Culture for Sustainable and Inclusive Peace

CUSP Grant Scheme – Frequently Asked Questions (FAQs)

This document will be updated every TUESDAY, last updated: 27/07/21

1. Application Submission
2. Grant Criteria
3. Review Process
4. Successful Applications

If you cannot find the answer to your question in this document please email: cusp-info@glasgow.ac.uk

1. Application Submission

Q: When is the application deadline for the CUSP Grant Scheme?

A: All applications must be sent to cusp-info@glasgow.ac.uk by 17:00 (UK Time) on Friday 20th August 2021. Applications received after this date will not be considered for funding.

Q: Where do I submit my application?

A: All application must be sent to cusp-info@glasgow.ac.uk as a word document.

Q: Can I submit more than one application?

A: Yes, you can. However, consider the short timeframe for these projects and your availability to ensure that if both applications are successful, you have enough capacity to ensure smooth deliverability.

2. Grant Criteria

Q: Can I apply for more than £80,000?

A: No. We strongly encourage applicants to consider the time restrictions of the funding and for their project to be realistic for this timeframe. Applications that are deemed to be overly ambitious will not be funded.

Q: What is the smallest grant I can apply for?

A: We are accepting applications for grants anywhere between £1,000 and £80,000.

We will not be accepting applications for less that £1,000.

Q: Can project activity go beyond June 2022?

A: No. Due to funding deadlines, ALL project activity must be completed no later than June 2022.

Q: Can I invoice for expenditure after June 2022?

A: No. Due to the funding deadlines **ALL** expenditure must be invoiced for, sent, agreed and processed by the 30th June 2022.

Q: Do project co-applicants/organisations have to be based in a CUSP partner country?

A: Only the main applicant has to be based in a CUSP partner country (Ghana, Mexico, Morocco, Occupied Palestinian Territories, Zimbabwe). Co-applicant(s) can be based in any other country.

Q: Is there a limit to the number of people working on a project?

A: There is no upper limit to the number of people who work on the project.

For larger grants we would expect more people working on the project compared to the smaller grants. It may be useful in applications to explain what each person's role within the project would be in the Justification of Resources section, where you can explain why/how staff time was calculated.

Q: Can the main applicant and co-applicant(s) be based at the same institution/faculty?

A: Yes. Main applicants and co-applicants can be based at the same organisation provided that they are in a CUSP partner country. For Larger Grants, there needs to be more than one organisation involved (e.g. Main Applicant from one organisation; co-applicant from another organisation).

Q: Do I need to apply with current CUSP N+ partners?

A: No. As long as the main applicant is based at an organisation in a CUSP partner country you can apply.

Q: Can my application include existing CUSP N+ partners as co-applicants?

A: Yes.

Q: Can my application include existing CUSP N+ partners based in the UK as co-applicants?

A: Yes, with the exception of the CUSP Ops team (project Principal Investigator and Academic Co-Ordinator) as this would be a conflict of interest.

Q: Can payments by the project be made directly to personal bank accounts?

A: No. All payments will be made to the institutions as laid out in the contract. We cannot make payments to personal bank accounts under any circumstances.

Q: Can the funds be used to buy equipment?

A: Equipment costs cannot be more than £10,000, any equipment bought using CUSP Grant Scheme funds must be integral to the research being carried out by the project. Due to the limited duration of the project, all equipment costs must be justified and included in Section 10 (Justification of Resources) and in Section 11 (Budget Form) of the application form.

Q: Does the project have to generate impact during its lifetime?

A: Yes, we expect all funded projects to generate impact during within the project duration.

Smaller projects are not expected to generate as much impact as larger ones. Larger projects are expected to have longer-term impacts and we would encourage those applying for larger grant to look at impact that will have longer-term benefits to local communities.

Q: How do I work out costs - especially the ones related to staff?

A: If you are part of an academic institution, you should check with your Research Office, they will be able to help you with costs.

If you are not part of an academic institution your finance and/or HR team will be able to help.

Q: Can project funds be used to pay per diems?

A: Per diems cannot be claimed, this is due to the terms and conditions of our funder.

Accommodation, travel and subsistence costs can be claimed for, and should be included in your budget if relevant, but we would expect relevant supporting documentation (receipts or invoices) to be included with the claim.

E.g. a fieldworkers lunch costs £5.25, we can pay for this as it is subsistence but we will need the corresponding receipt before we can make payment. As an example of what we cannot do, we cannot pay each fieldworker £15 a day and have a per diem receipt as the supporting documentation.

3. Review Process

Q: How will my application be reviewed?

A: The CUSP Ops team will oversee the process. Firstly, we will ensure that all applications are completed, in the correct format (a Word document) and no section goes over the word limit.

Applications will then be sent to reviewers. Each application will be reviewed by a panel of 2 to 3 reviewers who will score the applications from 0 to 4. All scores will be moderated by the CUSP Ops team to ensure consistency across the board. All applications will be ranked? on the budget allocation for each context.

4. Successful Applications

Q: If my application is successful, will there be help with next steps?

Of course. After successful applicants will be notified, we will provide some additional briefing sessions to help you navigate the bureaucracy that comes with it. However, bear in mind that organisations will go through the Due Diligence check, and you can get an idea of what you might expect in our CUSP Administration Guide.

Q: Can more than one organisation be included on the contract if my application is successful?

A: Yes, main and co-applicant organisations can both go on a contract. Please bear in mind that any organisation that is included on the contract must go through the University of Glasgow Due Diligence process.

Q: How will payments be made?

A: All payments will be made in arrears, it is not possible to be make payments in advance.

Q: What currency will payment be made in?

A: All payments will be made in £GBP.