NIHR Research and Innovation for Global Health

Transformation Call 5

Stage 1 Standard Application Form

This Word template of the **Research and Innovation for Global Health Transformation Programme** 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 NIHR Central Commissioning Facility (CCF) Research Management System (RMS) will be accepted, however information can be copied from the Word template into the online application form.

# Section: Introduction

Please note the following information and guidance is intended for applicants submitting a **Stage 1** application to **call 5 of the** [**NIHR Research and Innovation for Global Health Transformation programme**](https://www.nihr.ac.uk/explore-nihr/funding-programmes/research-and-innovation-for-global-health-transformation.htm)**.**

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 [Guidance for Applicants](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-stage-1-guidance-for-applicants/29906) and [Finance Guidance](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-finance-guidance/29960) before completing your application.

Stage 1 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 Research 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 research 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 'Research 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 29 June 2022 at 1pm UK time**

Members of the research team will need to be ‘invited’ through the system *via* email to participate as co-applicants after which they must **confirm** their participation. We would expect you to have consulted with any Joint Lead Applicant (if applicable) and Co-applicants before adding their details into the RMS. You will not be able to submit the application until co-applicants have confirmed their involvement.

**Whilst confirming 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: 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 RIGHT Global Health team on** **ccf-globalhealth@nihr.ac.uk** **or + 44 (0)20 8843 8286.**

# 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*

**Proposal and Partnership Development Award reference number**

Please add your Proposal and Partnership Development Award application reference number.

**Use the fields below to search for a grant:**

* **Reference**
* **Presubmission reference**

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

Please give details of the organisation that will be responsible if the award is funded.

**NOTE: To select the Organisation, enter a minimum of 3 characters and select from the list. If your organisation does not appear on this list, please contact the** **Central Commissioning Facility**

**Research title**

The project title should state clearly and concisely the proposed research. Any abbreviations should be spelled out in full.

*Max 15 words*

**Research Type**

Select the appropriate research type. If your proposed programme includes any element of primary research, please select ‘Primary Research’. If you are not sure which category to select, choose the closest match to your project as this can be adjusted later.

*(Select) Primary Research/ Primary & Secondary Research*

**Proposed start date**

Note this should be from 1st of the month regardless of whether this is a working day or not. Please be realistic about your possible start date taking account of the necessary contracting, and staff recruitment prior to starting your project.

**Research duration (months)**

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

**End date**

*Date field – to auto populate calculating the ‘Proposed Start date’ + ‘Research Duration’*

**Estimated research costs**

Enter the total amount of research costs requested below and provide further details of the cost breakdown as direct staff costs, direct non-staff costs and indirect costs between the UK, ODA eligible countries and other international countries by uploading a completed [Stage 1 Financial Summary Form](https://www.nihr.ac.uk/documents/funding/Global-Health/RIGHT-5/RIGHT-call-5-stage-1-finance-form.xlsx). Applicants should refer to specific guidance given in the [Finance Guidance for Applicants](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-finance-guidance/29960).

*£ Text Box – Numerical only*

Please attach the completed Stage 1 Financial Summary Form below.

**COI declaration**

Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have in undertaking this research, 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 you or your 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.

*200 words*

**Agreement to terms and conditions**

In ticking this, you as Lead Applicant confirm that the information given on this form is complete and correct and that you will be actively engaged in this research and responsible for its overall management.

*Tick box – Must be ticked in order to submit*

# Section 2: Contracting Institution (Joint) Lead Applicant’s CV

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

*To update your CV details, please visit the* ***Manage My Details*** *section by selecting 'Save and Close' at the top of this screen and accessing the left hand menu toolbar.*

Applications must be led by either:

* A Principal Investigator (Lead Applicant) employed by an LMIC Higher Education Institution (HEI) or Research Institute.

Or

* A Principal Investigator employed by a UK HEI or Research Institute (UK Joint Lead Applicant) to jointly lead with a Principal Investigator employed by an LMIC HEI or Research Institute (LMIC Joint Lead Applicant).

If the application proposes joint leadership of the research, only one of the joint lead institutions can hold the contract with DHSC to administer the award. The Contracting Lead Applicant’s organisation (i.e. substantive employer) must act as the contractor/administrative lead if the project is funded.

|  |  |
| --- | --- |
| **Lead Applicant details** | **Responses** |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Position** |  |
| **ORCID ID** |  |
| **Institution** |  |
| **Department** |  |
| **Telephone No.** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Address Line 3** |  |
| **Postcode** |  |
| **Country** |  |
| **Web Address** |  |

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

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

# Section 3: (Joint) Lead Applicant research background

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. NOTE: The ORCID ID field is now compulsory for the lead applicant.

* To update publications, select My Research Outputs from the left hand menu.
* 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.

**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.

*Replicate current functionality but only for Lead Applicant. Auto populated from the ‘’Manage my details’ section within the Lead Applicant’s CCF RMS Portal account, which should be updated and edited prior to submission.*

*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.*

**Research grants held**

Please select research grants held (as a named applicant) CURRENTLY or IN THE LAST 5 YEARS OF ACTIVE RESEARCH– 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.

*Same as current functionality but only for Lead Applicant. Auto populate a list of all grants the Lead Applicant has been involved in from their CV section – The format would be [Date][Title][Awarding Body]*

# Section 4: The research team

Applications MUST be led by either:

* A Principal Investigator employed by an LMIC Higher Education Institution (HEI) or Research Institution

Or,

* A Principal Investigator employed by a UK HEI or Research Institution (UK Joint Lead Applicant) to jointly lead with a Principal Investigator employed by an LMIC HEI or research institution (LMIC Joint Lead Applicant).

Please note: Where the contracting organisation is a UK institution it is mandatory for an LMIC Joint Lead Applicant to be included on the application, with the expectation that the joint leadership/partnership is equitable. Where the contracting organisation is an LMIC institution, a UK Joint Lead applicant is not a mandatory requirement. LMIC Lead Applicants may propose joint leadership/partnerships with a Principal Investigator from another eligible LMIC or UK institution, or lead the application without a Joint-Lead Applicant.

**Specify the role of the (Joint) Lead Applicant (Contracting Institution) in the research**

Explain in addition to your role as (Joint) Lead Applicant, the role that you will be undertaking in the research, e.g. co-ordination and project management, analysis, methodological input etc.

*Text field*

*100 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.

**Please select if there is more than one Lead Applicant**

Please select to add Joint Lead Applicant (Non-Contracting Institution) details if applicable.

**NOTE: For application/contracting purposes, the joint lead applicant will be regarded as a co-applicant.**

|  |  |
| --- | --- |
| **Joint Applicant details** | **Responses** |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Position** |  |
| **ORCID ID** |  |
| **Institution** |  |
| **Department** |  |
| **Telephone No.** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Address Line 3** |  |
| **Postcode** |  |
| **Country** |  |
| **Web Address** |  |

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

**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.

*Replicate current functionality but only for Lead Applicant. Auto populated from the ‘’Manage my details’ section within the Lead Applicant’s CCF RMS Portal account, which should be updated and edited prior to submission.*

*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.*

**Research grants held**

Please select research grants held (as a named applicant) CURRENTLY or IN THE LAST 5 YEARS OF ACTIVE RESEARCH– 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.

*Same as current functionality but only for Lead Applicant. Auto populate a list of all grants the Lead Applicant has been involved in from their CV section – The format would be [Date][Title][Awarding Body]*

**Specify the role of the Joint Lead Applicant (Non-Contracting Institution) in the research**

Explain in addition to your role as Joint Lead Applicant, the role that you will be undertaking in the research, e.g. co-ordination and project management, analysis, methodological input etc.

*100 words*

**%FTE commitment**

Please include the percentage of time that you will devote to the research.

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 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, 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.

**CEI representative**

There should be a named person with appropriate skills and experience who is responsible for leading the CEI element within the project. This role should be an adequately costed and resourced research team member who is able to manage the CEI plans and related activities. For more information about NIHR’s CEI approach and resource guides please visit the [CEI section of our website](https://www.nihr.ac.uk/researchers/apply-for-funding/how-to-apply-for-global-health-funding/community-engagement-and-involvement.htm).

IMPORTANT: **Colleagues will need to register to participate as co-applicants after which they must confirm their participation;** **the application cannot be submitted without doing so.**

**A maximum of 15 Co-applicants is permitted** in addition to up to two Joint Lead Applicants

|  |  |
| --- | --- |
| **Forename (s)** | Auto populated from the Manage my details’ section |
| **Surname** | Auto populated from the Manage my details’ section |

|  |  |
| --- | --- |
| **Co-applicant details** | **Responses** |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |
| **Organisation** | All information in this box is auto populated from the ‘Manage my details’ section within the Applicant’s CCF RMS Portal account, which should be updated and edited prior to submission. |

**Specify role in research**

Each co-applicant should provide a brief overview of their role in the proposed research. You have the opportunity to elaborate upon this further in the **‘Research Plan’** section.

**%FTE Commitment**

This refers to the percentage of your time that you will commit to this project.

# Section 5: Plain English Summary of Research

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

Many reviewers 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 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 research proposal
* inform others of about your research such as members of the public, health and social care professionals, policy makers and the media
* the research funders to publicise the research that they fund

If it is felt that your plain English summary is not clear and of 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:

1. aim(s) of the research
2. background to the research
3. design and methods used
4. community engagement and involvement
5. dissemination

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 6: Research Plan

**Research Plan**

Using all of the headings in the order presented below, please use this section to clearly explain your proposed research. Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the research 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 'Research Plan.' Images included in other sections will be removed from the application and not seen by reviewers.

For further information about what is required under each heading please refer to the [Guidance for Applicants](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-stage-1-guidance-for-applicants/29906).

**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. Aims and objectives
3. Research plan / methods
4. Research expertise / structure of the team
5. Dissemination, Outputs and anticipated impact
6. Approach to creating equitable and sustainable partnerships
7. Success Criteria

*2000 words*

# Section 7: Location of Research

**ODA-Eligible Countries**

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

**Other Countries**

Please list all other countries not listed above where the research will be conducted.

# Section 8: ODA Compliance Statement

Please provide a statement that demonstrates how the proposal meets key ODA funding requirements.

*250 words*

# Section 9: Uploads

**Mandatory**

One single-side A4 page, listing references used throughout your proposal.

*Attach*

**Non-mandatory**

If required, an additional supporting (single side of A4) document can be submitted with your application form (e.g., a flow diagram illustrating the study design and the flow of participants, Gantt chart, response to feedback from a previous submission, letter of support etc.). If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram. If proposing an RCT, we advise you refer to the [CONSORT statement and website](http://www.consort-statement.org/) for guidance. Alternatively, you may find the [EQUATOR Network website](http://www.equator-network.org) useful. The PDF file should be submitted along with your application form.

*Attach*

**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 10: Administrative contact details

Please provide the details of the administrative contact, in the contracting organisation for any queries relating to the application, should it be supported.

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

| **Administrative contact details** | **Responses** |
| --- | --- |
| Administrative contact name: |  |
| Administrative contact job title: |  |
| Administrative contact telephone number |  |
| Administrative contact email address: |  |

# Section 11: Research and Development Office contact details

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 office contact details** | **Responses** |
| --- | --- |
| R&D contact name: |  |
| R&D contact job title: |  |
| R&D contact telephone number |  |
| R&D contact email address: |  |

# Section 12: Validation Summary

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)
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by **1.00 pm UK time on Wednesday, 29 June 2022**)

You will receive an automated email containing the acknowledgment 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.**