



2024 ITOPF R&D Award Application Form

For your application to be considered for the award, please ensure that the following items are sent along with the completed application form:

- CV of all the applicants involved (page 7, point 10);
- Timetable of intended research (page 3, point 5);
- A detailed breakdown of costs (page 10, section B, point 2);
- And a risk analysis (page 9, point 13).

Page and point references are provided within brackets to indicate where each particular item is mentioned on the application form.

The complete application form and required supporting documents should be sent to the following email: rdaward@itopf.org

Applications are welcomed from 1st September 2023 and the deadline for submissions for the 2024 ITOPF R&D Award is 1st December 2023.

The 2024 Award winner will be announced in April 2024.



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SECTION A: Technical proposal form

1. Full title and acronym of the project

2. Applicant(s) details (the first set of details entered into the table below will be considered to be those of the Principal/Lead Applicant and main contact)

Name	Role in project	Institution	Job position	e-mail



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3. Host institution/research group/laboratory for the project

Institution/research group/laboratory name _____

Acronym (if applicable) _____

Address _____

Postcode _____

Telephone _____

City/Town _____

Country _____

4. Project partners. Provide the names of other organisations that have agreed to participate in the project and describe each partner's responsibilities (max 500 words).



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5. Duration of the research proposed. Select an option and, if necessary, provide further details. Attach a chart/timetable (*e.g.* GANTT chart) for the proposed research.

Option 1: Short-term project (1 or 2 years)

1 year

2 years

Option 2: PhD Project

6. Abstract of the project (max 300 words)



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7. Aims of the project (max 300 words)



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8. Relevance of your research for the ITOPF R&D Award and areas of special interest that apply to your project. Select an option and provide further details below (max 400 words).

- Low sulfur fuel oils/emerging fuels
- HNS Spills
- Plastic pollution derived from ships
- Mariculture/fisheries
- Remote sensing (imagery and/sampling analysis)
- Other



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- 9. Experience of the applicants' institutions in the research proposed.** Summarise the relevant experience of the lead organisation in up to 100 words, those of the partner organisation(s) in up to 70 words. Attach additional pages if necessary



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10. Relevant experience of the applicants. Summarise the relevant experience of applicant(s) in up to 70 words per applicant. Attach CVs for the listed staff involved in the project.



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11. Total support requested. ITOPF funding limited to £60K for short-term projects (to be distributed in instalments through the duration of the project) and £40K¹ for PhD projects (to be distributed in yearly instalments through the duration of the project). Specify whether additional financial support has been sought and provide the corresponding details. Provide in local currency, if applicable, and GBP at current exchange rate. All payments are made in GBP.

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	Amount in local currency Currency:	Amount in GBP
Year 1		
Year 2		
Year 3 (PhD projects only)		
Year 4 (PhD projects only)		
Total		
Exchange rate		

Additional funding has been sought	Yes	No
Funding institution	_____	_____
Amount requested	_____	Currency _____
Confirmed (Yes/No)	_____	_____
Exchange rate	_____	_____
Amount requested in GBP (if not provided above)	_____	_____
Funding institution	_____	_____
Amount requested	_____	Currency _____
Confirmed (Yes/No)	_____	_____
Exchange rate	_____	_____
Amount requested in GBP (if not provided above)	_____	_____
Funding institution	_____	_____
Amount requested	_____	Currency _____
Confirmed (Yes/No)	_____	_____
Exchange rate	_____	_____
Amount requested in GBP (if not provided above)	_____	_____

¹ Additional funding provided for a competitive living stipend and a contribution to tuition fees for up to 4 years. These values will be calculated based on the project location, will increase annually with local inflation, and are capped annually as per the UK Research and Innovation reference values for the same items.



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12. Description of financial support requested. Summarise what elements of the research project require financial support *e.g.* equipment, consumables, staff (max 200 words).

13. Risk assessment. Attach a risk assessment considering potential events that can disrupt the project once ongoing and prepare a contingency plan in case some aspects of the project fail.

14. Dissemination strategy. Identify the end-users/beneficiaries of the findings of this research and provide a summary of the dissemination activities planned for the project for an effective knowledge transfer (max 200 words).



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SECTION B: Financial proposal form

1. Currency

GBP

EUR

USD

Other

Specify _____

2. Breakdown of costs. Specify your total expenditure by category in each year of the project.

Category of expenditure	Year 1	Year 2	Year 3 (PhD projects only)	Year 4 (PhD projects only)
Staff costs				
Laboratory services				
Consumables				
Equipment				
Travel costs				
Reporting costs				
Other costs				
Overall cost				

Attach a **detailed** breakdown of costs within each category.