

DBAA Funding for Focus Groups - Application Form

Privacy Notice

- We will use your details to contact you about your application, and, if awarded funding, for monitoring purposes. We will also use your details to inform you of similar funding calls in future.
- We will store data in line with the University's retention schedule:
<https://www.exeter.ac.uk/departments/cgr/ig/policy/#a0>.
- Your application data will be held securely on secured network drives (SharePoint) and our Customer Relationship Management (CRM) databases.
- We may publish names and institutions of applicants awarded funding on our website.
- You can update your details or request to be taken off our databases by emailing:
DBAA@exeter.ac.uk.

Please submit your application by **Friday, 30th May 2025**.

If you have any issues with completing the application process, please contact DBAA@exeter.ac.uk for advice.

Lead applicant details

Lead applicant first name*	
Lead applicant last name*	
Lead applicant job title*	
Lead applicant institution*	
Lead applicant institution official postal address* <i>(This is required for the legal contract)</i>	
Lead applicant email address*	
Will the lead applicant be the one uploading focus group recordings? <i>(We require this information so that we know who to share access to the SharePoint folder with)</i> [Yes / No / Maybe/unsure]	
If yes, name and email address of person who will upload the recordings*	

Finance & Legal Contacts

We ask for the following contact information to speed up the process of invoicing and contracting for successful applicants. If you are unsure of this information at present, please leave this section blank and get in touch by emailing us at DBAA@exeter.ac.uk

Finance Contact Full Name	
Finance Contact Email	
Legal signatory full name (<i>This is the individual that will sign the legal contract. A copy of the contract will also be sent to the lead applicant</i>)	
Legal signatory email (<i>This is the individual that will sign the legal contract. A copy of the contract will also be sent to the lead applicant</i>)	
Department name and postal address of your legal department	
Email address of your legal department (<i>This may be different from the legal signatory</i>)	

Focus Group Details

Proposed research timeline (for contract details)* <i>(Please state the date range you plan to conduct this research. This period should include time recruit to the focus groups, run them, and upload the data. If you are unsure of the exact dates, please give an approximation. For example, if you plan to conduct the research in June and July, you can put the start date as 1st June and the end date as 31st July.)</i>	
Can you confirm that you anticipate being able to recruit at least 20 participants from a range of disciplines, including both PGRs and ECRs?*[Yes/No]	
If no, how many participants do you anticipate recruiting?*	
Can you confirm capacity to resource the groups at a ratio of at least two facilitators per 10 participants?* <i>(You may use this funding to hire facilitators for this session if needed.)</i> [Yes / No /Maybe/unsure]	

Please describe how you intend to run the focus group session. (max 3000 characters)

<i>Please include how you plan to market and recruit to your focus group, who will facilitate it and where it will be hosted.</i>

Please explain your motivations for holding a focus group in your institution, and how you think it will help to diversify our evidence base. (max 3000 characters)

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Budget

Please refer to the call document for guidance on what can be covered. Please include any VAT payable in the funding amounts requested. **All spending must comply with the Terms and Conditions of Research England Funding.** If you are unsure, please contact DBAA@exeter.ac.uk for advice.

Category	Description	Amount £ (VAT inclusive)
Staff		
Room hire		
Catering		
Equipment		
Travel expenses		
Incentives for PGR participants		
Other		
Total requested		

Final notes

If there is anything else you believe is relevant to this application, please let us know here.

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Please tell us how you heard about this funding call: * ☐ DBAA mailing list ☐ Other email, newsletter or list ☐ DBAA social media ☐ Other social media ☐ Word of mouth ☐ DBAA website ☐ Other (Please specify)