

# Policy Research Programme Learning Partner Call Open Commissioning Template single stage standard application form

This Word template of the Policy Research 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 RMS will be accepted, however information can be copied from the Word template into the online application form.

## Introduction

This Word template of the NIHR standard application form is intended for applicants submitting single stage applications to the Policy Research Programme Learning Partner Call.

This document shows the main fields in the standard application form for these programmes. Small variations by programme may exist in the online form in the RMS.

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 relevant [Guidance for Applicants](https://www.nihr.ac.uk/documents/policy-research-programme-learning-partner-call-single-stage-guidance-for-applicants/31609) and [Supporting Information for Applicants](https://www.nihr.ac.uk/documents/policy-research-programme-standard-information-for-applicants/27427) documents before completing your application.

Single Stage 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.**

Members of the team will need to be registered through the sytem via email to participate as co-applicants after which they must confirm their participation.You will not be able to submit the application until co-applicants have confirmed their involvement. **Please note that lead, joint lead and 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 and approving 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 programme team on [ccf-globalhealth@nihr.ac.uk](mailto:ccf-globalhealth@nihr.ac.uk).

## Section 1: Application Summary Information

**Programme:**

*(Auto populated)*

**Call:**

*(Auto populated)*

**Host organisation:**

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

NOTE: If your organisation does not appear on this list, please contact the [NIHR](mailto:ccf@nihr.ac.uk)

**Research title:**

The project title should state clearly and concisely the proposed research. 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 project as this can be adjusted later.

*(Select from drop down list:*

*Primary Research/Secondary Research/Primary & Secondary Research)*

**Proposed start date:**

Note this should be from the first of the month regardless of whether this is a working day or not.

*(Auto populated - 01 May 2023)*

**Research duration (months):**

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

*(Auto populated - 30 months)*

**End date:**

*(Auto populated)*

**Total research costs:**

Enter the total amount of research costs requested.

*(Auto populated text box numerical, only able to hold 7 figures no decimals, automatically pulled through from detailed budget section)*

## Section 2: Lead Applicant details

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.

| **Lead Applicant details** | **Responses** |
| --- | --- |
| Full Name: | (Auto populated from the ‘Manage my details’ section) |
| Position: |  |
| Department: |  |
| Institution: |  |
| ORCiD: |  |
| Telephone no: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Country: |  |
| Webpage: |  |

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

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

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

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:**

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.

Select and order what you consider to be your 6 most recent/relevant publications to date (in the last 10 years). Use the save button to save the selections.

*(Information in this field is populated when each user selects publications from the ‘Manage my details’ section of their RMS Portal account, which should be updated and edited prior to submission.)*

**Research grants held:**

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.

*(Information in this field is populated when each user selects publications from the ‘Manage my details’ section of their RMS Portal account, which should be updated and edited prior to submission.)*

**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.

*(Yes/No Field)*

**Title of previous application:**

Provide the full research title for the application.

*(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:**

*(Drop down box - options:*

*Stage 1 - outline*

*Stage 2 - full)*

**The reference number of the previous application (History Reference Number):**

Provide the reference number for the application.

**Outcome:**

*(Drop down box - options:*

*Funded*

*Pending*

*Rejected)*

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

*(dd/mm/yyyy)*

**If unsuccessful, please indicate why:**

NOTE: 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, please indicate how this research differs from the previous application:**

Please summarise the key changes made to the research in response to the feedback provided, if the related application was previously submitted to this funding scheme.

## Section 4: The Research Team

Please note completed CVs for all co-applicants are a mandatory requirement for submission and 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.

### Lead Applicant

**Specify your (lead applicant) role in the research:**

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

**%FTE commitment:**

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

### Joint Lead Applicant

Where appropriate and justified it is acceptable for the application to be led by joint Lead Applicants.

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

Please summarise the proposed Joint Lead Applicant’s relevant expertise and track record in applied health or social care research, in terms of skills and experience, previous publications, grant funding and impact on health or social care service provision.

*(250 words)*

**Specify role in research:**

Please provide a brief overview of your role in the proposed research. You have the opportunity to elaborate upon this further in the ‘Detailed Research Plan’ section.  
*(75 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-applicant

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 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.

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

NOTE: Members of the team previously invited to participate as co-applicants during Stage 1 will still need to approve their participation in the Stage 2 application before the submission deadline. New team members will need to be invited via email to participate as co-applicants and both confirm and approve their participation before the submission deadline. Once a colleague has approved their participation, their CV details will populate the application; **the application cannot be submitted without doing so**.

| **Co-applicant details** | **Responses** |
| --- | --- |
| Forename: | (Auto populated from the ‘Manage my details’ section) |
| Surname: |  |
| Title: |  |
| Position: |  |
| ORCiD: |  |
| Department: |  |
| Institution: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Country: |  |
| Email: |  |
| Phone number: |  |
| Webpage: |  |

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

**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.

*(75 words)*

**%FTE Commitment:**

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

*(Numerical field – max 3 characters plus % symbol)*

## Section 5: Scientific abstract

**Scientific Abstract**

The scientific abstract should be a clear and concise technical summary of the Detailed Research Plan / Methods.

The following is a list of potential elements / headings that might be included depending on the design of the proposed development work, the setting and whether it is for further dissemination, knowledge mobilisation, primary research or evidence synthesis. It will be for researchers to decide the appropriate elements to be included in the scientific abstract and could include elements outside this list. Applicants may find the [guidance on the EQUATOR Network website](http://www.equator-network.org) useful.

* Research question
* Background
* Aims and Objectives
* Methods
* Timelines for delivery
* Anticipated Impact and Dissemination

*(500 words)*

## Section 6: 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:

* aim(s) of the research
* background to the research
* design and methods used
* patient and public involvement
* 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 on the [NIHR plain English summaries webpage](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 (where applicable).

*(Max 450 words)*

**Section 7: Detailed 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 for what is required under each heading please refer to the [Guidance for Applicants](https://www.nihr.ac.uk/documents/policy-research-programme-learning-partner-call-single-stage-guidance-for-applicants/31609). **As this is the main part of your application that will be considered by the reviewing committee, 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. Dissemination, Outputs and anticipated Impact
5. Project / research timetable
6. Project Management
7. Ethics / Regulatory Approvals
8. Project / Research expertise
9. Success criteria and barriers to proposed work

*(Max 16,000 words)*

**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 8: Detailed Budget

The finance application form provides details of the finances required to deliver the planned research. Applicants will need to complete all sections of the finance form providing a detailed breakdown of costs as per the [NIHR Global Health Research Finance Guidance for Applicant](https://www.nihr.ac.uk/documents/nihr-global-health-research-finance-guidance-for-applicants/25894)s. Please note the expenditure categories in the form have been reduced as the call will require fewer expenditure categories than are listed in the guidance.

The summary tabs on the financial plan will auto populate depending on the information added to sections 1-11. These summary tabs include summaries of all costs.

For any finance queries, please contact [ccf-globalhealth@nihr.ac.uk](mailto:ccf-globalhealth@nihr.ac.uk).

[The finance form template can be downloaded from our website](https://www.nihr.ac.uk/documents/funding/Global-Health/NIHR-Finance-Application-Form-GHR-2022.xlsx).

*(Upload form)*

## Section 9: Management and Governance

**Is Clinical Trials Authorisation required?**

*(Yes/No)*

**Does your project require ethics approval?**

*(Yes/No)*

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

*(Yes/No)*

## Section 10: 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).

The following files are mandatory to submission for all applicants, please attach:

* A list of references cited in the application.
* Delivery Chain Risk Map
* Gantt Chart

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, trial protocols, any letters of support etc.)

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.

| **File name** | **Description** |
| --- | --- |
|  |  |

**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 11: Administrative contact details

Please provide the details of an administrative lead 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 12: 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: This person does not need to be included as a co-applicant.

**Host institution (which will administer any award) (R&D Contact Name)**

| **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 13: 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 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.

*(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 NIHR Single Stage research application**

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

| **Item** | **Checkbox** |
| --- | --- |
| 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) |  |
| Gantt Chart (document upload) |  |
| Delivery Chain Risk Map (document upload) |  |
| A clear Detailed Research Plan outlining the study design, methods, dissemination etc. |  |
| The support and agreement from the necessary supporting roles / signatories |  |
| Completed Finance Summary Form |  |

## Section 14: 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 both confirmed and approved the application and the ‘Submit’ button becomes available and is then used.**