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# RAI UK Responsible AI Skills Project

## Responsible AI Skills Project Proposal Form

This form is only for projects that seek to contribute to the RAI UK Skills Programme. Please see the call document for further details on the scheme.

All proposals must be formatted as per this document: 11pt Arial, single line spacing, 2cm margins. Do not include this cover page in your submission.

## RESPONSIBLE AI SKILLS PROJECT TITLE

## PROPOSED START DATE & PROJECT DURATION

Successful projects must begin by 01 September 2024 and are expected to last between 6-12 months.

## PROJECT TEAM

Introduce your team and briefly explain the **roles on the project** and **expertise/track record** relevant to the proposed project.

Please state briefly how your proposal meets our **requirements** and indicate where members of the team are **early career researchers**. Please indicate any members of your team who are part of the RAI UK team.

Include a contact email address for the Main Contact*.* (1 page max).

## SUMMARY

Please include an accessible summary for publishing on the RAI UK website. The summary should be suitable for researchers, external partners, funders and an informed public. (100 words max)

## ALIGNMENT TO RAI UK

Please explain how your project proposal relates to the **vision of the RAI UK Programme** and indicate which of the **Skills Programme Pillars** the project aligns with (200 words max).

|  |  |
| --- | --- |
| ***Skills Programme Pillars*** | |
| National responsible AI skills frameworks |  |
| Upskilling/reskilling within or across industries/sectors, schooling with a focus on responsible AI |  |
| Raising public awareness of responsible AI |  |
| Addressing equity and disadvantage in AI through education. |  |

## OBJECTIVES

Please provide a list of specific objectives (200 words max).

## RESPONSIBLE AI SKILLS RESOURCE OUTPUTS

Please outline the open educational resources that this project will deliver and describe the format, intended audience and expected learning outcomes. (200 words max).

## PROJECT PLAN

Please describe the proposed project and its context. (3 pages max, excluding references).

This should include:

* Project aims
* Activities / methods to achieve the aims (for example in the form of work packages)
* Participants, communities and partners involved in the project
* Learning design of responsible AI skills resource outputs
* Milestones, risk mitigation

## RESPONSIBLE RESEARCH & INNOVATION

The RAI UK programme is committed to ensuring [RRI](https://bit.ly/3mG7gPS) is central to all impact and/or research activities we undertake. Please briefly describe how you have already, and how you will continue to embed responsible innovation, including how you will promote opportunities for reflection on RRI principles and which tools and frameworks you plan to incorporate within the scope of the project (200 words max).

## EQUALITY, DIVERSITY & INCLUSION

Central to our vision for the RAI UK programme is the desire to ensure our research is inclusive through its intention, design, and consideration of societal implications as described in our [EDI framework](https://www.rai.ac.uk/edi-framework).

Please outline any EDI considerations that have arisen, and might continue to arise from your project, and how you plan to mitigate the impacts (200 words max).

## TRUSTED RESEARCH

*Please outline the outcomes of the* [*Trusted Research checklist*](https://www.npsa.gov.uk/system/files/Trusted%20Research%20Checklist%20for%20Academia_0.pdf) *here. If there are any issues please describe the mitigation process you will follow, particularly If you are planning to bring international collaborators (e.g., industry or academic partners).* ***Note that based on the answers to this checklist, you may need to escalate this within your institution or department for a decision*** *(200 words max).*

## PROJECT PARTNERS

Please introduce the partners involved with your project, outlining their roles in co-creating the project outputs and plans for their continued involvement, how the project addresses challenges they face and how they will benefit, and the financial or in-kind contribution they will make to the research (200 words max).

## REFERENCES

*Include your references here.*

## JUSTIFICATION OF RESOURCES

Please justify all resources requested, explaining why the resources requested are appropriate for the proposed research. *Project co-leads from outside the UK and from non-academic organisations may be included for* ***up to 30% of the total Full Economic Cost (FEC) of the project****. The time of these partners can be listed under ‘Exceptions’ and* ***will be funded at 100% FEC.***

***Non-capital equipment over £10,000 in value (including VAT) is only available in exceptional, well-justified circumstances.*** *Items of equipment and consumables should be in the Other Directly Incurred Costs heading.* Note that any deviations from the spending profile beyond 5% is not allowed (any underspend will not be refunded nor any overspend allowed). No-cost extensions will not be allowed. (500 words max).

## BUDGET

*Please provide* details *of the budget requested for your project. We encourage you to make use of Researcher Co-Investigator for ECR leads. Where Directly Allocated Investigators are already named on RAI UK, please indicate the time an individual will spend on this project but enter cost as zero.*

*A flat spend profile is assumed. If this is not the case, please provide further details of the spend profile over the life of the project.*

**Summary of Resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund heading** | **Category** | **100% fEC** | **80% fEC** |
| Directly Incurred | Researcher(s) |  |  |
| Researcher Co-Investigator(s) |  |  |
| Travel and Subsistence |  |  |
| Other Costs |  |  |
| **Sub-total** |  |  |
|  | | | |
| Directly Allocated | Investigator(s) |  |  |
| Estates |  |  |
| Other Directly Allocated |  |  |
| **Sub-total** |  |  |
|  | | | |
| Indirect Costs | Indirect Costs |  |  |
|  | | | |
| Exceptions | Exceptions |  |  |
|  | | | |
| **TOTAL** | |  |  |

**Directly Incurred Staff**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Name** | **Institution** | **Start date** | **Period on project (months)** | **% FTE** | **100% Cost (£)** | **80% Cost (£)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |

**Directly Allocated Staff**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Name** | **Institution** | **RAI UK Co-Investigator (Y/N)** | **% FTE** | **100% Cost (£)** | **80% Cost (£)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** |  |  |

**Travel and Subsistence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination and purpose** | | **100% Cost (£)** | **80% Cost (£)** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **TOTAL** |  |  |

**Other Directly Incurred Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | | **100% Cost (£)** | **80% Cost (£)** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **TOTAL** |  |  |

**Exceptions**

|  |  |  |
| --- | --- | --- |
| **Description** | | **100% Cost (£)** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **TOTAL** |  |