

Royal Society Partnership Grants scheme

Stage 2 checklist

The checklist below details all the information you will need to successfully complete Stage 2. Sections 1 – 3 of the application form will have been completed in Stage 1 and the information will automatically pull across to your Stage 2 form.

Remember to complete Stage 2, your STEM partner and head teacher must complete sections of the form. If you are the lead applicant and also the head teacher at your school, please ask a deputy to complete the head teacher section.

Please email education@royalsociety.org with any questions.

Section 4: Participants

For the Partnership Grants scheme, it is important as many students as possible are given the opportunity to take part in the research. If there will be a selection process involved or only a small number of students can be involved we recommend providing some simple detail about why that is the case.

- Will there be a selection process to choose the students taking part? If yes, you will be asked to provide some detail about this.
- The total number of students at your school.
- The number of students who will be impacted by the project.
- The number of students impacted by the project who will be taking part in the core investigative work and regularly interacting with the STEM partner.
- The name and job title of a second staff member at the school who can take over as lead applicant if under any circumstance you are no longer able to act as lead.
- If other schools are going to be involved, and if yes details about how this will work.

Section 5: planning

This is the key part of the application so we encourage you to spend time on this section. There is a separate guidance document available specifically for this section titled "Project planning guidance".

- Confirm the submission deadline you are aiming for (end of April 23, end of June 23, end of November 23 or end of February 24).

- Confirm the term you plan to start your project in (Autumn term Oct 23 onwards, Spring term January 24 onwards, Summer term April 24 onwards). There must be at least one term between submitting your application and starting your project.
- How many terms your project will run for.
- Simple details about any additional STEM partners you will be working with.
- You will be asked to complete a simple table to show your project plan. The table asks you to select the project element (project kick off meeting, background research session, careers talk from your STEM partner, investigation, project presentation, data handling and evaluative session or other) and then detail what the students will be doing, how the STEM partner will be involved and what equipment is needed for that element. There is a separate guidance document for this part of the application form titled "Project planning guidance".
- How you will share the work carried out through your project and what the legacy will be.

Section 6: project costs

The key when completing this section is that everything is clearly needed for the project. The majority of the funding should be used to purchase equipment but some funds can be used to pay for teacher cover, STEM Partner travel and attendance at CPD if this relates to the project.

- If you are applying for a £1,500 or £3,000 grant.
- Complete a budget table showing what you will be purchasing. If your required spend does not total £1,500 or £3,000 then additional funds can be used to support legacy activities.

Section 7: lead application declaration

- This section is for you as lead applicant to sign.

Section 8: collaborating applicant declaration (STEM partner)

- Your STEM partner must complete this to confirm they support the project.

Section 9: head teacher/ principal support

- Your head teacher (or deputy if you are the lead applicant and head teacher) must complete this. They will need to provide a statement of support.