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| **NIHR Global Health Research**  **STAGE 2 APPLICATION SUPPORT FORM** |

**PLEASE NOTE THIS IS NOT A VALID APPLICATION FORM APPLICANTS MUST COMPLETE AND SUBMIT THE ELECTONIC VERSION OF THE FORM VIA** [**https://netscc-mis.nihr.ac.uk.**](https://netscc-mis.nihr.ac.uk.)

This is a Word template of the **NIHR Global Health Research Units/Groups Awards Stage 2** application form (a single stage assessment process) (e.g. character counts for sections) and can be used to assist applicants to complete the online application form; it **cannot** be submitted as an application. Only applications submitted on-line via the NETSCC MIS will be accepted, however information can be copied from the Word template into the online application form. Applicants should refer to the specific call guidance for [Units](https://www.nihr.ac.uk/documents/second-call-for-global-health-research-units-remit-and-guidance/24947) and [Groups](https://www.nihr.ac.uk/documents/third-call-for-global-health-research-groups-remit-and-guidance/24949) including the guidance on [how to complete the form](https://www.nihr.ac.uk/documents/nihr-global-health-research-programme-application-form-guidance-notes-for-stage-2-online-applications-nihr-units-groups/24965) on the Management Information System (MIS).

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**.

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| **Programme** | *Defaults to the programme being applied for* |
| **Funding Opportunity** | *Defaults to the stream of funding being applied for* |
| **Call** | *Defaults to the call being applied for* |

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| **APPLICATION SUMMARY INFORMATION** |

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| **Host Organisation -** The host organisation must be selected from our current list – Applicants will need to contact the funding team if the organisation is not listed. | | **We currently require this to be the UK Joint Lead Applicant’s host organisation** |
| **Research Title -** The project title should state clearly and concisely the proposed research in the format starting with‘*NIHR Global Health Research Unit on*…**’ and should be no more than 100 characters.** Any abbreviations should be defined in full. | ‘*NIHR Global Health Research Unit on*…**’** | |
| **Research Type -** Primary/Secondary/Evidence Synthesis | |  |
| **Proposed start date -** Start date must be in the future and on the first of the month. | |  |
| **Research Duration (months)** | |  |
| **End Date** | | *End date is automatically calculated from start & duration dates* |
| **Research costs -** Total requested research funding | |  |
| **Do you wish us to contact you, the lead applicant, regarding this application?** | | *Yes/No selection* |
| **If no, provide administrative contact details (name, post held, department, organisation, contact details and access rights)**  Edit Contact to enter details  On the Research Team page Applicants will need to click Notify against this person so they can agree to participate and be sent login details | | *Applicants will not be able to click ‘Notify’ until the Intent to Submit form has been submitted* |

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| **UK JOINT LEAD APPLICANT DETAILS & CV** |

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

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| **Details of Joint Lead Applicant**  Title  First Name  Middle Name (optional)  Surname  ORCiD |  |
| **Specify your (lead applicant) role in this research** |  |
| **Joint Lead Applicant’s % FTE Commitment** |  |
| **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).  You will be asked to add these separately on the electronic form.  *Entries entered on previous applications will be shown as these are stored against the applicant.* |  |
| **Organisation (Affiliated Organisation form)**  You can **select or add** Affiliated Organisations as required. One must be your Primary organisation |  |
| **Add or Edit Organisation Affiliation**  Your organisation, job position and department.  Identify whether this is your Primary organisation and state your type of affiliation e.g. Employee or Board Member (select from a drop down list of values) |  |
| **Address**  **Phone**  **E-mail**  **Web Address** | *Where there is an entry in any of these fields please ensure it is marked as Primary.* |

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| **UK BASED JOINT LEAD APPLICANT RESEARCH BACKGROUND** |

**Publication record**

(This question will also be present for LMIC 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.** *Please note if you choose to ‘view all publications held’ this will only show publications you have previously notified us about but you can copy and paste any publications relevant to this application from this list.*  *(overall limit 10,000 characters)* |
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**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 – please include who the grant is with and the amount of each grant. If no grants are held please enter N/A (as this is a mandatory field).** *Please note if you choose to ‘view all grants held’ this will only show research grants you have previously notified us about but you can copy and paste any grants from this list.*  Add a list of research grants in the text box with a blank line between each one.  Required information: Title, Source, Role in this research grant, Funding Period, Amount of Grant  *(overall limit 10,000 characters)* |
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| **PREVIOUS APPLICATION HISTORY** |

**Applications Submitted to other NIHR programmes** (to be completed by Contractor i.e. UK-based Host Institution Lead Applicant (on behalf of LMIC Joint Lead partner as required)

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| **Has this application, or a similar application previously been submitted to this or any other funding body?** | *Yes/No selection* |

| **Application(s) Submitted to NETS programmes (since 1 April 2012)**  Any previous applications that you have submitted to NETS 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 (This should 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** | |
| --- | --- |
| 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)* |
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| **If unsuccessful, please indicate why**  Required information  *(Limit 1500 characters)* |
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| **RESEARCH TEAM** |

**Joint Lead Applicant**

| **For the Global Health Research Units and Groups Awards it is mandatory for applications to have two joint Lead Applicants (one from an LMIC and one from a UK based HEI/research institution).**  **NOTE: For NIHR Units and Groups Awards a UK-based Joint Lead must be the contractor (host institution).** For application / contracting purposes the LMIC joint lead applicant will be regarded as a co-applicant.  Add details of LMIC Joint Lead and Co-Applicants and their specific role in the project. Do not include collaborators, who should be mentioned (if necessary) in the Research Plan section of the on-line application form.  Co-Applicants are those individuals with responsibility for the day to day management and delivery of the project. 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. |
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**Joint Lead Applicant / Co-Applicants**

| **Name** |  |
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| **Organisation** |  |
| **Department** |  |
| **Country** |  |
| **Post Held** |  |
| **Specific Role in this project** |  |
| **%FTE commitment** |  |
| **ORCiD** |  |
| **Contact Details** | 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 the MIS 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)*. |
| If a Co-Applicant has been added in error or made a mistake with the email contact, delete this contact and add as a new contact. Applicants will not be able to ‘amend’ this information on their record. Once Co-Applicants have been added a notification can be sent from this form that will register them and invite them to contribute to the application by logging into the NETSCC MIS. | |

**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 collaborate task)

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| **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 provided on what 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. **Administrative Authority or Finance Officer**  2. **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 the MIS to accept their role and electronically ‘sign’ the application after submission. |
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| **Please declare any conflicts or potential conflicts of interest that you or your research team may have in undertaking this research, including any relevant, non-personal and commercial interests that could be perceived as a conflict of interest**. (Limit 2000 characters). |
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**Applicants should also refer to the ‘Call Specific Guidance’ for further information when answering any of these questions.**

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| **RESEARCH LOCATION** |

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| **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. |

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| **NON DAC LIST COUNTRIES INVOLVED IN THE RESEARCH** |

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| **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. |

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| **SCIENTIFIC ABSTRACT AND PLAIN ENGLISH SUMMARY** |

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| **Scientific Abstract** *(Limit 3500 characters)* |
| Please provide a clear, and concise scientific summary of the research plans/methods, |

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| **Summary (in plain English)** *(Limit 3500 characters)* |
| Please provide a clear explanation of theplans/research providing an easy to read overview of the whole study |

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| **ODA COMPLIANCE** |

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| **ODA compliance** *(Limit 2500 characters)* |
| Please provide an ODA compliance statement on how the proposed research will meet ODA eligibility requirements. |

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| **COMMUNITY ENGAGEMENT AND INVOLVEMENT** |

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| **Community engagement and involvement** *(Limit 3500 characters)*  See [funding opportunity guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) section ‘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 low and middle income countries (LMICs) in developing this proposal, and what changes have happened as a result of their involvement. |

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| **JUSTIFICATION OF COSTS** |

| **Justification of costs/ Value for Money** *(Limit 8000 characters)*  See [funding opportunity guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) section ‘Value for Money’ and the detailed finance guidance for [Units](https://www.nihr.ac.uk/documents/finance-guidance-for-applicants-to-the-second-call-for-global-health-research-units/24964) and [Groups](https://www.nihr.ac.uk/documents/global-health-research-finance-guidance-v3-groups/24966) |
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| Applicants must refer to the GHR budget template form and the detailed finance guidance and particularly the guidance on value for money when completing this section. |

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| **UPLOADS** |

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| **DETAILED RESEARCH PLAN** |

| **Detailed Research Plan (Upload Document)**  See the [core guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programmes-stage-2-applications-core-guidance/24952) and [how to complete the application form](https://www.nihr.ac.uk/documents/nihr-global-health-research-programme-application-form-guidance-notes-for-stage-2-online-applications-nihr-units-groups/24965) for further details |
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| **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   **Detailed Research Plan**  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 Call Guidance for Global Health Research Units / Groups for specific requirements and the NIHR Global Health Research Core Guidance for Applicants.  **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.**   * 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 LMICs   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 |

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| **Upload Checklist** |
| See [funding opportunity guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programme-application-form-guidance-notes-for-stage-2-online-applications-nihr-units-groups/24965)  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.  The following document(s)) are **mandatory** for submission, please attach:   * Detailed Research Plan * GHR Budget template for requested costs  Letter of support from non-contracted Joint Lead  * Delivery Chain Risk Map * Gantt chart or Project Management Plan References (limited to 2 pages) * References   Optional   * Letters of support from Co-Applicants and other major contributors (evidence of support) – Limited to one per institution * Letter of support from the contracted Joint Lead Applicant (evidence of support) – Limited to one per institution * Additional letters of support (not more than 5) * Flow chart * Logic models * 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) |