PANMURE HOUSE PRIZE- SUBMISSION CHECKLIST

Use this checklist to make sure you are eligible and have everything ready before starting your application.

If your institution uses MS Forms you may be able to save and return to this later, however if your institution has certain restrictions in place, you may not be able to save progress as you move through the form. Please ensure that you have everything you need before you start your application.

Key Dates
☐ Applications open: Monday 23 February 2026
☐ Applications close: Tuesday 28 April 2026, 17:00 (BST)
Late submissions cannot be accepted.

Check Your Eligibility
Before applying, please confirm that:

☐ You are affiliated with an academic institution
☐ You are not affiliated with Heriot-Watt University
☐ Your research relates to long-term thinking in connection with:
- Innovation
- Finance
- Social, economic, or cultural change

☐ You already have a body of research or results to share as part of your application
☐ You are able to submit your application in English

Researchers from all disciplines and career stages are welcome. We particularly encourage applications from early-career researchers (3–15 years post-PhD) and interdisciplinary scholars.

Institutional Support
You must have institutional approval **before** submitting your application and will need to ensure:

☐ You have discussed your application with a **relevant institutional authority** (e.g. Head of Department, Head of School, Dean, Head of Research)
☐ You have a **written reference of support** from this authority

☐ You have shared the **Prize Award Terms & Conditions** and **Communications Appendix** with your institutional contacts
☐ You have identified three institutional contacts

INFORMATION YOU WILL NEED TO COMPLETE THE FORM

Applicant Details
Have the following details ready to copy into the application form:

- Preferred Title (Dr, Professor, etc)
- First Name(s)
- Last Name
- Job Title
- Institution
- Country of residence
- Email address
- Confirm email address
- Link to professional website, institutional profile or LinkedIn profile (if available)
- ORCID iD (if available)

Application Responses Prepared
You will be asked to respond to questions on:

☐ Why your research qualifies for the Panmure House Prize
☐ The originality or innovative nature of your research contribution
☐ The practical application and real-world impact of your research
☐ How your work contributes across disciplines. The Prize is given in the spirit of Adam Smith and his interdisciplinary approach
☐ How your research offers an innovative contribution to ongoing research

Preparing draft responses in advance is strongly recommended. Responses to specific criteria questions are limited to approximately 300 words (max 2,000 characters). The form will prevent entries that exceed the character limit.

Institutional Support
Have the following details ready to copy into the application form:

☐ Confirmation you are affiliated with an institution, and you have discussed and have approval for your submission.
☐ Contact details for three senior institutional representatives:
- Senior university administrator who can agree legal terms
- Alternate senior administrator
- Senior communications colleague

Documents (PDF Format Only)
After completing the MS Forms submission, you should then proceed to the secure, confidential Dropbox file-upload area.

Please ensure the following documents are prepared **in advance** and saved as PDFs. Each document should be saved with your name and the document, for example [last name, first name_CV, last name, first name_Reference]. Dropbox may block duplicate filenames.

☐ Curriculum Vitae (Narrative CVs encouraged, e.g. R4RI or similar format)
☐ At least one and up to three examples of your work, articles, research articles including title, DOI, publisher, year and link
☐ Written institutional reference of support

Only PDF files are accepted. Word documents, JPEGs, or other formats cannot be uploaded.

FINAL CHECKS BEFORE SUBMITTING

☐ You have allowed enough uninterrupted time to complete the form (application may not be able to be saved and returned to at a later time)
☐ You have submitted your documents to the Dropbox link.
☐ All required fields (*) have been completed
☐ You are happy that no changes can be made after submission
☐ You are ready to submit before the deadline

After submitting, you will receive an automated on-screen acknowledgement. If you do not receive confirmation, or are unsure your application was received, please contact us via panmurehouse@hw.ac.uk.