|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Office use** | Code: |  | Note: |  | | | | |  |
|  |  |  | | |  |  |  |  |  |
|  |  |  | | |  |  |  |  |  |
| **NICHS Research Grant Application Form 2024-25** | | | | | | | | | |
| **Applicants are advised to refer to:**   * guidance notes * NICHS’s Strategic Plan   **These are available in the application pack:**  [application pack (nichs site)](https://nichs.org.uk/research-policy/research/research-application-process/how-to-apply-to-the-srg-programme)  **Closing date**  4pm, Monday 19th August 2024.  No application will be accepted after this point.    **Queries and returned applications:**  [scathcart@nichs.org.uk](mailto:scathcart@nichs.org.uk) | | | | | | | | | |
|  | | | | | | | | | |

**Application starts on next page.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** | You and your team | |  |
|  |  | |  |
| **1.1** | PI & alt PI details | |  |
|  | | **Principal Applicant / PI\*** | **Co-applicant named as Alt PI\*** |
| Title | |  |  |
| Forename | |  |  |
| Surname | |  |  |
| Institution | |  |  |
| Address | |  |  |
| Email | |  |  |
| Tot. hrs you will allocate to the study | |  |  |
| Telephone | |  |  |

|  |  |  |
| --- | --- | --- |
| **1.2** | Co-applicant (“co-app”) details |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Forename** | **Surname** | **Institution** | **Email address** | **Hours allocated** |
| co-app 1 |  |  |  |  |  |  |
| co-app 2 |  |  |  |  |  |  |
| co-app 3 |  |  |  |  |  |  |
| co-app 4 |  |  |  |  |  |  |
| co-app 5 |  |  |  |  |  |  |
| co-app 6 |  |  |  |  |  |  |
| co-app 7 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Section 2** | Curriculum vitae |
| I have included CVs / endorsements for all named members of the research team, as outlined in the application guidance. | | |  |

|  |  |
| --- | --- |
| **Section 3** | Summary of project |

|  |  |
| --- | --- |
| 3.1 Study title |  |
| 3.2 Abstract (Max 250 words) | Max 250 words |
| 3.3 Proposed start date |  |
| 3.4 Proposed duration (months) |  |
| 3.5 Total amount requested £ |  |

|  |  |
| --- | --- |
| **Section 4** |  |
| Details of new staff | |

|  |  |
| --- | --- |
| **4.1** | New staff to be employed on the project (see notes) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Type of staff – see notes (e.g. research, technical, other)** | | | **Grade** | | **Start pt on scale** | | | | **Incremental date** | | | **Starting salary** | | | **Other allowances** | **Combined superann & Nat.Ins.** | | | | **Hrs per week spent on study** | | |
| 1 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 2 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 3 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 4 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 5 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 6 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
| 7 |  | | |  | |  | | | |  | | |  | | |  |  | | | |  | | |
|  | | |  | | | |  |  | | |  | | |  | |  | |  |  |  | |  |  |
| **4.2 Effort %** | | | **4.3 Cost of post (by year) £** | | | | | | | | | | | | | | | | | | | | |
| **Staff** | | **%** | **Year 1** | | **Year 2** | | | | **Year 3** | | | **Year 4** | | | **Total cost** | | | | | | | | |
| 1 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 2 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 3 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 4 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 5 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 6 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |
| 7 | |  |  | |  | | | |  | | |  | | |  | | | | | | | | |

**Section 5**

Consumables

5.1: Add new table row for each item

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5.1 Description of consumables** | | | | | **COST £** | |
|  | | | | |  | |
|  | | | | | | |
| **5.2 yearly costs** | Year 1 | Year 2 | Year 3 | Year 4 | | **TOTAL** |
| Total annual costs £ |  |  |  |  | |  |

|  |
| --- |
| **5.3** Justification of costs for consumables. |
| max 500 words |

**Section 6**

Travel expenses

6.1: Add new table row for each item

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Destination (e.g UK, Ireland, other)** | **brief description of reason for journey** | **No. Journeys** | **No. Days** | **Fare / Mileage** | **Subsistence** | **fee** | **Cost £** |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6.2 yearly costs** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **TOTAL** |
| Total travel annual costs £ |  |  |  |  |  |

|  |
| --- |
| **6.3** Justification of travel expenses (max 500 words) |
| max 500 words |

**Section 7**

Exceptional items applied for

7.1: Add new table row for each item

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7.1 Description of exceptional item(s)** | | | | | **COST £** | |
|  | | | | |  | |
|  | | | | | | |
| **7.2** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | | **TOTAL** |
| Total annual costs £ |  |  |  |  | |  |

|  |
| --- |
| **7.3** Justification of costs for exceptional items (max 500 words) |
| max 500 words |

**Section 8**

Ethical & other considerations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |  |
| **8.1** | Does your study require ethical approval? |  | è give details |  |  |
|  |  |  |  |  |  |
| **8.2** | Will you have approval in place by your proposed start date? |  |  |  | è give details |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please provide additional details below: | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **8.1a** |  | | | | | | | |
| **8.2a** |  | | | | | | | |

|  |  |
| --- | --- |
| **8.3** | Please outline any other steps you have taken to protect and promote the interests of service users / patients in your study |
|  |  |
|  | |
|  | |
| **8.4** | Please declare any interests – for everyone named on the application – that you feel give rise to a potential conflict in making this application. How do you plan to manage these? |
|  |
|  |  |
|  | |

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| --- | --- |
| **Section 9** | Commercial & third-party interests |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | **Yes** |  | | | **No** |
| **9.1** | Will elements of the research be subcontracted to / involve third parties? | | | | | | |  | è give details | | |  |
|  |  |  | | |  |
|  |  | | | | | | |  |  | | |  |
| **9.2** | Are there any commercial companies involved or in partnership in relation to this research? | | | | | | |  | è give details | | |  |
|  |  |  | | |  |
| Please provide additional details below: | | | | | | | | | | | | |
|  | |  |  |  |  |  |  | | |  |  | |
| **9.1a** | |  | | | | | | | | | | |
| **9.2a** | |  | | | | | | | | | | |

**Section 10**

Proposed investigation

|  |
| --- |
| **10.1 description of proposed study (word limit 2500 words)** |
| Max 2500 words – see notes |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Yes** | **No** |
| **10.2** | Can you show your study is novel? | | | | | |  |  |
|  |  | | | | | |  |  |
| **10.3** | Have you conducted a review of the current literature or similar in establishing the need for your study? | | | | | |  |  |
|  |  |  |
| **ê** |  | | | | | |  |  |
| * If you answered **yes**, please provide additional details, include reference(s) and key conclusions made * If **no**, provide justification, and clearly outline how you established the need for your study. | | | | | | | | |
|  |  | | | | | |  |  |
|  | | | | | | | | |
|  |  | | | | | |  |  |
|  |  |  |  |  |  |  | **Yes** | **No** |
| **10.4** | Have you taken advice from a statistician in developing your application, or is there one on your team? | | | | | |  |  |
|  |  |  |
|  |  | | | | | |  |  |
| **10.5** | Have you taken advice from someone suitably qualified in design & methodology in developing your application? | | | | | |  |  |
|  |  |  |
| **ê** |  | | | | | |  |  |
| * If you answered **yes**, please provide additional details. * If you answered **no**, please provide justification. | | | | | | | | |
|  |  | | | | | |  |  |
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| --- | --- |
| **10.6** | Please outline how this research project relates to the current NICHS research strategy? |
|  |  |
|  | |
|  | |
| **10.7** | Please describe the potential short-term impacts, and beneficiaries, that will be directly attributable to the project. |
|  |  |
|  | |
|  | |
|  | |
| **10.8** | Please describe the potential longer-term impacts, and beneficiaries, that will be directly attributable to the project. |
|  |  |
|  | |

**Section 11:**

Plain English summary of your study

**11.0 Glossary**

add row as needed for each glossary item.

|  |  |
| --- | --- |
| Scientific / technical term | Plain English explanation |
| Add row for each new item |  |

|  |
| --- |
| **11.1** What’s your study about? |
| Max 250 words |
|  |
| **11.2** What is known already about the research question and what will this study add? |
| Max 250 words |
|  |
| **11.3** How will you carry out your study? |
| Max 250 words |
|  |
| **11.4** Who are the target population? |
|  |
|  |
| **11.5** What is the size of this population? |
|  |
|  |
| **11.6** How will they benefit, and when? |
| Max 250 words |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **11.7** What are your main outcomes and potential impact of your study?? | | |  |  | | **1** |  | | **2** |  | | **3** |  | | **4** |  | | **5** |  | | | |
| **11.8** |  | NICHS research programme is funded 100% by public donations – why should NICHS use public money to fund your study? |
|  |
|  |  |
|  | | |

**Section 12**

Related applications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |
| **12.1** | Has this application previously been submitted to NICHS for funding? |  | è give details |  |
|  |  |  |  |
|  |  |  |  |  |
| **12.2** | Is this application for follow-on / continuation funding? |  | è give details |  |
|  |  |  |  |  |
| **12.3** | Is this application or a related application being submitted elsewhere? |  | è give details |  |
|  |  |  |  |
|  |  |  |  |  |
| **12.4** | Has it previously submitted elsewhere? |  | è give details |  |
|  |  |  |  |  |
| **12.5** | Are you applying based on a partnership funding model? |  | è give details |  |

|  |
| --- |
| Please provide additional details below: |

|  |  |
| --- | --- |
| 12.1a |  |
| 12.2a |  |
| 12.3a |  |
| 12.4a |  |
| 12.5a |  |

**Section 13**

Personal & Public Involvement (PPI)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |
| **13.1** | Has there been PPI in the design of this research proposal? |  | è give details |  |
| **13.2** | Has there been PPI in the development of this application? |  | è give details |  |
| **13.3** | Will there be PPI in the planning and delivery of this research? |  | è give details |  |
| **13.4** | Will participating in this research directly benefit those taking part? |  | è give details |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 13.1a |  |
| 13.2a |  |
| 13.3a |  |
| 13.4a |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |
| **13.5** | Will you require involvement of NICHS service users in your study? Please provide additional details below: |  | è give details |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 13.5a |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |
| **13.6** | Have you contacted the relevant department/team in NICHS to discuss whether this is feasible? Please provide additional details below: |  | è give details |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 13.6a |  |

**Section 14**

Project Management

|  |  |  |
| --- | --- | --- |
| **14.1** |  | **Management plan.** |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **14.2** |  | I have provided a Gantt chart describing project milestones, activities, and key deliverables, as outlined above |  |
|  |  |  |

**Section 15**

Dissemination

|  |  |
| --- | --- |
| **15.1** | Please describe your plans for disseminating your progress and results, and how you will promote NICHS’s work? (Please include your dissemination plan) |
|  |  |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |
| **15.2** | Will you share your results on open access platforms? |  | è give details |  |
| **15.3** | Will the study be registered on publicly available database(s)? |  | è give details |  |
| If you answered yes to either of these Qs, please provide additional details below: | | | | |

|  |  |
| --- | --- |
| 15.2a |  |
| 15.3a |  |

**Section 16**

Suggested peer reviewers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Forename** | **Surname** | **Job title** | **Institution** | **Email address** |
| Reviewer 1 |  |  |  |  |  |  |
| Reviewer 2 |  |  |  |  |  |  |
| Reviewer 3 |  |  |  |  |  |  |
| Reviewer 4 |  |  |  |  |  |  |
| Reviewer 5 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Please outline any potential conflict of interest** | | | | | |
| Reviewer 1 |  | | | | | |
| Reviewer 2 |  | | | | | |
| Reviewer 3 |  | | | | | |
| Reviewer 4 |  | | | | | |
| Reviewer 5 |  | | | | | |

**Section 17**

Institution/Authority

|  |  |  |
| --- | --- | --- |
| **17.1** |  | Institution/Authority contact details |

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Job title |  |
| Institution |  |
| Contact address |  |
| Email address |  |
| Contact telephone |  |

|  |  |  |
| --- | --- | --- |
| **17.2** |  | Addresses at which work will be carried out |
|  | | |
|  | | |
|  | | |
|  | | |

**Section 18**

Institute Declaration

**This application must be submitted by /through the**

1. Head of Department and
2. The Chief Financial Officer of the Health Trust, University or other organisation who will be responsible for administering any grant that may be awarded.

**Each must sign the following declaration:**

I confirm that I have read this application and that, if granted, the work will be accommodated and administered in the Department/Institution in accordance with the conditions in the notes “Research Conditions for Grant Holders”. The staff gradings and salaries quoted are correct and in accordance with the normal practice of this Department/Institution and account has been taken of anticipated cost of living increase and employer’s contributions.

|  |  |  |
| --- | --- | --- |
|  | **Head of Department/Institution** | **Chief Financial Officer** |
| Title |  |  |
| Forename and surname |  |  |
| Department/Institution: |  |  |
| Address: |  |  |
| Date |  |  |
|  |  |  |
| Signature |  |  |

**Section 19**

Checklist and PI signature

|  |  |  |  |
| --- | --- | --- | --- |
| **19.1** |  | Institute Declaration has been completed and signed |  |
|  |  |  |  |
| **19.2** |  | In ticking this box, you, as Principal Applicant, confirm that the information given on this form is complete and correct, that you will be actively engaged in this research and responsible for its overall management, if successfully funded. |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **PI signature** |  |