**The Houghton Trust Ltd**

Application for a Small Project Research Grant

***Please read these notes before completing the application***

**1. Small Project Research Grants:** In October each year, the Trust will award funds up to £15,000 for research into diseases of avian species, particularly domestic poultry, by workers in the UK. This funding will be awarded following assessment of applications by members of the Trust. How funding is used after a successful application will not be precisely stipulated by the Trust but topics of a ‘pump-priming’ nature will be given preference.

**2. Amount awarded:** The Trust may decide that the total sum available will be divided among two or more applicants in any one year. In exceptional circumstances (which should be justified in the application), the Trust *may* award more than £15,000 to an applicant.

**3. Period:** Funding will only be awarded year by year. An applicant successful one year will need to apply again and compete for the next year's allocation. [see below]

**4.** **Restrictions:** (i) In any three-year period, an applicant is unlikely to be awarded more than one grant.

 (ii) Grants will not be awarded to employees of commercial companies.

**5. Evidence of local support:** The application must be supported in writing, by the applicant’s Supervisor/Head of Department/Director of Institute or equivalent.

**6.** **Deadlines:** 31st July Receipt of applications

 31st August Notification of successful applicants

 1st October Start date for funded research

 31st March (18 months after start) Submission of final project report to the Houghton Trust

**7. A short report (1000 - 2000 words)** on how the funding was used will be submitted by successful applicants to the Houghton Trust not later than three months after the end of the calendar year of the award, using the pro forma document provided to successful applicants. The report should be sent to both the Chairman of the Houghton Trust, Professor Fiona M. Tomley at ftomley@rvc.ac.uk and the Secretary of the Houghton Trust Dr. Susan Baigent at sue.baigent@outlook.com The applicant may be invited to present the results of the research at a meeting of the British Veterinary Poultry Association.

**8. Applications:** Completed application forms must be sent by email to the Secretary of the Houghton Trust, Dr. Susan Baigent at sue.baigent@outlook.com .

***Successful applications:*** Payment will be made by bank transfer. To ensure that the money reaches the applicant, successful applicants must provide full details of the account into which the payment should be made (name of account holder, bank name, account number, sort code).

**Application for a Houghton Trust Small Project Research Grant**

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**Personal details of the applicant**

**Family name Given name**

**Title**

**(Mr, Mrs, Ms, Dr, Professor)**

**Work Address**

**Telephone number**

**email address**

**Academic qualifications**

**(Degrees/diplomas)**

**Date of birth**

**Outline of career and current position at work**

**Relevant scientific publications (if any)** – list on a separate sheet

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**Detailed purpose of the grant request**  *[note 1]*

*Please include a Gantt chart to show the timeline for achieving each objective, ending with submission of the final project report no later than 18 months after the project start*

**Details of expected expenditure** *[note 2]*

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| **Supporting case from supervisor/Head of institute** (or equivalent) *[note 5]*This will considerably strengthen your case for support from the Trust**Signature of supervisor/Head** **Name** (please print)**Address** (if different from applicant**)** **Position relative to the candidate** |
| **General Data Protection Regulation (GDPR)**By signing this document, you confirm that you have read and understood The Houghton Trust’s GDPR statement and privacy policy (<http://www.houghtontrust.org.uk/gdpr-statement-and-privacy-policy.php> ) and that you agree to your personal data being stored and used by The Houghton Trust as explained by this policy. |
| **Signature of applicant** Date: |

***Send your completed application and supporting documents to:***

***Dr. Susan Baigent, Houghton Trust Secretary, at*** ***sue.baigent@outlook******.com***

*(Please send either a Word document or PDF; do not send a scanned or photographed document)*

***The closing date for applications is July 31st each year.***