



Digital Economy Network (DENs): Application for Activity Funding 2017/18

To apply for funding to deliver a Digital Economy Network event or activity, please complete the form below. Please note that you need to have your CDT Director's approval prior to submitting this form. Eligible activities and costs are provided on Page 2 of this form.

Lead applicant name/s:	
Contact email address/addresses:	
Role/job title:	
CDT/University/School/Department:	
Proposed other collaborating partners: (e.g. CDTs/research groups/universities)	
Proposed event type: (e.g. conference, workshop, festival etc)	
Proposed title of event/activity:	
Proposed dates and location of activity:	
Has this proposal been reviewed and agreed by your CDT Director?	<i>Please circle YES to indicate this.</i> Name of CDT Director:
Target audience/expected participants: <i>Please provide brief details about:</i> <ul style="list-style-type: none"> • Your target audience, and number of delegates expected to participate. • Specific CDTs or Universities you would target for participation. • Whether the event is open to other researchers, supervisors, academics, or industry as well as CDT/PhD students. 	
Proposed publicity mechanisms: How will the proposed activity be publicized to the target audience?	
Proposed outcomes: Please provide a brief description of the expected goals and the proposed outputs of the activity, including relevance to the Digital Economy Network objectives.	
Equality, diversity and inclusion (EDI): How does your event or activity consider and address EDI within the digital economy/digital economy research?	
<i>The Network puts equality, diversity and inclusion at the heart of all its activities, and we expect our events to accommodate and attract a diverse group of participants as possible. In particular, we ask all DEN events to demonstrate that they have considered EDI in their planning and design, particularly when considering membership of panels or invitations to keynote speakers.</i>	

DEN Funding:

Amount of DEN funds being requested:	£
How will the DEN funds be used? (Please refer to eligible costs on Page 2)	
Potential additional funding streams: Will you be able to attract any additional match-funding or financial contributions from other sources for this event?	
Proposed overall event budget: Please indicate the total budget that will be available for the proposed event, including any additional funding:	£

To submit for approval: Please return this completed application form with any supporting documents to: **Felicia Black, Digital Economy Network Manager** at felicia.black@nottingham.ac.uk, tel: 0115 7484753.

The application will then be forwarded to the Digital Economy Network Management Board for review. Funding decisions and/or feedback comments are usually made within two weeks of submission.

DEN Events - Funding Applications Eligibility Criteria:

The Network facilitates funding for collaborative activities that are open to the following **eligible applicants**:

- CDTs funded under the RCUK 2009 and 2014 Digital Economy (DE) programme.
- CDTs funded under the DE priority area within the 2013 EPSRC CDT programme.
- Students in DE research hubs/groups and individual DE-related projects.
- Other students involved in PhD study from across the DE theme and programme.

The **general criteria** for DEN funding awards are as follows (although not all are applicable for all themes):

- Encouraging cross-disciplinary collaboration.
- Using innovative methods with students.
- Attracting sponsorship, collaboration or engagement with industry.
- Outreach and public engagement activities.
- Cost-effective delivery of specialist skills training.
- Collaborations between students from different CDTs/institutions.
- Novel methods of dissemination.
- Funding activities over and above normally expected research impact and dissemination tasks.
- Demonstrating the importance of DE research on society.

Eligible Costs:

The Digital Economy Network **is able to provide funding** for the following:

- Travel and subsistence costs for delegates and speakers.
- Venue/room hire/AV costs and associated catering provision for the event/activity.
- Conference or event registration costs (for the proposed activity).
- Guest speaker, workshop leader and expert panel member expenses.
- Consumables/stationery/exhibition consumables/poster printing related directly to activity delivery.
- Marketing and promotional materials, media production and website hosting costs.

The Digital Economy Network is unfortunately **not able to fund**:

- Large equipment purchases.
- Staff time or contributions to salaries.

Applicants can however apply to their home CDT or home University for funding to support the non-eligible items and should make it clear that they are intending to do so in their application for funding.

Conditions of Approved Funding:

The Network puts equality, diversity and inclusion (EDI) at the heart of all its activities, and we expect our events to accommodate and attract a diverse group of participants as possible. In particular, we ask all DEN funded activities to demonstrate that they have considered EDI in their planning and design, particularly in considering membership of panels or invitations to keynote speakers.

Financial Conditions: Applicants will be asked to provide an estimated budget as part of their bid for DENs funding. All proposals are expected to demonstrate some element of matched funding either from the **hosting or participating CDTs, individual participants, or** industry or other external sponsorship. Any substantial deviations from the estimated budget should be discussed with the DEN Manager as soon as they become apparent. Funded projects will be expected to provide a full breakdown of how their budget was spent as part of the end of project reporting process.

Marketing and Communications: Successful projects will be expected to provide details of their project or event to be publicised via the DENs website, mailing list and social media channels in order to encourage participation from across the Network. Where appropriate successful projects should develop a communications plan, with assistance from the DEN Manager, which should outline how they aim to encourage participation from across the Network and identify any specific CDTs or HEIs which they should target for participation. Projects will also be encouraged to use social media to promote their event and communicate during and after the event, in particular using tools such as Twitter and Storify to share and collect information during “live” events.

End-of-Project Reporting: It is a condition of receiving DENs funding that all activities will be reported on the DENs website. Successful projects will be required to provide a short report on their event or activity as a case study as a condition of receiving network funding. Projects will be encouraged to use innovative methods of disseminating their activities such as producing photos, video diaries or interactive demos and where possible all live events will be ‘live reported’ on the network website. In some cases successful projects will be invited to present at Network Meetings and to provide support to other current PGR students in the Network hoping to develop and learn from similar activities.

Digital Economy Network

Revised: August 2017.

www.digitaleconomynetwork.com