**SAMS/BAM Research and Capacity Building Grant Scheme 2025**

**APPLICATION QUESTIONS FOR ONLINE GRANTS PORTAL**

**P**lease refer to the guidance for applicants and financial guidance, assessment criteria, and terms and conditions, when completing your application.

This document is intended as a resource to help you to develop your application before completing the online application form.

***How to submit your application***

Applications must be submitted electronically via the BAM grants portal at <https://bam.grantplatform.com/>. You can register on the grants portal at any time. The online application form is available from Thursday 3rd October 2024.

**The application deadline for Principal Investigators to submit an application via the BAM Grants scheme application portal is Thursday 30th January 2025, 17:00 (UK time).**

It is recommended that you draft your application in a separate Word document using this Application Form Questions for Online Grants Portal template before inputting your answers into the grant portal.

Please note that there is no requirement to anonymise your application. Please include PI and Co-I names and institutions when drafting your application.

The online application form on the [BAM grants portal](https://bam.grantplatform.com/) includes text boxes for all the details about the project that are required for peer review. Attachments are neither required nor permitted.

1. **Principal Investigator**

Please complete the details below for the Principal Investigator including any qualifications or experience relevant to the project. This section replaces the need for a separate CV attachment.

|  |  |
| --- | --- |
| Name | *Including designation, eg Prof, Dr* |
| I am NOT a current member of BAM Executive, SAMS Council, or the Grant Award Committee for the scheme | *Current members of BAM Executive, SAMS Council and/or the Grant Award Committee are not eligible to apply as Principal Investigators or be named as Co-Investigators* |
| I am the only Principal Investigator applying from my institution. There are no other applications by Principal Investigators from my institution. | *Only one application as Principal Investigator is permitted per UK institution in each funding round. Please note that an institution refers to the legal institution, and not an individual business school or department. An institution can be involved as a Co-Investigator on an unlimited number of proposals. International co-investigators and/or industry or third-sector collaborations are possible as part of this grant scheme.* |
| I am not named as Principal Investigator or Co-Investigator for any other BAM and Partner Grant Scheme 2025 | *Principal Investigators may only be named on one application in all of BAM’s 2025 grant schemes* |
| Email |  |
| Current position/job title |  |
| Institution/organisation name |  |
| Institution/organisation address |  |
| BAM Membership ID number | *Principal Investigator and all Co-Investigators who are based in schools of management/business must be current BAM members at the time of application and must remain so for the duration of the project* |
| BAM Membership renewal date |  |
| Confirmation of doctorate | *year, institution, title* |
| Are you an early career researcher? | *Less than 5 years after being awarded Doctorate at the point of applying, excluding any breaks in time such as maternity leave, parental leave, extended sick leave* |
| Mentoring available within your institution (for ECR Principal Investigators only) | *Outline provision for mentoring available within your institution, maximum 150 words* |
| For applications in which an early career researcher is the Principal Investigator: Mentor Statement | *If a mentor is required, the Principal Investigator must provide a letter of recommendation and support from the mentor, confirming their willingness to participate in the project and detailing their role therein.* |
| Have you previously applied to the SAMS/BAM Grant Scheme? | *Applications must be substantially different to any proposal previously submitted to SAMS or BAM Schemes* |
| If yes, please provide the title of any applications previously submitted and the year submitted |  |
| Relevant professional qualification/membership | *maximum 100 words* |
| Recent funding success | *maximum 200 words* |
| Relevant recent publications | *maximum 200 words* |
| Relevant networks/engagement and impact activities | *maximum 100 words* |
| Other relevant information | *maximum 100 words* |
| Role in / contribution to project | *maximum 100 words* |

**Support available within your institution (for all applicants)**

|  |
| --- |
| *(Outline support for the research available within your institution, maximum 150 words)* |

1. **Co-Applicant(s)**

Please provide details of any co-applicants involved in the project.

Letters of support are required for International Co-Investigators and non-academic collaborators

|  |  |
| --- | --- |
| Does your application have any Co-Applicants? | Yes/No |
| Does your application have any International Co-Investigators? | Yes/No |
| For applications involving international co-investigators: *International Co-Investigator Head of Department/School Statement* (uploaded as one attachment) | *If the project involves international co-investigators, a letter from their Head of Department/School should be submitted for each International Co-Investigator that has been named in the application.* |
| Does your application have any non-academic collaborators? | YES  N/A |
| For applications involving a non-academic collaborator: *Collaborator Letter(s) of Support (uploaded as one attachment)* | *Collaborator Letters of Support should be submitted for each non-academic collaborator that has been named in the application.* |

Co-Applicant Details (duplicate as many times as needed)

|  |  |
| --- | --- |
| Name | *Including designation, eg Prof, Dr* |
| I am NOT a current member of BAM Executive, SAMS Council, or the Grant Award Committee for the scheme | *Current members of BAM Executive, SAMS Council and/or the Grant Award Committee are not eligible to apply as Principal Investigators or be named as Co-Investigators* |
| I am not named as Principal Investigator or Co-Investigator for any other BAM and Partner Grant Scheme in 2025 | *Co-Investigators may only be named on one application in all of BAM’s 2025 grant schemes* |
| Current position/job title |  |
| Institution/organisation name |  |
| Institution/organisation address |  |
| Is the Co-A based in an academic institution? | *Yes/No* |
| Confirmation of doctorate |  |
| Is the Co-A based in a management or business school? | *Yes/No* |
| BAM Membership ID number | *All Co-Applicants who are based in schools of management/business must be current BAM members at the time of application and must remain so for the duration of the project* |
| BAM Membership renewal date |  |
| Has the Co-A previously applied to the SAMS/BAM Grant Scheme? | Applications must be substantially different to any proposal previously submitted to SAMS/BAM Scheme |
| If yes, please provide the title of any applications previously submitted and the year submitted |  |
| Relevant professional qualification/membership (where applicable) | *(maximum 100 words)* |
| Recent funding success (where applicable) | *(maximum 200 words)* |
| Relevant recent publications | *(maximum 200 words)* |
| Relevant networks/engagement and impact activities | *(maximum 200 words)* |
| Other relevant information | *(maximum 100 words)* |
| Role in / contribution to project | *(maximum 100 words)* |

**Support available within the Co-A institution (for all applicants)**

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| *(Outline support for the research available within your institution, maximum 150 words)* |

1. **Project overview**

Please note that there is no requirement to anonymise your application. Please include PI and Co-I names and institutions when completing your application.

**Project title**

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| --- |
|  |

Proposed start date (earliest start date is 1st September 2025, latest start date is December 2025)

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Proposed end date (projects should be between 18 and 24 months after start date)

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Project duration (in months)

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| --- |
| *(Between 18 and 24 months)* |

Total funding requested (cannot exceed £75,000)

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**Relevant BAM Special Interest Groups (SIGs)**

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| *(Select up to 3 BAM SIGs in the order which they closely reflect the content of your research, referring to the Guidance for Applicants document for the list of BAM SIG keywords)*   1. [insert] 2. [insert] 3. [insert] |

**Keywords**

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| *(List a maximum of 3 keywords in order of relevance to your proposal,)*   1. [insert] 2. [insert] 3. [insert] |

1. **Project aims and objectives**

Please outline what your proposed research sets out to investigate

**Abstract/Summary**

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| *(Provide a summary of the research written in terms that can be understood by a non-specialist, maximum 250 words)* |

**Aims, objectives and detailed research questions**

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| *(List the main aims, objectives and research questions of the proposed project. Maximum 250 words)* |

1. **Methodology and data collection**

Please outline how you propose to carry out the research

**Proposed research methodology**

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| *(Explain the research design and methodological framework that will underpin your proposed research, maximum 250 words)* |

**Existing data and any new data to be collected**

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| *(Explain what data you will collect, how data collection will complement existing data and how you will ensure that data collection and storage of your research complies with General Data Protection Regulation, maximum 250 words)* |

**Data analysis to be carried out**

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| *(Explain how you will analyse the data, detailing analysis protocols where appropriate, maximum 250 words)* |

**Ethical issues and how these will be addressed**

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| *(Discuss any ethical issues arising from your project and explain how you will address them. If your research involves human participants or is otherwise of a sensitive nature, you are required to gain ethical approval from your employing organisation or relevant authority before commencing the study and to comply with relevant ethical guidelines e.g.* [*CABS/BAM Ethics guide 2015*](https://charteredabs.org/policy/research/ethics-guide-2015-advice-and-guidance)*, maximum 250 words)* |

**Commitment to BAM’s Equality, Diversity, Inclusion and Respect in project design and implementation**

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| *(Explain how you will embed equality, diversity, inclusion and respect in designing and implementing your research, maximum 250 words)* |

1. **Workplan and risks**

Please provide an outline of the different stages of your proposed workplan including the month numbers for each stage.

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| --- | --- | --- |
| **Stage** | **Description of work tasks to be completed** | **Month numbers (eg, 1-18)** |
| Completion of all preparation and design work |  |  |
| Commencement of data collection phase of study |  |  |
| Completion of data collection phase of study |  |  |
| Commencement of data analysis phase of study (substantive phase where research facilities are involved) |  |  |
| Completion of data analysis phase of study |  |  |
| Commencement of writing-up of the research, publication, dissemination and engagement |  |  |
| Completion of writing-up, publication, dissemination and engagement |  |  |

**Risks**

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| *(Outline any risks that might impact the delivery of the workplan, and how you will mitigate these, maximum 150 words)* |

1. **Outcomes, engagement and impact**

Please provide detail on the expected outcomes and reach of your proposed research.

**Proposed outcomes, outputs and contribution to the field**

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| *(Detail what outcomes and outputs you expect to arise from the proposed research. List the conceptual originality and relevance to the wider business and management community. maximum 250 words)* |

**Focus and reach of the project**

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| *(Detail the geographical reach of your research and potential beneficiaries, maximum 250 words)* |

**Publication and dissemination plan**

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| *(Outline your plans for publishing your research and disseminating it to academic audiences with regard to specific communities and debates, maximum 200 words)* |

**Engagement and impact plan**

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| *(Outline your plans for engaging with non-academic audiences and achieving impact beyond academia with regard to specific stakeholder groups and communication channels, maximum 200 words)* |

1. **Budget and justification**

*Please provide a breakdown of the funding budget for your proposed research, and a justification for the proposed expenditure based on the category headings within the budget*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HEADING | DESCRIPTION | YEAR 1 (£) | YEAR 2 (£) | TOTAL (£) |
| Staff costs (PI and Co-I teaching replacement) |  |  |  |  |
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| Staff costs (Research salaries and project support) |  |  |  |  |
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| Travel, subsistence and accommodation |  |  |  |  |
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| External services |  |  |  |  |
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| Consumables and materials |  |  |  |  |
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| Equipment and hardware |  |  |  |  |
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| Other research costs |  |  |  |  |
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| **TOTAL** |  |  |  |  |

**Justification of budget resources**

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| *(Explain why the budget resources are required to enable you to undertake the research, maximum 500 words)* |

**Other financial support**

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| *Please state any other funds applied for, or already awarded, in connection with this application. Please state exactly how the funding applied for here will be utilised in conjunction with any existing funding. Applicants are encouraged to seek matched funding from other sources including from the host institution. (maximum 300 words)* |

1. **SAMS/BAM community**

Please outline how you will engage with the SAMS/BAM community.

**Engagement with SAMS/BAM Community**

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| *(Detail how you seek to engage with the SAMS/BAM Community to leverage the findings of your research, maximum 200 words)* |

**Motivations for applying for this funding scheme**

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| *(Explain why you are applying for this particular funding scheme and what makes SAMS/BAM the ideal funder for your research, maximum 200 words)* |

**References and citations**

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| --- |
| *(Please list the main references underpinning your application, maximum 500 words)* |

1. **Principal Investigator declarations**

To be completed by the Principal Investigator.

*I confirm that I have read the Guidance for Applicants, and Terms and Conditions of the Scheme, that the information provided in this application is true and valid and I agree to the summary requirements for Principal Investigators, if successful.*

YES

I have attended/not attended the optional information session (webinar) for the SAMS/BAM 2025 Grants Scheme or viewed the recording of the information session.

ATTENDED LIVE WEBINAR

VIEWED WEBINAR RECORDING

NOT ATTENDED LIVE WEBINAR NOR VIEWED RECORDING

I have/have not submitted a draft application for the optional pre-submission administrative check

PRE-SUBMISSION CHECK COMPLETED

PRE-SUBMISSION CHECK NOT COMPLETED

*I confirm that the application is not currently submitted to any other grant scheme and will not be submitted to any other grant scheme until the outcome of this application is known.*

YES

Person completing these declarations

|  |
| --- |
| *(Please type name)* |

Date declarations made

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1. **Institutional approval**

**IMPORTANT:** After you have submitted your application, your nominated Head of Department/School or institutional approver will receive an email notification asking them to approve the application and acknowledge Head of Department/School Declarations. **The deadline for applications to be approved is Thursday 6th February 2025, 17:00 (UK time)**

**Changes cannot be made to your application after the first submission deadline. The deadline for approval is exactly one week after the first submission deadline.** Please make sure that the nominated person is aware of this, and the need to approve the application in time for the deadline.

**Head of Department/School or institutional approval**

Please provide details of your Head of Department/School or other institutional approver, who will be receive a notification asking them to confirm the following declarations and approve for the application to be to be put forward to the next stage of assessment:

• This is the only application as host institution. Only one application as Principal Investigator is permitted per UK institution in each funding round. I acknowledge that 'institution' refers to the legal institution, and not an individual business school or department. An institution can be involved as a Co-Investigator on an unlimited number of proposals.

• The host institution’s Research Office has checked the proposal has been completed in accordance with the guidance for applicants and particularly the financial guidance.  
• The example terms and conditions have been checked, and the Research Office agrees to these.  
• If successful, the applicant is to receive the full grant awarded for the purpose of delivering the project outlined in the application. The applicant will be supported to attend the British Academy of Management Annual Conference, where the project will be presented as a mandatory requirement of the grant. BAM conference registration fees, and travel and subsistence to attend the conference cannot be claimed as part of the grant funding.

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Position/job title** |  |
| **Department/School** |  |
| **Institution name** |  |