# NIHR Global Health Research Application Support form for Stage 1 only

This is not a valid application form. Please log on and submit an application online via [REALMS.](https://realms.nihr.ac.uk/s_Login.jsp?dest=/Apps/app_editevent.jsp%3Fnextlevel%3D1%26islevel2%3D1%26estatus%3D300%26appid%3D105439%26etype%3D350%26isparent%3D1%26nextlevel%3D1%26objecttype%3D23%26eventid%3D0%26objectid%3D198724899%26eventtypeid%3D75934)

This is a Word template of the Stage 1 application form including questions and details (e.g. character counts) 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 specific call remit and guidance, 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), the [Stage 1 application form guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programme-stage-1-application-form-guidance/34254) 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.

## Stage 1 applications

| **Section** | **Content** |
| --- | --- |
| **Programme** | Defaults to the programme you are applying for |
| **Call Title** | Defaults to the call you are applying for |

| **Section** | **Content** |
| --- | --- |
| **Request Support** | The ‘Request Support’ 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. You can also use ‘New support ticket’ from your home screen. |

## Summary information

| **Section** | **Content** |
| --- | --- |
| **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 (or Sole) Lead Applicant’s host organisation (the Contractor) and this information will be automatically populated from your contact profile | Add content here |
| **Research Title** | Add content here (Max 100 characters) |
| **Research Type** | Add content here |
| **Start date (Month & Year)** | Add content here |
| **Research Duration (months)** | Add the number of months here |
| **End Date** | End date is automatically calculated from start date & duration |
| **Estimated Research costs** | Add content here |

## Research Team

### Lead Applicant Research Background

This section is for the Joint (or Sole) Lead in the contracting organisation.

|  |  |
| --- | --- |
| **Section** | **Content** |
| **Details of (Contracting) Lead Applicant**  Title  First Name  Middle Name  Surname  ORCiD  Email  Phone  Website address | 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) |
| **Degrees and Professional Qualifications** | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update/Update Contact Profile buttons |
| **Organisation(s)** | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update/Update Contact Profile buttons |
| * **Specify your role in this research (limit 200 characters)** * **Lead Applicant’s % FTE Commitment** * **Organisation**   Select your primary organisation for the purpose of this application   * **Department (limit 100 characters)** * **Position held (limit 100 characters)** | This information can be updated via the Research Team list ‘Update’ button |
| **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.  This information can be updated via the Research Team list Update/Update Contact Profile/View/Edit EDRS Information buttons. |

### Joint Lead Applicant (if applicable)

This section is for adding the Joint Lead Applicant in the non-contracting institution.

Add Joint Lead Applicant (envelope button, then + button)

| **Section** | Content |
| --- | --- |
| **Title/First Name/Last Name** | Add content here |
| **Email** | Add content here |
| **Role** | Joint Lead Applicant can be granted rights to access the application (but not submit it) via their REALMS account. |
| **Status** | This will show ‘Draft’ until the Joint Lead Applicant is invited by email (the ‘Invite’ button) and accepts their invitation. It will then show ‘Accepted’ and their name will appear in the Research Team list. |
| * **Specify their role in this research (limit 200 characters)** * **% FTE Commitment** * **Organisation**   Select their primary organisation for the purpose of this application   * **Department (limit 100 characters)** * **Position held (limit 100 characters)** | This information can be updated via the Research Team list ‘Update’ button. However, before the application can be submitted the individual must submit their Applicant Detail Form using their own REALMS account. |
| **Equality and Diversity Reporting System (EDRS)** | The Joint Lead Applicant’s Equality and Diversity Reporting System Form must be Updated or Validated prior to submission of the Applicant Detail Form using their own REALMS account. |

### **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.

(Do not include Collaborators in this section - Collaborators normally provide specific expertise on particular aspects of the project but do not share in the responsibility for the delivery of the project. Please provide Collaborator details in the Research Plan section).

Add/Edit Co-Applicants (then + button)

| **Section** | Content |
| --- | --- |
| **Title/First Name/Last Name** | Add content here |
| **Email** | Add content here |
| **Contact Type** | Select either Co-Applicant or CEI Co-Applicant |
| **Organisation** | Add content here |
| **Department** | Add content here |
| **Position Held** | Add content here |
| **Specific Role in this project** | Add content here |
| **%FTE commitment** | Add content here |

Co-Applicants do not need to be invited to accept their roles at Stage 1 and will not be emailed nor have a REALMS account set up at this stage.

**Administrative Contact (optional)**

Add Administrative Contact (envelope button, then + button)

| **Section** | Content |
| --- | --- |
| **Title/First Name/Last Name** | Add content here |
| **Email** | Add content here |
| **Role** | Administrative Contact can be granted rights to access the application (but not submit it) via their REALMS account. Financials are not applicable at Stage 1 |
| **Status** | This will show ‘Draft’ until the Administrative Contact is invited by email (the ‘Invite’ button) and accepts their role. It will then show ‘Accepted’. |

## Application Details

## Research location

Please select all countries where Applicants will be conducting research or forming research partnerships.

### Any Other Non-DAC Countries Involved in the Research

If Applicants are working with countries not on the OECD DAC list please select ‘Yes’ and enter which non-LMIC countries Applicants are working with. Otherwise select ‘No’.

For information on what is required in the following sections please refer to the specific call remit and guidance, 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 [Stage 1 application form guidance](https://www.nihr.ac.uk/documents/nihr-global-health-research-programme-stage-1-application-form-guidance/34254).

* Plain English Summary of research (limit 3,500 characters)
* Research Plan (limit 20,000 characters)
* ODA Compliance (limit 2,500 characters)

## Uploads

### Mandatory

Attachment 1: references

### Other non-mandatory

Attachment 2: supporting document

Attachment 3: previous awards holder letter of support

Please do not attach any additional information as it will not be considered as 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.

### Agreement to Terms and Conditions

Acceptance Statement is: “I have read and understood the terms on which I have been nominated as Lead Applicant for this proposal along with the associated documentation and accept this role.”

A link to the terms and conditions is provided**.**

## Submit

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.