**Proposal and Partnership Development Award Call 6
Standard application form**

# Section: Introduction

Please note the following information and guidance is intended for applicants submitting a **Proposal and Partnership Development Award** (PPDA) application. In addition to this form, please see the [PPDA Guidance for Applicants.](https://www.nihr.ac.uk/documents/proposal-and-partnership-development-awards-call-6-remit-and-guidance-for-applicants/31102)

Applicants that are successful at Stage 1 of an NIHR Research and Innovation for Global Health Transformation (RIGHT) call are eligible for funding of up to £10,000, subject to satisfactory submission of a PPDA application. PPDA is to support partnership development and the preparation of the full proposal to be submitted for RIGHT Stage 2.

For eligible costs for the proposal and partnership award, please refer to the [PPDA Guidance for Applicants.](https://www.nihr.ac.uk/documents/proposal-and-partnership-development-awards-call-6-remit-and-guidance-for-applicants/31102)

**NIHR may challenge proposed costs that it does not consider appropriate or does not offer value for money.**

**N.B. Applicants should not start spending/activities until PPDA proposals have been approved by NIHR.**

Applicants should observe the maximum word/character 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.

**The deadline for this call is Wednesday**, **14 December 2022 at 1pm (UK time).**

Please note all new users need to be validated to access applications which takes up to **48 hours** upon registration. The deadline for RMS registrations is **30 November 2022**.

If you have any queries with your application, you can contact the NIHR Global Health team on ccf-globalhealth@nihr.ac.uk or +44 (0)20 8438286

# 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** **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.

*Maximum of 100 characters including spaces*

**Proposed start date**

*To be auto populated by RMS.*

**Duration**

*To be auto populated by RMS.*

**Estimated research costs**

Enter the total amount of research costs requested below and provide further details of the cost breakdown. Please refer to the [Proposal and Partnership Award (PPDA) Guidance for Applicants](https://www.nihr.ac.uk/documents/proposal-and-partnership-development-awards-call-6-remit-and-guidance-for-applicants/31102).·

*Text box –Numerical only.*

**PPDA Finance Summary Form**

Please attach the completed Proposal and Partnership Development Award (PPDA) Finance Summary Form below.

[The template can be downloaded from the NIHR website.](http://right-call-6-ppda-finance-summary-form.xlsx/)

Mandatory

* PPDA Finance Summary Form

# Section 2: Contracting Organisation (Joint) Lead applicant’s CV

The Contracting Organisation (Joint) Lead Applicant should be the same Contracting Organisation (Joint) Lead Applicant as given on the NIHR RIGHT Call 6 Stage 1 application.

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 visit the* ***Manage My Details*** *section by selecting 'Save and Close' at the top of this screen and accessing the left hand menu toolbar.*

|  |  |
| --- | --- |
| **Joint 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** |  |

*All information on this page is 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.*

# Section 3: Non-Contracting Organisation Joint Lead Applicant

**Add Non-Contracting Organisation Joint Lead Applicant, if applicable**

Please select to add Non-Contracting Organisation Joint Lead Applicant details.

Use the fields below to search for a contact.

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Email |  |

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 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.*

| **Non-Contracting Organisation Joint 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** |  |

# Section 4: Plain English Summary

**Plain English Summary of Research**

Please provide a plain English summary of the proposed activities to be undertaken as part of the Proposal and Partnership Development Award.

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).

*250 words*

# Section 5: Planned Proposal and Partnership Development Award Activities

Please use this section to clearly explain your proposed Proposal and Partnership Development Activities and justification of the costs requested. Images may be included within the Planned Proposal and Partnership Development Activities. Please describe the roles and contributions of your team members. Images do not count towards the overall word count.

*500 words*

# Section 6: ODA-eligible countries

Please list [the ODA-eligible countries](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm) where the activities will be conducted. Please list all countries that apply.

*Select from the list.*

# Section 7: ODA compliance statement

Please provide a statement that demonstrates how the proposal meets key ODA funding requirements. It must answer the following questions in order:

1. which country(s) on the [Organisation for Economic Cooperation and Development’s (OECD) Development Assistance Committee (DAC) list](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm) of ODA-eligible countries will directly benefit;
2. how the application is directly and primarily relevant to the development challenges of those countries; and
3. how the outcomes will promote the health and welfare of people in the country or countries on [the DAC list](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm).

*250 words*

# Section 8: Uploads

**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 to view the required information in order to assess your application.**

# Section 9: Administrative contact details

Please provide the details of the administrative contact, in the contracting 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 10: Research and Development office contact

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 11: Acknowledgement, review and submit

**COI declaration**

Please declare any conflicts or potential conflicts of interest that you 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 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 Contracting (Joint) Lead Applicant confirm that the information given on this form is complete and correct and that you will be actively engaged in the planned activities and responsible for its overall management and delivery.

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

**Checklist of information to include when submitting a Proposal and Partnership Development application**

* A good quality Plain English Summary (Further guidance is available online at [NIHR Plain English Summaries](https://www.nihr.ac.uk/documents/plain-english-summaries/27363))
* A clear explanation of the problem being addressed
* A clear description of team member roles and contribution
* A clear justification of the costs requested
* PPDA Finance Summary Form (mandatory)

# 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, 14 December 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’.**