

# Instructions for the Submission of Research Projects to CL:AIRE

## Introduction

CL:AIRE does not fund research *per se*, but can provide access to contaminated sites on which research can be carried out. It is expected that most research proposals will have been developed in accordance with the requirements of specific funding bodies; however, CL:AIRE has developed an application process to expedite the evaluation of proposals and for matching research to appropriate sites.

The remainder of this document deals with the application and submission.

## The Application

No limit has been set to the length of application, however it should be both detailed and concise. The application is divided into the following 3 sections:

- Section 1: key information
- Section 2: project information
- Section 3: site requirements

All sections must be completed by the applicant, unless stated otherwise.

### 1.0 Key Information

This section provides basic contact information about the researcher(s) and general information about the project.

- *Project number:*(to be completed by CL:AIRE)
- *Principal investigator:*
- *Current post & period held:*
- *Name & address of Institution and Department:*
- *Tel No; Fax no; E-mail address:*
- *Co-applicant(s) and position held:*
- *Name & address of Institution and Department:*
- *Project Title:* (20 words or less)
- *Project Abstract:*(100 words or less)
- *Describe the elements of this project that are innovative*
- *Describe the regulatory licensing requirements for this project*
- *Describe the principal benefits of this project*
- *Cost of the research per annum and total value*
- *Project duration in months*
- *Proposed start date*
- *Status of funding*

### 2.0 Project Information

This section provides specific details about the project and the qualifications of the researcher(s)

- *Summary of annual funding broken down as to Staff, Travel & Subsistence, Consumables, Exceptional Items, Equipment, Indirect Costs, CL:AIRE Facility cost, Total Costs:*
- *Attach 1 page Curriculum Vitae of principal investigator and co-applicant(s):*
- *Description of the Research Project:*

Applicants should provide a concise description of their project addressing the following points:

1. How does the project meet CL:AIRE's objectives?

2. Does your work fit with the CL:AIRE Research Strategy (described in the *Priorities for Technology Demonstration and Research* document)?
3. Underlying rationale and scientific and technological issues being addressed including: degree of innovation, by reference to state of the art in UK, Europe and Worldwide; and feasibility, by reference to previous work carried out by yourself and others.
4. Project aims and objectives
5. Describe your project in terms of: the size of the problem and how your research will help towards tackling these and the benefits that the project will provide to others (ie cost/benefit, or ideally risked cost benefit if possible).
6. Methodology and approach (identify protocols, sampling locations and frequency of sampling, analytical methods etc where applicable. Identify other processes that may result in contaminant loss and describe how your work plan will quantify these losses.)
7. Sustainability: Please describe any parts of your project where you are endeavouring to measure sustainability aspects (e.g. vehicle movements; carbon emissions; reuse of materials)
8. Practicability: Please give details on how your project will work with or address the following: specific site conditions required (including ground conditions and nature and extent of contaminants required); variable form of the contaminants (concentration, physical/chemical form, association); potential interferences from other contaminants; the site context (e.g. sample design, sampling and analytical protocols, measurable changes, clear objectives); likely health, safety, and environmental impacts, regulatory issues.
9. Project Management procedures: Please give details on the following: Identify the management structure for the project (including reporting requirements); clearly allocate roles and responsibilities of project team; detail experience and skills that the project team has to undertake and any practical experience that the project team has to deal with logistics and problems of a field trial; detail the track record that the project team has in delivering similar types of projects.
10. Anticipated outcomes
11. Project reporting and dissemination of the results
12. Project schedule (identify milestones, review points and output dates)

- *Discuss the risks involved with the project under a worst case scenario.*

### **3.0 Site Requirements**

This section describes the specific site requirements that the researcher(s) will need to successfully carry out their research.

- *CL:AIRE site number:* (to be completed by CL:AIRE)
- *State preferred geographical location of the site:*
- *State preferred contaminant conditions:* (refer to nature, general concentration and distribution of contaminants, and general level of site characterisation required)
- *State preferred site conditions:* (refer to requirements for access, site security, field/office buildings, electricity, water, etc.)
- *State preferred ground conditions (including depth to groundwater):* (refer to natural or made ground, drainage, geology and hydrogeology)
- *State timing requirements:* (refer to start date, completion date, no. and timing of visits to the site)

### **Submission**

Applicants are encouraged to discuss any questions they might have with the CL:AIRE Project Team regarding the proposal application prior to submitting. This will help to avoid returning or otherwise altering the proposal and will result in quicker assessment. Applicants can contact CL:AIRE at the following number: **Tel: 0207 299 4250**

Proposals will be evaluated by the CL:AIRE Technology and Research Group, typically within 4 weeks, and a full copy of their evaluation form can be downloaded from [www.claire.co.uk](http://www.claire.co.uk).