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# Programme Development GrantsCommunity Partnerships Template standard application form

This Word template of the standard application form can be used to assist applicants in completing the online application form for NIHR funding; it **cannot** be submitted as an application. Only applications submitted online via the NIHR Research Management System (RMS) will be accepted. However, information can be copied from the Word template into the online application form.

## Introduction

This information and guidance is intended for people submitting an application to [NIHR Programme Development Grants](https://www.nihr.ac.uk/explore-nihr/funding-programmes/programme-development-grants.htm) (PDG).

There are a number of guidance prompts 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 for developing a PGfAR](https://www.nihr.ac.uk/documents/programme-development-grants-guidance-for-applications/22492) or the [Guidance for development of an existing programme](https://www.nihr.ac.uk/documents/programme-development-grants-guidance-for-applications/22493), and the [Supporting Information for Applicants](https://www.nihr.ac.uk/documents/programme-development-grants-supporting-information-for-applicants/20084), before completing your application. In particular, please be aware that throughout this form it is important to make the distinction between the aims of the development work and the programme grant.

PDG 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 Development Work 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 development work 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 'Development Work Plan.' **Images included in other sections will be removed from the application and not seen by reviewers.**

Any colleague(s) invited to participate on this bid will be required to log into the system, access the application and actively select **the 'confirm' option**. Please ensure that all co-applicants invited to collaborate on this application have confirmed their involvement of the application form content before submission. **Please note that all co-applicants must manually add their own relevant publications to the application form using the ‘Applicant Publication Details’ section of the application.**

**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.**

If you have any queries with your application, you can contact the PDG team on 020 8843 8056 or mailto:programme.grants@nihr.ac.uk.

## Section 1: Application Summary Information

**Programme:**

*(Auto populated)*

**Call:**

*(Auto populated)*

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

Please give details of the host organisation. They will be the contractor if the development work is funded. Applicants should be aware that awards can only be held and managed through an NHS body or other provider of NHS services (please see the PDG website for further information).

**NOTE: If your organisation does not appear on this list, please contact the** **Central Commissioning Facility**

**Development work title:**

Please provide a title for the development work. The title should state clearly and concisely the proposed work to be undertaken. Any abbreviations should be spelled out in full.

**Research type:**

Select the appropriate research type. If your proposal includes any element of primary research, please select ‘Primary Research’. If you are carrying out new analysis of existing data, select ‘Secondary Research’. If you are not sure which category to select, choose the closest match to your development work as this can be adjusted later. If the majority of the development work will be devoted to conveying the research findings to practitioners, policy-makers, commissioners and providers of NHS and social care services, select 'Knowledge mobilisation.’

**Proposed start date:**

Please tell us when you think you will be able to start.

Note: this should be from the first of the month regardless of whether this is a working day or not. Be realistic about your possible start date taking account of the necessary contracting process, and staff recruitment prior to starting your development work.

**Research duration:**

Please tell us how long the development work is going to take.

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

**End date:**

*(Auto populated)*

**Total Development Work Costs:**

This field will automatically populate once you have completed the budget section.

**Scope of development work**:

Please select an option from the drop down below to confirm whether your application is 1) for development work prior to programme grant submission or 2) to further develop, analyse or disseminate your programme grant or its outcomes.

*(Drop down menu:*

*Development work for programme grant application*

*Follow up development of current programme grant award)*

**NIHR reference number of current programme grant award:**

If applying for follow up development of your current programme grant award, please provide the NIHR reference number of the current programme grant award that this proposal relates to.

NOTE: Up to a maximum of two PDG Stream B awards per PGfAR award are permitted..

**Programme grant end date:**

If applying to Stream B, please specify the current contractually agreed end date when the programme grant this application stems from will be completed.

## Section 2: Lead Applicant details

**Community representatives/partners and/or public contributors are not required to complete a CV. Under the ‘Research Team’ section, please select ‘Yes’ to indicate that you are a public contributor and complete the drop-down box to outline your skills, knowledge and experience.**

Some of the responses required in this section will have been pre-populated, any remaining fields must be completed.

To update your CV please ‘Save and Close’, select ‘**Manage My Details**’ and then ‘**Update My CV**’ from the left hand menu.

The Lead Applicant may be an NHS or University employee; in the latter case, the individual would need to have an appropriate relationship with the host NHS body to ensure proper governance and accountability. As a minimum, the Lead Applicant must have an honorary contract with the NHS body (or provider of NHS services) submitting the application.

This funding opportunity aims to put the community at the forefront, which is a new way of working. We are therefore looking to see applications led equally by the community partner and the researchers.

One way to really demonstrate this is by making the community partner/representative a joint lead applicant, which you can do in the ‘Research Team’ section of the application form. The joint lead applicant does not need to have an honorary contract.

NOTE: Stream B applications do not need to have the same team at the full PGfAR, the most appropriate team to take the work forward should be selected..

Applicants focused on the communication of findings to influence practitioners, policy-makers, commissioners and providers of NHS and social care services may wish to consider [NIHR’s advice on planning for impact](https://www.nihr.ac.uk/researchers/apply-for-funding/how-to-apply-for-project-funding/plan-for-impact.htm).

To aid capacity building, we will particularly welcome Stream B applications led by early or mid-career researchers.

*(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.)*

**Add Lead Applicant details**

| **Lead Applicant details** | **Responses** |
| --- | --- |
| Full Name: |  |
| Position: |  |
| Department: |  |
| Institution: |  |
| ORCID ID: |  |
| Telephone no: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Webpage: |  |

| **Qualification** | **Subject** | **Institution** | **From** | **To** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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

## Section 3: Background - Lead applicant and Co-applicants

**Community representatives/partners and/or public contributors are not required to complete a CV. Under the ‘Research Team’ section, please select ‘Yes’ to indicate that you are a public contributor and complete the drop down box to outline your skills, knowledge and experience.**

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.

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

Please note that relevant publication details must be added by each individual applicant on this page.

Provide details of a MAXIMUM of 6 of your most recent publications (in the past 10 years) relevant to this application (using Vancouver or Harvard citation format). Please use DOI reference numbers if needed.

Use the save button to save the selections.

**Research grants held:**

To update your CV, please ‘Save and Close’, select ‘Manage My Details’ and then ‘Update My CV’ from the left hand menu.

Please select research grants held (as a named applicant) CURRENTLY or IN THE LAST 5 YEARS – as well as any additional previous grants, relevant to this application, stating who the grant is with and the amount of each grant

**Has this application been previously submitted to this or any other funding body?**

'Select ‘Yes’ or ‘No’ from the drop down box to indicate whether this or a similar application has previously been submitted to this or any other funding body. For more information about resubmission of a research/trainee funding application, or joint funding please contact the appropriate NIHR research funding programme.

*(Yes/No)*

**Applications submitted to this programme, other NIHR programmes or any other funding body:**

Where this application or a similar one has been submitted to this or another NIHR programme or elsewhere, please provide the necessary information.

We are keen to know if the application has been submitted elsewhere and you must be as open about this as possible. This includes, but is not limited to, any facts that, should they come to light at a future date, would embarrass either the programme or the individual who withheld the fact (e.g. if a member of the team holds a patent or has a financial interest within the research area).

Failure to disclose accurately or fully will be considered by the programme as academic misconduct and treated accordingly. You should also include in this section information on whether this or a similar application has been submitted to any programme previously, or to any other funder including other NIHR programmes. You should name, and provide dates and outcomes of these. Please indicate whether you hold or have ever held an NIHR programme contract which has been terminated prior to completion, extended in time or in terms of funding. Indicate which of the NIHR funding streams you are applying to.

**Title of previous application:**

Provide the full research title for the application. NOTE: Applications seeking to undertake development work of a current programme grant do not have to provide details of that current PGfAR award in this section.
*(100 words)*

**Name of Lead Applicant:**

**Funding body to whom it was submitted:**

Identify the organisation to which it was submitted previously.

**Funding scheme under which the application was submitted:**

Identify the funding scheme to which it was submitted previously.

**Please indicate whether this was a Stage 1 (outline) or Stage 2 (full) application.**

**The reference number of the previous application:**

Provide the reference number for the application.

**Outcome:**

**Please state the outcome date, if a decision is still pending.**

**If unsuccessful, please indicate why.**

NOTE: Please note that you can also upload a copy of the relevant funding organisation assessment of the application and/or any pertinent reviewer comments/reports as part of the Supporting Documentation section.

*(300 words)*

**Where a previous, related application was made to this funding scheme, please indicate how this development work differs from the previous application.**Please summarise the key changes made to the development work in response to the feedback provided, if the related application was previously submitted to this funding scheme.

*(300 words)*

## Section 4: The Development Work Team

**Community representatives/partners and/or public contributors are not required to complete a CV. Please select ‘Yes’ to indicate that you are a public contributor and complete the drop down box to outline your skills, knowledge and experience.**

**Specify your (lead applicant) role in the PDG development work**

Explain in addition to your role as Lead Applicant, the role that you will be undertaking in the development work, e.g. co-ordination, communication planning, stakeholder engagement, project management, analysis, methodological input etc.

*(100 words)*

**%FTE commitment on PDG development work**

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.

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

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

**Add Joint Lead applicant role and %FTE commitment**

**Relevant expertise and experience of Joint Lead Applicant:**

Please summarise your knowledge, expertise and experience to act as Joint Lead Applicant.
*(500 words)*

**Specify your (joint lead applicant) role in the PDG development work:**

Explain in addition to your role as Joint Lead Applicant, the role that you will be undertaking in the development work, e.g. co-ordination, communication planning, stakeholder engagement, project management, analysis, methodological input etc.

*(75 words)*

**%FTE commitment on PDG development work:**

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.

### Co-applicant role and % FTE commitment

Specify the role and percent FTE commitment of each co-applicant.

Do not include collaborators, who should be mentioned (if necessary) in the Development Work Plan section of the form.

For this funding call, we particularly encourage the inclusion of public co-applicants, where appropriate. Please include a clear description of their role and the reasons why a public co-applicant is joining the team.

Co-applicants are those individuals with responsibility for the day to day management and delivery of the development work. Co-applicants, including public co-applicants, 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 development work.

Allow sufficient time for your co-applicants to complete their sections of the online form before the application deadline.

A maximum of 15 co-applicants is permitted.

**Add co-applicant role and %FTE commitment**

Please note completed CVs will be ‘pulled through’ into the application. To update these details, a co-applicant should ‘Save and Close’, select ‘**Manage My** **Details**’ and then ‘**Update My CV**’ from the left hand menu.

**Add Co-applicant details**

| **Co-applicant details** | **Responses** |
| --- | --- |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Position: |  |
| ORCID ID: |  |
| Institution: |  |
| Department: |  |
| Address: |  |
| Postcode: |  |
| Country: |  |
| Email: |  |
| Phone number: |  |
| Web address: |  |
| Degrees and professional qualifications: |  |

**Please indicate if this co-applicant is a member of the public:**

*(Yes/No)*

**If yes:**

Please include a clear description of their role. Co-applicants who are patients, service users or carers are not obliged to complete a standard CV but are required to provide a summary of any knowledge, skills and experience relevant to their role in the application.

We recognise and value the varied perspectives that patients/service users and carers bring to a project as applicants. In this section, please provide a summary of any relevant knowledge, skills and experience that you will draw upon to contribute to this development work.

This could include information about:

* Previous or present work (paid or unpaid) with any relevant organisations
* Links with any relevant groups, committees, networks or organisations
* Experience of particular health conditions, treatments, use of services, being a carer - or as a member of a particular community
* Knowledge and experience of research including previous research undertaken
* Knowledge and experience of patient and public involvement including previous involvement activities
* Skills from any other roles that are transferable
* Relevant qualifications, training and learning

The bullet point list above is not exhaustive. Please include anything else that is relevant to the application.

For further information, please access the [Public Co-Applicants in Research guidance](https://www.invo.org.uk/posttypepublication/public-co-applicants-in-research-guidance-on-roles-and-responsibilities/).

**Specify role in PDG development work:**

Each co-applicant should explain the role they will be undertaking in the development work, e.g. co-ordination and project management, communication activities, stakeholder engagement, analysis, methodological input etc.

*(75 words)*

**%FTE commitment on PDG development work:**

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 NIHR and other websites.

A good quality plain English summary providing an easy to read overview of your whole study will help:

1. those carrying out the review (reviewers and committee members) to have a better understanding of your research proposal
2. inform others of about your research such as members of the public, health and social care professionals, policy makers and the media
3. the research funders to publicise the research that they fund

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

When writing your summary consider including the following information where appropriate:

1. aim(s) of the development work
2. background to the development work, including for follow on projects, how this links to the current PGfAR award
3. development work plan
4. patient and public involvement
5. dissemination and anticipated outcomes

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) .

For further support and advice on writing a plain English summary, [please contact your local Research Design Service](https://www.nihr.ac.uk/explore-nihr/support/research-design-service.htm) (where applicable).

## Section 6: Detailed Development Work Plan

Using all of the headings in the order presented below, please use this section to clearly explain:

1. the development work needed prior to submission of a programme grant application (Stream A) or
2. the rationale and plans to either undertake additional, linked research of strategic importance to NIHR, or further develop, analyse or disseminate your existing programme grant or its outcomes (Stream B).

Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the development work 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 'Development Work Plan.' Images included in other sections will be removed from the application and not seen by reviewers.

For further information for what is required under each heading please refer to the [Guidance for Applicants for developing a PGfAR](https://www.nihr.ac.uk/documents/programme-development-grants-guidance-for-applications/22492) or the [Guidance for development of an existing programme](https://www.nihr.ac.uk/documents/programme-development-grants-guidance-for-applications/22493). **As this is the main part of your application which will be considered by the reviewing committee, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.**

Applicants should aim to reserve a significant proportion of the word limit for the programme development work plan to ensure its appropriateness and rigour can be judged.

1. Background and Rationale
2. Aims and Objectives
3. Programme Development Grant Work Plan / Methods
4. Future Work Plans
5. Project / Research timetable
6. Project Management
7. Ethics
8. Project /Research expertise
9. Success criteria and barriers to proposed work

**Please upload the Gantt Chart**

Please note that if uploaded in a file format other than .doc or .docx this will not appear in the body of the application and instead, will form part of the Supporting Documentation section at the end of the application.

It is mandatory to attach a Gantt Chart indicating a schedule for the completion of work, including the timing of key milestones and deliverables.

When uploading, applicants must only use the filename description ’Appendix\_Gantt Chart’.

**Section 7: Detailed Budget**

\*Please note for applications involving the recruitment, consenting and/or treatment of patient participants, you are now required to submit a Schedule of Events Cost Attribution Template (SoECAT) with your PDG application. You are not required to add costs on this form under the NHS Support Costs or NHS Treatment Costs sections as these are now entered on the SoECAT form. Please do complete all other questions on the budget form. The SoECAT must be signed off by an AcoRD specialist.\*

### Justification of costs

Provide a breakdown of research costs associated with undertaking the development work and provide justification for the resources requested, including the following:

* staff costs,
* travel, subsistence and conference fees
* dissemination costs
* equipment (including lease versus purchase costs)
* consumables,
* patient and public involvement
* any other direct costs

For further information on budgeting for involvement, please read the [NIHR payments guidance for researchers and professionals](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392).

When justifying staff costs you should also provide the % amount of time input of each member of staff and link this to the specific area/work package of the proposed study where this input will be taking place.

You should indicate here how this development work will potentially benefit the NHS and/ or public health and social care. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times, service users or carers supported etc.

You should describe the value for money of the development work itself – the strength of the project team and contribution of each member, ways of recruiting the sample, of administering interventions etc.

Please also provide a breakdown of the NHS costs associated with undertaking the development work and provide justification for the resources required. If there are no NHS Support or Excess Treatment Costs associated with the development work you must explain why you think this is the case.

Please provide a breakdown of any non-NHS intervention costs and provide justification for the resources required. Non-NHS intervention costs should include costs incurred in delivering the intervention which would continue to be incurred after the trial, should the intervention become standard care.

This Word document of the PDG application form does not calculate the financial information entered; therefore, it is advised that financial information is directly inputted into the online application form.

### Details of Posts and Salaries

Please enter the FULL numeric value in £'s only.

NOTE: You should avoid the use of shorthand, inclusion of commas or decimal places.

The relevant Staff Details and Salary Costs options below should be completed, as appropriate, for all colleagues participating on the research bid (including for those individuals listed within the 'Co-applicant Details' section of the form).

**If there are any applicants whose costs are not being claimed then, for each person, state their name and explain briefly why costs are not being claimed and what resources are being used to cover their contribution.**

(300 words)

### Direct Costs

These are the costs that are specific to the research, which will be charged as the amount actually spent and can be supported by an audit record.

**Salary Costs**

This section should specify the annual costs of each applicant contributing to the research. You should now allocate the individual staff member costs to each year of the research, allowing for increments. Use current rates of pay, and build in any known annual increments (again at current rates). You will not be able to claim for pay awards retrospectively, once your research is underway.

Please note the ‘% full time on this research’ and the ‘Year’ columns are independent and the % figure is not used to calculate the net staff costs.

It is important to double check that the %, total months and yearly costs information are consistent with the information presented in ‘Details of Posts and Salaries’ (‘Details of Posts and Salaries’ should show the full current staff costs independent of % FTE etc, whereas the yearly costs in ‘Annual Costs of Posts’ depend on % FTE etc).

Please ensure that you check the column describing the 'Type of Cost' (employing organisation) for a member of staff as this impacts on the level of funding provided.

NOTE: For PGfAR and PRP, staff employed by a Higher Education Institution (HEI) are funded at up to 100% of cost and staff employed by NHS, commercial or other partner organisation at up to 100% of cost.

Please note, NIHR/DHSC does not fund PhD studentships through its research grants (NIHR's main training opportunities can be accessed through the [career development support and training webpage](https://www.nihr.ac.uk/researchers/career-development-support-and-training.htm).). It is possible, however, for a researcher employed on an NIHR/DHSC grant to register for a PhD based on the funded project, although the NIHR/DHSC will not reimburse fees.

Please further note that this section also includes ‘Shared Staff Costs’ which is located under directly allocated costs in some other funders’ applications. These are costs of an institution’s research resources which can be charged to the research on the basis of estimated use, rather than actual costs. These may include: IT technicians, laboratory staff, and costs of pooled staff efforts. HEI indirect costs cannot be claimed on these shared staff costs.

| **Staff Member details** | **Response** |
| --- | --- |
| Staff Type: | (Other/Lead applicant/Co-applicant) |
| Name: |  |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| % Full-time on this research: |  |
| Total Months on this research: |  |

| **Name** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Annual Costs of Posts**

This table is calculated in the online application form.

| **Total Annual Costs of Posts** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
| Total HEI |  |  |  |  |
| Total NHS |  |  |  |  |
| Total Commercial |  |  |  |  |
| Total Other |  |  |  |  |

**Travel, Subsistence and Conference Fees**

This section should include journey costs, subsistence and conference fees. Where applicable, you will need to include the travel and subsistence costs of your Project Advisory Group, Steering Committee and/or Data Monitoring & Ethics Committee.

Please note that travel and subsistence costs relating to dissemination should also be included here, as should costs relating to overseas travel.

**Journey costs**

Enter the total cost of transport for all journeys and their destination/purpose. If travel is by car, apply your institution’s mileage rates (however this should not exceed HMRC approved mileage allowance payments, which is 45p per mile for the first 10,000 miles and 25p thereafter).

Travel by the most economic means possible is encouraged and please note that the programme does not usually fund first class travel.

**Subsistence**

Subsistence covers accommodation (if necessary) and meals associated with the travel, excluding any alcoholic beverages.

**Conference fees**

For research of up to 5 years, the programme will usually fund up to a maximum of two international conference attendances.

NOTE: Where national or international conference fees are included, a statement naming the conference or purpose of travel and the benefit to the research must also be made; failure to adequately justify your attendance at a conference will mean the programme will not fund this cost.

| **Travel, Subsistence and Conference Fees** | **Response** |
| --- | --- |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| Description:  | (Journey Costs/Subsistence/Conference Fees) |
| Fees: |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Equipment**

Essential items of equipment plus maintenance and related costs not included as part of estates should be input in this section. These can be lease or purchase costs. The purchase cost of pieces of equipment, valued up to £5,000 excluding VAT, will be considered.

Pieces of equipment costing more than £5,000 to purchase will usually need to be leased. Where applicants are leasing equipment with a purchase price of more than £5,000, a comparison of leasing verses purchasing costs must be provided in the ‘Justification of Costs’ section below.

Items of equipment valued at £250 or more must be itemised separately; however grouping same type equipment is permitted. Costs of computers are normally restricted to a maximum of £650 each excluding VAT and a statement of justification must be included, in the relevant ‘Justification of Costs’ section below for any purchase above this limit.

NOTE: Equipment must exclude VAT, but if your organisation is unable to reclaim/recover the VAT on a piece of equipment, you should tick the box ‘VAT cannot be reclaimed’.

If you check the ‘VAT cannot be reclaimed’ column, VAT at 20% will be calculated into the overall cost of that item.

You will need to seek expert advice from the organisation purchasing the equipment regarding its VAT status.

| **Equipment** | **Response** |
| --- | --- |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| Description  |  |
| Price excluding VAT £ |  |
| Expected lifetime  | (Months) |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Consumables**

This section should include non-reusable items specific to the research.

Please itemise and describe the requirements fully (e.g. postage, stationery, photocopying). These items should be research specific, not just general office costs which should be covered by indirect costs.

| **Consumables** | **Content** |
| --- | --- |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| Please describe fully |  |
| Price excluding VAT £  |  |
| Expected lifetime  | (Months) |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Patient and Public Involvement**

Please itemise and describe fully all patient/service user, carer and public involvement costs. These are likely to include out of pocket expenses, payments for time and any relevant training and support costs.

Costs related to study participants should not be itemised here.

If voluntary, charity or community groups are supporting the research via activities such as facilitating contact with potential participants, hosting research activities or providing advice, an adequate budget must be included to compensate for their time and resources.

For further information on budgeting for involvement, please read the [NIHR payments guidance for researchers and professionals](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392).

| **Patient and public involvement** | **Content** |
| --- | --- |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| Description  |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other Direct Costs**

These are costs, not identified elsewhere, that are specifically attributed to the research. For example, external consultancy costs, specialist publications, computer licensing, costs associated with inclusivity (which may include, but are not limited to, justified translation of research participant material into other relevant languages), recruitment and advertising costs, and training specifically for the research team.

If external consultancy costs are included in this section they must be fully justified in the ‘Justification of Costs’ section. Please specify the hourly rate and the number of hours and note that consultants must not be people who are already employed by the applicant’s institution. If they are, any costs should be entered as direct costs in the ‘Details of Posts and Salaries’ and ‘Annual Costs of Posts’ sections.

Any costs associated with publication, presentation or dissemination of findings (except related travel and subsistence or consumables costs) should be itemised and included here. Any large costs should be further detailed with a breakdown of constituent parts or a timescale profile of the costs. Meetings to share best practice, training events and events to disseminate research findings must be run at the lowest possible cost with minimal catering. ‘Conferences’ which are described as such are not eligible for funding.

NOTE: Please note that for organisations claiming indirect/overhead costs, costs such as recruitment of staff, and general training (e.g. in common IT packages) are costs that should be covered by the indirect costs element of the award being sought and should not appear in this section.

| **Other Direct Costs** | **Content** |
| --- | --- |
| Type of cost:  | (NHS/HEI/Commercial/Other) |
| Please describe fully:  |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total direct costs**

This table is calculated in the online application form.

| **Total direct costs** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
| Total direct costs |  |  |  |  |

### Indirect Costs

**Commercial Indirect Costs**

Commercial organisations can claim indirect costs which are the costs of resources used by the research that are shared by other activities.

Indirect costs will be charged in proportion to the amount of research staff effort requested on the research. Commercial organisations should calculate them, using their own cost rates. They comprise:

* General office and basic laboratory consumables
* Premises costs
* Library services/learning resources
* Typing/secretarial
* Finance, personnel, public relations and departmental services
* Usage costs of major research facilities
* Central and distributed computing
* Charge out rates for shared equipment
* Cost of capital employed

NOTE: Please seek advice from your finance department about the appropriate cost for this section.

| **Commercial Indirect Costs** | **Content** |
| --- | --- |
| Name of Company / Organisation |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other Partner Organisation Indirect Costs**

Other partner organisations can claim indirect costs which are the costs of resources used by the research that are shared by other activities.

Indirect costs will be charged in proportion to the amount of research staff effort requested on the research. Other partner organisations should calculate them, using their own cost rates.

They comprise:

* General office and basic laboratory consumables
* Premises costs
* Library services/learning resources
* Typing/secretarial
* Finance, personnel, public relations and departmental services
* Usage costs of major research facilities
* Central and distributed computing
* Charge out rates for shared equipment
* Cost of capital employed

NOTE: Please seek advice from your finance department about the appropriate costs for this section

| **Other Partner Organisation Indirect Costs** | **Content** |
| --- | --- |
| Name of Partner Organisation |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Indirect Costs**

This table is calculated in the online application form.

| **Total Indirect Costs** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
| Total Indirect Costs |  |  |  |  |

### NHS support and treatment costs

When considered necessary by the NIHR Local Clinical Research Network (LCRN) AcoRD specialist, a completed Schedule of Events Cost Attribution Tool (SoECAT) is now required to be uploaded and submitted as part of the application submission for all applications. When a completed SoECAT is not considered necessary by an AcoRD specialist, only the front page (study information tab) of the SoECAT needs to be uploaded and submitted as part of the application submission. The SoECAT must be authorised and signed off by an AcoRD Specialist even where there are no excess treatment costs.

To avoid repetition you are not required to populate the NHS Support Costs finance table on the online form.

[More information on the SoECAT form is available on the NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm), including:

* [General guidance on SoECAT](https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214)
* [Guidance on how to complete a SoECAT](https://www.nihr.ac.uk/documents/how-to-complete-a-soecat/23415)

**NHS support costs**

These are the additional patient care costs associated with the research, which would end once the R&D activity in question has stopped, even if the patient care service involved continues to be provided. These might cover items such as extra patient tests, extra in-patient days and extra nursing attention.

Researchers should contact their local NHS R&D Department initially and, if they are unable to help directly or if there is no local NHS R&D Department, [contact their LCRN](https://local.nihr.ac.uk/lcrn/) for advice on NHS Support Costs.

NOTE: Social care studies are eligible for Clinical Research Network (CRN) support, it does not just apply to NHS based research, and researchers should speak to the CRN and include support costs where relevant. For the purposes of social care studies ‘treatment costs’ should be interpreted as ‘intervention costs’ and should be included in the proposal when needed. Further guidance on support and ‘treatment’ costs can be found on the [NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm).

| **NHS Support Costs** | **Response** |
| --- | --- |
| Cost per patient (£) |  |
| Description of expected additional procedures/ resource requirements |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Have you discussed and agreed these costs with the Lead Network?**

Yes/No

**Please expand on your above response including justification either for the costs entered or if relevant, why no costs will be required.**

(300 words)

**NHS Treatment Costs**

These are the patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the R&D activity has stopped.

In determining NHS Treatment costs you must assume that the patient care service being assessed will continue even though there may be no plans for it to do so.

Researchers should provide an estimate of the patient care costs associated with the research (if applicable). An explanation of why these costs are being incurred and the basis on which the estimations have been made should be fully detailed under the relevant ‘Justification of Costs’ section.

For full details of cost attribution please refer to [Attributing the costs of health and social care research and development (AcoRD)](https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research).

NOTE: Social care studies are eligible for CRN support, it does not just apply to NHS based research, and researchers should speak to the CRN and include support costs where relevant. For the purposes of social care studies ‘treatment costs’ should be interpreted as ‘intervention costs’ and should be included in the proposal when needed. Further guidance on support and ‘treatment’ costs can be found on the [NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm) .

| **NHS Treatment Costs** | **Response** |
| --- | --- |
| Cost per patient (£) |  |
| Description  |  |
| Justification of Cost |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Have you discussed and agreed these costs with the Lead Trust?**

Yes/No

**Please expand on your above response including justification either for the costs entered or if relevant, why no costs will be required.**

(300 words)

**Is the patient care being provided different from the usual standard treatment for the condition?**

Yes/No

**If yes, detail the costs of usual standard care below**

If the patient care intervention is in addition to usual care, there is no need to cost usual treatment.

**Usual treatment costs**

Please note if the intervention under investigation is in addition to usual care there is no need to complete the ‘Usual Treatment Costs’ section however this will need to be justified in the relevant ‘Justification of Costs’ section. If the patient care intervention under investigation either wholly or partially replaces usual care, the ‘Usual Treatment Costs’ section must be completed.

| **Usual treatment costs** | **Response** |
| --- | --- |
| Cost per patient (£) |  |
| Description of expected resources required or released |  |

| **Cost Information** | **Year 1 (£)** | **Year 2 (£)** | **Year 3 (£)** | **Total (£)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total NHS Support and Treatment Costs**

The committee will take NHS Support and Treatment Costs into account when considering the value for money of the research. It is important that you consider these costs and discuss them with the NHS bodies involved in order to avoid any delay in commencing the research.

Please be aware that the research award does NOT include NHS Support and/or Treatment Costs. NHS Support Costs will be funded via the Local Clinical Research Networks (LCRN). NHS Treatment Costs, including any Excess Treatment Costs/Savings, will be met by the NHS through normal patient care commissioning arrangements.

NOTE: A representative of the NHS body - incurring any NHS Support and Treatment Costs - must sign off the application. The ‘Declarations and Signatures’ page is intended to ensure that the aforementioned organisation is satisfied that all NHS Support and Treatment Costs in the application are correct and is prepared to meet these costs.

NOTE: Social care studies are eligible for Clinical Research Network (CRN) support, it does not just apply to NHS based research, and researchers should speak to the CRN and include support costs where relevant. For the purposes of social care studies ‘treatment costs’ should be interpreted as ‘intervention costs’ and should be included in the proposal when needed. Further guidance on support and ‘treatment’ costs can be found on the [NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm) .

This table is calculated in the online application form.

| **Total NHS Support and Treatment Costs** | **Total (£)** |
| --- | --- |
| NHS Support Costs requested from networks |  |
| NHS Treatment Costs requested from the NHS |  |
| Total NHS Support and Treatment Costs |  |

**Schedule of Events Cost Attribution Template (SoECAT)**

When considered necessary by the LCRN AcoRD specialist, a completed Schedule of Events Cost Attribution Tool (SoECAT) is now required to be uploaded and submitted as part of the application submission for all applications. When a completed SoECAT is not considered necessary by an AcoRD specialist, only the front page (study information tab) of the SoECAT needs to be uploaded and submitted as part of the application submission. The SoECAT must be authorised signed off by an AcoRD Specialist even where there are no excess treatment costs.

To avoid repetition only the totals from the SoECAT need to be entered into the NHS Support and Treatment Cost section of the detailed budget.

[More information on the SoECAT form is available on the NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm), including:

* [General guidance on SoECAT](https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214)
* [Guidance on how to complete a SoECAT](https://www.nihr.ac.uk/documents/how-to-complete-a-soecat/23415)

*(Attach SoECAT)*

**Research Costs Requested From Funder**

NIHR programmes currently fund NHS body or other provider of NHS services at 100% and commercial/other partner organisations at 100%.

The PGfAR programme currently funds Higher Education Institutes at 100%

If your organisation is claiming less than the maximum percentage allowed, please enter the percentage you wish to claim in the appropriate column

NOTE: Please note that whilst these percentages will be used to calculate the maximum amount payable, the programme reserves the right to award funding for less than this maximum where it is considered appropriate.

This table is calculated in the online application form.

|  | **Direct costs** | **Indirect costs/Overheads** | **Total cost** | **% of costs paid by NIHR 1-80% or 100%** | **Amount requested** |
| --- | --- | --- | --- | --- | --- |
| Total Higher Education Institution Costs |  |  |  |  |  |
| Total Commercial Costs |  |  |  |  |  |
| Total Other Partner Organisation Costs |  |  |  |  |  |
| Total NHS Research Costs |  |  |  |  |  |
| Total Research Costs Requested From Funder |  |  |  |  |  |

**Total Funding Required (including non-research costs)**

| **Total Funding Required** | **Total (£)** |
| --- | --- |
| Total Research Costs Requested from Funder |  |
| Total NHS (Support and Excess Treatment) Costs |  |
| Total Funding Required |  |

## Section 8: Management and Governance

**Is Clinical Trials Authorisation required?**

**Does your development work require ethics approval?**

**If yes, has ethics approval already been obtained?**

## Section 9: Uploads

Please note that all supporting documentation uploaded should be given concise and clear file name descriptions. These should be headed by a numbered ‘Appendix’ and a brief filename description that clearly describes the file (e.g. Appendix\_References).

**Mandatory**

The following file is mandatory to submission for all applicants, please attach:

* A list of references cited in the application.

If claiming CTU support and or applying following Programme Development Grant, the following file is considered mandatory:

* CTU letter of support.

**Non-mandatory**

The following file(s) are considered non-mandatory to submission; please number your files and attach;

* Any further supporting documentation (flow diagrams, pictures, logic models, graphic of approach to knowledge mobilisation, trial protocols, any letters of support etc.)
* A completed Schedule of Events Cost Attribution Tool (SoECAT)

No more than 5 separate files are permitted. **The total file size should not exceed 6Mb. (this includes the SoECAT form uploaded under the Detailed Budget section and the Gantt Chart uploaded under the Detailed Research Plan section). Total file sizes larger than this may not be considered as part of this submission.**

We strongly recommend that only .doc or .pdf files are uploaded as some file types are not supported by the system (such as .xls and .zip file types which will not render out into the final version of the application form). Should you wish to upload documents of other file types, we encourage you check that they appear in the PDF of the application form prior to submission as changes cannot be made after the deadline has passed.

**Upload of a new attachment**

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 committee 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 host NHS body or other provider of NHS services as a secondary point of contact 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 office so that we are able to notify them of the outcome of this application including any associated feedback.

NOTE: Please 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: Acknowledgement, review and submit

**COI declaration**

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

(300 words)

**Agreement to terms and conditions**

Lead Applicant

In ticking this, you as Lead Applicant confirm that the information given on this form is correct and that you will be actively engaged in this development work and responsible for its overall management. In addition, I will accept responsibility for ensuring that the host institution and interested parties are kept informed.

Ticking this box constitutes an electronic signature of the lead applicant with regard to this application

**Checklist of information to include when submitting a PDG application**

Applicants should click the checkboxes to indicate that they have included the necessary information prior to submitting their application.

| **Item** | **Checkbox** |
| --- | --- |
| Appropriate and relevant [involvement of patients/service users, carers and the public](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437)  |  |
| A good quality [plain English summary](https://www.nihr.ac.uk/documents/plain-english-summaries/27363) |  |
| A clear description of team member roles and contribution |  |
| A clear scientific abstract |  |
| A flow diagram illustrating the study design / flow of participants /approach to knowledge mobilisation (document upload), if appropriate |  |
| A full and accurate detailed budget breakdown |  |
| A clear justification of costs / value for money |  |
| References (document upload) |  |
| A clear Detailed Development Plan outlining the study design, methods, dissemination etc. |  |
| A CTU letter of support if required (document upload) |  |
| The support and agreement from the necessary supporting roles / signatories |  |
| Completed Schedule of Events Cost Attribution Tool (SoECAT), if appropriate |  |

## Section 13: 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)
* **Check all co-applicants** have completed their CV details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option

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.**