**Cross Sector Placement Application Form**

|  |  |
| --- | --- |
| **Applicant details** |  |
| **Full name** |   |
| **Current Role** |   |
| **Department** |  |
| **University** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Full postal address** |  |
| **Do you consider yourself to be an Early Career Researcher?**Yes 󠄀󠄀 No 󠄀󠄀Please provide any details or notes here: |

|  |  |
| --- | --- |
| **2. Placement information** |  |
| **Name of host organisation** |   |
| **Preferred start date** |   |

**3. Your application**

Please tell us why you are applying for this opportunity and how you meet the criteria for the placement. Please also attach your CV to your application when you apply. Your CV should be a maximum of 2 pages only.

|  |
| --- |
| *500 words* |

**3. Budget**

Funding for all placements covers an extension to your stipend or salary for the duration of the placement which will be paid to your institution.

In addition, you can apply to a discretionary fund to receive funds to cover additional expenses such as travel, accommodation and project costs, to ensure you are not out of pocket.

If you need additional funding please provide a breakdown of the funds requested. This should include a **description** (e.g.: travel, accommodation, catering, project materials etc), the **amount** you estimate it will cost and the **time period** you anticipate spending the funds.

|  |  |  |
| --- | --- | --- |
| **Description of expense** | **Amount** | **Time period** |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| Total | £ |  |

|  |  |
| --- | --- |
| **5. Applicant Declaration** |  |
| To be completed and signed by the applicant. By signing below you are confirming that you want to apply to undertake an Emerging Minds cross sector placement, as detailed above and that we can share your application with the host organisation for recruitment purposes. |
| Name: Signature:…………………………………………………………………………Date: |

|  |  |
| --- | --- |
| **6. Statement of support from supervisor or line manager** |  |
| Please comment on how the placement would benefit the researcher and the host organisation and confirm that the funding requested is appropriate.*This statement of support can also be shared by email* |
| Name:Signature: Date:: |

|  |  |
| --- | --- |
| **7. Institutional support** |  |
| To be completed by your administrative lead.Please confirm that your institution will support the placement.*This statement of support can also be shared by email* |
| Name:Signature:Date:: |

Please submit your completed application to Susannah Perkins by email at info@emergingminds.org.uk