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 of your school, please ask a deputy to complete the head teacher section.

Please email education@royalsociety.org with any questions.

Section 4: participants

☐ Which students will be taking part in the project and how will you ensure diversity? If you will have to select students rather than involving whole classes make sure you have thought about how this selection will take place and how it will enable the widest range of students to engage.

☐ The number of students involved. This can be an estimate and we do not need to know the individual students.

☐ The total number of students at your school

☐ If other schools are going to be involved, you will need to provide details about which schools and how this will work.

Section 5: planning (This is a key section of the application form so do ensure you invest time to complete this section).

☐ When will your project start and end? You will be asked to provide a specific date but this can be an estimate. Please remember that your start date cannot be until the next academic year.

☐ You will need to identify another member of staff from your school who can act as lead teacher if you are no longer available to run the project. This staff member does not need to contribute to the form but you need to include their name and job title in the application form.

☐ Identify what the overall aim is for your project.

☐ Think about the ways your students will benefit from the project and the key skills they will learn.

☐ Identify how the scientific method will be used during your project. More guidance about the scientific method can be found on this webpage.

☐ Pull together a timeline for your project. This should show when key elements of your project will be run and which parties will be involved. The more detail you can provide in your timeline the better.

☐ What will the legacy of your project be? This is an important part of your application. This could be repeating the project with different year groups, other schools etc.

Section 6: project costs

☐ You will need to provide an itemised, costed list. If you plan to buy multiple of the same item, they do not need to be listed individually but you need to make sure it is clear how many of the item you are buying.

☐ For any individual items over £200, make sure you have a quote ready to attach to your application. This could be a quote from a supplier or a screenshot of a webpage.

☐ Can you clearly justify everything in your budget? Is everything clearly needed for the successful running of your project?

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.