# **HENRY ROYCE INSTITUTE:**

# **ROYCE PARTNER EQUIPMENT ACCESS SCHEMES**

Facilities at Royce are open to all UK academic institutions and Research Technology Organisations. Through its equipment access schemes, Royce can provide funding to utilise its extensive portfolio of equipment and allow users to learn new techniques, supporting a single package of research work. Please note, we may ask applicants about their experience for a case study to illustrate the impact of our schemes.

# **APPLICATION FOR FUNDING – FOR RESEARCHERS AND STUDENTS**

**PART A** to be completed by the applicant when making the initial enquiry. Please utilise the Royce website to identify the equipment and techniques you wish to apply to use, and email this application form, in Word format, directly to the Royce Partner where the equipment is located.

(NB. Student applicants must CC their supervisor when submitting the form)

**PART B** to be completed by the applicant following a conversation with the Royce Partner about the proposed work.

(NB. Student applications must be co-signed by Supervisor)

**PART C** to be completed by the Royce Partner.

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| **PART A: TO BE COMPLETED BY APPLICANT** | |
| **Name** | *Free text* |
| **Email address** | *Free text* |
| **HEI/RTO/Organisation where employed or studying** | *Free text* |
| **Please select your role (if HEI)** | Click or tap here to select |
| **School/Department (if HEI)** | *Free text* |
| **Location(s) of Royce Facility/Facilities requested** | Click or tap here to selectClick or tap here to selectClick or tap here to select |
| **Royce equipment/techniques for which access is requested (where known, include link to equipment on Royce website):** | |
| **Brief description of the investigations required (max. 200 words):** | |
| **What material are your samples made from? (Label all constituents, e.g. if metallic name the metal/s and the same with polymers, ceramics and so on)** | *Free text* |
| **What is the sample size (length x width x height) and what is the shape?** | *Free text* |
| **If appropriate what is the area of interest of the sample (whole sample/region of interest?)** | *Free text* |
| **If appropriate what is the required resolution or scale/size of features of your desired investigation?** | *Free text* |
| **How many samples are required to be investigated?** | *Free text* |
| **Is sample preparation requested as part of this work?** | *Yes*  *No* |
| **Are the samples hazardous in any way?**  If Yes, MSDS sheet/COSHH must accompany application | *Yes*  *No* |
| **Confidentiality (are project details confidential?)** | *Yes*  *No* |

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| **PART B: TO BE COMPLETED BY APPLICANT FOLLOWING CONSULTATION WITH ROYCE PARTNER** | |
| **Project title** | *Free text* |
| **Indicate the association of the proposed project with Royce core research areas** | Click or tap here to selectClick or tap here to selectClick or tap here to select |
| **Does sustainability underpin your research?** | *Yes*  *No* |
| **Where relevant, provide details (title, grant type, funder, reference number) of any associated, current research grant** | *Free text* |
| **Name and email of grant PI, if not the applicant** | *Free text* |
| **Name of grant sponsor company (if relevant)** | *Free text* |
| **Is the proposed project intended to generate data for a specific funding call?**  If Yes, please provide details or a link to the call | *Yes*  *No* |
| **Please describe the research question to be addressed using the Royce Facility/Facilities, and the proposed programme of work to be carried out, stating why the Royce Facility/Facilities requested is/are believed to be appropriate (up to 500 words approx.)** | |
| *Free text* | |
| **Applicant** to confirm that any publications arising from this work will reference Royce (*click box*)  Note: Specific acknowledgement wording will be included on the quotation for services. | |
| **Applicant** – You acknowledge that UK and US export control legislation may be applicable to the work you are undertaking in the Henry Royce Institute at the Royce Partner organisation. You agree to comply with all UK and US export control legislation and regulations and apply for any necessary export licence. Further, you acknowledge that the Royce Partner organisation will not undertake any export control checks on your behalf nor be responsible for your compliance with UK or US export control legislation.  (*click box*) | |
| **Applicant – I wish to apply for funding under the Royce Partner Equipment Access Scheme and confirm that the information I have supplied is correct****SIGNED (Applicant):** **For students only**  **SIGNED (Supervisor):** **DATE: Click or tap to enter a date.** | |
| **Have you benefitted from a Royce Access Scheme before?**  *Yes*  *No* | |
| **External applicants only:**  **Does a facility exist in your institution which would give equivalent results?** *Yes*  *No*  If a facility does exist please give a reason why this cannot be accessed for this work.  *Free text* | |

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| **PART C: TO BE COMPLETED BY ROYCE PARTNER FACILITY** |
| **Valid for the scheme**  (*click box*) |
| **Royce Partner:** Click or tap here to select |
| **Name(s) of Facility contact:** *Free text* |
| **Approved** (*click box*)  **Rejected** (*click box*)  **Date**: Click or tap to enter a date. |
| **Reference number:**  *Free text – ref number as per tracker* |
| **Who will carry out the work (facilities staff or applicant)?**  *Free text* |
| **Will the applicant receive training? If so please give a brief description:**  *Free text* |
| **Partner to confirm**:   * the proposed methodology is appropriate to the research question being asked, has been discussed with the applicant, and any caveats or limitations on the data to be outputted have been explained *(click box)* * responsibility for sample preparation and disposal has been discussed and agreed *(click box)* * responsibility for completing all necessary risk assessments and COSHH documentation has been discussed and agreed *(click box)* * any issues of confidentiality associated with the work package and results/data expected to arise from carrying out the work have been discussed with the applicant and appropriate actions agreed *(click box)* * quote has been issued to the applicant *(click box)* |
| **Work approved\* (e.g. number of samples to be analysed, instrument name/service provided and associated days/hrs):**  ***\* Scheduled work may take less equipment time than scheduled due to the nature of the work being undertaken. The Royce Facility is not bound to fulfil scheduled days if the work package is completed in less time than anticipated.*** |