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| Policy | GUF Funding Application Guidelines |
| Version | 1 |
| Prepared By | Company Secretary |
| Reviewed By | Board |
| Approved by Board | 29th Sept 2021 |

FUNDING APPLICATION GUIDELINES

This document sets out guidelines for applications for available general purpose donor funding or unrestricted income received. Galway University Foundation may invite applications from NUI Galway staff for funding for suitable academic and student support projects. All awards are subject to the availability of philanthropic funding, donor conditions related to such funding (where applicable) and to approval by the Board of the Foundation. Applications for funding greater than €50,000 require prior approval of the University Management Team.

Successful applicants will be required to sign a letter of commitment setting out the terms and conditions of their funding award. The transfer of award funding is subject to University policy QA310 *“Engagement with Galway University Foundation in relation to its Philanthropic activities, including the procedure for the transfer of Funds from GUF to NUI Galway”*.

Specific purpose donor funding is advised to the intended University unit by way of letter of commitment and no application is required.

Funding Application

Applicants are requested to provide the following information on the attached form:

- 1) Project Name
- 2) Project Proposer
- 3) Purpose of proposed project including expected impact
- 4) Summary of project methodology and timelines
- 5) Project budget (where budget exceeds available philanthropic funding, other funding sources should be indicated).

Amendments

Any changes to these guidelines shall be subject to approval by the Board of Galway University Foundation.

Appendix I - Galway University Foundation Funding Application

Foundation Source Reference ID:

Available Funding:

Project Name:

Project Proposer:

NUI Galway Unit:

Purpose of proposed project including expected impact:

Summary of project methodology and timelines:



NUI Galway
OÉ Gaillimh

Budget Proposal

| | |
|---------------------------------|-------------------------------------|
| Proposed Principal Investigator | |
| Funder | Galway University Foundation |
| Programme | |

Summary Sheet *(not editable except for Overhead Rate)*

| COST ITEMS | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--|--------|--------|--------|--------|--------|-------|
| LABOUR(USE THE APPROPRIATE SALARY SCALE E.G. NI | - | - | - | - | - | - |
| MATERIALS AND CONSUMABLES (REFER TO THE FUND | - | - | - | - | - | - |
| SERVICES AND SUBCONTRACTS (REFER TO THE FUND | - | - | - | - | - | - |
| OTHER (REFER TO THE FUNDER'S TERMS AND CONDI | - | - | - | - | - | - |
| TRAVEL (REFER TO THE FUNDER'S TERMS AND CONDI | - | - | - | - | - | - |
| EQUIPMENT (REFER TO THE FUNDER'S TERMS AND CO | - | - | - | - | - | - |
| TOTAL DIRECT COSTS | - | - | - | - | - | - |
| OVERHEAD RATE(USE THE OVERHEAD WORKSHEET) | 25% | 25% | 25% | 25% | 25% | 25% |
| OVERHEAD | - | - | - | - | - | - |
| TOTAL | - | - | - | - | - | - |

[Link to SALARY COSINTG CALCULATOR - NUIG OLD SCALES](#)

[Link to SALARY COSINTG CALCULATOR - IUA SCALES](#)

LABOUR(USE THE APPROPRIATE SALARY SCALE E.G. NUIG, IUA, SFI) and CHOOSE THE ANNUAL COST APPLICABLE AS PER FUNDER

| Employees | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|---|---------------|---------------|---------------|---------------|---------------|--------------|
| Sample | | | | | | - |
| New Post Doctoral | €50,627 | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Students(USE THE FEES WORKSHEET IF APPLICABLE) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

EQUIPMENT (REFER TO THE FUNDER'S TERMS AND CONDITIONS)

| Items | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------|--------|--------|--------|--------|--------|-------|
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

MATERIALS AND CONSUMABLES (REFER TO THE FUNDER'S TERMS AND CONDITIONS)

| Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------|--------|--------|--------|--------|--------|-------|
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

SERVICES AND SUBCONTRACTS (REFER TO THE FUNDER'S TERMS AND CONDITIONS)

| Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------|--------|--------|--------|--------|--------|-------|
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

OTHER (REFER TO THE FUNDER'S TERMS AND CONDITIONS)

| Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------|--------|--------|--------|--------|--------|-------|
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

TRAVEL (REFER TO THE FUNDER'S TERMS AND CONDITIONS)

| Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--------------|--------|--------|--------|--------|--------|-------|
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| Total | - | - | - | - | - | - |

Principal Investigator

Name _____

Date _____

I agree that the above complies with NUIG and the
Funder's Terms and Conditions

Research Accounts Contact

Name _____

Date _____