



2025 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:

- The CV of all applicants involved (page 7, point 10);
- PhD projects only: 1-2 pages project outline (page 3, point 6);
- A 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 2nd September 2024 with the submission deadline for the 2025 ITOPF R&D Award set for 30th November 2024.

The winner of the 2025 ITOPF R&D Award will be announced in April 2025.



2025 ITOPF R&D Award Application Form

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



2025 ITOPF R&D Award Application Form

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).



2025 ITOPF R&D Award Application Form

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 500 words). For PhD projects, attach a 1-2 pages project outline.



2025 ITOPF R&D Award Application Form

7. Aims of the project (max 300 words)



2025 ITOPF R&D Award Application Form

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).

Mariculture

Emerging fuels

Plastic pollution & HNS Spills

AI applications; Remote sensing; Autonomous vehicles

Other



2025 ITOPF R&D Award Application Form

- 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



2025 ITOPF R&D Award Application Form

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.



2025 ITOPF R&D Award Application Form

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 £40K for PhD projects (see note below). 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.

ITOPF R&D Award

	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	_____	_____
Confirmed (Yes/No)	_____	_____
Purpose	_____	_____
Amount requested in GBP (if not provided above)	_____	_____
Funding institution	_____	_____
Amount requested	_____	_____
Confirmed (Yes/No)	_____	_____
Purpose	_____	_____
Amount requested in GBP (if not provided above)	_____	_____
Funding institution	_____	_____
Amount requested	_____	_____
Confirmed (Yes/No)	_____	_____
Purpose	_____	_____
Amount requested in GBP (if not provided above)	_____	_____

NOTE: Additional funding is available to cover a competitive living stipend and a contribution towards tuition fees for up to four years. These amounts will be calculated based on the project's location, adjusted annually for local inflation, and capped in line with the UK Research and Innovation reference values for the same categories.



2025 ITOPF R&D Award Application Form

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).



2025 ITOPF R&D Award Application Form

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.