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 application form.

# NIHR Global Health Research Support form for Stage 2 applications

This is not a valid application form. Please log on and submit an application online via [**REALMS**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Frealms.nihr.ac.uk%2F&data=04%7C01%7CS.M.Puddicombe%40soton.ac.uk%7Cba8061a4a4924ecb64b908d90b25034e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C637553076019161722%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=3Az%2F4MXThl62wELII%2Fv4i%2Fwdn5LYI8GYuZjViG9uR6c%3D&reserved=0)

This is a Word template of the **NIHR Global Health Policy and Systems Research (HPSR) Awards Stage 2** application form (a single stage assessment process) including questions and details (e.g. character counts for sections) to assist applicants to complete the online application form; this form **cannot** be submitted as an application.

Only applications completed and submitted on-line via the REsearch Awards Lifecycle Management System (**REALMS**) can be accepted, however information can be copied from the Word template into the online application form. Applicants should refer to the [**Global HPSR Researcher-led Call remit guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-policy-and-systems-research-researcher-led-awards/27505) including the [**Global HPSR Researcher-led Stage 2 Application Form guidance notes**](https://www.nihr.ac.uk/documents/application-form-guidance-notes-for-nihr-global-health-policy-and-systems-research/27618)and the REALMS Global Health user guide (available in REALMS).

Where working offline, Applicants may find it helpful to print a PDF of the complete set of guidance notes from the call website via the ‘Print this document’ icon.

**Please keep the use of acronyms to a minimum**. Applicants are strongly advised to structure the longer sections of the application form (particularly the Research Plan) in such a way that they can be read easily by reviewers. **The use of long passages of dense, unstructured text should be avoided**.

## Summary information

| **Section** | **Content** |
| --- | --- |
| **Programme Name** | Defaults to the programme you are applying for |
| **Funding Opportunity** | This will remain blank for GHR |
| **Call** | Defaults to the call you are applying for |
| **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. | We currently require this to be the Joint Lead Applicant’s host organisation (Contractor) and this information will be automatically populated from your contact profile |
| **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 |

| **Section** | **Content** |
| --- | --- |
| **Research Title**  | The project title should state clearly and concisely the proposed research in **no more than 100 characters.** Any abbreviations should be defined in full |
| **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 |
| **Total Research costs**  | Total requested research funding. This will be automatically populated from your detailed budget in your main from but will need to be entered manually into yout ItS |

## Previous submissions

**Applications submitted to this or other funding bodies** (to be completed by the contracting Joint Lead Applicant (Contractor) (on behalf of the non-contracting LMIC or UK Joint Lead as required)

**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 Submitted 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** (To be completed on behalf of both Joint Lead Applicants)

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

**Required information:**

| **Section** | **Content** |
| --- | --- |
| **Project Title:**  | Limit 300 characters |
| **Funding Body:**  | Limit 100 characters |
| **Funding Scheme:**  | Limit 100 characters |
| **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 |

## Description of Funding

**Please indicate how your current research proposal differs from this previous application**

Required information (Limit 1500 characters)

## Applicant Research Background

(This section is for the Joint Lead in the **contracting organisation** and another section is used for the non-contracting Joint Lead Applicant/Co-Applicants)

|  |  |
| --- | --- |
| **Section** | **Content** |
| **Details of (Contracting) Lead Applicant** TitleFirst Name SurnameORCiDJob PositionDepartmentEmail/Phone | 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) |
| **Organisation** | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update/Update Contact Profile buttons |
| **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 |
| **Equality and Diversity Reporting System (EDRS)** | Your Equality and Diversity Reporting System Form must be Updated or Validated prior to submission of the Applicant Detail Form |
| * **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**
 | This information can be updated via the Research Team list ‘Update’ button |

**Applicant Research Background** (Contracting Joint Lead)

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

**Please provide a maximum of 6 of your most recent publications (in the last 10 years) relevant to this application (using Vancouver or Harvard citation format) listed one after another with a blank line between each one.** If there are no recent/relevant publicatons 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 the non-contracting 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 – 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/add research grants as necessary (enter Title, Source, Grant Period, Amount, Currency).

## Research Team

**Joint Lead Applicant**

**For the Global HPSR Awards it is mandatory for applications to have two joint Lead Applicants** (either two from eligible low-and-middle-income country (LMIC) institutions, or one eligible LMIC-based and one eligible UK-based Higher Education Institution or Research Institute).

**NOTE:** **A LMIC Joint Lead Applicant may propose joint leadership with another LMIC HEI/Research Institute or a UK HEI/Research Institute. If the contracting organisation proposed is a UK institution, then it is mandatory for them to jointly lead with an LMIC institution.**

**Co-Applicants**

Co-Applicants are those individuals with responsibility for the day to day management and delivery of the project and based in a Co-Applicant institution. Co-Applicants are considered part of the project team and are expected to equitably share responsibility for its successful delivery. 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.

**Joint Lead Applicant/Co-Applicants**

**Invite Joint Lead Applicant**

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.

**Invite Co-Applicant**

Click the add/edit Co-Applicants button followed by the ‘**+**’ button to add the Co-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 Co-Applicants to accept their role and gain access to the application form (based on the Role read/edit access that you provided). The Co-Applicants will receive an email notification with clear links to follow.

**Co-Applicants (including Joint Lead Applicant)**

Add details of non-contracting Joint Lead (LMIC **or** UK) and Co-Applicants including their specific role in the project. Do not include collaborators, these should be mentioned (as necessary) in the Detailed Research Plan section of the on-line application form.

| **Section** | Content |
| --- | --- |
| **Name** | Add content here |
| **Organisation** | Add content here |
| **Department** | Add content here |
| **Country** | Add content here |
| **Post Held** | Add content here |
| **Specific Role in this project** | Add content here |
| **%FTE commitment** | Add content here |
| **Contact Details/Email address**  | Applicants 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 has been agreed with them |
| **Access rights** | Select from a drop down menu:None, Read Only (Excl financials), Edit Access (Excl Financials), Edit Access (Incl Financials) |

**Community representatives/Patients/Service User or Carer Co-Applicants**

(This question will only be present for Community representatives/Patient/Service User or Carer Co-Applicants, as part of their task)

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

You **must** respond to this question (Yes/No selection)

**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. Please read the guidance on information to include**.** (Limit 1000 characters)

**Other supporting roles – Signatories**

Add the contacts that you have nominated as signatories for this application. As a minimum the following (mandatory) supporting roles are required to be added:

1. **Contracting Lead Administrative Authority or Finance Officer**
2. **Contracting Lead Head of Department or Senior Manager Sponsor**
3. **Non contracting Joint Lead Head of Department or Senior Manager Sponsor**

You will need their email address so that they can accept their participation and contribute to the application by logging into REALMS to accept their role and electronically ‘sign’ the application after submission.

**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 receive an email notification with clear links to follow.

**Applicants should also refer to the** [**Global HPSR Researcher-led Call remit guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-policy-and-systems-research-researcher-led-awards/27505)**, the** [**NIHR Global Health Research Programmes - Core guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) **and the** [**Global HPSR Researcher-led Stage 2 Application Form guidance notes**](https://www.nihr.ac.uk/documents/application-form-guidance-notes-for-nihr-global-health-policy-and-systems-research/27618) **for further information when answering any of the following questions.**

## Research location

**Please select all OECD DAC list countries where Applicants will be carrying out research or forming partnerships** (tick all relevant boxes)

Please tick all countries where Applicants will be conducting research or forming research partnerships. If Applicants are working with countries not on the OECD DAC list please tick other and enter which non LMIC countries Applicants are working with in the relevant section of the form below.

## **Non-DAC list countries involved in the research**

(Limit 2500 characters)

Please list any countries where Applicants will be conducting research or forming research partnerships which are not on the OECD DAC list.

## Scientific abstract

(Limit 3500 characters)

Please provide a clear, and concise scientific summary of the research plans/methods,

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

## Plain English Summary

Plain English summary of research (Limit 3500 characters)

Please provide a clear explanation of the plans/research providing an easy to read overview of the whole study.

## ODA Compliance

(Limit 2500 characters)

Please provide an ODA compliance statement on how the proposed research will meet ODA eligibility requirements.

## Community engagement and involvement

(Limit 3500 characters)

See the [**NIHR Global Health Research Programmes - Core guidance:**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) section 13 ‘Community Engagement and Involvement’

Please describe how Applicants have identified, engaged with, and involved relevant stakeholders, especially community groups and organisations, patients and carers from LMICs whilst developing this proposal, and what changes have happened as a result of their involvement.

## Detailed budget

**Detailed budget breakdown**

See the Global HPSR Researcher-led Budget entry form guidance (available on REALMS) and the [**Global HPSR Researcher-led - Finance Guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-finance-guidance-for-applicants-to-the-nihr-global-health-policy-and-systems-research-programme-researcher-led-call/27508)

## Justification of costs

**Justification of costs/Value for Money** (Limit 8000 characters)

See the [**NIHR Global Health Research Programmes - Core guidance:**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) section 15.1 ‘Value for Money’, and the [**Global HPSR Researcher-led - Finance Guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-finance-guidance-for-applicants-to-the-nihr-global-health-policy-and-systems-research-programme-researcher-led-call/27508)**.**

Applicants must refer to the finance guidance and core guidance on value for money when completing this section.

## Uploads

## Detailed research plan

(An Upload Document)

See the links to the [**Global HPSR Researcher-led Call remit guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-policy-and-systems-research-researcher-led-awards/27505)**,** the [**NIHR Global Health Research Programmes - Core guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) and the [**Global HPSR Researcher-led Stage 2 Application Form guidance notes**](https://www.nihr.ac.uk/documents/application-form-guidance-notes-for-nihr-global-health-policy-and-systems-research/27618)**.** More details on using REALMS can be found in the REALMS Global Health user guide (available in REALMS)

**Format**

The Detailed Research Plan upload should:

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

Using all of the headings in the order presented below, please use this section to clearly explain the proposed research. For further information on what is required under each heading please refer to **BOTH** the [**Global HPSR Researcher-led Call remit guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-policy-and-systems-research-researcher-led-awards/27505)for specific requirements and the [**NIHR Global Health Research Programmes – Core Guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952)**.**

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

1. Full research title (cut and paste from above)
2. Summary (cut and paste from Scientific Abstract)
3. Background and rationale
4. Aims and objectives
5. Research plan / methods
6. Research expertise / Structure of the team
7. Approach to creating equitable and sustainable partnerships
8. Training and capacity strengthening in LMIC
9. Project management / Governance
10. Approach to Risk management and Assurance / Safeguarding
11. Regulatory approvals
12. Dissemination, outputs and anticipated impact
13. Success criteria and barriers
14. Project research timetable

## Upload Checklist

See the [**NIHR Global Health Research Programmes - Core guidance**](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952)and the [**Global HPSR Researcher-led Stage 2 Application Form guidance notes**](https://www.nihr.ac.uk/documents/application-form-guidance-notes-for-nihr-global-health-policy-and-systems-research/27618)**.**

Applicants will find a list of uploads that should accompany the application at this stage. Applicants 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.

M**andatory uploads** required for submission, please attach:

* Attachment 1: **Detailed Research Plan**
* Attachment 2: **Delivery Chain Risk Map**
* Attachment 3: **Gantt chart or Project Management Plan**
* Attachment 4**:** **References** (limited to 2 pages)

**Optional Uploads**

* Letter of support from non-contracting Joint Lead
* Letters of support from Co-Applicants and other major contributors (evidence of support) – Limited to one per institution
* Letter of support from the contracting Joint Lead Applicant (evidence of support) – Limited to one per institution
* Additional letters of support (not more than 5)
* Flow chart
* Figures
* Draft Theory of Change (only if available – a final version developed with stakeholder engagement will be included as a milestoned deliverable within the contract for successful projects)
* Draft Risk Register (draft version only if available – a final version developed with stakeholder engagement will be included as a milestoned contract deliverable)
* Draft Collaboration Agreements (only if available – a final version will be included as a milestoned contract deliverable within the contract)

**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 Community Involvement and Engagement
* A good quality Plain English Summary
* A clear description of team member roles and contribution
* A clear scientific abstract
* A full and accurate detailed budget breakdown
* A clear justification of costs/value for money
* A clear Detailed Research Plan outlining the study design, methods, dissemination etc. (document upload)
* The support and agreement from the necessary supporting roles/signatories
* Delivery Chain Risk Map
* Gantt chart or Project Management Plan References (limited to 2 pages)

**Optional**

* Letter of support from non-contracting Joint Lead
* A flow diagram illustrating the study design/flow of participants (document upload)
* References (maximum 3 sides of A4 - document upload)
* A CTU letter of support if required (document upload)

## Submit

**Validation**

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.