This is a template to assist with completing the online application form. It cannot be submitted as a Word document as the application **must** be submitted online. The content **can** be copied onto the online form.

NETSCC REALMS Application Support Form for Stage 2 applications only

Stage 2 application

**Programme**

Defaults to the programme you are applying for

**Call**

Defaults to the call you are applying for

**Add New Ticket**

The ‘Add New Ticket’ button towards the top of the screen can be used to raise a support ticket if you have any questions relating to the call or completion of the online application form.

Summary information

|  |  |  |
| --- | --- | --- |
| **Contracting Organisation / Add new Contracting Organisation** | | The contracting organisation must be selected from our current list. New organisations not listed can be added and submitted for approval. |
| **Research Title** | Your full project title (Limit 300 characters) | |
| **Research Type** | | Primary/Secondary/Evidence Synthesis |
| **Start Date (Month & Year)** | | Start date must be in the future and on the first of the month. |
| **Research Duration (months)** | | Add content here |
| **End Date** | | End date is automatically calculated from start & duration dates for you |
| **Total Research costs**  **(not including NHS support & treatment costs)** | | Figures automatically pulled through from detailed budget section. |
| **Total NHS Support costs** | | Figures automatically pulled through from detailed budget section. |
| **Total NHS Excess Treatment Costs** | | Figures automatically pulled through from detailed budget section. |
| **Total Non-NHS Excess Treatment Costs** | | Figures automatically pulled through from detailed budget section. |

**Application History / Previous Submissions**

**Previous Submissions (to be completed by Lead Applicant only)**

**Has this application, or a similar application previously been submitted to this or any other funding body?**

Select Yes or No as appropriate

If Yes is selected click Previous Submissions ‘+’ button and then select Subitted to ‘NETS Programmes’ or ‘Other Funder’.

If ‘NETS Programmes’is selected search for the relevant applications and complete the necessary information.

If ‘Other Funder’is selected complete the necessary information and submit once finished

**Application(s) Submitted to NETSCC programmes (since 1 April 2012)**

Any previous applications that you have submitted to NETSCC programmes since 1 Apr 2012 will be listed in this section. You have the opportunity to identify if they are relevant (yes/no) to this current application and to **Edit** information as described in the two questions below.

**Other Funders / Applications in Progress**

You can **Add** any applications in progress submitted to other funders in this section using the add facility.

**Required information**

| **Project Title:** | Limit 300 characters |
| --- | --- |
| **Funding Body:** | Limit 100 characters  e.g. NIHR, MRC, Other |
| **Funding Scheme:** | Limit 100 characters  e.g. Commissioned, Researcher-ed, NIHR Themed Call, etc. |
| **Application Reference Number:** | Limit 30 characters |
| **Application Type:** | Drop down selection: Expression of Interest, Outline, Full or Other |
| **Outcome:** | Drop down selection: Pending Decision, Funded, Not Funded, Provisionally Funded, Funded with Revisions |
| **Date of Outcome:** | dd/mm/yyyy |
| **Differences in Application**  **Required information** | Limit 1500 characters  Please indicate how your current research proposal differs from this previous application. |
| **If unsuccessful, please indicate why**  **Required information** | Limit 1500 characters |

Research team

**Lead Applicant Research Background**

|  |  |
| --- | --- |
| **Details of Lead Applicant**  Title  First Name  Surname  ORCiD | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons  **ORCiD ID:**  Please note: You and your co-applicants are required to obtain a free unique ORCiD ID number and update your REALMS user contact profile with this before you can submit your application. (see guidance notes / supporting information documents) |
| **Degrees and Professional Qualifications**  **Add or Edit Degree or Professional Qualification**  List your higher and professional qualifications. (Include subject, awarding body, class and date are mandatory items). | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons |
| **Add or Edit Organisation information**  Your organisation, job position and department.  Other affiliated orgnisations can be added via the ‘Other Organisations’ tab on the left hand side of the screen | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons |
| * **Address** * **Phone** * **E-mail** * **Web Address** | Where there is an entry in any of these fields please ensure it is marked as Primary. |
| * **Specify your (lead applicant) role in this research** * **Lead Applicant’s % FTE Commitment** * **Organisation** Select your primary Organisation for the purpose of this application * **Department** (Limit 100 Characters) | Add content here |

**Publication record**

(This question will also be present for Joint Lead / Co-applicants, as part of their collaborate task)

**Provide details of a MAXIMUM of 6 of your most recent / relevant publications (in the last 10 years) relevant to this application (using Vancouver or Harvard citation format**. If there are no recent / relevant pblicatons tick the box at the top to indicate this.Select from the list / add up to 6 publications as necessary (enter Title, Year, Citation and click ‘Create Publication’).

**Research Grants Held**

(This question will also be present for Joint Lead / Co-applicants, as part of their collaborate task)

**This should include research grants held (as a named applicant) currently or in the last 5 years– as well as any additional previous grants, relevant to this application. Please include who the grant is with and the amount of each grant.** If there are no relevant grants tick the box at the top to indicate this. Select from the list (including relevant grants pulled in from ORCiD) / add research grants as necessary (enter Title, Source, Grant Period, Amount, Currency). For each entry you should state the registration number, name of registry and the DOI of the main related publication. Where the study is still ongoing or final results have not yet been published, please provide an estimated publication date.

Research team

**Joint lead applicant**

**Does this application involve a Joint Lead Applicant?** Select Yes or No as appropriate

**Invite Joint Lead Applicant**

If Yes is selected click on the envelope button followed by the ‘**+’** button to add the Joint Lead Applicant’s information (and correct email address) and click **‘Save’** when done.

Once added and saved you will need to click on the **‘Invite’** button to invite the Joint Lead Applicant to accept their role and gain access to the application form (based on the Role read/edit access that you provided). The Joint Lead Applicant will received an email notification with clear links to follow.

**Co-Applicants (including joint lead applicant if applicable)**

| **Name** | Add content here |
| --- | --- |
| **Organisation** | Add content here |
| **Department** | Add content here |
| **Specific Role in this project** | Add content here |
| **%FTE commitment** | Add content here |
| **Contact Details / Email address** | You will need the correct email address (preferably their organisation one) so that they can accept participation and contribute to the application by logging into REALMS providing certain CV information and any other contribution to the application that you have agreed with them. |
| **Access rights** | Select from a drop down menu:  None, Read Only (Excl financials), Edit Access (Excl Financials), Edit Access (Incl Financials). |

**Patient / Service User or Carer Co-applicants**

**Are you a member of the public, patient/service user or carer?**

You **must** respond yes or no to this question

**If yes, please tell us about your knowledge, skills and experience that are relevant to this application. You are not required to provide a CV (i.e. list of publications and grants). Please read the guidance provided on information to include.** (Limit 1000 characters)

**Administrative Contact**

**Invite Administrative Contact**

This facility allows you to provide an alternative contact(s) who will also have access to the application but will not be able to submit it when complete. The Lead Applicant must submit the completed application and will still receive all emails automatically generated through the system.

If necessary click on the envelope button followed by the **‘+’** button to add an Administrative contact’s information (and correct email address) and click ‘Save’ when done. Once added and saved you will need to click on the **‘Invite’** button to invite the Administrative contact to accept their role and gain access to the application form (based on the Role read/edit access that you provided). The Administrative contact will received an email notification with clear links to follow.

Application details

**Scientific abstract and plain English summary**

**Scientific abstract**

The scientific abstract should be a clear and concise scientific summary of the Detailed Research Plan / Methods (Upload Document), with a limit of 3500 characters (approximately one side of A4), laid out using the (relevant and appropriate) headings below.

• Research question

• Background

• Aims and objectives

• Methods

• Timelines for delivery

• Anticipated impact and dissemination

(Limit 3500 characters)

**Plain English Summary of Research**

Information provided at Stage 1 will be pulled through to this section of the Stage 2 form and is editable.

See funding opportunity guidance

(Limit 3500 characters)

**Changes from first stage**

**Please list the feedback received at first stage and under separate headings indicate what has changed as a result.**

**Please describe and explain any additional changes that have been made to this proposal since the stage 1 application e.g. in the light of new research.**

**Please note, if you are submitting a one step, straight to stage 2 proposal please ignore this question as it is not applicable. If this is the case, please enter 'not applicable' in the box.**

(Limit 3500 characters)

**Patient & Public Involvement**

**Please describe how patients/service user, carers and the public have been involved in developing this proposal.**

See funding opportunity guidance

(Limit 3500 characters)

**Please describe the ways in which patients/service users, carers and the public will be actively involved in the proposed research, including any training and support provided.**

See funding opportunity guidance

(Limit 3500 characters)

**In rare cases where proposals do NOT involve patients/service users, carers and the public, clear justification must be provided.**

See funding opportunity guidance

(Limit 3500 characters)

**Management & Governance**

**Is Clinical Trials Authorisation required?**

Yes/No selection

**Does your project require ethics approval?**

Yes/No selection

**If yes, has ethics approval already been obtained?**

Yes/No selection

Detailed budget

**Detailed Budget Breakdown**

See funding opportunity guidance

**Justification of costs**

Please provide a breakdown of research costs associated with undertaking the research and provide justification for the resources requested. This should include the following costs: staff costs, travel and subsistence, dissemination costs, equipment (including lease versus purchase costs), consumables, patient and public involvement (PPI) and any other direct costs. [For help with estimating PPI costs please see the INVOLVE cost calculator.](http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/)

Uploads

**Detailed Research Plan**

**Detailed Research Plan (Upload Document)**

See funding opportunity guidance

**Format**

Your Detailed Research Plan upload should:

* have a font size of 11 Arial
* not exceed 20 A4 pages
* have a header containing your allocated project reference number if known
* have a footer showing your page numbers
* be converted to a **.PDF** version before uploading it

Broadly, the Detailed Research Plan uploaded document should follow the format provided in the funding opportunities guidance document.

**Upload Checklist**

See funding opportunity guidance.

You will find a list of uploads that should accompany your application at this stage. You must, at least, upload any document that has a Yes in the Required column and also any other document requested in the guidance notes for this funding opportunity. Select the type and select upload on the form. Further instructions on how to complete the upload are provided on screen as well as type of documents. Uploads in support of applications are limited to 2Mb per document uploaded.

Required application uploads are:

Attachment 1: Detailed Research Plan

Attachment 2: CTU support letter (if required / appropriate to the study)

Attachment 3: Flow Diagram (single side of A4)

Attachment 4: References (maximum 3 sides of A4)

Attachment 5: Logic Model (PHR Programme only)

Attachment 6: Schedule of Events Costing Attribution Template (SoECAT - if required / appropriate to the study)

There may be other requested documents e.g. cover letter, collaborative documents, as dictated by the specification of the call.

**Please do not attach any additional information as it will not be considered part of your application.**

Acknowledgement and conflicts

**Potential Conflicts**

Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have in undertaking this research, including any relevant, non-personal & commercial interest that could be perceived as a conflict of interest.

(Limit 2000 characters)

**Agreement to Terms and Conditions**

Acceptance Statement is: ’I have read and understood the terms on which I have been nominated as Chief Investigator for this proposal along with the associated documentation and accept this role.’

A link to terms and conditions is provided (see [Terms and conditions](https://www.nihr.ac.uk/documents/terms-and-conditions-for-use-of-the-netscc-mis/21719))**.** For further information about research roles please see funding programme guidance.

Checklist

**Checklist of information to include when submitting a NIHR Stage 2 research application**

Applicants should click the check boxes to indicate that they have included the necessary information

prior to submitting their application.

* Appropriate and relevant involvement of patients/service user, carers and the public
* A good quality Plain English Summary
* A clear description of team member roles and contribution
* A clear scientific abstract
* A clear description of the changes from first stage (if applicable)
* A flow diagram illustrating the study design / flow of participants (document upload)
* A full and accurate detailed budget breakdown
* A clear justification of costs / value for money
* References (maximum 3 sides of A4 - document upload)
* A clear Detailed Research Plan outlining the study design, methods, dissemination etc. (document upload)
* A CTU letter of support if required (document upload)
* The support and agreement from the necessary supporting roles / signatories
* A completed and approved SoECAT

Review and submit

**Validation Status**

Ensure all sections are complete before submitting your application form. By clicking on the ‘**Info Still Required’** button at the bottom of the screen you will be presented with a list of outstanding information (active hyperlinks) which if clicked on will direct you to the relevant question / field.