**NIHR Global Health Research Development Awards - Call 1**

**Single Stage Standard Application Form**

This Word template of the **Global Health Research Development Awards**application form can be used to assist applicants complete the online application form; it **cannot** be submitted as an application. Only applications submitted online via the RMS will be accepted, however, information can be copied from the Word template into the online application form.

Please note the following information and guidance is intended for applicants submitting a Global Health Research Development Award application.

There are a number of **online guidance prompts**(marked as a **?**) available to you throughout the online form to help you when completing an application. It is **strongly advised** that you also read the Development Award Guidance for Applicants, Application Form Guidance and Finance Guidance documents before completing your application.

Global Health Research (GHR) applications should observe the maximum word limits as indicated throughout the form. **Keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Project Plan) in such a way that they can be read easily by reviewers. Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the project plan but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Project Plan.' Images included in other sections will be removed from the application and not seen by reviewers. **The use of long passages of dense, unstructured text should be avoided**.

**The deadline for this call is Wednesday 15 May 2024 at 13:00 (UK time)**

Members of the team will need to register within the RMS first and then can be invited via email to participate as co-applicants and confirm their participation before the submission deadline. We would expect you to have consulted with any co-applicants before adding their details to the RMS. You will not be able to submit the application until co-applicants have confirmed their involvement.

**Please note that the lead and all co-applicants must manually add their own relevant publications to the application form using the ‘Applicant Publication Details’ section of the application.**

**Whilst confirming and approving an application can be done at any time during the submission of an application, you are strongly advised to do this well in advance of the deadline.**

**Please note that it will be the responsibility of the Lead Applicant based at the contracting institution to ensure that these tasks are completed in good time.**

**If you have any queries with your application, you can contact the NIHR Global Health team on +44 (0)*20 8843 8286*** **or by emailing*****ghrdevelopmentawards@nihr.ac.uk*** ***.***

# Section 1: Application Summary Information

**Programme**

To be auto populated by RMS, pulled from Round Information

**Call**

To be auto populated by RMS, pulled from Round Information

**Contracting Institution (which will administer any award):**

Please give details of the organisation who will be the contractor if the project is funded. This is the organisation where the Lead Applicant is employed.

**NOTE: If your organisation does not appear on this list, please contact the** **NIHR Global Health Team**

**Application title**

The application title should state clearly and concisely the proposed work to be undertaken. Any abbreviations should be spelt out in full.

Maximum 15 words

**Proposed start date if awarded funding**

The expected contract starting date for Development Awards Call 1 is prepopulated.

To be auto populated by RMS

**Duration (months)**

Ensure you include sufficient time to complete all aspects of the project including applications for regulatory approvals (where required) and the final report.

**End date**

Date field – to auto populate

**Total project costs**

Auto-populated text box numerical only

# Section 2: CV – Contracting Institution Lead Applicant

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed.

*To update your* ***CV*** *details, please 'Save and Close', select ‘****Manage My Details****’ and then ‘****Update My CV****’ from the left-hand menu.*

* *Applications must be led by a Principal Investigator (Lead Applicant) employed by an LMIC Higher Education Institution (HEI) or Research Institute.*

**Full name:**

**Position:**

**Department:**

**Institution:**

**ORCID ID:**

**Telephone No.:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Postcode:**

**Country:**

**Web Page:**

**Education**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Qualification** | **Subject** | **Country** | **Organisation** | **Class** | **Department** |
|   |   |   |   |   |  |  |  |

All information on this page is auto-populated from the ‘Manage my details’ section within the Lead Applicant’s RMS Portal account, which should be updated and edited prior to submission.

Please ensure that your role on this project and %FTE commitment information is detailed within the ‘The project team’ section.

# Section 3: Research Background – Contracting Lead and Co-applicants

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed to provide the required information.

To update your publications and grants select the 'Save and Close' button at the top of this screen then access the relevant left-hand menu toolbar.

* **To update publications**, select **My Research Outputs** from the left-hand menu.
* T**o update Grants and your general CV** Select **Manage My Details** then **Update My CV** from the left-hand menu.

 Once your CV is up to date:

* Select the relevant publications and grants using the green “+” icon.
* Use the delete icon (the red and white button) to remove a publication or grant from the list.
* Re-order each list by clicking and dragging the green arrow icon.

For further instructions please see [System Help](https://ccgt-ccf.cctechnology.com/Download.aspx?docTemplateID=df1b5775-2cbc-4f50-ad3b-a44b00ef40e3&nocache=637951227312695702). This document is also available from the bottom left of your screen or on the RMS login page.

**Publication record**

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).  Please use DOI reference numbers if needed.

Select and order what you consider to be your 6 most relevant publications to date (in the last 10 years):

Use the save button to save the selections.

**Add Publication...**

**Research grants held**

Please select 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, stating who the grant is with and the amount of each grant. For more information about resubmission of a research/trainee funding application, or joint funding please contact the appropriate NIHR research funding programme.

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

'Select ‘Yes’ or ‘No’ from the drop-down box to indicate whether this or a similar application has previously been submitted to this or any other funding body, including applications to other ODA-funded programmes such as Global Challenges Research Fund. For more information about resubmission of a research/trainee funding application, or joint funding please contact the appropriate NIHR research funding programme.

**Applications submitted to other NIHR programmes**

Where this application or a similar one has been submitted to this or another NIHR programme or elsewhere, please provide the necessary information.

We are keen to know if the application has been submitted elsewhere and you must be as open about this as possible. This includes but is not limited to, any facts that, should they come to light at a future date, would embarrass either the programme or the individual who withheld the fact (e.g. if a member of the team holds a patent or has a financial interest within the research area).

Failure to disclose accurately or fully will be considered by the programme as academic misconduct and treated accordingly. You should also include in this section information on whether this or a similar application has been submitted to any programme previously, or to any other funder including other NIHR programmes. You should name, and provide dates and outcomes of these. Please indicate whether you hold or have ever held an NIHR programme contract which has been terminated prior to completion, extended in time or in terms of funding.

Grid Reporting ID: SAF\_History\_Grid

**Title of previous application**

Provide the full title for the application.

100 words

**Name of Lead Applicant**

**Funding body to whom it was submitted**

Identify the organisation to which it was submitted previously.

**Funding scheme under which the application was submitted**

Identify the funding scheme to which it was submitted previously.

**The reference number of the previous application**

Provide the reference number for the application.

**Outcome**

**Please state the outcome date, if a decision is still pending.**

dd/mm/yyyy

**If unsuccessful, please indicate why.**

NOTE: You can also upload a copy of the relevant funding organisation assessment of the application and/or any pertinent reviewer comments/reports as part of the **Supporting Documentation** section

*300 words*

**Where a previous, related application was made, please indicate how this application differs from the previous application.**

Please summarise the key changes made to the application in response to the feedback provided.

*300 words*

# Section 4: The Project Team

Applications MUST be led by a Principal Investigator employed by an LMIC Higher Education Institution (HEI) or Research Institution.

**Specify the role of the Lead Applicant (contracting institution) in the project**

Explain, in addition to your role as Contracting Lead Applicant, the role that you will be undertaking in the project.

Also, Lead Applicants **must** provide details of all other institutional affiliations as part of the application. Please provide the details of all other institutional affiliations for the Contracting Lead Applicant here.

150 words

**%FTE**

Commitment: This refers to the percentage of your time that you will commit to this project. If you are funded as part of other NIHR projects that will be running concurrently your time must not exceed 100% overall.

NOTE: Full-Time Equivalent (FTE): percentage of full-time hours per week.

**Co-applicants**

Add details of all co-applicants and their specific role in the project. Do not include collaborators, who should be mentioned (if necessary) in the Project Plan section of the online application form.

ORCID

Please note that an ORCID account is a mandatory requirement for all co-applicants except for CEI co-applicants. Please ensure your account is up-to-date prior to submitting your application.

CEI representative

We encourage the inclusion of CEI co-applicants, where appropriate. Please include a clear description of their role and the reasons why a public co-applicant is joining the team.

 Co-applicants are those individuals with responsibility for the day-to-day management and delivery of the project. Co-applicants, including public co-applicants/CEI representatives, are considered part of the project team and are expected to share responsibility for its successful delivery. In contrast, collaborators normally provide specific expertise on particular aspects of the project but who do not share in the responsibility for the delivery of the project.

Allow sufficient time for your co-applicants to complete their sections of the online form **before** the application deadline.

NOTE: Team members will need to be invited *via* email to participate as co-applicants and both **confirm** and **approve** their participation before the submission deadline. Once a colleague has approved their participation, their CV details will populate the application; **the application cannot be submitted without them doing so**

*Please note completed CVs for all co-applicants are a mandatory requirement for submission and will be ‘pulled through’ into the application. To update these details, a co-applicant should please ‘Save and Close’, select ‘****Manage My Details****’ and then ‘****Update My CV’*** *from the left hand menu.*

**Forename(s)** Auto populated from the ‘Manage my details’ section

**Surname** Auto populated from the ‘Manage my details’ section

**Title:**

**Position:**

**ORCiD (Researcher ID):**

**Institution:**

**Department:**

**Address:**

**Post Code:**

**Country:**

**E-mail:**

**Phone number:**

**Web address:**

**Degrees and professional qualifications**:

All information in this box is auto populated from the ‘Manage my details’ section within the Lead Applicant’s RMS Portal account, which should be updated and edited prior to submission.

**Name of applicant**

**Please indicate if this co-applicant is a community representative**

Yes/No checkbox

*If yes*: Box only appears if “yes” is selected?

**We strongly encourage the inclusion of community co-applicants, where appropriate. Please include a clear description of their role in the team.**

**Co-applicants who are community representatives, patients or carers are not obliged to complete a standard CV but are required to provide a summary of any knowledge, skills and experience relevant to their role in the application.**

We recognise and value the varied perspectives that community representatives, patients and carers bring to a project as applicants. In this section, please provide a summary of any relevant knowledge, skills and experience that you will draw upon to contribute to this project.

This could include information about:

* Previous or present work (paid or unpaid) with any relevant organisations
* Links with any relevant groups, committees, networks or organisations
* Experience of particular health conditions, treatments, use of services, being a carer - or as a member of a particular community
* Knowledge and experience of research including previous research undertaken
* Knowledge and experience of community engagement and involvement
* Skills from any other roles that are transferable
* Relevant qualifications, training and learning

The bullet point list above is not exhaustive. Please include anything else that is relevant to the application.

*500 words*

**Specify role in project**

Each co-applicant should explain the role they will be undertaking in the proposed project, e.g. coordination and project management, communication activities, stakeholder engagement, analysis, methodological input etc. You have the opportunity to elaborate upon this further in the **‘Project Plan’** section.

*75 words*

**%FTE**

Commitment: This refers to the percentage of your time that you will commit to this project. If you are funded as part of other NIHR projects that will be running concurrently your time must not exceed 100% overall.

NOTE: Full-Time Equivalent (FTE): percentage of full-time hours per week.

# Section 5: Other supporting roles – signatories (electronic)

**Other supporting roles**

The following supporting roles from the Contracting Organisation must be added to the application:

● Director of Finance

● Head of Department or Senior Manager

**Electronic signatures**

On assigning these contacts an email will be sent to each of them by the system. They will be required to tick a check box indicating that they have read and understood the terms on which they have been nominated for this proposal and accept this role. Ticking this box constitutes an electronic signature of the supporting role for the full application.

At the time of adding the necessary supporting roles required to approve your application you are advised to inform the R&D office of the Contracting Organisation for your proposed research. The aim is to help speed up the permissions process should your application be successful.

The Contracting Lead Applicant will also be required to tick a check box to indicate that they have read and understood the terms on which he/she has been nominated as Contracting Lead Applicant for this proposal, and accept this role.

Once everyone has approved the application you will be able to proceed to submit.

**No original or ‘wet ink’ signatures are required for this application**

**Director of Finance or delegated authority at the Contracting Organisation**

The assigned Finance Director must approve the application and check the access controlled box below before the application can be submitted.

**Director of Finance signature against declaration**

In **ticking** this, you as the **Director of Finance** or delegated authority at the host organisation confirm that you have checked the financial details of this application and that the named institution is prepared to carry out this project at the stated costs and to administer the award if made. You also confirm that the staff grades and salaries quoted are correct and in accordance with the normal practice of this organisation.

**Ticking this box constitutes an electronic signature of the supporting role with regard to this application.**

**Head of Department at the Contracting Organisation**

The assigned Head of Department must approve the application and check the access controlled box below before the application can be submitted.

#### Head of Department or Senior Manager signature against declaration

In **ticking** this, you as **Senior Manager**, **Director of Research**, **Grants and Contracts Manager**, **Clinical Director** or **Chief Executive** or appropriate delegated authority for the host organisation confirm that you have read this application and that, if funded, the work will be accommodated and administered within the named organisation and that body will be fulfilling the role of research sponsor as set out in the UK Policy Framework for Health and Social Care Research. You also confirm that the applicants for whom you are responsible may undertake this work.

**Ticking this box constitutes an electronic signature of the supporting role with regard to this application.**

#  Section 6: Plain English summary

**Plain English summary**

A plain English summary is a clear explanation of your project.

Many reviewers/assessors use this summary to inform their review of your funding application. They include clinicians, other practitioners and researchers who do not have specialist knowledge of your field as well as members of the public. If your application for funding is successful, the summary will be used on the National Institute for Health and Care Research (NIHR) and other websites.

A good quality plain English summary providing an easy-to-read overview of your whole study will help:

* those carrying out the review (reviewers and committee members) to have a better understanding of your project proposal
* inform others about your project such as patients, members of the public, health and social care professionals, policymakers and the media
* the research funders to publicise the projects that they fund.

If it is felt that your plain English summary is not clear and of a good quality then you may be required to amend it prior to final funding approval.

It is helpful to involve patients/carers/service users/ practitioners and members of the public in developing a plain English summary.

Content

When writing your summary consider including the following information where appropriate:

* Aim(s) of the project
* Background to the project
* Project work plan
* Community engagement and involvement
* Dissemination and anticipated outcomes

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

Further guidance on writing in plain English is available online at [NIHR Plain English summaries.](https://www.nihr.ac.uk/documents/plain-english-summaries/27363)

*450 words*

# Section 7: Location of Project

**ODA Eligible Countries**

*Please select the ODA-eligible countries where the project will be conducted. Please select all countries that apply.*

Grid of ODA countries

**Other Countries**

*Please list all other countries not listed above where the project will be conducted*

*10 words*

# Section 8: ODA-Compliance Statement

Please provide a statement that demonstrates how the proposal meets key ODA funding requirements. It should address the following questions:

1. which country or countries on the Organisation for Economic Cooperation and Development’s (OECD) Development Assistance Committee (DAC) list of ODA-eligible countries will directly benefit;
2. how the application is directly and primarily relevant to the development challenges of those countries;

 and

how the outcomes will promote the health and welfare of people in a country or countries on the DAC list.

*400 words*

# Section 9: Detailed Project Plan

**Detailed Project Plan (Project Plan)**

Using all of the headings in the order presented below, please use this section to clearly explain your proposed project. Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the project plan but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Project Plan.' Images included in other sections will be removed from the application and not seen by reviewers.

For further information for what is required under each heading please refer to the Guidance for Applicants.

**As this is the main part of your application which will be considered by the reviewing panel, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.**

1. Background and rationale

2. Structure and expertise of the project team, including capacity and capability

3. Project plan / methods

4. Stakeholder Engagement

5. Community Engagement and Involvement

6. Project timetable and project management

7. Dissemination and anticipated outcomes,

8. Success Criteria and barriers to proposed work

5,000 words

**Please upload the Gantt Chart**

Please note that if uploaded in a file format other than .doc or .docx this will not appear in the body of the application and instead, will form part of the Supporting Documentation section at the end of the application

It is mandatory to attach a Gantt Chart indicating a schedule for the completion of work, including the timing of key milestones and deliverables.

When uploading, applicants must only use the filename description ’Appendix\_Gantt Chart’.

Attach

# Section 10: Justification of Costs

Provide an overall justification of costs and details of how it provides value for money.

500 words

# Section 11 : Detailed Budget

**Total requested (£)**

The finance application form provides details of the finances required to deliver the planned project. Applicants will need to complete all sections of the finance form providing a detailed breakdown of costs as per the Development Awards [Finance Guidance](https://www.nihr.ac.uk/documents/global-health-research-development-awards-finance-guidance/35286).

The summary tabs on the financial plan will auto-populate depending on the information added to sections 1-10. These summary tabs include summaries of all costs.

The template can be downloaded here

[Attach](https://www.nihr.ac.uk/documents/funding/Global-Health/Development%20Awards/Global-Health-Development-Award-Finance-Application-Form.xlsx)

# Section 12: Uploads

***Please note that all supporting documentation uploaded should be given concise and clear file name descriptions. These should be headed by a numbered ‘Appendix’ and a brief filename description that clearly describes the file (e.g. Appendix\_References).***

**The following file is *mandatory* to submission for all applicants, please attach:**

* A list of references cited in the application
* Delivery Chain Risk Map

**The following file(s) are considered non-mandatory to submission; please number your files and attach;**

* Any further supporting documentation (a flow diagram illustrating the study design and the flow of participants, diagrams, pictures, letters of support for any other major contributors and co-applicants (institutional support), etc.)
* Due Diligence forms your organisation has completed on behalf the NIHR or a UK research organisation or funder in the last 3 years (including any supporting documentation)

**No more than 15 separate files are permitted. The total file size should not exceed 10Mb. Total file sizes larger than this may not be considered as part of this submission. We strongly recommend that only .doc or .pdf files are uploaded as some file types are not supported by the system (such as .xls and .zip file types which will not render out into the final version of the application form).  Should you wish to upload documents of other file types, we encourage you to check that they appear in the PDF of the application form prior to submission as changes cannot be made after the deadline has passed.**

|  |  |
| --- | --- |
| File name | Description |

**Upload of a new attachment**

**NOTE: Uploads MUST be provided as a Word or PDF document or you may not be able to submit your application or it may be difficult for the panel to view the required information in order to assess your application.**

**Please ensure that the document uploaded containing the list of references does not contain its own page numbering.**

# Section 13: Administrative contact details

**Administrative contact details**

Please provide the details of an administrative lead as a secondary point of contact for any queries relating to the application, should it be supported.

NOTE: This person does not need to be a co-applicant.

Administrative contact name:

Administrative contact job title:

Administrative contact telephone number:

Administrative contact email address:

# Section 14: Research and Development office contact details

**R&D contact name**

Please provide the contact details and job title of a person in the R&D officeso that we are able to notify them of the outcome of this application including any associated feedback.

NOTE: This person does not need to be included as a co-applicant.

**R&D contact job title**

**R&D contact telephone number**

**R&D contact email address:**

# Section 15: Acknowledgement, review and submit

**COI declaration**

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

Please declare any conflicts or potential conflicts of interest that Contracting, Non-contracting (Joint) Lead Applicants and co-applicants may have, including any facts that, should they come to light at a future date, could lead to a perception of bias. Include any relevant personal, non-personal & commercial interest that could be perceived as a conflict of interest. Examples include (this list is not all encompassing) secondary employment, consultancy, financial or commercial gain (pensions, shareholdings, directorships, voting rights), honoraria, etc. In a case of commercial sector involvement with the application or the study, please state clearly the relationship to ownership of data, access to data, and membership of project oversight groups.

300 words

**Agreement to terms and conditions**

Contracting Lead Applicant

In ticking this, you as Contracting Lead Applicant confirm that the information given on this form is correct and that you will be actively engaged in this project and responsible for its overall management. In addition, you will accept responsibility for ensuring that the host institution and interested parties are kept informed.

**Ticking this box constitutes an electronic signature of the Lead Applicant with regard to this application.**

**Checklist of information to include when submitting an NIHR Development Award application**

Applicants should click the checkboxes to indicate that they have included the necessary information prior to submitting their application.

|  |  |
| --- | --- |
| GANTT CHART (mandatory upload) | ▢ |
| A full and accurate detailed budget breakdown (mandatory upload) | ▢ |
| References -**up to 3 pages** (mandatory upload)  | ▢ |
| Delivery Chain Risk Map (mandatory upload) | ▢ |
| A clear description of team member roles and contribution  | ▢ |
| A good quality [Plain English Summary](https://www.nihr.ac.uk/documents/plain-english-summaries/27363)  | ▢ |
| A clear detailed project plan outlining the study design. | ▢ |
| A flow diagram illustrating the study design / flow of participants/ approach to knowledge mobilisation, if appropriate | ▢ |
| Appropriate and relevant community engagement and involvement  | ▢ |
| A clear justification of costs / value for money | ▢ |
| Support and agreement from the necessary supporting roles / signatories | ▢ |
| Other Supporting documentation (non–mandatory upload)Publications and Grants of Lead Applicant(s) are correctly displayed Clear demonstration of how the Lead Applicant/ the Lead Applicant’s organisation meets the eligibility criteria set out in the GHR Development Awards Guidance for Applicants. ▢**Either a clear plan** to obtain an ethical review of the proposed activities in the relevant countries **OR clear** confirmation that an ethical review is not required for this project. Where applicable, your mentor is included in the application, with an up-to-date CV and details on plans to provide support.Due Diligence forms your organisation has completed on behalf the NIHR or a UK research organisation orrr funder in the last 3 years (including any supporting documentation)  | ▢▢ |

# Section 16: Validation Summary

Print/View Application

**Please follow the next steps in order to complete your application submission process;**

* **Validate** all mandatory/required fields listed below (that are required to be completed/amended before submitting)
* Check all co-applicants have completed their CV details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by **1 pm (GMT) 15 May 2024**

You will receive an automated email containing the acknowledgement that we have received your application.

If there are no validation requirements above you may be ready to submit the application. To do so '**Save and Close**' the application and then click **‘Submit’.**

**Please note that your submission will not be considered complete until all applicants have confirmed the application and the 'Submit' button becomes available and is then used.**