

You can access the online application form for a Major Grant from any PEDL webpage.

From the site menu, select "**RESEARCH GRANTS**", then "**MAJOR GRANTS**".



Next, select the link "How to apply for a Major Grant". Here you will have the option to login or create an account. Once you are logged in, this page provides links to all of the detailed information you will need to prepare and complete your application. Please read this information carefully before beginning your application - we may change the requirements from time to time.

If you are already logged in, this page will contain a link to "Apply online for a Major Grant". Select this link to begin the application process.

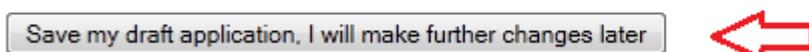
If you are not logged in, you will first need to either login or create an account. You can find details on how to create an account [here](#).

Saving Your Application

The PEDL online Major Grant application form allows you to save a partial application and return to complete it at a later date. To save your application, please click the "*Save my draft application, I will make further changes later*" button at the bottom of any page of the application form. You may save any number of applications at any time and there is no time limit as to how long an application will remain in our system.

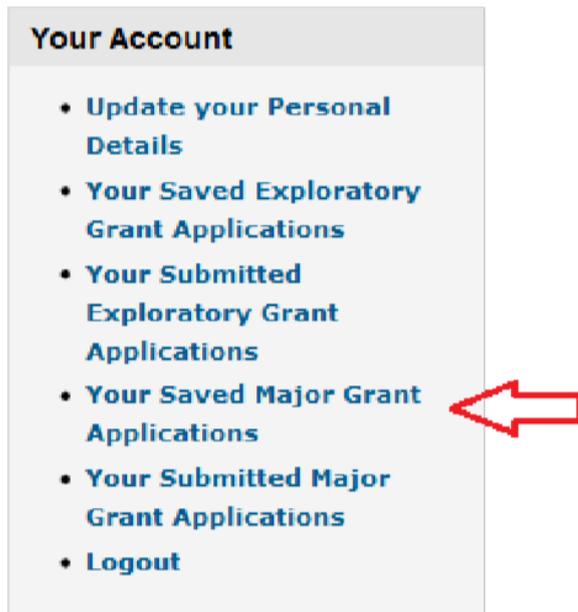
Save My Application

You may save this application at any time. Saved applications will be listed under *Your Saved Major Grant Applications* section for you to return to later. Note: you must enter a project title to save a draft application (you can change this later).



Retrieving a saved Exploratory Grant application

When returning to complete an application you must first login to the site. Once logged in, you will find a box in the right hand column entitled *Your Account*. Select the link *Your Saved Major Grant Applications* to list any applications you have previously saved.



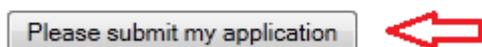
Submitting a Completed Major Grant Application

When you have completed the online application form, please ensure that all required fields are completed and that all of the information you have provided and attachments you have uploaded are correct.

You may submit your online application during any of the 5 steps of the application by clicking on the *Please submit my application* button at the bottom of each page.

Submit My Application

When you have completed your application, please click the Submit button below. You must complete all five steps of the application form prior to submission. We will validate your application to ensure all fields have been completed correctly. If no errors are found, your application will be submitted. **You will no longer be able to make changes to your application after this point.**



We will verify all the required information has been provided. If no errors are found, a confirmation of your submission will be displayed. You will also receive an email messages with your submission reference number.

If any errors are displayed, the form will highlight the fields which require amendment along with a guide of the changes you will need to make to each field.



Project Title field is required.

Create Major Grant Application

Step 1 of 5 Project Information

Project Title *

Abstract

Completing the Major Grant Application Form

There are 5 steps to apply for an exploratory grant:

1. [Project Information](#)
2. [People and Partners](#)
3. [Relevance to PEDL](#)
4. [Budget](#)
5. [Verification](#)

Detailed information regarding each step of the application process is given below.

Step 1: Project Information

In this step you will need to provide the overall details of the project.

a) Project Title

This is a mandatory field. Please insert the title of your project.

b) Proposal Summary

You will be required to upload a Proposal Summary (see link for template in image below) which should be saved in a PDF version. You can do this by clicking on the “Choose file” button and selecting the correct document for upload. Once the address of the file shows up, click on “Upload”. (*For additional step-by-step information on how to upload a file, see instructions in Step 2 under section b*)).

Proposal Summary

Choose File No file chosen

Upload

Select the file containing your proposal summary. [The proposal summary template is available here.](#)

Files must be less than 4 MB.

Allowed file types: pdf.



c) Proposal

You will also be required to upload a PDF version of your Proposal. Please repeat steps for upload used for the Proposal Summary.

Proposal

No file chosen

Select the file containing your proposal. [The proposal template is available here.](#)

Files must be less than **4 MB**.

Allowed file types: pdf.



Only PDF (.pdf) documents will be accepted and files cannot exceed 4 MB in size respectively.

If you would like to change the document you have uploaded, you can click on "Remove" and go through the process again.

Proposal Summary

 [Proposal Summary.pdf](#) (1.78 MB) 

Please note: only the most recent document you have uploaded will be submitted.

d) Abstract

In this text box, please insert a brief paragraph describing your proposal. Be advised that we would not recommend that this paragraph exceed 500 words.

If your text extends past the capacity of the text box, a scroll bar will appear on the right hand side of the box to allow you to scroll down to see all of the text. Alternatively, you can click and drag on the gray line along the bottom of the text box, and drag down, extending the text box to your preferred size.

Abstract



Please enter a brief abstract describing your proposal in no more than 500 words.

e) Resubmissions

This section is to be completely **ONLY** by those who have been invited by the PEDL Evaluation Committee to resubmit an application. If you are making a re-submission, please tick the *“This application is a resubmission”* and provide additional details about the re-submission in the box below.

Resubmissions

Major Grant applications may be re-submitted by invitation only. If this application is a resubmission, please tick the box below and specify any changes you have made to your application.

This application is a resubmission 

Resubmission Details

Please detail any changes you have made to your previous application.

f) Keywords

You must insert a minimum of 1 keyword for your proposal. Please note there is a maximum of 50 characters for each word. If you would like to add an additional keyword, click on the “Add another item” button at the bottom of the table.

Hide row weights	
Keywords:	Order
<input type="text"/>	0 ▼

Please enter one or more keywords for your project, entering one keyword per line. Keywords containing more than one word, e.g. Fiscal Policy, should be entered on one line. [Max 50 characters]



Click on the “Next page” button to go to the next page to complete the second step of the application, People and partners.



Step 2: People and partners

In Step 2, you are required to provide information about the people and partners who will be involved in the project:

a) Coordinating Institution

Here you will need to enter the details of the Coordinating Institution who will carry out the coordination of the research tasks in the project. In the provided fields, please enter the following information:

- Full name of the Coordinating Institution
- Coordinating Institution Email Address
- Coordinating Institution Mailing Address

Please note that each field requires a minimum of 10 characters.

b) Scientific Coordinator

In the specified text boxes, please enter the following details for the project's Principal Coordinator:

- Principal Coordinator's Full Name
- Principal Coordinator's Email Address

You will then be required to upload a PDF (pdf) version of the Principal Coordinator's CV. You can do this by clicking on the "*Choose file*" button and selecting the correct document for upload.

Principal Investigator CV

Choose File

No file chosen

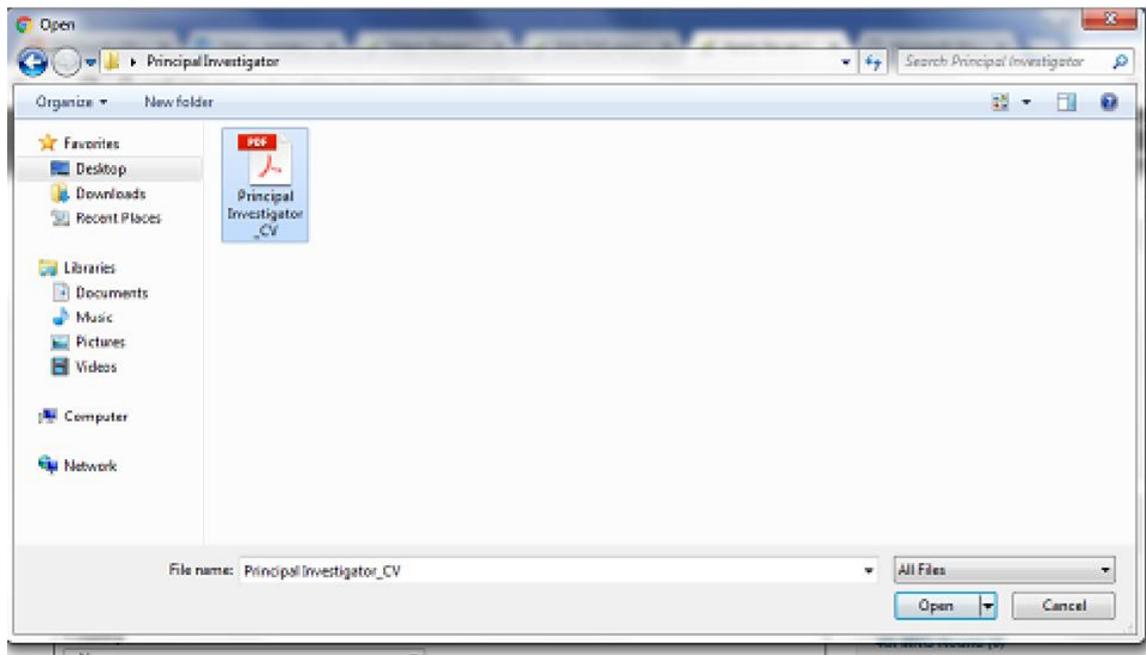
Upload

Upload a CV for the Principal Investigator. [Max upload size 5MB.]

Files must be less than 4 MB.

Allowed file types: pdf.





Once the address of your document shows up, click “Upload”.

Principal Investigator CV

Principal In...gator_CV.pdf

Upload a CV for the Principal Investigator. [Max upload size 5MB.]

Files must be less than 4 MB.

Allowed file types: pdf.



Once this is done, you may check to see if you uploaded the correct document by clicking on the blue link. Alternatively, if you would like to remove the document you have uploaded, you can do so and start again with the uploading process.

Principal Investigator CV

 [Principal Investigator_CV.pdf \(323.53 KB\)](#) 

Upload a CV for the Principal Investigator. [Max upload size 5MB.]

c) Partner Institutions

Please list the partner institutions (if any) that will be involved in this project. For each institution, you must provide the institution name, the name of the lead scientist, and their address and country in the text boxes, as shown below. To add an additional partner, please click **Add Another Item**.

Please note it is not required to have any Partner Institutions, nor is there a maximum number of Partner Institutions.

Once you are done, click on the “*Next page*” button to go to the next page to complete the third step of the application, Relevance to PEDL.

Step 3: Relevance to PEDL

To help you complete this step, it is recommended that you read the [PEDL Project Overview](#).

a) PEDL Themes

The PEDL project aims to address a variety of themes, which are listed here. Under each of the following headings, please tick the box(es) which best relate to your proposed project:

- **PEDL Themes**
- **Cross-Cutting Themes**

b) Additional Information

For the remaining 5 text boxes, please provide your perspective on how your project aligns with each of the criteria below (2-5 sentences per response, minimum 20 characters per text box).

1. **Fit with Initiative**
2. **Policy Relevance** (should be a summary of that included under the same heading in written proposal - if applicable)
3. **Academic Innovation**
4. **Methodological Rigour**
5. **Cost Effectiveness**

Once you have filled in all the text boxes, click on the “*Next page*” button to go to the next page to complete the fourth step of the application, Budget.

Step 4: Budget

Step 4 will require you to have completed the Budget Template provided and shown above in the “Before you Start” section.

a) Budget

Please upload your full proposed Budget here, following, if necessary, the steps outlined in Step 2, section b). It is important to ensure that you use the Budget Template provided, which is available by clicking on the blue underlined linked “this template” (as below). Please note only .pdf files will be allowed.

Budget

No file chosen

Please select the file containing your full budget. Your budget should follow [this template](#). PDF Files only.

Files must be less than 4 MB.

Allowed file types: pdf.



b) Budget Breakdown

The next six boxes require the total overall budget allocation for each of the five sections outlined in the Budget Template:

1. Data Acquisition*
2. Dissemination
3. Travel*
4. Personnel Costs
5. External Consultants*
6. Other **

* *If you have not allocated a budget to these categories, you may leave a ‘0’ in the box. “Travel” and “Other costs” are mandatory fields and require a budget.*

** *For equipment costing more than £500, please consult with CEPR prior to its purchase.*

Please note that the budget should be completed and reported in Great British Pounds, GBP (£).

c) Current and Pending Support

In the text box here, please provide details of any additional funding that has been secured or is pending in support of the current project, including the project title, the amount, the source – ie, the name of the funding agency, foundation, etc – its relation to the current proposal and the extend of PI time that is committed to it.

Once you have uploaded your budget spreadsheet and filled in all the text boxes, click on the “Next page” button to go to the next page to complete the fifth step of the application, Verification.

Step 5: Verification

This is the fifth and final step of your online application form. After completing all the required fields for this page, you can either “*Save*” or “*Submit*”.

a) Additional Information

In this text box, please provide any additional information that will help to further your application.

b) Code of Conduct for Researcher

Please tick the box here confirming that you have read and accepted CEPR's Code of Conduct for Researcher. Please ensure that you read the document here: [Code of Conduct for Researchers](#).

c) Documents

These boxes are provided as a reminder, as well as a confirmation from the applicant that the following required documents will be sent to the CEPR address noted on the page prior to the submission deadline. There is a tick box for each of the following Forms:

1. Financial Identification Form
2. Legal Status
3. Declaration of Eligibility
4. Legal Representative Form

When you have completed the online application form

When you have completed the online application form, please ensure that all required fields are filled in and that all of the information you have provided, and attachments you have uploaded, are correct.

You may submit the final version of your online application by clicking on the “*Please submit my application*” button, which can be found at the bottom of any of the online application web pages.

Submit My Application

When you have completed your application, please click the Submit button below. You must complete all five steps of the application form prior to submission. We will validate your application to ensure all fields have been completed correctly. If no errors are found, your application will be submitted. **You will no longer be able to make changes to your application after this point.**

Please submit my application



Your application will be validated to ensure all fields have been completed correctly. If you receive an error, please review the text in the red box which will appear at the top of the page and ensure that all mentioned fields are complete and meet the minimum content requirement.

If no errors are found, your application will be submitted. **You will no longer be able to make changes to your application after this point.**

Important: please, send an email to pedl@cepr.org that confirms you have submitted a proposal. In this way, a member of the PEDL Team will be able to assist you with your application if the latter were missing some relevant detail.