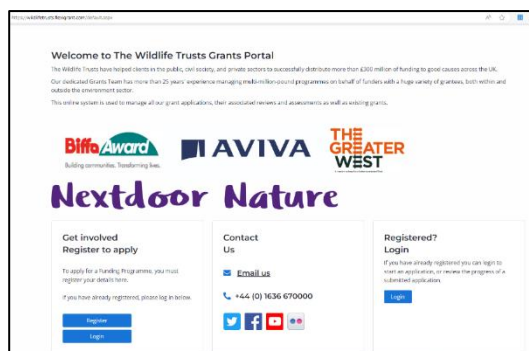


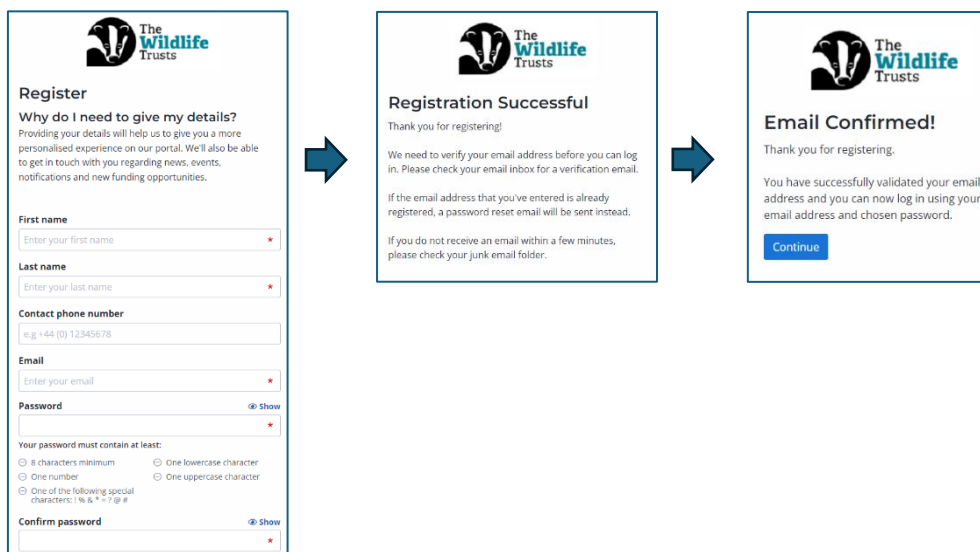
HOW TO SUBMIT AN EOI FOR AN AVIVA RESEARCH GRANT

Applying for an **Aviva Research Programme grant - EOI**. You need to access the grant application system through this link

[Portal homepage - The Wildlife Trusts \(flexigrant.com\)](https://flexigrant.com)



The opening page looks like this. You must first **Register** with our system to be able to apply to the programme. Use the registration link (bottom left) to enter your details and set up a password. You will need to accept the Data Protection & Privacy notice and **Continue**. You will be taken to the registration page to set up your password. An email verification will be sent to your registered email address to finish the process.



This will then take you to the **Application Portal** and your personal account page

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The Wildlife Trusts Application Portal

My account

R Swetnam

This form shows your current contact information. To update your contact details, click on the 'Update my user account details' link on the left to return to the Portal Homepage.

Username: [redacted]@gmail.com

Type of user: Applicant

Organisation: [redacted]

Phone number: +44013298475950 - (Work) **Social media:** (no record)

Email: [redacted]@gmail.com **Website:** (no record)

Primary address: (no record)

Update my user account details
You can use the 'Change password' link to update your password.

[Change password](#)

The buttons on the left link you to different parts of the system.

My contact details: allows you to update your personal details with titles, positions etc. We do not need photographs / date of birth or gender entering here. Name and Phone number and email are sufficient.

My applications: takes you to the dashboard of your applications.

My downloads: any files that you download from the system will be shown here.

To start your application, click on **My applications** which should take you to this screen:

The Wildlife Trusts Application Portal

My applications - The Wildlife Trusts

Welcome to the The Wildlife Trusts application page. On this page you will be able to see all the applications that are currently in progress, as well as draft and submit new application forms. If you have any queries or questions please don't hesitate to contact us on 01636 670000 or email to biffa-award@wildlifetrusts.org

Start a new application

Research Programme EOI 2024 [Start](#)

Aviva Scholars EOI 2024 [Start](#)

Biffa Award - MGS Expression of Interest [Start](#)

Choose the **Research Programme EOI 2024** line and click **Start**. You will be taken to this screen where the main conditions of this stream are outlined. Please read and check that you happy and then tick to continue.

Research Programme EOI 2024

This form should be used to submit your Expression of Interest for the Aviva Atlantic Rainforest Research Programme. This form is for the **MAIN RESEARCH PROGRAMME STREAM**. Please read the [information for applicants document](#) in full before starting your submission, table 4 provides a summary of the questions you need to complete in this form.

The form can be saved to allow you to return to it later. The system will automatically save your work when you change page, but we recommend that you also save your work at regular intervals to avoid loss of data. You may prefer to compose your answers off-line and paste them into the relevant sections of the form prior to submission. Do not submit any other supporting information other than that requested as it will not be considered when assessing the application.

A 'Submit Application' button will become available at the bottom of this summary page once all questions have been answered. When the 'Submit Application' button has been pressed, you will be prompted to confirm that you wish to submit your application. Once submitted, you will be able to log in and view your submitted application, but you will not be able to modify it in any way.

I have read and understood the above information

[Start](#)

HOW TO SUBMIT AN EOI FOR AN AVIVA RESEARCH GRANT

This then brings you to the summary page where you start submitting your application. Check that it is the correct scheme for you – this is the Research Programme EOI form.

The screenshot shows the 'Summary' page of the Wildlife Trusts Application Portal. The page title is 'Research Programme EOI 2024' with the reference 'RPEOI/18'. The user is identified as 'Dr R Swetnam'. There are buttons for 'Instructions', 'Print', and 'Download as PDF'. A progress indicator shows '0 out of 4 pages' and '0% complete'. Below this, there is explanatory text about the form's purpose and usage. At the bottom, a table lists the sections of the form:

Number	Page	Est. time to complete	Status	Required documents
1	Project Overview		Not Started	Start
2	Project Team		Not Started	Start

In the table shown the 4 sections of the form are linked. Each will have a Status button which reads "Not Started" to begin with. Click on the **Start** button at the end of the first line (Project Overview). This takes you to **Page 1 of 4: Project Overview**

Enter into the boxes (noting the word limits)

1a: Title of research project

1b: Short Title (brief as possible whilst still being meaningful - max 8 words used for coding)

1c: Keywords (enter up to 5, requires a minimum of 1)

The screenshot shows the input fields for sections 1a, 1b, and 1c. Section 1a is 'Title of research project (max 20 words)' with a text box and a feedback message 'You have entered 0 words (20 words max)'. Section 1b is 'Short Title (max 8 words)' with a text box and a feedback message 'You have entered 0 words (8 words max)'. Section 1c is 'Keywords (max 5 words or short phrases)' with three separate text boxes labeled 'Key word/phrase 1', 'Key word/phrase 2', and 'Key word/phrase 3'.

1d: Technical Abstract (maximum 200 words). Provide a succinct summary of the project proposal.

HOW TO SUBMIT AN EOI FOR AN AVIVA RESEARCH GRANT

*** 1d: Technical Abstract (max 200 words)**
Provide a short overview of the research project

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat. At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem

You have entered 200 words (200 words max)

[Return to Summary](#) [Save progress](#) [Next page >](#)

When finished **Save progress** at this point, which checks if the page is complete. You can **Return to Summary** or leave the application completely, if you need to come back later to finish. You can return via the My applications page to resume later. You can also come back into these pages and click on the **Edit** button to edit your text.

Click on **Next Page** which takes you to **Page 2 of 4: Project Team** where you need to enter the details of the project team.

2a: Primary Investigator (PI)

As you are the PI, your contact will have been copied in from registration. If this is incorrect or incomplete, you will be informed and will be able to **Edit** it here and **save the contact details**. You will need name, telephone number, email address and address entered to continue.

*** 2a: Primary Investigator (PI)**
Responsible for leading the project. The PI will be the main point of the contact between The Wildlife Trusts and the project. Funding will be paid to the PI's institution / organisation.

ⓘ You must add at least 1 contact(s) with a full name, contact type, complete address, phone number and email specified.

	Contact name	Contact type	Phone	Email	Address complete		
	R Swetnam		+44013298475950	<input type="text"/> @gmail.com	No	Edit	

Please enter your **PI job title, organisation name, type, address**. You will also be asked to confirm the status of your organisation.

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* PI Job Title
Aviva Scholar Test PI - RDS
* PI Organisation Name
University of Biggleswade
* Organisation type e.g. University, Research Institute, NGO, private company
University
* Can you confirm that this organisation is either (a) a UK University or (b) on the UKRI list of approved research organisations? <i>The lead PI must be based at either a UK university or a UKRI recognised research institution. Non-listed bodies may be Co-Investigators.</i>
<input checked="" type="radio"/> Yes <input type="radio"/> No
* Is your organisation legally registered in the UK? Only those organisations legally registered in the UK are eligible for this funding.
<input checked="" type="radio"/> Yes <input type="radio"/> No
* PI work address
The Kiln, Waterside, Newark, NG24 1WT, UK

Finally, you will be asked to provide a link to your ORCID account and/or ResearchGate account to link us to your research profile.

* Research Identifier – please provide a link to your ORCID account and/or ResearchGate.
ORCID
Home Feed ResearchGate
<input type="text"/>

2b: Co-investigator (CI)

You can apply to the main research grant as a sole applicant, but more usually you will have 1 or more co-investigators. Please enter their details in section 2b. You will need to include links to their research profiles (ORCID / researchgate)

HOW TO SUBMIT AN EOI FOR AN AVIVA RESEARCH GRANT

2b: Co-investigator (CI) details
Co-investigators are part of the core project team and required to take an active part in the research – for example, by overseeing, conducting, analysing, writing.

Name	Dr Rona Miller
Organisation / Company	University of Biggleswade
Job title	Senior Lecturer in Ecology and Conservation
Contact email address	rona.miller@biggles.ac.uk
Contact telephone number	10283755
Address	University of Biggleswade, Sandy Lane, Biggleswade, Beds., postcode
Research Identifier – please provide a link to your ORCID account and/or ResearchGate.	1234-5678-9101-1111

Co-investigator 2 (optional)

Name	Dr Ian Testing
Organisation / Company	University of Knottingley
Job title	Associate Professor of Forest Economics
Contact email address	i.m.testing@knottingley.ac.uk
Contact telephone number	10283755234
Address	Knottingley University, Park Lane, Knottingley, postcode

2c: Project Partners: please add any project partners that may be providing additional support. This is optional, it may not be relevant to your project application. If not, you can leave blank. Click **Save**. If there are any problems or missing data with this page, you will get a warning notice and invited to correct it before Saving again.

2c: Project Partners
Project partners may provide additional support (in cash or in kind). Please give details of their contribution. It is not essential to have project partners or additional sources of funding to be eligible.
Please provide the following information for each partner:

- Name
- Organisation/company
- Job title
- Role in the proposed project (in cash or in kind, please detail).

Clive Mvongo-Woods
Eco-test
Senior analyst
Analysis of collected lichen DNA - subcontractor for fixed fee of £850 which is included in the research costs.

< Previous page Return to Summary Save progress Next page >

Once happy, move on to the **Next page** which is **Page 3 of 4: Case for support**.

Next you must identify which of the 3 themes your proposal most closely fits (choose one from the dropdown). Similarly, please tick which of the sub themes your project most closely fits. You may choose more than one if it fits a number of these.

* Which Theme Does this proposal fit?

Understanding the Pro... ▾

* Which Sub-Theme(s) does it address?

Where will ARF establish effectively both now and over the next century?

What does the public know about ARF? How do we engage effectively?

What are the critical factors determining "success"?

What methods of monitoring should we use?

How do we embed environmental / climate resilience?

Do residents and visitors like / value the new forest?

What impact are our "new" ARF having on biodiversity and landscape functioning?

Have our restored ARF contributed to net-zero?

Do restored ARF offer wider socio-economic benefit?

How do restored sites contribute to wellbeing?

Section 3 is the main part of the research proposal. Here you are asked to detail your overall aim, to list your research question(s) (maximum 6) and to outline your methodology.

* 3a: Overall aim (s)

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupidita

You have entered 50 words (80 words max)

3b: Please list your research questions (maximum 6) and refer to each of them in the following sections.

(Maximum 150 words per question)

* RQ1

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum?

You have entered 14 words (150 words max)

RQ2

A At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum?

You have entered 15 words (150 words max)

RQ3

ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat?

You have entered 12 words (150 words max)

Then enter your **methodology** – into the free text box. You have up to 500 words, so we encourage you to provide sufficient detail of your approach here. Remember to reference your research questions. List your key **milestones** and estimate the delivery date. Please link your milestones to numbered Research Questions. There should be at least one milestone per RQ, but each milestone may respond to several research questions.

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*** 3c: Methodology**

Briefly outline your research methods and summarise the sequence of work. Refer to each question listed in section 3b (Maximum 500 words)

Few quips galvanized the mock jury box. Quick brown dogs jump over the lazy fox. The jay, pig, fox, zebra, and my wolves quack! Blowzy red vixens fight for a quick jump. Joaquin Phoenix was gazed by MTV for luck. A wizard's job is to vex chumps quickly in fog. Watch "Jeopardy!", Alex Trebek's fun TV quiz game. Woven silk pyjamas exchanged for blue quartz. Brawny gods just flocked up to quiz and vex him. Adjusting quiver and bow, Zompyc[1] killed the fox. My faxed joke won a pager in the cable TV quiz show. Amazingly few discotheques provide jukeboxes. My girl wove six dozen plaid jackets before she quit. Six big devils from Japan quickly forgot how to waltz. Big July earthquakes confound zany experimental vow. Foxy parsons quiz and cajole the lovably dim wiki-girl. Have a pick: twenty six letters - no forcing a jumbled quiz! Crazy Fredericka bought many very exquisite opal jewels. Sixty zippers were quickly picked from the woven jute bag. A quick movement of the enemy will jeopardize six gunboats. All questions asked by five watch experts amazed the judge. Jack quietly moved up front and seized the big ball of wax. The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump; dozy fowl quack. Quick wafting zephyrs vex bold jim. Quick zephyrs blow, vexing daft jim. Sex-charged fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by job, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box. Quick brown dogs jump over the lazy fox. The jay, pig, fox, zebra, and my wolves quack! Blowzy red vixens fight for a quick jump. Joaquin Phoenix was gazed by MTV

You have entered 499 words (500 words max)

3d: Milestones

List your key milestones with an approximate delivery date. (e.g. soil sampling completed site 1 / survey pilot completed / data analysis finished)

Milestone	Delivery Date	Links to which research question(s) e.g. RQ1, RQ2
* wosidfjosdfjsadfsadfsd <small>You have entered 1 words (50 words max)</small>	* Approximate delivery date Year 1	* RQ1, RQ2
diskjf'q4t./adg dsa;/fk;dsf akjdsf;'dsaof 0w2 ofd 0-q23r# <small>You have entered 9 words (50 words max)</small>	Approximate delivery date Year 2	RQ3
abc def ghi jkl mno pqrs tuv wxyz ABC DEF GHI JKL MNO PC <small>You have entered 49 words (50 words max)</small>	Approximate delivery date Year 2	RQ4, RQ5

Save your progress and then click onto the next page **Page 4 of 4: Project Finances** where we ask for details of your funding / budget.

4a: Total Funding Requested : Please enter your overall budget here.

This should total at least £40,000 (*minimum grant size in this stream*) but be no more than £185,000. Then enter the split of the research costs component at **4b**. It will sum below as you enter, so please ensure that the total amount does not exceed the value entered in **4a**.

*** 4a: Total Funding Requested (£)**

£110,000.00

4b: Funding details

Please give details on how you will spend the funding requested from The Wildlife Trusts in the table below. A detailed budget split out by project years, will be required from all funded projects, but at this EOI please just provide an estimate of the totals.

- Note that we will only fund directly incurred research costs.
- All costings should be at current prices, inclusive of VAT and other taxes where applicable.
- Any inflationary staff costings (for salary increases etc) should be included at this stage.
- Note that we do not fund flights and all travel is expected to be undertaken in as low-carbon a manner as possible.

Item	Total cost (inc VAT)
Project Specific Staff	£85,000.00
Travel & Subsistence	£6,000.00
Consumables	£2,800.00
Equipment	£2,000.00
Communication & Engagement	£3,000.00
Other directly incurred costs not accounted for above	£11,200.00
	110,000.00

4c: Will the Wildlife Trusts be the sole funder of the project?

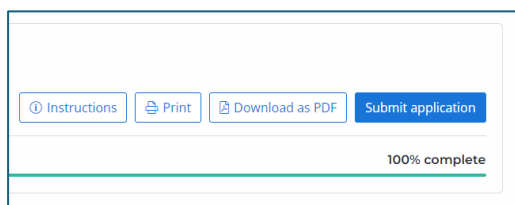
Choose **Yes or No** as appropriate. If you choose No you will be asked to provide further details about the partners, or sources and amount of co-funding.

If you click save, the EOI is now ready for submission with 100% 4 out of 4 pages shown at the top. If you go back to the **Summary** you will see that all 4 sections are now marked as **Complete** in the summary table.

Number	Page	Est. time to complete	Status	Required documents	
1	Project Overview		Complete		Edit
2	Project Team		Complete		Edit
3	Case for Support		Complete		Edit
4	Project Finances		Complete		Edit

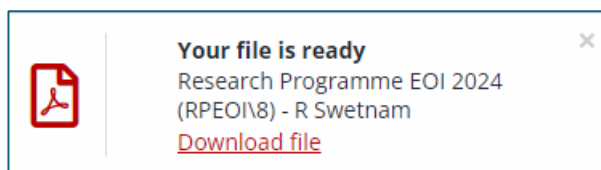
Submit application

We advise that before you submit, you **Download as a PDF or print** your application to review your submission and to check for errors. Clicking on the **Download as PDF** button brings up an option box where you can download the form or complete Application. We advise you chose **Complete Application** and then click the **Download pdf** button at the bottom of the window.

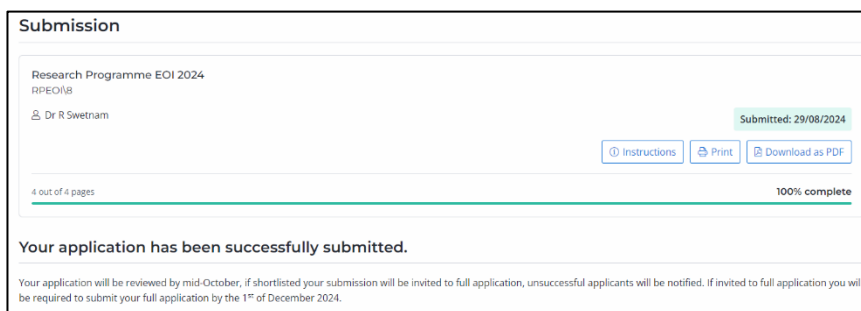


HOW TO SUBMIT AN EOI FOR AN AVIVA RESEARCH GRANT

You will get a popup telling you that your pdf is being created, then another one when it is ready for download (*see top right of the window*). This can take a minute so please be patient. Click on the download link – it will be saved in your downloads for you to open and check. It will also be available on the My Downloads page.



If you need to make any edits you can do so now by clicking on the Edit button of the Summary table. If you are happy with your EOI then click on the **Submit Application**. **You will be asked to check you are happy**. Remember once it is submitted it is fixed and you cannot resubmit another so please only do this when you are happy with the application. Your form will be submitted to the system and you will get a confirmation of submission.



You can now Log off by clicking on your initials in the top right of the screen and choosing **Log off**.

