**(c) Project leader**

**Signature:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Full name:** Click or tap here to enter text.

**Initials:** Click or tap here to enter text.

**Organisation:** Click or tap here to enter text.

1. Please note that costs should be submitted net of VAT recovered by the applicant. Applicants should seek advice on appropriate VAT treatment of proposed funding. [↑](#footnote-ref-1)
2. This is RESAS terminology. PHC is required to provide this information in annual metrics reporting to SG RESAS. [↑](#footnote-ref-2)